

# Minutes PC CS Meeting 139

**Date:**

Tuesday 12 November 2019

**Location:**

Carre 3244

**Time:**

10.45 – 12.30

**Present:**

**Staff:** Sabine Padberg, Anna Sperotto, Rom Langerak (chairman), Arend Rensink (program director), Sharon Vonk, Marloes van Grinsven, Erik Tews , Bert Molenkamp

**Students:** Iris Heerlien, Niek Khasuntsev (new), Sander Bakkum(new), René Boschma, Robert Banu (new)

**Secretary:** Robin Waterval

**Absent:**

Danique Lummen (educational affairs), Angela van Sprang (new)

**1. Opening and Determining agenda**

- a. Langerak opens the meeting at 10:45.
- b. This will be Heerlien's and Boschma's final meeting.

**2. Announcement PD****a. NSE**

- i. The results of the National student questionnaire have been received.
- ii. The scores for CS seem to have gone slightly up for the bachelor and more significantly for the master.

**b. Announcement**

- i. CS is expected to have even more visitors than last year on the open days.

**c. Trial audit**

- i. The trial audit went well, as was expected.
- ii. The reports were not finished at that time, but are now.
- iii. **@Rensink: Send the final version of the report to the PC.**

**d. Module 1**

- i. Seems to have gone very well, probably due to the housing system.
- ii. **@Padberg: Put Reflecting on Module 1 / houses system on the agenda for next meeting**

**3. Incoming/outgoing correspondence****a. Summary of modifications M1**

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- i. Doina (module coordinator Module 1) sent in the summary of changes.
- ii. There are still weekly tests that are manually graded.

### **b. Email address PC**

- i. Currently only the members of the PC are in there.
- ii. Langerak chose [pc-cs-eemcs@utwente.nl](mailto:pc-cs-eemcs@utwente.nl)

## **4. Minutes of the 138th PC-IT meeting d.d. October 8th 2019**

### **a. Comments**

- i. Add Minutes of x meeting on the first page.
- ii. There was a better balance of conciseness and details.
- iii. Minutes are approved.

### **b. Action points:**

- i. *Finished action points have been removed and comments have been put here.*
- ii. 404: Is on the agenda for the next meeting of the coordinators..
- iii. 440: The letters should have been sent. Some of them have also been received already, but not all. Is considered to be done. Action point actually has to do with the official appointment.
- iv. 443: Change action point to "Add the "curriculum tool" to the agenda"
- v. 447: Done. Langerak had a meeting with Andreas Peter and he reported that it was a problem. Since the teacher only works here one day per week, it has to be solved by hiring additional/different teachers.
- vi. 448: The list has been sent to the key-user first. Because van Grisven does not know about these developments and they do.
- vii. 451: Will be discussed during the meeting

## **5. Annual Report PC-CS**

- a. The first draft was corrected by Molenkamp.
- b. Currently the report is only factual. The report should include some reflection on how the PC functioned as well as thoughts/ plans for the future.
  - i. As there is time pressure at the moment, this will be incorporated in the next report.
- c. The report is put on the webpage and is currently relevant for the audit of the UT.

## **6. Imbedding EIT Data Science and Technology**

### **a. Explanation Rom**

- i. It is a two year master, of which students either take it as an entry point (first year) or exit point (second year). They take the DST program as entry point for the master. Then they will do an exit point at a different location, for which someone here has to check the quality. The other way around is also possible, where we first check what courses have been done before they can do the exit point here.
- ii. This is also a concern on the Audit as students only follow half the program here. How can we be certain that the teaching of the other half also is of quality? This is mainly a point for the Examination Board. The Programme mentor checks the part that hasn't been done here.

