UNIVERSITEIT TWENTE.

FACULTY OF ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

Concept-minutes
25th PC-S&C (OLC-S&C)-meeting
Tuesday 7 May 2019, 10:45 hrs.

present:	Ronald Aarts (replacing chairman), Francesco Nex, Maarten Korsten (Master coordinator), Edwin van Boven (student), Mitul Agrawal (student), Atul Hari (student), Jan Willem Polderman (Program Director), Nesar Moshtaq (Study adviser) and Lennard van der Putten (minutes)
absent with notice:	Sarthak Misra

1. Opening
The chairman opens the meeting at 10:49 hrs.

2. Announcements & incoming/outgoing
a. Proposal course Flexible Multibody Dynamics:
Since there is another course proposal discussed at agenda item 4, Aarts suggests to address all course proposals at agenda item 4.

b. Student members:
There has been an official request to the student members to extend their membership.
- 10:53 hrs.: Hari enters the meeting -
Polderman says that the students have a one-year contract which needs to be extended. Agrawal adds that these contracts were supposed to be extended in April. Van Boven is about to leave the PC, Agrawal and Hari will remain in the PC until September. Hence there will be three vacancies from September on. Agrawal mentions that last year Peter Breedveld made an announcement in class. Polderman says that we could ask Breedveld to do this again in a compulsory course. **AP** Van Boven will ask Breedveld to make an announcement in class. Van Boven says that it is also a good idea to send an e-mail around. **AP** Moshtaq will send an e-mail to all students about the vacancies in the PC. Agrawal and Hari suggest to send the same e-mail as last time, they will forward this e-mail to Moshtaq.

c. Update Master TER S&C:
Nex mentions that this item returns on the agenda at agenda item 5

d. Reaction Advice S&C TER:
There are no remarks on this item.

3. Minutes 24th meeting 9 April 2019
- Textual corrections:
p. 1: Moshtaq's name is missing in the list of attendees. This will be added.
The minutes are approved with the above textual correction.

- Actions:
65: remains; Agrawal has not yet forwarded the e-mail to Korsten.
- 11:04 hrs.: Korsten enters the meeting -
8: remains
56: remains; we are waiting on the accompanying document.
58: remains; Agrawal says that we have discussed it , but it was not open for advice. Polderman asks if there was no course description in order to write the advice. Polderman adds that it is already implemented in the TER. Korsten says that there was a description and that the general opinion was positive with a few remarks. Polderman would like to have an advice, so the action remains on the list.

59: remains
55 63: completed
66: completed; Korsten has contacted the lecturer and says that we should not make more problems than necessary. Therefore it is not needed to keep the action point.
66 (2): completed
67: completed
60 68: completed; it is part of the reply on the TER.
69: completed
70: remains
71: completed

65 **4. Proposal course Nonlinear Control**
Aarts asks what is the idea of the course. Korsten clarifies that this is intended to be an elective course. In the course list in the TER is specified for which specialisation the course is available. Polderman asks if the course is not available for every specialisation. Korsten replies that this is a point of discussion, since it might be relevant for all specialisations. Agrawal says that the course is
70 related to Biomedical Engineering. Polderman mentions that this should be stated in the entry requirements and this is not the case. He notices that the mandatory entry requirements are quite extensive and that students are expected to have a lot of prerequisites. The last sentence of the mandatory entry requirements should be put in the block of recommended entry requirements. Agrawal wonders why everything is obligatory attendance. This is probably the choice of the
75 teacher.
Polderman remarks that knowledge on differential equations is one of the entry requirements, but this is very broad. Since there are students with very different backgrounds, this rules out a lot of the students. Korsten thinks they probably mean knowledge of differential equations on bachelor level. Nex says we could suggest to revise this part a bit. Polderman suggests to add the phrase
80 "on bachelor level" or to specify with some examples.
As mentioned before, it is not clear whether the course is open for students from all specialisations. Korsten thinks it should. The PC agrees, so the course should be put into the course list of all specialisations.
Agrawal notices that the last page says that the course is 15 EC and asks if this is correct. Aarts
85 says this is an error and it should be 5 EC.
Agrawal mentions that all parts of the course (e.g. assignment, project, self-study) are supervised. Nex says that the PC cannot comment on the structure of the course, since this is a choice of the teacher. Polderman says that this could be a question in the advice. Aarts suggests to keep the positive remarks, unless something significant changes. **AP** The chairman will write a positive
90 advice, regarding the above remarks.

- Advanced Motion Control course proposal:
Aarts clarifies that both the Advanced Motion Control (AMC) and Flexible Multibody Dynamics (FMD) courses are replacements for former courses. Both course proposals are provisionally
95 approved by the Program Director, but he would like the input of the PC.
Polderman mentions that AMC will be an elective course for Mechanical Engineering. Since the document was added last-minute, the PC-members did not have time to read it, so the item will return next meeting. Van Boven asks if the course proposal needs to be approved before next year. Aarts says it does, otherwise students who want to follow the course need to make a request at the
100 Examination Board. Polderman says it is too late to put it in the TER. Van Boven says it can be put on the website, otherwise students are not aware of the existence of the course.

- Flexible Multibody Dynamics course proposal:
Aarts says this has to follow the same procedure as the AMC proposal, so we need to wait for the
105 advice of the PC of Mechanical Engineering. Therefore, we will discuss both courses next meeting.

5. Update Master Faculty TER – assessment committee
- Update Master TER S&C:
Korsten says we still miss several courses of the Robotics and Mechatronics group.
110 Nex notices an error on page 7 in the course list. The 2D and 3D Scene Analysis course is taught in

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quartile 2A, not in 1B. Moshtaq says that the website mentions it correctly, so the TER needs to be corrected here.

