

# UNIVERSITY OF TWENTE.

FACULTY ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

DATE: 22 OCTOBER 2019

OURREF: EWI19/BOZ/8865b/LE

## Minutes

### 27<sup>th</sup> PC-SC (OLC-SC)-meeting

Wednesday 25 September 2019, 14:45 – 16:15 hr.

5 *Present:* Aarts (chairman), Polderman (program director), Korsten (master coordinator), Nex, Misra (present via skype).

*Absent:* -

#### 10 1. Opening

The meeting is opened at 14:58.

#### 2. Minutes 26<sup>th</sup> meeting 4 July 2019

15 Page 1. Aarts mentions that the study advisor is listed as present without notice, however he was not supposed to be present so should not be listed there.

Page 2. Nex asks a question about point 6, it was not clear if the master Robotics was discussed. Aarts said it has not been discussed at all and therefore not present. Point 6 was about the TER, because the TER has already been approved, so the course program from RaM could not be concluded.

20 Nex ask a part about the bottom line of page 2, about basic Machine Learning. Nex ask if there is a course description about this course. Korsten mentions that on Osiris there is a course description available, Misra confirms this.

Korsten is preparing a list of new courses for the next TER. Aarts states that the list of courses that have to be updated. Korsten will present the lists next meeting.

25 Page 3. Aarts stated that here it can be seen that Van Boven and Hari had their last meeting, which explains why they are not present.

#### Actions:

8: Remains

30 56: Remains, Misra mentions that he thought the order would not be reversed. Polderman explains that students would like to know the reason for a possible reversing of the order. Korsten explains that it would help with systematically setting up a project.

Nex asks why we not leave it to the MSc-supervisor. Polderman asks why a supervisor would have a better vision than the program committee. This also happens in Mathematics, Electrical

35 Engineering and Computer Science. Aarts states that the key reason for a fixed order is that a subject could be a prerequisite of an internship, especially about the internship report.

Polderman states that writing a report could be a good exercise for your student.

40 Aarts says that if there is no learning goal that is a prerequisite then it is free to change. However, if a master assignments benefits from the experience of an internship it is not a good idea to change.

Misra says we can advise that the order stays the same.

Polderman says we can write a letter of recommendation for this including the recommendation.

**AP Misra:** Write a letter of recommendation for the order to remain the same including arguments why.

45 58: Misra states this has been done, Polderman is not sure. Aarts says it must be confirmed.

59: Remains

73: Remains

74: Remains, letter is not written.

75: Remains,

- 50 76: Can be removed because it is a double action point.  
77: Remains, is on the agenda  
78: Remains  
79: Remains  
80: Remains
- 55 81: Polderman says there is no desperate need for this, so it can be removed  
82: Done, however not done well as there are no students present. Aarts mentions we can discuss the date at the end.  
83: Done, Polderman asks what the last minute changes were, Korsten says it are changes in RaM. Only a couple of courses are moved backwards. Aarts says it is not relevant
- 60 84: Done  
85: Remains  
86: Remains  
87: Remains, included in 86.

### 65 3. Advices/correspondence

- A. TER Master Letters 2019-07-05  
Has been mentioned in the action points, there is a positive advice. A letter will be written.
- B. Vervolg WSV gelden; restant 2018 – actie vereist  
Aarts: Some money from the WSV-gelden has been left over.  
70 EMCS\_Quality\_Improvement\_Education we can conclude that our points have not been granted.
- C. EMCS\_Quality\_Improvement\_Education  
Aarts states the points suggested by the PC-S&C are not in there. Polderman asks what they were. Aarts answers it included setting up a study association and funding for equipment for  
75 practicals.
- D. Programme committee starting members  
Nex is going there, Polderman says it would be good for the students to go there. Aarts says there will be a nice booklet there, Nex says he will take a picture if he sees this.

### 80 4. Announcements

- Polderman says his role as program director ends this year. It will not be extended. He assumes there will be a procedure for a new director. Polderman will be joining ET. Aarts says we will miss Polderman.  
Korsten states that philosophy of engineering pilot was not a success. A new pilot for a new course  
85 has been setup by Electrical Engineering, there is contact with a new lecture for the philosophy department. This will take place in the second quarter.

