
minutes 40th meeting PC-S&C

Monday 28 February 2022, 12:30 – 14:00

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Present: Ronald Aarts (chairman), Sarthak Misra, Francesco Nex, Alejandro Lopez Tellez, Maarten Korsten (programme director, PD), Jorien Berendsen (programme coordinator, PC), Marissa Jonker (minutes maker).

10 Absent: Vignesh Balaji Vijayan

1. Opening

The chairman opens the meeting at 12:34.

2. Minutes

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- Meeting 36 on 1 March 2021:
No comments.
- Meeting 37 on 12 April 2021:
No comments.
- Meeting 39 on 17 January 2022:

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Page 1: line 30, site visit has **not** been scheduled yet.

Page 2: Lopez Tellez asks : Is there more known about the combination between Modelling & Simulation and Modern Robotics?

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PD answers: Mod&Sim will stay the same for S&C (compulsory course), prior knowledge is either Engineering System Dynamics, or Modern Robotics (MR will be adjusted such that there is enough ESD material). Students that start in September will follow MR first, then they will have prior knowledge for Mod&Sim.

No other comments.

Chairman will publish the approved minutes on the website. The video recordings of meetings 36 and 37 will be deleted → Action 119.

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Action points:

77 and 103: Combined with 112.

105: Action point from last year.

106: Letter has been sent.

107: Discuss on AOB (point 7).

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108: Recommendation has been sent last year.

109: Documents are also in Teams, so P-drive is not really necessary for now. P-drive is used for archive.

110: See above.

111: Reading it now.

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112: How to handle the annual report will be discussed in item 7.

- 113: Has been arranged.
114: Discuss at item 4.
115: Done.
116: No news; keep action point.
117 and 118: Discuss at item 5.

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3. Announcements, incoming and outgoing mail

A. Mail from Rensink: proposed change in the process of EER approval (with attachment)

To be kept in mind when we schedule the next meeting such that we can discuss the EER. It is noted that other programme committees have a meeting schedule for the complete course year. We don't have such schedule and prefer to schedule one meeting ahead. For the next meeting we will take the schedule for the EER into account.

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B. Mail from Subramaniam Executive Board about participation monitor survey

Deadline was Feb 20, so it's too late now for further action.

C. Mail from EB-EEMCS: enquiry members faculty Judging Panel Thesis Award (with attachment)

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We can propose members that could participate in the judging panel, either staff or students. There are no suggestions given during the meeting.

Other announcements:

- i. Tomorrow the site visit for the Master Robotics will take place for which the staff members of this PC have been invited.
- ii. PD added a document: 03D Rights of consultation and consent of PC and FC. This is relevant for the EER and will be considered for next meeting. FC will discuss EER section A. PC will judge mainly the EER programme section B. Next meeting we will have a draft of the EER and can use this document 03D.

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4. Course evaluation reports Q1

We will process these by looking at the evaluations and see if there is something that needs to be changed/improved.

A. 201900093 Control System Design for Mechatronics (M-EE course)

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5 S&C students filled in the survey. Evaluation not very favourable (partly because of Covid). Practical was not carried out due to organizational issues. This course will be discontinued. The new course (Control System Design for Robotics) will probably be organized by the Robotics programme and will be discussed by that PC.

B. 201600070 Machine Learning I (M-ITech course)

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Only 1 S&C student filled in the survey. In general positive response. Only points 4.3 and 4.4 not that positive.

Lopez Tellez: There's not enough data from S&C in these surveys. So it is hard to evaluate these courses from the S&C perspective.

Chairman: Students should know that if there are any issues they can inform the PC. It should be made known that they can contact us.

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C. 191157750 Engineering Acoustics (M-ME course) not available yet

Chairman contacted Matthijn de Rooij, chairman PC-ME, about Q1 courses but hasn't received a reply yet about this course. Hence at the moment only evaluations from earlier course years can be found on the web site of the [ME/SET Quality Assurance Committee](#).

85 PD also has a list of courses in the next quartile. He will send the list to the chairman → Action 120.

The chairman will contact the PC-ME again to collect evaluations from both Q1 and Q2 courses → Action 114 (updated).

D. 191210930 Measurement Systems for Mechatronics (M-EE course)

90 2 S&C students participated in survey. Positive feedback.

E. 191561560 Systems and Control (Mastermath course) not available yet

Not evaluated by EEMCS, so we should ask the teacher. There are no S&C students who participated in the survey though.

F. 191211080 Systems Engineering (M-EE course)

95 2 S&C students participated in survey. Overall positive feedback.

G. 201400427 Transducer Science (M-EE course)

No S&C student participated in survey. Only 4 students participated, so these results are not relevant.

Overall positive feedback.

100 PD: Contacted George Vosselman about course 201700167 Positioning and Imaging Technology. He asked him per email about his own comments. In case the teacher replies, it will be shared in a next PC meeting.

