

To: Members PC CreaTe/HMI

From: Barbara Spikker

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**Subject Minutes of the PC CreaTe/HMI meeting no. 28, 10 December 2013**

Committee members present: *Dr. ir. C. Salm, Dr M. Poel, D.A.F. Mulder (Vice Chair),  
F. Lammers, J. Kolkmeier*  
Others present: *Dr G.F. van der Hoeven (Director), dr. ir. E.J. Faber  
(Bachelor Coordinator), B. Spikker (Support Staff,  
minutes)*

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### **1. Opening and announcements**

Mulder opens the meeting at 15:05.

#### *Announcements*

Rieks op den Akker is present. He has been approached to become part of the Programme Committee as a substitute HMI member because of Betsy van Dijk's absence. Op den Akker will consider if he can fit in this duty with his schedule. During this meeting, he needs to leave at 15:45 due to a previous engagement.

Richard Bults is also present, because he has been partly appointed as CreaTe Graduation Coordinator. He introduces himself.

Van der Hoeven reports that, so far, there are no less than 25 preliminary enrolments. 7 people have already submitted a dossier and have had their intake interviews. In addition, Van der Hoeven says that a second vacancy has been filled.

Poel reports that Van Dijk's health is gradually improving. She herself is of the opinion that she can resume some of her work in the short term.

### **2. Setting the agenda**

The agenda is adopted in its present form.

### **3. Minutes of the Programme Committee of 12 November 2013**

The minutes are approved without further remarks and/or comments.

*Action items:*

- Item 82 A special section has been integrated into the Proto site where students can find information on books etc. Students are aware of its existence. Lammers has not yet spoken to all teachers about it. This item can be removed.
- Item 84 Grades are known and have been uploaded to BlackBoard. The teachers still need to mail an overview (Salm and Faber), so comparisons can be made. This item will be on the next agenda. **(action by Faber, Salm, Spikker, Van der Hoeven).**
- Item 85 No action has yet been taken. Poel will take this over. Rieks op den Akker is present at this Programme Committee's meeting to see if he would like to become a substitute member.
- Item 87 To be discussed next time.
- Item 88 Is on this meeting's agenda. Item can be removed.
- Item 89 Faber, Mulder and Poel still need to make an appointment. In January on this agenda **(action by Faber, Mulder, Poel, Spikker)**
- Item 90 This item will follow. Salm would like to see a separate folder for the course manual on webdav **(action by Spikker, van der Hoeven)**
- Item 91 On this meeting's agenda. This item can be removed.
- Item 92 Bruinenberg will most likely return in February. He will be approached about this. **(action by Mulder)**
- Item 93 The educational programme is currently looking into possibilities to improve this matter. There is no mailing list of the teachers either. So far, there is no good plan to distribute this on a larger scale. Retain this item.
- Item 94 Lammers has a few suggestions which he will mail to Van der Hoeven. **(action by Lammers)**

#### 4. Incoming/outgoing email

##### ***Incoming***

##### ***- Policy student assignments***

This document is for information purposes.

##### ***- Course manual Edwin Dertien***

This document may already be read for information purposes.

Salm reports that, apart from her, Jurriaan Schmitz is also involved in the course and requests for his name to be included in the manual as well. **(action by Spikker)**

This quartile, Dertien cannot make it on Tuesdays to explain his document in more detail as he has educational engagements. That is why a Doodle will be generated to see if another day or time would be better. Should this not be possible, the document will be commented on via email. **(action by Spikker)**

##### ***Outgoing***

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#### 5. Review course 1

Reidsma enters the meeting at 15:30 and is given the floor.

Course 1 has now been completed. The course turned out to work reasonably well. In week 5, a consultation about students who had already suffered study delay took place with the teachers. Subsequently, students needed to provide us with their current study status and it turned out that some had obtained less ECTS than they themselves thought. In week 10, another consultation was held. The students who suffered study delay at that time were invited for a conversation. The students regarded this as a serious occasion and the majority handed in work. It did, however, become clear that the deadlines had not been entirely clear.

From the 78 students, 3 did not complete the course and for 1 student, the status was 'neutral'.

Strictly speaking, these 3 students would have to resit the entire course next year. Reidsma would prefer for this to be avoided. He would like to request the students to see him next year and only resit the subjects they failed.

Reidsma is of the opinion that these firm conversations are very useful and would like to continue to hold these. The Programme Committee is also in favour of these conversations, but would like for them to be held earlier on in the quartile, say on the Friday in week 10. Whether the students are warned sufficiently by these conversations and do what is required of them in the next course, remains to be seen. However, the Programme Committee also indicated it would like the deadlines to be clearly indicated. **(action by Van der Hoeven)**

There will also be a discussion about the workload for students.

The Programme Committee thinks it advisable that all Course Coordinators meet at the start of the academic year to discuss all of these matters.

A thank you is said to Dennis, who leaves the meeting at 16:30, for his evaluation.

## **6. Second year CreaTe**

Van der Hoeven is given the floor. The content of this document are of importance to the team of teachers and have already been partly discussed with them. The conditions were as follows:

- the *leerlijnen* remain as they are;
- specializations remain as they are;
- courses are to be shared with other educational programmes;

The teachers agree to the content of the courses. The Programme Committee, too, thinks it is a good proposal.

## **7. Graduation Project**

For this item, Richard Bults has attended the meeting as he has been appointed Graduation Coordinator. The following months will see a considerable number of graduates. Bults' question is how long a period the final thesis project is allowed to last. Some students expect to need more time than scheduled and Bults expects the number of these students to increase in the future. Van der Hoeven reports that an examiner can/is allowed to grant a postponement, but that this is confined to a certain period of time. If students object to this rule, they need to file a request with the Examination Board.

Another of Bults' questions is how to deal with some students wanting to start their own business and wanting to base their final thesis project on this business. The Programme Committee proposes that, maybe, clients can assess the students' ideas, or that - as it concerns spin-off companies - people from the Kennispark Twente may be able to help/assess the ideas.

## **8. Questions**

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## **9. End**

Mulder closes the meeting at 17:00.

## 10. Actions

Action item	Status	Action-taker
84. Examine how students are managing who are simultaneously doing subjects from a different speciality. This in connection with the curriculum.	Grades are known. Teachers still need to submit an overview. On the agenda in January.	Van der Hoeven, Spikker, Faber, Salm
85. Mail HMI students regarding membership of Programme Committee in connection with departure of Gerritsen.	Will be taken over by Poel. Op den Akker present to see if he can take over Betsy's duty.	Poel
87. Questions of the survey for physics students known. Van der Hoeven will put them into a readable form and will return to the subject in December.		Van der Hoeven/Spikker
89. Creec evaluations (together with action item 88).	On the agenda in December. Will be January.	Mulder, Poel, Faber, Spikker
90. Mail course manual 1.2.	Manual will follow. To be subsequently published specifically on webdav as well. Folder has been generated.	Van der Hoeven/Spikker
92. Inquire whether Bruinenberg would like to join the Programme Committee again as a student member.	May return in February. Approach him.	Mulder
93. Inquire how more publicity can be given to the bachelor's assignment.		Van der Hoeven
95. Mail alternatives to Have and Play subject to Van der Hoeven.		Lammers
96. Request Dertien to also include Jurriaan Schmitz's name in the manual in addition to Salm's.	Dertien has been mailed about this.	Spikker
97. Send Doodle for an additional meeting about explanation of module 3 course manual.	Dertien has been asked which days to bear in mind before sending Doodle.	Spikker
98. Ask Course Coordinator to clearly indicate deadlines.		Van der Hoeven