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- iii. Having to attend at least 4 advanced courses is very hard, for example: in your first year you don't have a lot of space in the first 3 quartiles.
  - iv. **@Langerak: Go by Maurice and approve of the plans.**
- 7. New course - Secure Cloud Computing**
- a. It will be taught at the UT.
  - b. It is given in Quartile 1, which has security and cryptography as a prerequisite. Students starting in February will not have had this quartile and can therefore not follow this course. Since Quartile 3 and 4 are less full, it is a good idea to look into moving it to Q3 or Q4.
  - c. **@Langerak: Report back to Andreas that it might be better to teach the course in Q3 or Q4.**
- 8. Language Code of Conduct for student and teachers**
- a. The Code of Conduct (CoC) has already been extensively discussed at the PC.
  - b. It will be available to students via Canvas. For staff it will be Included in the information email.
  - c. **@Rensink: Include the Language Code of Conduct for students and teachers in your next information mailing.**
  - d. **@Padberg: Put "Evaluation of the "Language Code of Conduct for student and teachers" on the agenda in fall 2020.**
- 9. Quality Control Circus**
- a. **Composing four teams**
    - i. Once every x years take a sample of the courses and test their quality. This occasion can be used to have a more indepth talk with the teacher of the course.
    - ii. The idea is to evaluate 4 bachelor modules and 4 master courses. Every team is responsible for 1 bachelor module and 1 master course. They will have a meeting of 30 minutes to discuss the findings and reflections with the teacher. Following from this meeting, they write a small report (½ A4) which is shared with the PC and the teacher.
      - 1. As there are more master courses, it might be better to make a different ratio (one bachelor module is equal to 3 master courses in EC).
      - 2. It is probably best to do such an evaluation either one or two quartiles after, so that it is still fresh in the teacher's mind.
    - iii. Right now we would select from the 4th quartile of last year.
      - 1. Bachelor: Data & Information
        - a. Also changed owner.
      - 2. Master: Privacy-Enhancing Technologies.
        - a. Is followed by a lot of students and is also being taught in Delft.
      - 3. Master: Internet Management and measurement
    - iv. Teams
      - 1. Khasuntsev, Langerak - Internet Management and measurement
      - 2. Bakkum, Molenkamp - Data & Information
      - 3. Sperotto, Banu - Privacy-Enhancing Technologies.

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- v. Whenever someone is going to evaluate a course, ask Padberg to send the evaluations of that course.
- vi. The appointment should not feel like a “spanish inquisition”.
- vii. **@Langerak: Write a draft invitation email and forward it to the PC for comments.**
- viii. **@Rensink: Include the Quality control interviews in your next information mailing.**
- ix. **@QCCTeams: Have the reports ready by next meeting.**
- x. Currently the evaluations of the teachers are not being put on canvas due to leaking information. If this were the case, the teachers may not be as complete on their evaluation to be “politically correct”.
- xi. **@QCCTeams: Discuss the issue concerning politically correctness in their evaluations with the teachers.**

### 10. Evaluations Q4

- a. Marieke Huisman sent in an evaluation about Programming Paradigms, which looked fine.
- b. Ties used to sent the teachers a thank you when they sent in an evaluation. This will be redistributed under the workgroups.
- c. Some courses have a different main programme where it's more important. Therefore they are not automatically included in our evaluations.
- d. Even though a course might not belong to our programme, it could be wise to evaluate this or ask the relevant programme committee to evaluate it (more thoroughly).
- e. **@Padberg: Put “Quality control for courses not under our jurisdiction” on the agenda for next meeting**

### 11. Flower bouquet for students

- a. **Proposal D.Bucur**
  - i. She nominated two students.
  - ii. Langerak will make an appointment, arrange a photographer and forward the photo to Rensink.
  - iii. The bouquet will be given by Doina and Langerak.
  - iv. **@Langerak: Arrange the necessities to give the flower bouquet to the students with Doina.**
- b. Rensink
  - i. Several students won a national award for study achievements. These achievements are not celebrated here, so it would be nice to also celebrate them here.
  - ii. Langerak and Rensink will take care of this.

