Faculty of Electrical Engineering, Mathematics and Computer Science

Date   July 4th, 2019

Minutes of the 26th meeting of the PC-S&C

Present: Aarts (replacing chairman), Agrawal (student), van Boven (student), Hari (student), Hillerström (minutes secretary), Korsten (master coordinator), Polderman (program director).
Not present: Misra (with notice)
Not present without notice: Moshtaq (study advisor), Nex.

1. Opening
The chairman opens the meeting at 15:52.
Agenda point 5 is renamed to *Proposal meeting dates academic year 2019-2020.*
The agenda is approved.

2. Minutes 25th meeting 7 May 2019
There are no comments on the minutes. The minutes are approved.

-Actions:

8: remains
56: Not done, remains.
58: Not done, remains. The evaluation of the pilot course from last year was received by educational quality committee. The evaluation was unfavourable, as the course did not satisfy the learning goals, which means there are likely some changes next year. When there is a conclusion on any changes, this will be communicated to the PC. Since this AP is for the pilot of last year, the AP remains.
To PC will add to the letter that the PC hopes that the concerns from the evaluation will be taken seriously.
59: Not done, remains. To be done before the 9th of September.
65: Done.
70: Done.
72: Done. Van Boven contacted Breedveld after the course had finished, therefore Breedveld could not make an announcement. It is still necessary to find three new student members for the PC, which will be done by the current student members. They will ask for interested students during the Kick-In. **AP:** The chairman will forward Hari's email to the students.
73: Not done, remains. Hari will stay a member till October and Agrawal till December. For van Boven this is the last meeting. **AP:** Agrawal sends the chairman an email stating until when he would like to stay in the PC and asking to be reassigned.
74: Not done, remains.
75: Not done, remains.
76: Not done, remains.
77: Not done, remains.

3. Advices/correspondence
-A   Advisory Board – Invitation letter
Letter is open for discussion.

Van Boven mentions that it is a nice letter, however, it is important to stress clearly what the benefit is of joining the advisory board. The chairman suggests to state this benefit in the beginning of the letter. Therefore, the letter is adjusted slightly. The fifth paragraph will be placed after the first paragraph. Furthermore, the last sentence of this paragraph is adjusted from "Furthermore, your input will … our graduates." to "*More importantly*, your input will … our graduates.".

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-B   Advisory Board – Systems and Control

The chairman points out that the name Chris Nieuwenhuis should be the name Sytze Spijksma (Manager of Engineering).

Van Boven suggests to put AWL on the list. The former director, Piet Mosterd, is really engaged and can be asked. Van Boven also suggets VMI, in Epe.

AP: Everybody should email their suggestions to the PD with a contact person and email address.

4. Announcements
No announcements.

5. Proposal meeting dates academic year 2019-2020
The PC agrees that it is a good idea to plan the meetings ahead. The PD mentions that he cannot be there on Monday and Tuesdays.
AP: Masselink should setup a schedule for 5 meetings of the PC, in line with the weeks suggested in point 5 of this meeting, but not on Mondays and Tuesdays.

6. OER 2019 – Master SC final – including changes RaM
RAM has come to conclusions regarding their course programme and Koster would like to add this to the TER. However, since the faculty council has already approved the TER, it is more difficult to change it once more.

The proposed change is on page 6 of the TER, in the course list. Koster explains that there are actually no changes in the course programme as compared to last year. However, RAM planned to make big changes to their courses but in the end no big changes were made. In the TER these anticipated changes of RAM were already implemented and approved, but now these changes are actually not going to happen. This means that the TER has to be adjusted again and therefore approved again.

The new adjustments are that the course *Modelling and Simulation* is back. It is unclear who will teach that, since the expected teacher (Breedveld) will leave the university sooner than expected. Another change is that the course *Digital Control Engineering* is now called *Control System Design for Mechatronics.* The rest of the list remains the same.

The old courses are not available any more, therefore the PC is forced by reality to approve these TER changes. The PC will notify the faculty council that changes to the TER have been approved by the PC, adding that the PC was forced by reality. **AP:** Korsten and the PD will make this notification to the FC.

In the TER on page 7 on the top there is a reference to the wrong courses. **AP:** Korsten will fix the course names on top of page 7.

The PC agrees with the discussed changes, and the notification that will be send to the FC. **AP:** The chairman will write a letter of positive advice on the changes in the TER to the Program Director.

- 16.57 hrs: the PD leaves the meeting -

The exam committee has emailed with a request to add the course *Basic Machine Learning* to the programme in the TER, since it is usually agreed that students can take this course as part of their programme. This change is proposed for the TER of 2020-2021. There are more courses like *Basic Machine Learning* that can be put on the list. **AP:** Korsten will ask the exam committee if a separate list of electives is what the examination board had in mind.
AP: Korsten will make a list of the courses that students may also follow, but are not part of the core courses.

7. A.O.B.

8. Questions before closing the meeting
Hari asks if there will be more meetings. The answer is that there are no more meetings before the new academic year. This means that this was the last meeting for van Boven and Hari. The chairman thanks them for their contributions to the PC and wishes them good luck with wrapping up their studies.

9. Closure
The meeting closes at 17.08 and the next meeting will be in September.

Action points

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
73	Send an e-mail to all students to search for new student members	07/05/2019	Study advisor
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
78	Send the email, asking for new students members, to the Chairman	04/07/2019	Hari
79	Send the email, asking for new student members, formulated by Hari, to the students	04/07/2019	Chairman
80	Send an email to the chairman stating until when he would like to stay in the PC and ask to be reassigned.	04/07/2019	Agrawal
81	Send the contact information (e-mail address) of suggested people for the advisory board to the Program Director.	04/07/2019	Everybody
82	Setup a schedule for 5 meetings of the PC, in line with the weeks suggested in point 5 of this meeting, but not on Mondays and Tuesdays.	04/07/2019	Masselink
83	Send a notification to the FC explaining that the PC was forced to approve last-minute changes to the TER	04/07/2019	Korsten & Program Director
84	Remove the old course names from page 7 of the TER	04/07/2019	Korsten
85	Write a letter of positive advice on the changes in the TER to the Program Director	04/07/2019	Chairman

86	Make a list of the courses that students may also follow, but are not part of the core courses	04/07/2019	Korsten
87	Respond to Hakvoort on their request regarding the courses and ask if this separate list of electives is what the examination board had in mind.	04/07/2019	Korsten

Completed action points

Nr	Description	Meeting	Responsible
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)