

To: Members of CreaTe/HMI programme committee

From: Barbara Spikker

Reference: EWI16/CreaTe/4594bs Date: 20 January 2016

Re: Minutes of the meeting of the CreaTe/HMI programme committee, 12 January 2016

Committee members present: Dr M. Poel (chair), Dr H.J.A. op den Akker,
S. ter Stal, D.R. de Meij, F. Lammers,
Others present: Dr E.J. Faber, Dr A.M. Schaafstal (director), B. Spikker
(support staff, secretary), C.N. Burghardt (listener)

1. Opening and announcements

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

Announcements

Schaafstal is invited to update the committee on a number of matters.

- A new lecturer (Oresti Banos) has been hired. He will join Smart Technology (ST) on a part-time basis.
- A team consisting of Tom Mulder, Gerrit van der Hoeven, Boudewijn Haverkort, someone from Marketing & Communication (M&C) and a research assistant is looking into the feasibility of offering a Master's degree in Creative Technology. The idea is to start offering this Master's degree in September 2017. It is not yet known what exactly the degree will entail.
- Schaafstal will present the preliminary enrolment figures in the programme committee's next meeting (**Action: Schaafstal**). So far, only one student has dropped out after Module 1.
- Proto is complimented on the study nights it organized to prepare students for the 'hard' subjects.

2. Setting the agenda

Faber informs the others that the manual for Modules 11 and 12 has not yet been completed and therefore cannot be discussed today. It is expected to be completed soon. As soon as the manual has been completed, it will be e-mailed to everyone. It will be discussed in February. (**Action: Faber/Spikker**).

The manuals for Modules 3 and 7 are yet to be discussed, as well. (**Action: Faber/Spikker**)

The agenda is approved in its present form.

3. Minutes of the programme committee's meeting of 8 December 2015

Substantive:

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N/A

- page 1 The meeting regarding Module 5 (New Media) has by now taken place. It will be discussed under Agenda Point 6.

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), however, no answer has been received yet.
- 217. To be discussed today. Item may be removed.
- 218. Is still an open item.
- 225. To be discussed today. Item may be removed.
- 230. It is not known whether they are on Blackboard or on the P-drive. Leave this in for now.
- 231. Is still an open item.
- 233. Was discussed with the programme director. He was not aware of the problem, but will undertake action. To be continued.
- 234. The Master's degree will be assessed each semester, after which a semester report will be drawn up. Lecturers can apply for assessment at any time. Item may be removed.
- 236. A report will be sent later.
- 237. By March, a document will have been drawn up which will be presented to the programme committee. Item may be removed.

4. Incoming/outgoing mail

Outgoing:

E-mail correspondence between Poel and Schaafstal
For the Committee's information.

Incoming:

None

5. Key issues

Two new spearheads have been added, namely:

- Master's degree in Creative Technology
- Staffing (thesis supervisors)

Joke Oosterhuis was again willing to coordinate Module 4.

6. Evaluation of Module 5: New Media

A think tank has been established to determine what is going well and what is not. Faber provides a brief explanation. The module is severely understaffed. It is suggested that an organizer be appointed to support Zwierts in his duties. It is decided that the module will be discussed again in May. **(Action: Faber/Spikker)**

7. Evaluation of Module 5: Smart Technology

A brief presentation of evaluation results relating to Matlab v 20Sim, among other things. Student response to the module has been favourable.

8. Questions

None

9. End

The meeting is closed at 15:55 hr.

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 join the programme committee	The issue was discussed, but the outcome is yet unknown	Schaafstal
218. Contact module coordinators to fill module files		Schaafstal
230. Find out where the module files are located. Follow up on Action Point 218.	It is unknown whether they are on Blackboard or on the P-drive	Schaafstal
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, notify the module coordinator	Poel
233. In response to Action Point 232, contact lecture/degree programme in course User Centred regarding comments made by Ter Stal	Discussed with Heylen, who was unaware of the problem but will take action	Schaafstal
236. Inquire with Schaafstal regarding the report on the CreaTe away-day	The report will be e-mailed later	Faber
238. Presentation of preliminary enrolment figures		Schaafstal
239. Did we receive the manual for Modules 11 and 12? To be e-mailed and to be put on the agenda for February 2016	The manual was received and e-mailed to everyone. Also to be put on the agenda for February.	Faber/Spikker
240. The manuals for Modules 3 and 7 to be put on the agenda for February 2016		Faber/Spikker
241. The New Media module to be discussed again in May 2016		Faber/Spikker

SPEARHEADS

Resolved

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
A coordinator must still be appointed for Module 4	Resolved for now. Oosterhuis will coordinate the module.	Minutes of 8 December 2015

Yet to be resolved

Module files have not yet been properly filled		
Check whether the module teams will prepare a plan for improvement in response to the evaluations		Minutes of 13 October 2015
Quality of Education in response to meeting. See minutes of 13 October 2015	Ongoing projects in modules; Different types of students (shallow and deep learning) Dealing with compensation	Minutes of 13 October 2015
Allow CreaTe degree programme to grow once again, generate positive publicity and ensure proper staffing	Spearheads for Schaafstal	Minutes of 13 November 2015
Spearhead suggested by students: improve communication between students and lecturers	Spearhead suggested by student members	Minutes of 13 November 2015
A coordinator must still be appointed for Module 4	Oosterhuis will serve as the coordinator.	Minutes of 8 December 2015
Master's degree in Creative Technology	Currently being developed	Minutes of 12 January 2016
Appointing CreaTe staff (thesis supervisors)		Minutes of 12 January 2016