

Date July 09<sup>th</sup>, 2019

### **Minutes of the 136<sup>th</sup> meeting of the PC-CS**

Present: Bolding, van Grinsven, Heerlien (chairwoman), Hillerström (minutes secretary), Molenkamp, Rensink (program director), Sperotto, Vonk.

Not present: Ammerlaan, Boschma, Langerak, Lummen, Mysliwiec, Padberg.

#### **1. Openings and determining agenda**

The meeting is opened by the chairwoman at 10.45.

There are no comments on the agenda. The agenda is approved.

#### **2. Announcement PD**

No announcements by PD

##### **Announcement working groups**

No announcements by working groups.

#### **3. Incoming/outgoing correspondence**

There was no correspondence.

#### **4. Minutes of the 135<sup>th</sup> PC-CS meeting d.d. June 12<sup>th</sup> 2019**

There are no comments on the minutes.

#### **Action-points recap**

384: The internship minor will be offered in 2 versions. In one version, students will look for topics themselves. The 2<sup>nd</sup> version, which is a pilot, is a collaboration with TalentIT. In a meeting later this week further arrangements are made, preferably of 2 positions with different companies, so that the student can get to know multiple companies. The cap for both versions is 15 each (30 total) for the next year.

392: Done.

393: Not done, remains.

394: Done.

395: Done.

402: Check next time.

403: Check next time.

404: Not done, is planned to be done after the holiday.

405: For September meeting.

406: For September meeting.

408: Done. Since last meeting no further comments have been send. The multiple websites have been merged to 1 website and a contact for further questions about the PC has been added.

411: Not done. PD will do this halfway July.

412: Done. Will be repeated in September.

413: In progress.

414: In progress.

415: In progress.

416: Check next time.

417: Done.

418: Done.

419: Done. Tews will join the meeting in September.

420: Check next time.

421: Check next time.

422: For September meeting.

423: Done. Rules regarding the composition of the PC were present in the previous by-laws version and in the faculty regulations, but not in the current versions.

## **5. Professionalism**

*Update (doc 05)*

Bolding made a summary of the meeting about the professionalism of the PC and sent an email to CELT regarding a training about the ins and out of the PC. CELT offers a 3-4 hours course for the entire PC. It is preferable to follow this course once the new PC members have joined.

The PD has a comment on the first bullet point of the document, which states that there was no reason found to change the relation with the examination board. The PD argues that there is currently no relation at all with the examination board. The PD thinks it would be good to start some relation to enhance mutual understandings of the responsibilities of the PC and examination board. The PC focusses on the teaching aspect and the examination board on the examination aspect.

The workgroup did not see what should be on the agenda for such a meeting, probably since they do not understand exactly what the examination board does. A suggestion to discuss in a first meeting would be to identify the mutual interest and obligations. This will be further discussed next PC meeting, when the chair of the PC is present.

*AP Padberg: Put the relation of the PC with examination board on the agenda of next meeting.*

The PD emphasizes the need for an annual report. Since there will be an institutional accreditation (ITK) at the EWI faculty in a few months, there is more pressure from the university board to perform well regarding quality assurance. This means that quality assurance employees may read the annual report of the PC and give some feedback over the summer holiday. The annual report should contain, besides taken decisions, a forward outlook on achievements and improvements of the PC.

## **6. Reflection Master and bachelor**

*Update (see WebDav)*

Bolding updates the PC with the current status; there are 2 reflections missing from Q3, 1 due to illness and 1 is still missing after many requests. The PD will continue to request these evaluations. There are none from Q4, since it just finished. The reflections Bolding has seen look thorough and well considered.

There is a discussion on what the best way is for the PD to share the reflections with the PC. The PD cannot add things to the SEQ folder on Webdav, but Padberg can. However, by adding the reflections on Webdav, there will always be a lag between the received reflections and the reflections the PC can see. The PD finds the Webdav system far from ideal, a canvas page, for the PC only, would give more flexibility to accessibility. This will be discussed further next meeting, when Padberg is present.

*AP Padberg: Add, for next meeting, to agenda point 'Reflection Master and Bachelor' the distribution of the reflections to the PC.*

## **7. New PC-members**

*Update (no document)*

After a canvas message has been posted, six interested students replied, some master students and some bachelor students.

All current student-PC-members want to leave next year. Bolding announces that, different to what he said before, he wants to leave the PC in September or October. Myśliwiec will be absent during the first semester and will continue with the PC the second semester if necessary. Heerlien and Boschma will leave after the first semester. A transition plan has to be made.

Option 1 is to create 2 positions at the start of the year and 2 positions half way. Option 2, the preferred option, is to make 4 positions at the start of the year and have 6 student-PC-members during the first half of the academic year (Heerlien, Boschma and the 4 new students).

