

# UNIVERSITY OF TWENTE.

FACULTY ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

DATE: 7 JAN 2020

OURREF: EWI20/BOZ/9117/RA

## Draft minutes 29<sup>th</sup> PC-SC (OLC-SC)-meeting Tuesday January 7<sup>th</sup> 2020, 13:45 – 15:15 hr.

- 5    *Present:*        Sarthak Misra (chairman), Ronald Aarts, Francesco Nex, Maarten Korsten (Master coordinator), Bhanu Teja Chidura (Student), Vignesh Balaji (Student), Lars Essenstam (minutes)
- Absent:*         Jan Willem Polderman (Program Director)

10

### 1. Opening

Misra opens the meeting at 13:50.

### 2. Minutes 28<sup>th</sup> meeting 22 October 2019

15

02 9033 Concept Minutes 28<sup>th</sup> PC-SC-meeting 22-10-2019

There are no remarks on the minutes

### In response to the action items:

20

8

56    completed

58    completed

59    Completed

73    Completed

74    completed

75    An assessment committee of a final project should be chaired by one full or associate professor, another supervisor which can be anybody and one examiner from outside the chair where the assignment is done.

Misra asks what kind of email was meant when the action point is made.

Aarts mentions the description is in the TER, so asks why we need to take action.

Korsten mentions there might be disagreement between the members of a committee 11:00. The issue might be whether we need to try to prevent to these problems.

Aarts asks if anyone has any examples of when there was a voting between the members, however no one has one.

Korsten mentions that we for example could send an email to the steering group if they can for example decide on a voting procedure if the committee does not agree.

Nex says that the final grade will likely be a consensus between the committee members, there is usually some discussion about this between the members.

Aarts mentions there is usually not total disagreement because supervisors have to sign the document, however there can be a lot of discussion.

Aarts suggests we send an email to write a letter stating there should be a clear voting procedure.

**AP Aarts:** Send an email to the steering group suggesting there should be a clear voting procedure.

77    Pending, it took Aarts a lot of time to collect all information, so he is not finished yet. He said he will finalise it.

78    Completed

79    Completed

80    Completed

85    Completed

- 86 This has been combined with 87  
87 Korsten says it is not completely done, he has send a request to the programme mentors. When he is finished, he will present a proposal.  
88 Completed  
89 Completed, Hugo Masselink told Aarts is what not his job, so he did it himself. All documents, including minutes and agendas are now there.  
90 Completed  
91 Completed  
92 Completed  
93 Completed  
94 Completed, ITC does not have a clear language policy, however a language should not exclude any people around the table.

### 3. Advices/correspondence

25 Aarts asks if anything should be added to the advices given. No one can think of anything to add.

03A Advice Pers.Eng.Des. + NonlinearControl

30 03B Order internship graduation

03C Student members PC-S&C 2020-01-03(signed)

### 4. Announcements

35 Korsten mentions that officially Polderman stopped as programme director at the 1<sup>st</sup> of January, however he will continue until the end of the academic year.

### 5. New student members, (meeting) planning for 2019/2020

40 Aarts asks the new students they can mention if they know anyone that would like to join too in the programme committee. We would preferably like a diverse group of student members, however having three people is always better than two people. Chidura and Balaji both agree. Aarts mentions it is now the start of the year and this is a good time to make a planning. Korsten mentions some dates where we should have a meeting:

45

- at the end of February,
- during the half of April for the final discussion about the TER,
- at the end of the year in June
- One in October,
- And one in November

50

Aarts mentions we should make sure we have enough time for the TER. Korsten mentions we can start this early, so we know what we must change compared to last year. During the meeting in February we can list what we want to change compared to last year.

55

**Action Point everyone:** Look at the TER of last year for things you would like to see changed.

Korsten mentions the TER should be an agenda point for next meeting.

60 Aarts makes clear to the new students that we have a fixed agenda of some point that we need to do such as the TER, however if they have some things they would like to see changed they can always mentions this.

65 Nex asks Korsten about the new master Robotics and how it will influence S&C. Korsten explains there is no communication at the moment. Nex explains he understood that there will be a whole new master. Korsten says it will only start in 2021. Nex says he would rather like that S&C would be renamed to Robotics. Korsten explains this programme committee will also have a say in this.

## 70 6. A.O.B.

Korsten will check with Hugo if he will setup a meeting scheme with the dates mentioned previously.

75 Aarts said Hugo does not like making a datumprikker, therefore it is better to maybe get some dates now.

The next meeting will be at the 25<sup>th</sup> of February at 11:00. If it so happens that the student members have lectures, then we will be confined to the break. For next meeting we will schedule in the same way.

80

## 7. Questions before closing the meeting

85 Aarts asked if Nex has attended a PC training course. Nex attended this one and recommends it, Aarts suggested the new student members go there too. Balaji asks if it is a workshop, Nex confirms it is, with several smaller presentations.

Aarts mentions on the website of the PC training course there are some documents that explain how a programme committee works.

90 Aarts asks why he did not hear anything about the institutional audit. Korsten explains that the workflow was okay. They visited mainly Electrical Engineering, and there were not many problems were found over there. He heard other things checked were also okay.

## 8. Closure

95 The meeting is closed at 14:54

## Action items

8	Consult De Willigen about literature assignment, involve EE in this	10/4/2013	M-coordinator
77	Write an annual report for 2017-2018	07/05/2019	Chairman
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
95	Send an email to the steering group suggesting there should be a clear voting procedure.	07/01/2020	Aarts
96	Look at the TER of last year for things you would like to see changed.	07/01/2020	Everyone

## Completed action items

100

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
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
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