

To: Members of CreaTe/HMI programme committee  
From: Barbara Spikker  
Reference: EW116/CreaTe/4660bs Date: 11 February 2016

**Re: Minutes of the meeting of the CreaTe/HMI programme committee, 9 February 2016**

Committee members present: Dr M. Poel, Dr H.J.A. op den Akker,  
Dr C. Salm, S. ter Stal, F. Lammers (vice-chair)  
Others present: Dr A.M. Schaafstal (director), B. Spikker (support staff,  
secretary), C.E. Westerveld (listener, replacing  
Burghardt)

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### 1. Opening and announcements

The meeting is opened at 15:05 hr by Lammers.

#### Announcements

Claudia Westerveld will be replacing Burghardt in the capacity of a listener for a while due to Burghardt's surgery.

Schaafstal will have to leave the meeting at 15:30 hr. Poel and Ter Stal have indicated that they will be late.

### 2. Setting the agenda

The agenda is approved in its present form.

### 3. Minutes of the programme committee meeting of 12 January 2016

*Substantive:*

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N/A

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The minutes are approved in their present form.

#### Action points:

181. Is an ongoing action. Leave this in.

208. Was discussed with the programme director (OLD) of Industrial Design Engineering (IO), but no answer has been received yet.

218. Is still an open item.

230. They are located on the P-drive but it is not known who can access them, nor in what capacity (reading/writing rights). Ask **ICTS**. (Action: Spikker)

231. Is still an open item.

**Commented [V1]:** This abbreviation could not be found in the term base for translation.

- 233. Heylen to undertake action. Item may be removed.
- 236. No formal report will be drawn up. Was largely about the new Master's degree in Creative Technology. Item may be removed.
- 238. At present, the figures do not signify anything. As soon as things have become clearer, she will update the others in every meeting. Item may be removed.
- 239. Was received and put on the agenda. Item may be removed.
- 240. Is on the agenda for today. Item may be removed.
- 241. Was put on the agenda for the May meeting.

#### 4. Incoming/outgoing mail

##### Outgoing:

None

##### Incoming:

##### **E-mail from Laar regarding Education and Examination Regulations discussion in May 2016**

For the committee's information only. The idea is for this to be an EEMCS-wide discussion on the Education and Examination Regulations. Some people doubt that this deadline is feasible. The issue is put on the agenda for the committee's May meeting. **(actie Spikker)**

#### 5. Spearheads

The programme committee is glad that co-ordinators for Modules 3, 7 and 4 could be found, after all.

##### *Re: Spearhead No. 4: Plan for improvement.*

A debate ensues on rules and work pressure. The discussion includes the following subjects:

- Marking scheduling
- Resits
- Module team meetings / evaluations

Salm will take a look at the manuals for Modules 4 and 8 **(Action: Salm)**

##### *Re: Spearhead No. 5: Staff*

Schaafstal reports that a new lecturer (Anskhar Fehnker) has been found who will support the programming courses. Fehnker will come under the **FMT** chair.

**Commented [V2]:** This abbreviation could not be found in the term base for translation.

##### *Re: Spearhead Student/Lecturer Communication*

Lammers would like to have a FAQ or something to that effect. A debate ensues about the best location for a FAQ. Suggestions include Blackboard or the Proto site.

##### *Re: Spearhead CreaTe Staffing.*

There is no news to report on this matter.

#### 6. Manual for Modules 11 and 12

This manual is experienced as complicated. Students are not provided with clear information on what to do. Questions arise as to whether the deadlines listed in the manual are correct. In addition, there is no clear explanation on p. 25 as to why Real World Challenges sometimes come with pass/fail assessments and sometimes with grade assessments. This can be confusing.

The programme committee recommends creating separate manuals for the various modules next time round. It expresses its concerns about the manual's lack of clarity/workability for students. Lammers and Poel will draw up an e-mail to Bults, Oosterhuis, Schaafstal and Faber. **(Action: Lammers/Poel)**

#### 7. Manual for Module 3

This manual is found to be easy to use. However, in table 1.1 on p.3 a percentage adds up to 110%. Furthermore, the explanation on grading (section 1.6.4) is unclear to some members, but Salm explains what is meant here.

The programme committee suggests that the percentages be omitted, and that only the weighing factor be mentioned (flow chart). The coordinator will be informed to this effect once the evaluations have been discussed. **(Action: Poel)**

#### **8. Manual for Module 7**

This is found to be a good and easy-to-use manual. However, the following issues are brought up:

- No mention of resits in Weeks 9 and 10
- It is unclear what kind of penalty will be imposed when a student fails to meet a deadline
- No list of due dates

The programme committee advises that a list of deadlines/due dates be posted on Blackboard for now, and that the manual be adjusted accordingly in future. The coordinator will be informed to this effect once the evaluations have been discussed. **(Action: Poel)**

#### **9. Questions**

*None*

#### **10. End**

The meeting is closed at 15:30.

## Actions

Action point	Status	Action taker
181. Report assessments of module evaluations in logfile	Ongoing action	All
208. Contact the person from Industrial Design Engineering who is willing to participate in programme committee	A discussion was had, but the outcome remains unclear.	Schaafstal
218. Contact module co-ordinators to fill module files		Schaafstal
230. Find out where the module files are hosted. Follow-up on Action Point 218.	They are on the P-drive. Find out who has reading and writing rights.	Spikker
231. During evaluations of Module 2 (Smart Environments), specify: - min. Figure sketching not specified - report retake in manual	Once the evaluations of Module 2 have been discussed, report this to module coordinator	Poel
242. Education and Examination Regulations to be put on the agenda for the May meeting		Spikker/Schaafstal
243. Assess manuals for Modules 4 and 8		Salm
244. Pass on comments on and concerns about the manuals for Modules 11 and 12 to Schaafstal/Faber/Bults/Oosterhuis	Lammers to draw up an e-mail with Poel	Lammers/Poel
245. Comments on the manual for Module 3 to be passed on once the evaluations have been discussed	Once the evaluations have been discussed	Poel
246. Comments on the manual for Module 4 to be passed on once the evaluations have been discussed	Once the evaluations have been discussed	Poel

## SPEARHEADS

### Resolved

1.	Modules 3 and 7 have no coordinator.	Resolved for now. Edwin Dertien will coordinate M3 and Joost Brinkman will coordinate M7.	Minutes of 13 October 2015
2.	A coordinator must still be appointed for Module 4	Resolved for now. Oosterhuis will serve as the coordinator.	Minutes of 8 December 2015

### 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 of 13 October 2015
5.	Quality of Education in response to meeting. See minutes of 13 October 2015.	Ongoing projects in modules; Various types of students (shallow and deep learning) Dealing with compensation	Minutes of 13 October 2015
6. 7.	Allow CreaTe degree programme to grow once again, generate positive publicity and ensure proper staffing.	Spearheads for Schaafstal	Minutes of 13 November 2015
8.	Spearhead suggested by students: improve communication between students and lecturers	Spearhead suggested by student members	Minutes of 13 November 2015
9.	A coordinator must still be appointed for Module 4	Oosterhuis will serve as the coordinator.	Minutes of 8 December 2015
10.	Master's degree in Creative Technology	Currently being developed	Minutes of 12 January 2016
11.	Appointing CreaTe staff (thesis supervisors)		Minutes of 12 January 2016