Faculty of Electrical Engineering, Mathematics and Computer Science

Date   June 12th, 2019

Minutes of the 135th meeting of the PC-CS

Present: Ammerlaan, Bolding, Boschma, van Grinsven, Heerlien, Hillerström (minutes secretary), Langerak (chair), Myśliwiec, Padberg, Rensink (program director), Sperotto, Vonk.
Not present: Molenkamp.

1. Openings and determining agenda
The meeting is opened by the chair at 09.04.
There are no comments on the agenda. The agenda is approved.

2. Announcement PD
The PD makes an announcement about the number of students for next year. The houses task force has been active. From the pre-enrolment figures the PD thinks 300 students is still feasible. There are more pre-enrolments form outside NL and outside Europe.
Both Delft (500) and Eindhoven (300) have more enrolments than their numerus fixus, meaning not every pre-enrolled student can be admitted. However, it is unclear if these students will than go the UT.

Module 1 will not be shared with BIT any more, the details are still to be worked out. Given the increasing number of students this is a positive development. Furthermore, the cooperation between BIT and CS was never very smooth. This means more teachers are needed (several have already been hired).
For at least the first half year another teacher has been hired, whom will help in quartile 1 and 2. She has lots of experience teaching CS in South-Africa.

Secondly, the PD mentions that he went to the mock-up visitation in Delft. The PD thinks we can show quality on fronts that they are struggling with. Delft does well on the increase of number of students, but student chapter and quality assurance wise Delft is not as strong as the UT. The PD is confident the UT will stand out in certain aspects.

The critical self-reflection is still in progress. Mostly now the materials are collected, the writing will follow afterwards. The next meeting the PD hopes to show more progress.

Announcement working groups
No announcements by working groups.

3. Incoming/outgoing correspondence
Letter positive advice B-TER
For information

Accreditation preparation documents
The quick scan points out the aspects that still need to be improved, before the accreditation.

SOA-improvement request
This is a letter from last year, send by the teachers of Service Oriented Architecture (SOA), regarding the course evaluation. It is discussed now, to check whether improvements to the course have been made.

Boschma comments that only 4 students filled out the survey, but he heard more rumours that the course has not improved significantly.

The PD has talked to 1 of the teachers and he said that more changes are coming. He did not have the time for this the last time around. The teacher took the initiative for this reflection, which shows his willingness to make changes. The PD is confident that the course will improve this time around.

An invitation email for the TOM2.0 meeting has been send to the PC. Both Langerak and Molenkamp are going to this meeting. The PD will go to another, yet similar, meeting about TOM2.0.

4. Minutes of the 134th PC-IT meeting d.d. May 21th 2019

Action-point recap
Langerak has a comment about AP380 (see minutes of April meeting). The teachers explained that he learned from the teaching qualification course that there is a rule of thumb that the estimated amount of work students put in, should be 90% of the required amount. This rule of thumb should protect students from over-expecting teachers.

384: Vonk has made a new proposal, which still needs to be communicated to the students. As well as how to register for this internship. This proposal needs to be send to the PC as well. Furthermore, the details of collaboration with TalentIT must still be worked out.
AP will stay to keep an eye on it.

389: Done.
390: Done.
391: Done.
392: Not done. Still unclear whom the candidate should send the email to when they want to apply. Boschma and Bolding their email addresses will be added to this email.

393: Leave it.
394: Put on agenda of next meeting.
395: Leave it.
396: Done.
397: Done. The PD has discussed this. Cynthia Souren foresees a maintenance burden, since she does this for all the programmes of the faculty. For now, the PD will add zipped folders with the important information to WebDav. However, due to the time lag, another better solution is preferred.

398: Done.
399: Done. Boschma does not want to participate in the writing. Heerlien wants to help, but is absent for 6 weeks. This means that Bolding will help with the writing and Heerlien will help with the revision.
The PD wants a first draft to be ready in the first week of July.

AP Sperotto and Bolding: Have a first draft of the critical self-reflection ready in the first week of July.

400: Done.
401: Done.
402: Not done, since Boschma only received it last evening.
403: Not done, depends on 402.
404: Not done, there was no time to discuss this. A separate email must be send.
405: Leave it.
406: Leave it.
407: Done.
408: Leave it.

409: Done. Molenkamp has made adjustments, based on comments from the PD. Only the "webmaster" still needs to be put on the website. Now there are two different website locations, Molenkamp wants to transfer this into 1.

410: Done. The PD did not receive any suggestions. The PD will put up another reminder after the holidays.

AP PD: promote the appreciative flower bouquet for students to the staff in the weekly mailing in September.

5. WSV

The Wet StudieVoorschot, a.k.a the quality agreement, is about the money that has been earmarked to make specific improvements in the quality of the education. The PC has been explicitly asked to come up with constructive ideas and good actions for this money.

The faculty board wants to receive the input by the end of June.

Ammerlaan had some chats with students and he has gotten some suggestions. These are listed below.

- More individual work areas for EEMCS students, since the Educafe is too small.
- Freely availability of readers (which are now bought from the Union Shop).
- Recording all the lectures. Students complain they cannot concentrate in large lecture rooms. They prefer to re-watch it at home.
- More experimenting and more electronic devices to play around with (mentioned by 2 students).
- More skilled TAs and more training for TAs
- More experienced staff members
- Digital programming exams
- Faster grading
- More dedicated power strips (Waaier still lacks those)
- Study materials (Raspberry Pi)

The PD recognizes many of those. Except for the free readers, since this is organizational wise difficult. The digital testing capacity is extended, which means that next year there might be more digital tests, including programming exercises. The PD is trying to convince everybody to do everything via digital testing, both because of faster grading and because of the increase in students.

