

# UNIVERSITY OF TWENTE.

FACULTY ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

DATE: 6 JAN 2020

OURREF: EWI20/BOZ/9033/RA

## Minutes

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

Tuesday 22 October 2019, 08:45 – 10:15 hr.

5 *Present:* Sarthak Misra (chairman), Ronald Aarts (minutes), Francesco Nex, Atul Hari (student), Maarten Korsten (Master coordinator) and Jan Willem Polderman (Program Director).

*Absent:* -

#### 10 1. Opening

Misra opens the meeting at 09:00. It appears there is no student to take care of the minutes. Aarts offers to make some notes from which he will make a short report of this meeting.

#### 15 2. Minutes 27<sup>th</sup> meeting 25 September 2019

Page 1.

Line 7: Van Boven was not expect to be present as explained in line 25 of the minutes.

Item 2, line 25: Spelling error in the name “van Boven” → “Van Boven”.

Item 2, line 33: Spelling “MSC” → MSc.

Page 2.

20 Item 4: Polderman updates the information regarding the announcement about his position: He has been requested to stay in office until the end of the academic year. This is linked to the initiative of the programme Robotics. The status of the new programme is currently not clear. Once it has been started, the programme S&C may still exist for about 4 to 5 years as prescribed by law. In case a decision about starting Robotics would be taken right now, then the earliest possible starting date is 25 2021.

Item 5, line 92: Aarts suggest to rephrase the end of this sentence.

Page 3.

Agenda items 7 and 8: Some typos.

Page 4.

30 The draft minutes only list the newly added action items and not the complete lists with open and completed action items.

#### 35 **Actions:**

Without a clear overview of the action list, it is hard to address all items systematically. Some remarks are made:

- **Aarts** will ask Masselink to share our complaints about the minutes with the minute secretary.
- Two letters to be written by Sarthak are waiting for comments by Aarts.
- In the next minutes the complete action list will be included again.
- To attract new student members an announcement in a classroom will be made. Best suited course is probably “Digital Control” (contact de Vries).

40

#### 3. Advices/correspondence

Aarts wonders what is new since the previous discussion in the PC meeting of 7 May 2019 where it was concluded that the document is “too strict, too rigid and misses the goal of inclusion”?

45

Polderman replies that it is not that simple. The policy is indeed about inclusiveness.

Korsten remarks that it should be avoided that there are Dutch-only student groups.

Misra recalls that feedback on the previous version included concern about discriminative aspects of that version.

50 Nex is not aware of problems with language policy at the ITC as at that faculty is no majority of students from any country. Nevertheless with group assignments it is monitored that there are no groups with students from just one country.

It is discussed whether the language at the coffee machine has to be English as well? The prime intention of the policy is about inclusiveness. Impoliteness should be avoided.

55 It is discussed that a better title may be "Internationalisation" with "Language" as subtitle. Nex will look for ITC documents and check the daily practice.

#### 4. **Announcements**

Polderman updated the information about his position already during agenda item 2.

60 **5. Annual Report 2017-2018**

**6. Annual Report 2018-2019**

Aarts prepared two reports shortly before the meeting and these are discussed briefly.

65 A remark is made about section 4 on "Course evaluations". Courses are evaluated in the Programme Committees of Electrical Engineering and Mechanical Engineering. However, information that is relevant for the programme S&C is not shared. This could be mentioned as a future initiative for improvement, section 5.

#### 7. **Update website PC S&C**

70 The suggestions for the website update are discussed briefly. Aarts can edit the PC website with his Webhare account and will apply the updates.

#### 8. **Formulate regulations or bylaws**

75 Aarts will check the proposed bylaws after the meeting. In the case there are still some changes needed, he will communicate these via email such that the bylaws can be finalised in time.

#### 9. **A.O.B.**

#### 10. **Questions before closing the meeting**

80 **11. Closure**

## Action items

85

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 → Check whether this has been done	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 → Included in 86	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
93	Share complaints about minutes with Masselink	22/10/2019	Aarts
94	Look for ITC documents and check the daily practice regarding language policy	22/10/2019	Nex

## Completed action items

90

As there was no clear overview of the open action items, it was also not clear which action items had been completed. The list will be updated in the next meeting.