- Assessment committee:

115 Nex asks if the number of examiners drops from 3 to 2, what will happen in a tie. Polderman replies that everyone should agree at the end of the assessment and that the decision should be made objectively and should be supported by facts. In case of a tie, usually the chairman will decide. Korsten adds that this is an EEMCS-broad process, so it might be a good advice for Systems and Control to ask for a third examiner. Polderman clarifies that throughout EEMCS, all assessment

120 committees need to comply with the same rules. In practice the assessment committee will often consist of three members.
Hari asks if the daily supervisor could also be one of the examiners. Polderman says this could be the case, but only if he/she is a permanent staff member. Nex adds that there could be some flexibility, for example if one of the examiners is still busy with UTQ. Aarts thinks we should hold on

125 to the EEMCS-wide policy.
Polderman mentions that the PC has decisive rights. However, this issue is not binding, but is for discretion of the Faculty Council. Nex says that it does not make sense to put it black on white, since it could also be discussed internally. Korsten says that it is a good idea to write a small note on this. **AP** The chairman will write an e-mail on the composition of the assessment committee of

130 the Final Project.

6. Reverse order Internship and Graduation
Aarts says that there are no documents as input for this discussion and therefore suggests to postpone the item.

135 Polderman says that we could look at the other side and ask the question why the Internship and Final Project are scheduled in this order. Aarts responds that it is more practical in the majority of the cases. Agrawal asks how this should be investigated. Polderman says that the programme management is responsible for a consistent structure. Therefore, it needs to be argued that this is the best order. Aarts says that one should have a look at the learning goals to find this out. **AP**

140 Korsten and Polderman will find out the reasons why the Internship is scheduled before the Final Project.

7. Language Policy
Polderman mentions that this language policy has already been discussed in the PC's of other

145 programmes and the document is not well received. It is too strict, too rigid and it misses the goal of inclusion. Aarts adds that this is not realistic for a proper working environment. Korsten suggests to skip this item. Polderman agrees, since it will not add much to other responses.

8. Advisory board – invitation letter

150 The PC has not received the invitation letter yet. Polderman will send the document to the PC. However, if the document is not here yet, we cannot talk reasonably about it. Polderman would like to have more suggestions for potential members. On the list of names there are, among others, people from ASML, Demcon, Saxion, Academia, National Aerospace Academy, Control Lab Products, VIRO, Sensata, Holland Control, Thales and Vanderlande. Polderman will ask Theo de

155 Vries for more suggestions. The typical task of the advisory board is to give feedback on the curriculum. Nex asks if the PC could have a list of people who Polderman has approached. Polderman says he will send a list of names to Chantal Molenwijk.

9. Second training course

160 Polderman has contacted the director of CELT, Frank van den Berg, and asked if there are any possibilities for courses to train the PC members. Aarts suggests to schedule such a training in the new academic year, since there is expected to have new members then. Polderman says that there are two possibilities: to have an entire day of training or only one morning or afternoon. Aarts says that half a day will suffice.

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10. Annual Report 2017-2018
Aarts mentions that the PC needs to write an annual report of 2017-2018. **AP** The chairman will

write the report. Polderman remarks that there is a short guideline written by Cynthia Souren.

170 **11. Any other business**
Nex asks if we could have an update on the accreditation. Polderman says that this mainly concerns the UAV track, since the visibility of this track is very poor as they are seated at the ITC. Other than that, there is not much to report at this moment.

175 **12. Questions**
There are no questions.

13. Closure
The meeting closes at 12:21 hrs. The next meeting will be in June.
180

Action items

Nr	Description	Meeting	Responsible
8	Consult De Willigen about literature assignment, involve EE in this	10/4/2013	M-coordinator
56	Put the item: Reverse order Internship and Graduation project, on the agenda	04/03/2019	Chairman
58	Give a positive advice for Epistemological Perspectives on Engineering Design Processes to the Program Director	29/10/2018	Chairman
59	Prepare discussion about the reverse order Internship and Graduation	04/03/2019	Korsten & Management team
65	Send e-mail to Polderman and Korsten about the situation regarding the reverse order Internship and Graduation	09/04/2019	Student (Agrawal)
70	Add prerequisite requirements for compulsory course Modelling and Simulation to the website	09/04/2019	Korsten
72	Ask Breedveld to make an announcement in class to search for new student members	07/05/2019	Student (Van Boven)
73	Send an e-mail to all students to search for new student members	07/05/2019	Study adviser
74	Write a positive advice on the proposal for the Nonlinear Control course	07/05/2019	Chairman
75	Write an e-mail on the composition of the assessment committee of the Final Project	07/05/2019	Chairman
76	Find out the reasons why the Internship is scheduled before the Final Project	07/05/2019	Program Director & Korsten
77	Write an annual report for 2017-2018	07/05/2019	Chairman

185 **Completed action items**

Nr	Description	Meeting	Responsible
63	Send a list of names and invitation letter for potential members of the advisory board to the program committee	04/03/2019	Program Director
66	Discuss possibilities for checking/approving articles with lecturer Philosophy of Engineering: Science	09/04/2019	Korsten
66	Send a proposal for the new course Flexible Multibody Control to Polderman and Molenwijk	09/04/2019	Aarts
67	Send advice about proposed changes TER to faculty board	09/04/2019	Chairman
68	Check why the language requirements for the Faculty TER have been changed	09/04/2019	Korsten
69	Correct the S&C TER in regards to the proposed changes	09/04/2019	Korsten

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71	Add language policy, Advisory Board (invitation letter) and second training course to next meeting's agenda	09/04/2019	Chairman