

MINUTES OF THE PROGRAMME COMMITTEE-EE/EMSYS MEETING
on 07 November 2017 14.00 hr.

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Present: Bert Molenkamp – Luuk Spreeuwens – Loes Segerink – Anne-johan Annema (Program director) – Rob Kers – Roel Mentink – Stef van Zanten – Ray Heuting - Mickey Derks (in the place of Rowan de Vries) – Lynn Bruins (14:46)

10 Absent with notice: Rowan de Vries – Andre kokkeler (Program director EMSYS)

Absent without notice:

1. **Opening**

Start of the meeting at 14:00

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2. **(Concept) Minutes programme committee 03 October 2017 (6425)**

Page 3 line 6, according to Mentink it is not clear why Hueting and Wiegerink suddenly are available to become an OLC member.

In response to the action items:

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89, there is a review from the OKC which will be discussed next meeting, so the action point remains.

99, According to Annema this is done. Mentink says that there is still a part of the ROMP-OER that needs to be changed because it contradicts the education specific part.

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Annema says that this year the ROMP-OER can no longer be changed so this is a point of attention for the next year. Annema says that a process to change it already started because a lot will be taken out of the ROMP-OER.

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100, Molenkamp contacted Mannes Poel and they had a conversation about the changes in rules for the OLC. Molenkamp says that there have been a few changes, Molenkamp and Mannes will keep contact and if they find something interesting for the OLC they will communicate that with the OLC.

101, this is done and will be discussed at point 5.

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102, Annema contacted Heuting about module 7a, the module can be made available as a minor, if the students sign-up for the module in time and have the required prior knowledge. The action point remains until it is completely processed.

103, Annema contacted Daphne Boere, she is aware of the change in math program and will contact the students about this.

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Points of attention:

3. **Incoming/outcoming mail**

Incoming:

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Opleidingscommissies: WVB in werking

Information about the new rules of the OLC, we can contact the dean.

Segerink mentions that the email said that we can sign-up for a mailing somewhere but then the OLC would need to have an email address.

Bert Molenkamp will look if an email alias can be made.

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4. Announcements

Chairman:

No remarks

Programme Director:

5 Annema mentions that he needs module coordinators for several modules (8,11 and 12)
He does have all the OKC reports for the modules 4,8 and 12 which will be discussed in
December

StOEL:

10 StOEL heard rumours about digital testing for math because of a shortage of staff.
Annema confirms these rumours, they are working on improving parts of the math
course. And they will focus on making the digital tests work flawless before they start
using it.
van Zanten mentions that they will ask the questions in a different manner so they can
be used for digital testing, so no longer solve equation and fill in the end answer.
15 StOEL would like to see some of the concept questions or participate in one of the tests
to see for themselves how it works because a lot of the members had complaints last
year about the digital tests.
van Zanten has another meeting about the digital testing so Scintilla is already involved
in the process of creating the new math tests. But he will ask if it is available to involve
20 more students in the process of making the digital tests.

StOEL asks if there is a suitable replacement for the Biorobotics minor because a lot of
the students participate in this minor right now. Would it be possible to make a new in-
depth minor for EE students.

25 Power electronics for example would be a nice minor that is not available now and not
in the electrical engineering program.
Segerink mentions that there have been a lot of problems in the past with this subject.
Mentink mentions that he really misses a minor like power electronics.

30 Mentink also mentions that a minor Dutch for international student could be an option,
especially for international students.
Annema says that those minors might be available on other universities.

35 Annema mentions that the university wants to make international experience mandatory
for students, so for example participating in a Study Tour could become a minor, this
would be during the bachelor. In some studies this is already being used.

40 Kers mentions that Advanced Technology students go to CERN for a week during the
fields and waves module. This is their participation in international experience.

StOEL also mentions that there are complaints about the MyDAQs. Because they are
not really used but do cost a lot of money for the students.
van Zanten mentions that the university is also making a profit on re selling used
MyDAQs.

45 Molenkamp mentions that this discussion has been held before. And then the
conclusion was that the University could buy the MyDAQ and borrow it to the students.
Mentink asks why the MyDAQ is mandatory because all the equipment is available in
the Westzaal.

50 Annema says that the MyDAQ is a tool for working at home, you can do all the labs at
home with your MyDAQ and for some aspects the MyDAQ is more precise as the
equipment in the Westzaal.

Spreeuwers mentions that this does not work in practice because all the labs are in the
Westzaal where there is already equipment available.

Segerink mentions to make the MyDAQ optional.

55 Derks mentions that then nobody will buy it anymore because of the high costs.
Molenkamp asks if there is a module where the MyDAQ is really required.

Annema says that the MyDAQ is more precise in some measurements in module 3 they need to do measurements which the lab equipment cannot do.

Van Zanten thinks the option that the University buys MyDAQs and makes them available to students is a good alternative.

5 Molenkamp says that listening to all the arguments the MyDAQ does not seem necessary as mandatory equipment, a better option would be to lend the MyDAQ to students when they are needed.

10 Molenkamp suggests that Annema looks up if the MyDAQ is really required for the students and if it is that the University can buy the MyDAQs and lend them to the students.