### 12. Data Policy

- a. An issue has been raised that students who are doing a final thesis/ bachelor project can be affected by the data policy.
  - i. This could be incorporated under the research policy as it always happens under a researcher that is supervising the project.
  - ii. Otherwise another document has to be made that is very similar to different documents, making it more vague to everyone involved.
- b. **@Langerak: Reply to Rob Bemthuis that the PC has advised the PD on the matter.**

### 13. Workgroups PC

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- a. Curriculum
  - i. Previous composition:
    - 1. Rom Langerak - President
    - 2. Iris Heerlien
    - 3. Andre Kokkeler
    - 4. René Boschma
    - 5. Anna Sperotto
  - ii. Changes:
    - 1. Iris Heerlien & René Boschma will leave
    - 2. Niek Khasuntsev & Robert Banu will join
  - iii. New composition:
    - 1. Rom Langerak - President
    - 2. Andre Kokkeler
    - 3. Anna Sperotto
    - 4. Niek Khasuntsev
    - 5. Robert Banu
- b. Teaching and Examination Regulations (TER)
  - i. Previous composition:
    - 1. Bert Molenkamp - President
  - ii. Changes:
    - 1. Sander Bakkum will join.
  - iii. New composition:
    - 1. Bert Molenkamp - President
    - 2. Sander Bakkum
- c. Quality Assurance
  - i. Previous composition:
    - 1. ?? - President
    - 2. Anna Sperotto
    - 3. Rom Langerak
  - ii. Changes:
    - 1. Robert Banu & Erik Tews will join
  - iii. New composition:
    - 1. Robert Banu - President
    - 2. Anna Sperotto
    - 3. Rom Langerak
    - 4. Erik Tews
- d. **@Langerak: Ask at next meeting whether van Sprang would like to join the TER workgroup.**

### **14. A.O.B. and Proposal items next meeting, Questions and Conclusion.**

- a. The problem concerning basic machine learning is on the radar of the PD. They are trying to hire teachers as fast as possible.
- b. Boschma and Heerlien thank everyone for the wonderful time they had here.
- c. Langerak closes the meeting at 12:31

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### Updated Action Point list

Nr.	Given in	Description	Responsible	Deadline
404	May 2019	Discuss the implementation of panel meetings per specialization with the specialization coordinators.	Van Grinsven	June 2019
443	October 2019	Add the "curriculum tool" to the agenda.	Padberg	November 2019
448	October 2019	Make a list of electives with a maximum number of students.	Van Grinsven	November 2019
457	November 2019	Send the final version of the report to the PC	Rensink	December 2019
458	November 2019	Put "Reflecting on Module 1 & Houses system" on the agenda for next meeting	Padberg	December 2019
459	November 2019	Go by Maurice and approve of the plans.	Langerak	December 2019
460	November 2019	Report back to Andreas that it might be better to teach the course in Q3 or Q4.	Langerak	December 2019
461	November 2019	Include the following subjects in your next information mailing: * Language Code of Conduct for students and teachers * Quality Control Interviews	Rensink	December 2019
462	November 2019	Put the "Evaluation of the "Language Code of Conduct for student and teachers" on the agenda in fall 2020.	Padberg	Fall 2020
463	November 2019	Write a draft invitation email and forward it to the PC for comments.	Langerak	December 2019
464	November 2019	Have the evaluation reports ready by next meeting.	Quality Control teams	December 2019
465	November 2019	Discuss the issue concerning politically correctness in their evaluations with the teachers.	Quality Control teams	December 2019
466	November 2019	Put "Quality control for courses not under our jurisdiction" on the agenda for next meeting.	Padberg	December 2019
467	November 2019	Arrange the necessities to give the flower bouquet to the students with Doina.	Langerak	December 2019
468	November 2019	Reply to Rob Bemthuis that the PC has advised the PD on the matter.	Langerak	December 2019
469	November 2019	Ask at next meeting whether van Sprang would like to join the TER workgroup.	Langerak	December 2019