

*Faculty Electrical Engineering, Mathematics, Computer  
Science (EEMCS)*

*Creative Technology, Human Media Interaction*

*Bureau of Educational Services*

To: Members PC CreaTe/HMI

From: Barbara Spikker

Reference: EW116/CreaTe/4999bs Date: 23 June 2016

**Regarding: Minutes of the PC CreaTe/HMI meeting, 22 June 2016**

Committee members present: M. Poel, PhD (chair), C. Salm, PhD, S. ter Stal,  
F. Lammers, C.N. Burghardt,  
Others present: E.J. Faber, PhD (bachelor coordinator), A.M.  
Schaafstal, PhD (director), B. Spikker (support staff,  
minutes), K.T. de Kruiff (listener)

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**1. Opening and announcements**

Poel opens the meeting at 9.00.

**Announcements**

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**2. Setting the agenda**

A letter from the Faculty Council has come in. It will be discussed as part of the incoming mail.

Taking into account the above-mentioned, the agenda is set.

**3. Minutes of the programme committee of 10 May 2016**

*Substantive:*

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*N/A*

Page 1 The members would like to know if there is any new information regarding the extra room for CreaTe. There probably won't be any extra room yet next year.

Page 3 New spearhead: this must be incorporated into the manual. For modules, the rule is 10 working days, but it is not clear which parts of the modules this refers to.

The minutes are approved in their present form.

**4. Minutes of the programme committee of 31 May 2016**

*Substantive:*

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*N/A*

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The minutes are approved in their present form.

### **Action points:**

- 181. will remain on the agenda.
- 208. no one has been found yet. The current priority is teacher staffing.
- 242. has been taken care of. Can be removed.
- 243. will be discussed once more information has come in.
- 245. will remain on the agenda.
- 246. will remain on the agenda. Schaafstal does point out that a final evaluation has been carried out, which showed that business in particular does not match up well with CreaTe. This will change next year; there will be a different team, and increased focus on Creative Technology.
- 256. has been taken care of. Can be removed.
- 257. a replacement has been found, namely Rik Nieuwendorp. He has a lot of expertise. He will be hired for module 5 NM, and maybe more. The Programme Committee has some concerns regarding his lacking basic teaching qualification, and stresses that Nieuwendorp must receive proper guidance and support. Schaafstal points out that a lot of departments still consider CreaTe to be ancillary, and that currently, postdocs are given temporary contracts. As such, there is no permanent staffing yet.
- 258. has been taken care of. Can be removed.
- 259. is currently ongoing.
- 260. not yet known.
- 261. is currently ongoing. Concerns repeat students in modules. The coordinators prefer for there not to be repeat students in projects. Will be part of the agenda of the first meeting of the new academic year (**action by Spikker, Schaafstal, De Kluijver, Faber**).

### **5. Incoming/outgoing mail**

#### **Outgoing:**

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#### **Incoming:**

*Came in afterwards*

FC letter

The Programme Committee has already considered this letter carefully, and as such, the letter is merely for informational purposes.

Scholten letter

A discussion regarding the minimum grade requirement for resits for the subject of Sketching ensues. The teacher feels that it is hard to turn a < 4.5 into a passing grade in a short period of time, and as such, there should be a minimum grade requirement. However, UT's policy dictates that students are always entitled to a resit.

The Programme Committee advises the following: the minimum grade requirement should be abolished, and the teacher should then determine what the best moment for holding the resits would be.

The Committee also advises making sure that the resit does not conflict with other modules.

Poel will contact the coordinator to discuss the organisation of resits within the module in more detail (**action by Poel**).

### **6. OER CreaTe**

As notification. We must now wait and see if the Faculty Council has any comments.

### **7. OER HMI**

As notification. We must now wait and see if the Faculty Council has any comments.

**8. Manual Module 1 We CreaTe Identity**

The assessment plan is missing; also, the deadline for announcing partial grades should be listed. Poel will communicate these points to Reidsma (**action by Poel**).

**9. Evaluation module 3 Living and Working Tomorrow**

Will be moved to the July meeting (**action by Spikker, Faber**).

**10. Premaster summary**

It is worth noting that there is a 30 ETC premaster at the UT, whereas at Eindhoven University students can transfer immediately. The overview is agreed upon and is now ready to be put up on the PROTO website (**action by Burghardt**).

**11. Spearheads**

Point 11 solved for now, but once again temporarily.

**12. Questions**

Salm reports that she would like an update regarding the Create Master in the next academic year (**action by Schaafstal, Spikker**).

Faber will develop a proposal regarding final assessments and how to formalise these, together with Romkema (**action by Faber**).

**13. End**

The meeting is closed at 10:20.

## Actions

Action point	Status	Action taker
181. report assessments of module evaluations in log file	Ongoing action	All
208. contact the person who is willing to participate in programme committee from IO	Has been discussed, but nothing has been decided yet. Option: someone from BMS (Wendy Tollenaar). The current priority is teacher staffing instead	Schaafstal
243. assess the module manuals for modules 4 and 8	Will be discussed as soon they are available	Salm
245. pass on comments regarding module 3 manual after the assessments have been discussed	Will be discussed as soon as the assessments are available	Poel
246. pass on comments regarding module 7 manual after the assessments have been discussed. Discuss assessments thoroughly with regard to complaint by Emmerloot	Will be discussed as soon as the assessments are available. Module will change, both in terms of the team and in terms of increased focus on CreaTe	Poel/Spikker/Faber
259. specify spearhead 8		Lammers/Burghardt
260. include informing coordinators about when grades must be announced in the manual		Schaafstal
261. develop procedure for project subjects with regard to repeat students in modules	On the agenda for September/October 2016	Schaafstal, De Kluijver, Faber, Spikker
262. contact coordinator of module 2 regarding abolishing minimal grade Sketching and how resits are organised in that module		Poel
263. informing Reidsma is missing from manual: assessment plan as well as deadline for announcing partial grades		Poel
264. move assessment of module 3 to the July 2016 agenda		Spikker, Faber
265. summary premaster on Proto site		Burghardt
266. progress update regarding CreaTe master's programme	On the agenda for September/October 2016	Schaafstal/Spikker
267. develop proposal regarding the format of final assessments		Faber

## SPEARHEADS

### Resolved

5.	Quality of Education in response to meeting. See minutes of 13-10-2015	Ongoing projects in modules; Various types of students (shallow and deep learning) Dealing with compensation. Has become obsolete. Point can be discarded	Minutes 13-10-2015
6.7	Allow Create degree programme to grow once again, publicise it positively, and stabilise staffing	Spearheads for Schaafstal	Minutes 13-11-2015
12.	Module 3	Stienstra will be leaving the UT. Dertien will be taking care of module 3 this coming academic year	Minutes 21-4-2016
13.	Module 4	Stoelinga will be coordinating module 4	Minutes 21-4-2016

### Open points

3.	Module files are not yet properly filled		
4.	Check whether the module teams will prepare a plan for improvement in response to the evaluations		Minutes 13-10-2015
8.	Spearhead from students to improve communication between student/lecturer	Spearhead from student members. Specify	Minutes 13-11-2015
10.	CreaTe master's programme	Currently in development	Minutes 12-01-2016
11.	Staffing for CreaTe (graduation supervisors)	There is currently still a lack of 2nd assessors for the graduation process	Minutes 12-01-2016
14.			