### 5. Annual Report 2017-2018

- Aarts states this has become quite urgent. At a meeting with all EEMCS chairs, which Aarts and  
90 Nex attended, it has been told that there is an audit coming where they will check for the presence of documents.  
Aarts says that the writing such a report is difficult, because he was not a PC member at that time. Polderman says the chair from that time is not present at the UT anymore. Aarts says it is a lot easier for the annual report 18/19, therefore suggests we can do that beforehand. Polderman says  
95 that annual reports are quite time consuming, as a lot of information needs to be obtained.  
Polderman says that a student assistant could do it as it can easily be 2 days' work.  
Nex asks if there is a budget for this, Polderman says there is not, however we can maybe book it on the chair. Otherwise, it can be booked at the office of education affairs of EEMCS or TE.  
However Polderman states that a student is hard to find.
- 100 Korsten says maybe Hugo knows some students for this. Aarts states we should spend sufficient time on 2017-2018, however most attention should go to the annual report of 2018-2019.

## 6. Annual Report 2018-2019

Has been discussed at point 5.

105 **AP Nex** says he will contact Hugo Masselink for a student assistant.

## 7. Update website PC S&C

110 Aarts says the website is more dead than alive. Aarts says there is an unanswered question what can be put on the website due to privacy reasons, especially concerning the minutes. This will be discussed faculty wide. Aarts suggests we will update the agenda and advices on the website, however we wait with the minutes. Polderman says that BOZ maintains the website.

115 Aarts states that a part of the site may have to be partly password protected. Misra says because Applied Mathematics is uploading minutes, we can also do it. Nex agrees on this. Polderman asks if it really has been agreed that uploading is not appropriate. Aarts says that people noted there could be problems, and therefore it was concluded that it would be looked into faculty wide.

Polderman thinks the minutes should simply be uploaded.

**AP Aarts** will collect the advices, agenda and minutes and sends them to Hugo Masselink.

## 8. Formulate regulations or bylaws

120 Aarts says Applied Mathematics has a regulations or bylaws (Dutch: "huishoudelijk reglement"). He says the document from Applied Mathematics can be mostly copied except article 3. Korsten says there are some laws and other legal concerns that are not in the regulations and bylaws of Applied Mathematics. He states that for example two students should together have the same vote as 3 or 4 employees.

125 AP Aarts will prepare the regulations and bylaws for the next meeting.

## 9. A.O.B.

### Student membership

Polderman says we should find out where the students were.

130 **Aarts** will ask the student members where they were.

### Date meetings

Nex says that a datumprikker is a good option. Polderman thinks the easiest is to let the secretaries pick a date. Aarts concludes that the meeting will be planned via email.

### Master Robotics

135 Nex asks about the new master Robotics. Polderman answers: the state of affairs is that the two deans want a full master robotics as soon as possible. One idea is to incorporate S&C in the new master Robotics. This is not an easy procedure, it can be as hard as starting a completely new program. Polderman suggested to start a new track Robotics, while maintaining S&C for a couple of years. Because the inflow of students is really mature by now with 40 students each year. This has been taken as a serious possibility. Another possibility established by

140 marketing&communication is that there is one website that encompasses all Robotics related subjects. Polderman says this is a really good option. Nex says many people care about the name on the paper, for example the 4TU with four technical universities sound and looks impressive to companies.

145 Korsten says there are very little hier at the end

## 10. Questions before closing the meeting

## 11. Closure

150 The meeting is closed at 16:10

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[ In the draft minutes only the new action points were listed. This has been updated to include the full lists with open and completed action items. ]

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## Action items

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 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
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
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
88	Write a letter of recommendation for the order to remain the same, including arguments why	25/09/2019	Misra
89	Contact Hugo Masselink for a student assistant to write the annual report for 2017-2018 and 2018-2019	25/09/2019	Nex
90	Collect the advices, agenda and minutes and sends them to Hugo Masselink to update the website	25/09/2019	Aarts
91	Prepare the regulations and bylaws for the next meeting	25/09/2019	Aarts
92	Asks the student members where they were last meeting	25/09/2019	Aarts

## Completed action items

160

76	Find out the reasons why the Internship is scheduled before the Final Project	07/05/2019	Program Director & Korsten
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