This digital testing is gradually implemented, starting with module 1, then 2, etc.

There will be 500 chrome-books, divided over several places, since Therm can only seat 250 students. In the future there may be rooms for testing in the Horst.

The faculty board requests these suggestions in a SMART form. The PC thinks a full SMART formulation is too much work, but they can be stated with the effect and how this would be measured.

Ammerlaan will make a google form to gather more suggestions. The current suggestions will be posted somewhere, so that students can get inspiration.

AP Ammerlaan: Make a form to gather more suggestions for spending the WSV money.
AP Ammerlaan: Make an overview of the suggestions in a relative SMART way, stating the effect and how it can be measured. Send it to the PC.
AP Langerak: Forward the document with the suggestions to Stephan van Gils.

Another comment that Ammerlaan had is that this question came much too late. Boschma add that this request/email is not formulated in English, which is against the UT language policy.

Boschma will comment these points via email to the Stephan van Gils.

AP Boschma: 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.

6. Reflection Master and bachelor
There are two interesting documents. One shows the single values, which shows where there are potential problems. The other document contains the SEQs and evaluations.

For the bachelor there were two modules (3 and 7) that would give a reflection. M7 sent an elaborate reflection. M3's reflection is still missing, but he will send it this week.
At the next meeting it will be checked if the reflection of M3 has been received by the PC.

For the masters there were some courses with low values. This was the case for the SOA course discussed at point 3. For Real-Time Systems 1 there were also low values, however, this reflection is still missing. Students mostly made remarks about the teacher. The PD is still working on getting this reflection.

Four reflections are still missing:
Real-Time-Systems 1
Data Science (teacher has been ill)
Course from Sperotto
Block Chain and Distr. Ledger Technology (was promised this week)

AP Heerlien: Add checking the presence of the missing reflections to the agenda of the next meeting.

Bolding will send a thank you email to 6 of the 10 courses.
AP Bolding: Send thank you email to the 6 teachers that have submitted a reflection.

The other reflections were fine, according to Langerak.
The PD wants to speed up this progress, and it should take less reminders from the PD/PC.

7. New PC-members
A staff member, Erik Tews, (teachers Computer Systems and Software Security) is interested in joining the PC.

Officially an election should be held, however, with one candidate the PC thinks this is overrated. Therefore, Langerak will contact the dean and explain why there will not be an election. Langerak will invite Tews to discuss his application and to join the September meeting.

AP Langerak: Explain to the dean why the PC will not follow procedures and thus will not have elections for the new PC member.
AP Langerak: Contact Tews and discuss his application and invite him for the September meeting.

Tews should be apppointed by the dean. Langerak will arrange that this procedure will start.
AP Langerak: Contact Satie Biharie to start the appointing procedure for Tews.

For the search for new students members a message has been drafted which will be posted on Canvas and on the InterActief website.
If there are no responses than there will be a lunch meeting in September.

8. Professionalism of the PC
Put on agenda for next meeting, since there was no discussion prepared

9. Questions and Conclusions
Ammerlaan mentions that his last meeting will be in July. In September Lummen will take over and Ammerlaan will be there with cake.

Boschma mentions that he recalls there is only a restriction on the number of students in de PC stated in the by-laws and not in the faculty regulations.
Since not everybody thinks this is the case, Langerak will see if he can find this out.

AP Langerak: Find rules regarding the composition of the PC (staff and students).

Myśliwiec asks if there is a specific procedure for having an election for new PC members.
The PD answers that this procedure is likely to be the same as for the faculty council. Michel ten Bulte is in the committee that organises this and will be able to give more information.

Langerak points out that tomorrow there is a meeting with the houses task force and there is a meeting with Kick-IT during lunch. The PD says that the concept on the houses will appear in I/O Vivat.
The most concrete aspects of the houses are that:
- it will play a role during the introduction,
- there will be year rooms and
- each house will have staff as mentors assigned to it.
The further development of the houses will be discovered along the way.

Bolding volunteers to be a student member to the houses task force. Langerak will include him in the task force.

The PD talked to Stefan Maathuis about the year rooms for the houses. It is likely not possible to have fixed rooms for each house. The number of houses will either be 3 or 4, whenever asked for, always mention there will be 4 houses.

10. A.O.B. and proposal item next meeting
In July Padberg, Langerak and Myśliwiec are absent. Heerlien will chair the meeting and make the agenda.
Padberg's colleagues will put all the documents on WebDav.

The meeting is closed at 10.23

Action points

384	April 2019	Various issues concerning internship in the minor in the Bachelor	PD	May 2019
392	May 2019	Post the message from AP391 on Canvas.	Vonk/van Grinsven	June 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
394	May 2019	Put the professionalism of the PC on the agenda of the meeting in July.	Heerlien	July 2019
395	May 2019	Prepare the discussion on the professionalism of the PC at the meeting in July.	Bolding, Langerak, Molenkamp	July 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 Assurance	September 2019
406	May 2019	Make proposal for the implementation of the peer reflection in evaluations.	Workgroup Quality Assurance	September 2019
408	May 2019	Look at the website and send any comments to Molenkamp.	Everybody	June 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
417	June 2019	Add checking the presence of the missing reflections to the agenda of the next meeting.	Heerlien	July 2019
418	June 2019	Send thank you email to the 6 teachers that have submitted a reflection.	Bolding	July 2019
419	June 2019	Contact Tews and discuss his application and invite him for the September meeting.	Langerak	July 2019
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
423	June 2019	Find rules regarding the composition of the PC (staff and students).	Langerak	July 2019

Decisions
7.1   The PC decides to let Tews join the PC from September 2019.
9.1   Bolding will join the houses task force as a student member.