

Date September 11th, 2018

Minutes of the 127th meeting of the OLC-IT

Present: Ammerlaan, Bolding, Boschma, Grinsven, Havinga, Heerlien, Hillerström (minutes secretary), Myśliwiec, Padberg-Heskamp, Rensink (Program Director), Sperotto, Vonk
Not present: Langerak, Molenkamp

1. Openings and determining agenda

The meeting is opened at 10.47.

There is a new PD: Arend Rensink. There is a short introduction round.

Agenda is approved.

2. Announcement PD

The former PD's (Heijenk) objectives were focussed on the external image of the program and increasing the number of students, including international students. These successes are now becoming a challenge.

The PD's (Rensink) objective is to focus more on quality control and the coherence of the study program. The study program should be a collective and the students should feel part of the community.

He wants to communicate with Inter-Actief to see what the student community can do in this. Special focus should be on the international students since they are having more trouble getting through the program than Dutch students.

The PD also wants more communication with the teachers. This will help to make the issue of quality control more visible and better understood.

Announcement working groups

No announcements.

3. Incoming/outgoing correspondence - TER bachelor

There is one incoming letter about a minor change in the TERs of AM and TCS. The project of the AM module Signals and Uncertainty was incorrectly scheduled in quartile 2A. This has been changed to quartile 2B.

The PC approves this correction. Havinga will reply this has been approved.

4. Notes of the 126th PC-IT meeting d.d. July 3th, 2018

There are a few minor corrections on the minutes of the 126th meeting, regarding names. This will be corrected.

In response to section 2 of the minutes, the PD reports that the number of first-year bachelor students is about 210. In a month this number will be more clear. The number of master-students is roughly 50. This is a rough estimation since the students register via different channels, at different moments in time.

In section 3, last paragraph (page 5), Reidsma's opinion has been formulated in a rather harsh way. Havinga reports in response to this section, that Reidsma apologized after the meeting on how he acted. Reidsma felt he was being attacked during the meeting, even though the PC was there to help him.

The PD has two questions regarding point 5 (page 5).

In the first paragraph it remains unclear whether the Dutch or English version of the TER is the leading version. He asks which version is leading.

Since all cohorts are in English, the English TER is the leading TER.

The second question of the PD is about the last paragraph. The minutes mention an action point, has this AP been formulated and what was it about?

It is about the deadline for correcting tests. According to the TER, this deadline should be communicated to the students by the module coordinator. This was not formulated in an AP last time. The PD will make module coordinators aware about this.

The PD notes that the discussion about the IELTS score in section 8 (page 7) is still unfinished. The IELTS score should be added to the agenda of next meeting.

Actionpoints

292: Done

296: Done

307: Not done. The PD reports that this is taken up by Jolanda van Laar with the key users of Osiris, since this must be changed university wide. It should not be expected that this is solved this academic year. There is no answer from van Laar yet.

308: Done

309: Done

310: Done

311: Done

312: Done. Boschma reports that the teachers will take a look at the feedback and a plan for improvements will be made.

313: Not done. Huisman was responsible, but is no member of the PC any more. The PD will take over raising awareness for the appreciatory bouquets. Langerak will be asked in next meeting to take over the task from Huisman.

314: Done. Heijenk has discussed this. There was no scheduling mistake.

315: Done. Langerak is the new staff member of the PC.

The minutes are approved.

5. Faculteitsreglement EEMS

The PD notices that the the faculty rules of EEMS are in Dutch. It is unclear if an English version exists. The PD will point this out.

The PD wants to discuss the organization of the PC, also in relation to what is written in the faculty rules. These rules state that a student member of the PC is appointed for one year and a staff member for two years and that members can be reappointed.

The PD thinks it is important that the members of the PC rotate to keep fresh blood in the committee. To be able to do so, there needs to be a list of the members, including the start date of their membership. This correlates to being professional and should be standard practice.

Havinga mentions that this used to be in the yearly report. However, the yearly report seemed to be a write-only document so not a lot of enthusiasm is found to write it.

