

To: PC CreaTe/HMI members  
From: Barbara Spikker  
Reference: EWI15/CreaTe/3807bs Date: 21 April 2015  
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CreaTe/HMI.doc  
Subject **Minutes of the PC CreaTe/HMI meeting, 14 April 2015**

Committee members present: *dr. M. Poel (chair), dr. ir. C. Salm, S. de Haan, ing. P. van Passel, dr.ir. H.J.A. op den Akker, J. Kolkmeier, V. Nibbelke*  
Others present: *Dr G.F. van der Hoeven (Director), dr. ir. E.J. Faber, B. Spikker (support staff, minutes)*

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

The meeting was opened at 15:10 by Poel.

#### **Announcements**

Van der Hoeven said that up until now he expects 75 first-year students. This would mean a decrease with regard to last year.

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

Van der Hoeven states that he would like to receive the recommendation by the programme committee with regards to moving the exams. This will be discussed at item 4.

For the rest, the agenda was approved in its current form.

### **3. Programme committee minutes dated 10 March 2015**

The minutes were approved in their current form.

With reference to:

Page 3 Vacancies

Poel wonders about the status of the vacancies. Van der Hoeven said that there are three candidates for programme director. The interviews will take place on Friday 17 April.

The vacancy for Netw. Smart Systems has not yet been published online.

#### **Action points:**

159. it has not yet been checked. Filling the files hardly happens.

165. Is on this agenda. Item can be deleted.

170. Is on this agenda. Item can be deleted.

171. Is on this agenda but will be moved up to an additional programme committee meeting.

173. Is on webdav. Item can be deleted.

- 174. has taken place. Item can be deleted.
- 175. has taken place. Item can be deleted.
- 176. has taken place. Item can be deleted.
- 179. almost completed.
- 180. is on this agenda. Item can be deleted.
- 181. leave on the list.
- 182. Is on this agenda. Item can be deleted.
- 183. leave on the list.
- 184. has taken place. Item can be deleted.

#### 4. Incoming/outgoing emails

##### *Outgoing*

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##### *Incoming*

###### - **Human Factors schedule**

Poel states that Van den Beukel has responded and Poel explains. After Poel's explanation, the programme committee is of the opinion that it looks good and agrees. Poel will inform Van den Beukel that the programme committee is satisfied. **(action by Poel)**

###### - **Overlap between module web sciences and module 7 CreaTe**

Teacher is of the opinion that there is barely any overlap and should this be the case, then the student will receive an extra challenging assignment. There will only be a case of overlap with the current generation of students. It is not expected that many students will take this module. Because there will be an extra assignment for students with overlap, the programme committee agrees to this module. **(action by Van der Hoeven)**

###### **Extra item                      module 7 resit**

Van der Hoeven addresses the meeting. The module is in its closing phase, however, the teacher has not yet been able to mark all work of one component, and the resit is in the short term. This course is taken in conjunction with Health Sciences. According to the regulations in the Education and Examination Regulations (OER), the grades need to be known five days before the resit. The programme committee is of the opinion that it is better to postpone the resit and to inform the teacher that he has to adjust the test plan for next year. **(action by Van der Hoeven)**

#### 5. Description module 8

The programme committee is positive in its assessment, however, they do have several additional remarks:

1. in discussing the grades the word "round" is used, which leaves the impression that it is about complete grades. However, the components have to be rounded down to 1 decimal after the point;
2. the portfolio component is still lacking;
3. the evaluation plan In this plan the same subjects are discussed as by the CreeC. What is the reason of this?
4. the phrasing of the description of the passing grade is incorrect. Formally speaking, someone with a 4 and otherwise sufficient grades would pass. According to the programme committee, this doesn't seem to be correct. The passing regulations will therefore have to be phrased more accurately.

Poel will talk about this with Haverkort. **(action by Poel)**

#### 6. Matrix follow-up master

Faber addresses the meeting. CreaTe students can immediately continue on to PSTS or HMI. In case of all the other master's programmes at the UT, the student can do a premaster in

their 3<sup>rd</sup> year (profile). In many cases there will be modules from another bachelor's programme, but it can also be the case that student will do parts of the modules as a premaster. The Executive Board has given its permission to AT and CreaTe to allow students to do parts of the modules in preparation for the master's programme.

At Biomedical Engineering they desire that the final thesis project of transfer bachelor students is supervised by them. In the opinion on the programme committee, this is not their responsibility but that of the examination board. This means that the BMT will use their criteria, however, CreaTe has to supervise the assignment.

At EIT there is a separate selection procedure and at Telematics both graduation and the premaster module are done in the same period.

Faber is almost done with this overview. Another update will follow. **(Action by Faber)**

## **7. Evaluation module 1 and 5**

### *Module 1*

Salm addresses the meeting. The following is noted:

- the Evaluation questionnaire has been completed by 70 students this year, as opposed to 27 students last year.
- There are complaints about the organization of the modules.
- In addition, it was stated that a book was never used. This has since been solved.
- There is also a complaint about a teacher. It is up to the programme/module team to handle this.
- Complaint about ticking off boxes. What is the use of the check boxes. This requires some consideration.

Salm is going to email some things that she has written down with the request to critically review it. She will subsequently send the recommendations to the programme director.

**(action Salm)**

### *Module 5*

Will be moved forward to a yet to be scheduled additional programme committee meeting.

**(action by Spikker)**

## **8. Evaluation module 2 and 6**

Will be moved forward to a yet to be scheduled additional programme committee meeting.

**(action by Spikker)**

## **9. Evaluation master's programme first semester HMI**

Will be moved forward to a yet to be scheduled additional programme committee meeting.

**(action by Spikker)**

## **10. Education and Examination Regulations (OER) HMI**

### **11. Education and Examination Regulations (OER) CreaTe**

On 8 May 2015 this has to be sent to the Faculty Council with the programme committee's approval. The body of the Education and Examination Regulations has not yet been approved by the Executive Board. It has been decided to review the Education and Examination Regulations (OER) CreaTe and HMI together with a sub-committee.

OER HMI sub-committee consists of Poel, Op den Akker, Nibbelke and Kolkmeier;

OER CreaTe sub-committee consists of Salm, Van Passel, Faber and De Haan/Lammers.

Salm states that in article 37 of the HMI OER there is no maximum duration listed at paragraph 8.

**12. Follow-up visitation**

Will be briefly reviewed.

**13. Questions**

Requesting Spikker to create a doodle for an additional programme committee meeting during which the evaluations will be discussed. **(action by Spikker)**

**14. End**

The meeting was closed at 17:00.

## Actions

Action item	STATUS	Action-taker
159. After completion of modules, check the module files	Not done yet, but the files are hardly being filled in.	Spikker, Faber
179. Modify flowchart		De Haan
181. Report assessment module evaluations in logfile		Everyone
183. Draw up proposal HMI curriculum and submit to programme committee		Van der Hoeven
185. Inform Van den Beukel that the Human Factors schedule is approved	has already been mailed.	Poel
186. overlap of web sciences module and module 7 is agreed. Inform teacher.		Poel
187. moving the resit in module 7 as the results have not yet been published		Van der Hoeven
188. Module manual module 8 is approved taking into account the remarks. Email to Haverkort	has already been mailed	Poel
189. update follow-up matrix, mail it and put it on webdav		Faber
190. mail module 1 results to other members to have them critically review it, then inform programme director		Salm, all members
191. create a doodle for scheduling an additional committee meeting to discuss evaluations	Done 28-4-2015	Spikker