Remaining courses will be discussed during the next meeting.

Chairman: at which level is the quality of a course acceptable? We should think about this.

105 PD: The EEMCS committee is also publishing a signal value table, that could help to compare quality with other EEMCS courses. PD will send this table to the chairman → Action 121.

Q2 evaluation results will be discussed in the next meeting if the feedback is available by then.

110 PD: There are two versions of the EEMCS evaluations: One with remarks to the teacher, and one without. Now we looked at the versions without teacher remarks. The PC-S&C concludes this version suffices to judge the general quality of the course. This is something to discuss with the PC-EE.

5. PC-S&C student members

115 No Canvas announcement has been made yet. Draft announcement was sent to Programme Coordinator. She sent back some comments but didn't receive a reply yet. Programme Coordinator will forward email to Lopez Tellez → Action 122.

There is an interested 2nd year's student, who will be available until summer this year. The appointment is usually for at least one year. For continuity in the PC we prefer to look for a member who is also available after summer, so likely a 1st year's master student.

Hence the action points to make an announcement will remain open for now.

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6. Schedule next meeting

Topics:

- PD will give more information about course programme. This includes new developments of the Robotics programme.

125 - Course evaluations of Q2.

Next 41st meeting is scheduled on Monday April 4, 9:00 – 10:00.

7. Any other business/Questions at the end of the meeting

A. Action point 107: Quality agreement of faculty

130 <https://www.utwente.nl/en/eemcs/educational-quality/qualityagreements/qa-2022/>

135 Money is available for some initiatives. Greyed out squares are not open for ideas anymore. Red: money is already allocated. Yellow and green: (some) money is available. Members of the faculty are invited to give some ideas on the topics. To apply for funding, a form has to be submitted (see link). Do we as a programme committee want to file some idea for this? Deadline is March 31st, so has to be done before next meeting. If someone has an idea, send an email to Programme Committee. We can make proposals for the indicated measures. Note that ideas don't have to be submitted via the PC as basically all EEMCS staff and students are invited for this call.

140 That there is some administration burden for the faculty, so the amount of money spend on any idea should not be too small, i.e. at least € 2.000.

Lopez Tellez: Would it be possible to ask funding for a course to develop a micro-lecture, for example in the courses of the new Robotics programme?

145 PD: We can ask for example Jan Broenink, PD for MSc Robotics, to focus on the compulsory courses of the Robotics programme to see if micro-lectures might be stimulated.

PD will send an email to Jan Broenink to ask about micro-lectures → Action 123.

B. Action points 77, 103 and 112: Annual report

A draft version will be available to be discussed in the next meeting.

150 Chairman suggests not to pay attention to annual reports before 2019-2020 as it will be hard, if not impossible, to write a useful report about PC activities so far back in history as e.g. PC members at that time are no longer connected to the UT → Action 77 is cancelled.

155 For the reports of 2019-2020 and 2020-2021 a template is available and will be used. The chairman will send drafts before the next meeting. The PC members are invited to give feedback. Note also section 5 in the template about self-evaluation, i.e. how we are doing, what could be improved etc. Comments would be appreciated before the next meeting → Actions 103 and 112 (updated).

160 C. PD: University is open again. Would it be an idea to meet physically again? The PC prefers an online (or hybrid) meeting. A meeting in the ITC building will be considered in the spring.

D. Is it interesting for S&C students to meet at other moments instead of only during the lectures?

165 Lopez Tellez: probably students will appreciate it. For such meeting also staff members could be invited.

8. Closure

Chairman closes meeting at 13:44

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UNIVERSITEIT TWENTE.

FACULTEIT ELEKTROTECHNIEK WISKUNDE & INFORMATICA

DATE: 21 MARCH 2022

OUR REF: EEMCS2022/BOZ/10813/MJ

Action points

Nr	Description	From meeting	Who
103	Write an annual report for 2019-2020	29/06/2020	Chairman
112	Write an annual report for 2020-2021	17/01/2022	Chairman
114	Contact chairman of programme committee of mechanical engineering about the availability of course evaluations (Q1 and Q2)	17/01/2022 28/02/2022	Chairman
116	Check if there are ITC courses that need to be checked for evaluation	17/01/2022	Nex
117	Send announcement for new student PC member to P-coordinator	17/01/2022	Lopez Tellez
118	Post announcement on Canvas page	17/01/2022	P-coordinator
119	Publish minutes of meetings 36, 37 and 39 on website; delete video recordings	28/02/2022	Chairman
120	Send the list of Q2 courses to the chairman.	28/02/2022	P-director
121	Send EEMCS signal value table to chairman.	28/02/2022	P-director
122	Forward email with comments on draft announcement (see 117 & 118) to Lopez Tellez	28/02/2022	P-coordinator
123	Send Jan Broenink an email to ask about micro-lectures for the new Robotics programme	28/02/2022	P-director