The PD mentions that also writing the yearly report is part of acting professional. Furthermore, it is written in law that a yearly report must be written by the PC. The yearly report can be used for the quality control and should be read by the program management and the steering committee. It serves as a basis for discussion. The PC year-circle starts in September. Therefore, the yearly report should be written relatively shortly after September, so before the new calendar year.

The PD raises a question whether the PC is happy with the fact that currently the election procedure for new PC members is bypassed.

Currently, new student members are found via the current student members asking around. A downside to this is that only the more visible students are asked. New staff members are only asked when a current staff member steps down. In case of a vacancy the current staff members look around for suitable replacement.

Bypassing elections is due to a lack of new prospective members (both student and staff), possibly because not a lot of people are aware of the existence of the PC. New staff is likely not familiar with what the PC does and how the study program is constructed. The lack of visibility of the committee to students and staff is a concern.

To gain visibility to students, Inter-Actief could play a bigger role and organize an information meeting. Ammerlaan will discuss the possibility of a lunch lecture about the PC with the educational committee of Inter-Actief.

It is concluded that for now the focus will be on increasing the visibility of the PC to both the students and the staff.

6. Annual Report

New composition of working groups

Myśliwiec and Langerak both should join a workgroup (curriculum workgroup or TER/quality control workgroup).

Huisman was president of the curriculum workgroup, but now that she has left the PC, a new president is needed. Langerak will be asked next time if he wants to be the new president. Myśliwiec joins the TER/quality control workgroup.

The PD points out that the name of the workgroup TER/quality control is written wrong. TER stands for Teaching and Examination Regulations, instead of Tuition and Examiner Regulations.

The PD believes that the process of approving the new TER takes unacceptably long. Since the PC advises about the TER, he wants to see if there is something the PC can do to speed up this process. Grinsven points out that the delay in approving the TER is not due to the PC, but earlier in the process. There is a good collaboration between the PC and the writers of the TER.

In conclusion: the approving process needs to be speed up, but this is not up to the PC. A discussion with other parties involved is needed to speed up the process earlier in the sequence.

7. A.O.B. and proposal item next meeting

There is no A.O.B.

A proposal item for next meeting is the discussion on the IELTS score.

8. Questions and Conclusions

PD has a question about the program title which is on the diploma. He wants to know if the PC has advised about that the English title should be on the diplomas instead of the Dutch title.

The PC gave a positive advise about this. Once the faculty board has received positive feedback on this from both the PC and the faculty council, the change to the English title can be made.

Another remark the PD has is about the name of the PC, which is PC-IT. He thinks this is not the most suitable name, since the study was never called Information Technology, and proposes to discuss a possible name change next meeting. The PD will take this up with Heijenck before the next meeting to see his reaction.

Bolding asks how the start of the year is going regarding the number of students. The PD answers that it is going as well as we can expect and equally well as last year.

Boschma responds that the lecture rooms in Citadel created at the last moment are not quite to the quality standard that is expected. The PD will take this up immediately.

Boschma remarks that he will not be present during the next meeting. He will be away from the 22th of September to the 8th of November.

Boschma has a question about the numerus fixus that was discussed in earlier meetings. Research would be done to see what the requirements are for getting a numerus fixus. He asks what the status of this is. The PD says that this has not been done yet and that he will look into this.

The meeting is closed at 12.05

Action points

#	Meeting	Action	Person	Deadline
307	June 2018	Start a discussion about a shift from Dutch (Voldoende, Niet Voldoende) to international terms on diplomas	PD	July 2018
313	June 2018	Remind the teachers and module coordinators of the possibility to send students appreciatory flower bouquets	PD	September 2018
316	September 2018	Reply to Polderman that update of TERs, concerning the scheduling error of AM module Signals and Uncertainty, is approved.	Havinga	October 2018
317	September 2018	Make module coordinators aware that deadlines for correcting exams should be communicated to the students	PD	October 2018
318	September 2018	Discuss with educational committee of Inter-Actief to raise awareness for program committee during lunch lectures	Ammerlaan	October 2018
319	September 2018	Make facility management of Citadel aware that lecture rooms need improvements (climate wise)	PD	October 2018
320	September 2018	Research what actions are needed to get a numerus fixus.	PD	October 2018