The PD thinks the number of members should remain 4, but there can be additionally 2 candidate members. The problem with this is that official members will get paid, so it should be decided in a fair way who the candidate members are.

With 6 interested students elections are necessary, Michel ten Bulte can help arrange this.

*AP Bolding: Ask Michel ten Bulte for information about organizing elections for the PC.*

The current student-PC-members are afraid that when elections are held, the interested students will withdraw again, since it takes some effort from the candidates to participate in elections. Therefore, Bolding will email the interested students that elections need to be organized and ask if they are still interested.

*AP Bolding: Email the candidate student-PC-members about the election and ask if they are still interested.*

For the teacher candidate there is no election, since only Tews is a candidate. He will join in September.

## **8. Quality agreements**

*Update (no document)*

Ammerlaan held a survey amongst the students on what they think the quality agreement money should be spend on. The survey is a poll with 40 ideas and the students can vote on what they find most important.

The top 5 so far is:

1. More flex study places
2. Improved climate control
3. A new and improved web-room-booking system, with all the meeting rooms available for students
4. More and more qualified TA's
5. Free readers for some courses

The faculty council wants to receive this in a SMART way, but since it is at such a short notice this may not be feasible. Ammerlaan will send this document to the faculty council.

## **9. Curriculum**

*Departure Hiemstra (doc 09a), Research topics (docs 09b-e), Advanced Networking (09f)*

*Departure Hiemstra (doc 09a)*

Hiemstra is leaving the university, which means that for two courses (Q1: Foundations of Information Retrieval and Q2: Advanced Project in Information Retrieval) new lecturers have to be found. Foundations of Information Retrieval had 60 students last year, so this course is the most urgent problem. Veldhuis has emailed the PC with 3 possible solutions and asks for advice.

Option 1: Ask former colleague van de Vet to replace Hiemstra for 1 year, which will give them time to look for a permanent solution.

Option 2: Shift the courses to Q2 & Q3 for 1 year, which gives new colleague Strisciuglio the time to prepare.

Option 3: Skip the courses for 1 year. Since Foundations in Information Retrieval is 1 of the 6 courses students have to choose from, the teaching load for others will increase.

The PC thinks that, since the 2 courses have the same lectures, it is an option to combine the 2 courses.

It is not ideal to move the courses to another quartile (option 2), since it are mantel courses and students carefully plan these courses ahead. For the same reason skipping the courses this year (option 3) is neither ideal. Since it is now holiday, the students will not be notified in time of a change and will not be able to adjust their plans accordingly. Option 1 is the preferred solution, since it has the least impact on the students. This is the conclusion that will be shared with Veldhuis.

*AP Heerlien: Reply to Veldhuis regarding the Departure of Hiemstra.*

#### Research topics (docs 09b-e)

The Osiris entries for Research Topics and Final Projects have been updated and is now shared with the PC for advice on these changes.

Molenkamp comments that on page 6 of document 09c it says that you can start Research Topics once you have 75 credits. However, in the faculty TER it says that this is 70 credits. This means that this must be changed in the Osiris entry.

*AP PD: Make sure that in the Research Topics course overview on p. 6 the 75 EC is changed into 70 EC.*

There are no further comments on the Research Topics and Final Projects.

#### Advanced Networking (09f)

The discussion of the Advanced Networking (ANET) course description, document 09f.

Boschma had passed on a question about the multiple choice tests that are done both individually and in groups. This question is answered in document 09f in Section 2.1 Multiple choice tests.

Sperotto asks if it is the case in more courses that students must pass the lab assignment to receive a grade. The answer is that it happens in more courses and that is it very common in the bachelor.

Sperotto also comments that they run everything through SIDN (see Section 4, page 7), there is no canvas page. Understandably this is practical for the teachers, but the question is whether this is desirable.

The teachers are organized and there is no doubt that this will work well via SIDN. The reason they might use SIDN is the bad email functionality of Canvas, and it would be difficult to ask them to switch to a worse system. On the other hand, the teachers must make sure they comply to the privacy regulations. Also, there should be a clear redirection from the Canvas page to SIDN. Furthermore, they should pay attention on how archiving is done, since students must be able to reach the documents afterwards.

The PC will ask the teachers on how they want to organize these points.

Another comment is on the cap of 16 students, that is stated in Section 5.5, due to the interactive nature of the course. Since it is first come, first serve (see Section 5.6), new students will probably not be able to sign up for this course. This course is part of IS&T master, as an elective, which means that IS&T students may need this course more than other students. There are not a lot of IS&T students, so the teachers can be asked to give these students priority.