Derks asks what the progress is with module 6.

Lynn Bruins enters the OLC meeting

15 Annema says that there are several changes in the module, project starts earlier and the subjects go on for a longer time so there is a bit more time for everything. Peter Breedveld is going to try to adjust to the prior knowledge of the students.

Derks mentions that they are working on an extra lecture to give the students the required prior knowledge about mechanics but they have trouble finding a room because of the open days.

20 Spreeuwers mentions that it is ridiculous that the open days reserve all the rooms but if you directly call the reservation bureau they might have rooms available.

25 Derks mentions that there would be more integration of the multiple subjects in module 6, but they are still clearly separated so it is unclear for students why they can have no separate grades for the subjects and can leave some of the grades for the next year. And they repeat this every year but they never do it.

Molenkamp says that separated grades are only allowed in the first year.

30 Segerink says that the current model works to keep the students studying, students are done quicker because they are pushed to pass all the subjects. Otherwise the students will just fall back in the old system.

35 Gijs Krijnen can allow separate grading for the subjects and allow students to keep grades of subjects they passed if they failed one of the subjects, this is also done in other modules.

Mentink asks if this is something we want to change in the OER.

40 Segerink mentions that this is not allowed because officially the rules are 15 EC or nothing.

5. Check minors second semester 2017-2018 (see action items)

Molenkamp thinks a lot of this point has already been discussed. Several people already mailed a few suggestions to the OLD

Mentink sees that the module Electronics is blocked for several studies (WB, IO, TN and ST) and he asks why this is.

45 Segerink thinks that there might be overlap with other subjects of the study.

Derks mentions that the list of minors is quite short, a lot of the bachelor modules are not available.

50 Mentink asks why the decision is made to make all those modules unavailable because there could be a lot more minor options if all the modules are opened.

Spreeuwers also wonders who makes the minor matrix and the decisions which module can be a minor.

Annema does not know the answer to this.

55 Molenkamp says that we can only open our own modules and cannot force other studies to also open their modules.

Kers says that we can contact the other studies or OLC's that we think it is a good idea to open more modules as minors.

Mentink mentions that you can attach several requirements to a module, so students are only allowed to participate in the minor if they have the correct prior knowledge.

Segerink mentions that module 4 is reaching the limit of students they can handle so opening the module would result in more students than the teachers can handle.

5 Molenkamp concludes the discussion that Annema will discuss it will other OLD's to see what the possibilities are.

6. Any other business

Segerink mentions that the work load for the teaching staff is getting too big because of the large amount of first year students and the lower level of the students.

10 Also, the rooms are getting to small to fit all the students.

There are international students that should have never been allowed to start studying Electrical Engineering, they score way below the expectations. It looks like the admission office just allows everyone.

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Segerink would like to know what we can do about those problems before they really get out of hand.

Spreeuwiers wants to mention that the labs will change for module 2 because of insufficient material, the groups for the lab sessions will consists of 3 students. And for tutorials they will start using student assistants.

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Kers mentions that in the email that was send to the OLC there are several recommendations and wonders if we will do something with these recommendations. For example, being visible for students.

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Van Zanten says that this is done by Scintilla in the introduction week, students are made aware of the different educational organisations such as the OLC.

Also things like a year planning and key points for the OLC.

Segerink says that this has quite a low priority right now.

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Spreeuwiers says that a year planning would be convenient because then you do not forget reoccurring points.

The points of attentions already somewhat represent the key points of the OLC.

Molenkamp mentions that implicitly all this is done but it could be written down clearly also for future new members of the OLC.

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Molenkamp says that all these points which are recommended should be shortly discussed with the OLC once so that everyone is aware of the new points. Which is the same as Mannes Poel suggested but such a meeting should not take up 3,5 hours.

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7. Questions

8. End of the meeting

The meeting is closed by the chairman at 15:28

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Action items

No	Description	From meeting	Responsible
89	SEQ fort he course Modeling and Simulation	01-11-2016	OLD
102	Make module 7a available as a minor for EE-students	03-10-2017	OLD
104	Look up if the OLC can get an email alias	07-11-2017	Chairman
105	Look if the MyDAQ is still useful as mandatory equipment for first year students. And if the University can buy the MyDAQ and lend it to students.	07-11-2017	Chairman
106	Discuss with other OLDs if it is possible to open more modules as minors	07-11-2017	OLD

Complete action items

No	Description	From meeting	Responsible
99	Find out if all changes are made in the ROMP-OER	03-10-2017	OLD
100	Contact Mannes Poel in view of the new regulations of the OLC	03-10-2017	Chairman
101	Check minors for second semester and if necessary contact the OLD	03-10-2017	OLC members
103	Contact Daphne Boere if she can inform the students about the changes in math programme.	03-10-2017	OLD

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Points of attention

No	Description	For meeting	Responsible
02	Update OER 2018-2019	April 2018	OLD EE/EMSYS
06	February 2018: Ask teachers for major changes in their courses (for discussion in the OLC meetings; OER 2018)	May 2018	Key-user
07	Election new chair OLC	June 2018	OLC