

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

Creative Technology, Human Media Interaction

Bureau of Educational Services

To: Members PC CreaTe/HMI

From: Barbara Spikker

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CreaTe/HMI 21.doc

Concerns Minutes of the PC CreaTe/HMI meeting nr. 21, 12 February 2013

Committee members present: Dr. E.M.A.G. van Dijk (chair), Dr.ir. C. Salm,
Ing. P. van Passel, M. Bruinenberg, D.A.F. Mulder,
J. Kolkmeier
Others present: Dr. G.F. van der Hoeven (director), Dr.ir. E.J. Faber
(Bachelor coordinator), B. Spikker (support staff,
minutes)

1. Opening and announcements

Van Dijk opens the meeting at 15:05.

Announcements

Van Passel says he must leave the meeting at 16:30.

Van der Hoeven reports that 63 preliminary enrolments have been received to date, 15/20 are Dutch, 5/10 are German and the rest are from elsewhere. The number of preliminary enrolments is less than last year.

CreaTe now uses decentralized selection. Admission quota (numerous fixus) still stands at 120. Although students are required to submit data for the selection interview, only one of them has done so.

15 april is the final date for application in Studielink. The Admission Office will contact all preliminary applicants via an email drafted by Van der Hoeven.

2. Setting the agenda

The agenda is approved in its current form.

3. Minutes programme committee of 8 January 2013

The minutes are approved without any amendments.

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p. 2, point 5

Concept EER (Education & Examination Regulations) now available. This will be discussed at next meeting. Remarkable is that the name 'further inquiry' (nader onderzoek) is used instead of 'resits' (hertentamens).

p. 3, point 7

Disciplinary council has been assembled and has already met once. As the 'custodian' of CreaTe, members are responsible for the continuity of the programme (staffing, accreditation). Chairman is Roel Wieringa. Members: Vanessa Evers, Andreas Wombacher, Angelika Mader, Hans Scholten, Severine le Gac, Bodo Manthey, Pieter Hartel, Miriam Vollenbroek, Mark Bentum, Bernard Geurts. They will invite the lecturers concerned and let them know what is expected of them.

The curriculum committee is still not fully in place. This committee has been set up temporarily in order to support the transition to the modular system by scrutinizing the sharing of modules and the relationship education/research. This committee is chaired by Evers. She is engaged in recruiting candidates. Part of the committee may comprise members of the disciplinary council.

Action points:

Point 56

Modular system still inoperative, so for the time being this point remains.

4. Incoming/outgoing mail

Incoming

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Outgoing

Educational organization

Van Dijk reports that last week she sent the reaction concerning the educational organization to the University Council.

Salm and Faber come into the meeting at 15:30.

5. TEM Detail 1st and 2nd Module

Van der Hoeven takes the floor.

Bruinenberg enquires whether with Curriculum changes, quarter 7 and 8, the student should make a choice or that (s)he be able to do both. Van der Hoeven has not formulated an opinion on this yet. Both are possible. Van der Hoeven will look into this.

CreaTe is as yet unable to share modules with other programmes. However, this might well be possible in the future.

Various programmes have suggested joining forces to some degree. If realistic, Van der Hoeven is open to the idea.

Members endorse the proposal relating to The Module Examination to appraise several subjects with a Pass or Fail and to appraise the other subjects with a mark.

The first module is still called We CreaTe Identity, despite the fact that it insufficiently covers the subject. Better suggestions are welcome. The name of the module will be put on the grades list.

Members feel a supplementary assessment is a good idea if this occurs on a personal level. Van der Hoeven will put this to the examination committee and report back to the PC in March.

6. Course evaluation

Faber explains.

1. Salm remarks that new subjects should be evaluated by default. At Industrial Design each module is evaluated. The PC would like to see evaluations take place by both CreeC and Qual. The lecturer in question must be duly informed of this, however.
2. The PC is concerned that less than 50% of the first quartile was evaluated. It is decided that the lecturers must be made aware of the fact that the input is necessary in order to evaluate the subjects properly. Van Dijk will draft a memo and pass it on to Faber (who has the list of names).
3. The PC endorses the proposal for evaluations of third quartile subjects.
4. The evaluations will be put on the March agenda if the full semester is then ready and complete. Poel, Mulder and Faber will report on this in the PC.

7. Reorganization

Van der Hoeven takes the floor. On Wednesday last week the reorganization plan was presented. A number of research areas will be discontinued. This also implies less support will be required. With 4 FTE having been made available, lecturers can apply for positions within CreaTe.

However, the faculty council still has to agree to the reorganization plan.

8. Consequence of sealing off internal OW sites

Van der Hoeven explains. For recruitment purposes the Bachelor and Master sites are maintained by the Communications Department. On these sites are links to other internal sites. If someone from outside the university ends up on an internal site, this creates confusion.

Members do not think it is a good idea to seal off the site. Nor do they see it as a problem if someone from outside should end up on an internal site, although it should be clear where one actually is. The idea of 'protecting' sites does not correspond with CreaTe's rationale that everything be transparent and shared. Van der Hoeven will take this up with the steering group.

9. Questions

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10. End

At 17:05 Van Dijk closes the meeting.

11. Actions

Action point	Status	Action taker
56. As soon as modular system is up and running, take critical look at resit procedure.		All members
57. Pass on the names of the entire disciplinary council.	Forwarded by email by Van der Hoeven	Van der Hoeven
58. Draft letter to lecturers relating to importance of subject evaluations.	Van Dijk and Faber will discuss this with one another	Faber/Van Dijk
59. In March on agenda (if possible): subject evaluations 1st semester.		Poel, Mulder and Faber
60. Inform the steering group that the PC does not think the sealing off of sites is a good idea.		Van der Hoeven
61. Concept EER on March agenda.		Van der Hoeven