The cap is not necessarily a problem in the first year, since it is a new course, but for the following years the cap should be reconsidered, when the course grows. It is unclear what the teachers have in mind regarding the cap after the first year. The PC will ask the teachers about their long term view on the cap and about prioritizing IS&T students.

Van Grinsven adds that this course is likely a popular course for exchange students. The UT always tells exchange students well before the start of the quartile if they can join a course. This might mean that exchange students cannot follow this course, since UT students will be prioritized. This concern should be shared with the teachers.

*AP Heerlien: Ask teacher of ANET how archiving is organized, about the privacy issues when not using Canvas, about the long term view regarding the cap and about the priority of certain students (IS&T, exchange).*

Otherwise it is a well worked out proposal.

## 10. Questions and Conclusions

The PD does have an announcement. There are more courses that have a similar problem of teachers leaving, in particular the course Design of Software Architectures. The former teacher left and the backup teacher is suddenly leaving as well. A new teacher has been found, who has taught this in Eindhoven and Amsterdam. The course description of this course will be updated over the holidays, which means the PC cannot discuss this any more in a meeting.

Sperotto mentions that it is faster for the PC members to evaluate the course description, if the previous course description is also sent or when it is clearly indicated what the major changes are.

Van Grinsven points out that the changes should not be too big, since there is no transitional arrangement for students that have not finished the course or failed the course.

It is unclear if there are any failing students and how many, this must be asked to the previous teacher.

*AP PD: Ask the previous teacher of Design of Software Architecture if there are any students that failed and still have to redo the course.*

## 11. A.O.B. and proposal item next meeting

The meeting is closed at 11.56

The next meeting is in September.

### Decisions

No notable decisions were made.

### Action points

384	April 2019	Various issues concerning internship in the minor in the Bachelor	PD	May 2019
393	May 2019	Put the interest lunch to acquire new PC student members on the agenda of the meeting in September	Padberg	September 2019
402	May 2019	Correct the errors in the by-laws and send them to Padberg.	Boschma	June 2019
403	May 2019	Upload the updated by-laws to the website of the PC.	Padberg	June 2019
404	May 2019	Discuss the implementation of panel meetings per specialization with the specialization coordinators.	Van Grinsven	June 2019
405	May 2019	Make proposal for the implementation of the reflection sampling before September.	Workgroup Quality	September 2019

			Assurance	
406	May 2019	Make proposal for the implementation of the peer reflection in evaluations.	Workgroup Quality Assurance	September 2019
411	June 2019	Have a first draft of the critical self-reflection ready in the first week of July.	Sperotto and Bolding	First week July 2019
412	June 2019	Promote the appreciative flower bouquet for students to the staff in the weekly mailing in September.	PD	September 2019
413	June 2019	Make a form to gather more suggestions for spending the WSV money.	Ammerlaan	July 2019
414	June 2019	Organize the suggestions for spending the WSV money in an overview, for the faculty board. Send it to the PC.	Ammerlaan	End of June 2019
415	June 2019	Send the document of AP414 to Stephan van Gils.	Langerak	End of June 2019
416	June 2019	Email Stephan van Gils saying that the question regarding the WSV came much too late and that the PC will see what is still possible. Furthermore, that the PC wants all communication to be done in English.	Boschma	End of June
420	June 2019	Explain to the dean why the PC will not follow procedures and thus will not have elections for the new PC member.	Langerak	July 2019
421	June 2019	Contact Satie Biharie to start the appointing procedure for Tews.	Langerak	July 2019
422	June 2019	See if it is possible to get an alias email for the PC.	Padberg	September 2019
424	July 2019	Put the relation of the PC with examination board on the agenda of next meeting.	Padberg	September 2019
425	July 2019	Add, for next meeting, to agenda point 'Reflection Master and Bachelor' the distribution of the reflections to the PC.	Padberg	September 2019
426	July 2019	Email the candidate student-PC-members about the election and ask if they are still interested.	Bolding	September 2019
427	July 2019	Ask Michel ten Bulte for information about organizing elections for the PC.	Bolding	September 2019
428	July 2019	Reply to Veldhuis regarding the departure of Hiemstra.	Heerlien	September 2019
429	July 2019	Make sure that in the Research Topics course overview on p.6 the 75 EC is changed into 70 EC.	PD	September 2019
430	July 2019	Ask the teacher of ANET how archiving is organized, about the privacy issues when not using Canvas, about the long term view regarding the cap and about the priority of certain students (IS&T, exchange).	Heerlien	September 2019
431	July 2019	Ask the previous teacher of Design of Software Architecture if there are any students that failed and still have to redo the course.	PD	September 2019