Faculty of Electrical Engineering, Mathematics and Computer Science

Minutes of the 138th meeting of the PC-CS

Date:
Tuesday 8 October 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 (joins at 10:46), Bert Molenkamp (joins at 10:54)

Students: Danique Lummen (educational affairs), Iris Heerlien, Sander Bakkum (new), Angela van Sprang (new), Niek Khasuntsev (new),

Secretary: Robin Waterval, Catalin Rus (Back-up)

Absent:
Sharon Vonk, René Boschma, Robert Banu (new)

1. **Opening and Determining agenda**
   a. Langerak opens the meeting at 10:45
   b. *An introduction round is held so that everyone has some idea of who is who.*
   c. *Tews joins the meeting*
   d. At 11:00 Pieter Tjerk from the examination board will come by.
2. **Announcement PD**
   a. Last time the number of students was already reported. Module 1 of the bachelor seems to be going fine, which is probably because of the introduction of the houses Langerak has been working on.
   b. Internet science and technology is now officially a specialisation of the CS master.
   c. **Meeting vice-dean education**
      i. Langerak had a meeting with Stefan van Gils and all other PC directors of EEMCS.
      ii. They discussed the WSV money (or Quality Agreement money) on which they gave appreciated input..
         1. The students receive less scholarship money and the university can use this money to improve education.

      iii.   The study programme, but also the university will get an audit. For which they will also audit the programme committee.

   d. Workgroup professionalization
       i.   There was a final meeting with Sperrotto, Bolding and Langerak. They concluded that the whole PC should do a course on what the the PC should do and have everyone's knowledge polished up. When the candidate members are actual members a moment for this can be planned.
      ii.   *Molenkamp joins the meeting*

3. **Pieter-Tjerk Examination Board**
   a. *Pieter-Tjerk de Boer (Chairman of the examination board (EB)) joins the meeting at 11:04*
   b. De Boer explains shortly what the examination board does:
       i.   They deal with plagiarism.
      ii.   They deal with most exceptions for a course e.g. Deviating from the programme or special needs for a student
     iii.   Appoint examiners
     iv.   Safeguard quality of testing.
      v.   Essentially, they are supposed to make sure that all students are worthy of their diploma.
   c. One overlapping task between the PC and EB would be about the organisation of courses and displaying information about courses. It gives a description of content and learning goals. The learning goals are the points where the content of the course is linked to the goals of the programme.
   d. In Osiris it is also mentioned how it the goals are tested. Whenever a course is abandoned, changed or created, Rensink thinks it should be on the plate of both the EB and PC.
       i.   For example: If a teacher prepares a module for the wrong quartile: is that a PC or EB task?
          1. Since the quality of testing is not in danger, this is a PC task.
      ii.   If the course is abandoned completely, so it is not taught anymore, whose task is this?
          1. Depending on when the course is given within the programme. As an elective it is probably the PC's task, if it is a mandatory course, then it is a task for both the PC and EB.
   e. The examination board is not responsible for the quality of the programme. They are responsible for the quality of testing to insure the quality of the programme.
   f. Changes that influence the learning goals should be covered by the PC.
   g. The EB should also be aware of the changes because in the end they still need to check whether all learning goals have been met for the programme.
   h. Langerak suggests that both chairmen meet and discuss the learning tables once per year.
       i.   If such changes occur on short notice, this will not be in time.
      ii.   There is a curriculum tool that keeps track of the curriculum and changes to it.

   iii. The module coordinators should update the tool with information that is changed. Then it can be copied from the curriculum tool and to Osiris.

   iv. @Padberg: Put the curriculum tool on the agenda.

   v. Langerak will keep in contact with De Boer to discuss matters that could involve both committees.

  i. De Boer leaves at 11:33

4. **Incoming/outgoing correspondence**
   a. There was no incoming/outgoing correspondence.
   b. Padberg asked Rensink for the dates of the audit, but didn't receive a reply.
      i. **@Rensink: Send a spreadsheet with an overview of the names and times of the audit to Padberg.**
      ii. There are still two Master students that have been asked but have not been confirmed for the audit.
      iii. The purpose of the audit is that the quality of the study programme is in order. On the basis of that observation we keep our accreditation so that we can stamp the diplomas. Without the audit, the programme could do whatever which might cause the quality to deteriorate.

5. **Minutes of the 137th PC-IT meeting**
   a. Tews could not access the minutes. The complete folder for the committee did not show up.
   b. **@Padberg: Have contact with Tews to figure out why he cannot access the folder.**
   c. The minutes are too precise and don't include page numbers. Waterval will look at previous minutes to see and update the minuting style.
   d. *Finished action points have been removed and comments have been put here.*
      i. 405, 406 - was meant as a discussion point and is on the agenda.
      ii. 438 - Maurice has given Langerak an elaborate verbal explanation. Will be on the agenda for next time as this agenda is full already.
         1. **@Padberg: Add Imbedding EIT from DST to agenda.**
      iii. 440 - Padberg has asked but has not received an answer yet.

6. **Update: Self-reflection B+M**
   a. In Security services of IoT the teacher suggests a numerus fixus of 18 students.
   b. All available students should be able to follow the programme in two years. The cyber security master might need to look at their elective courses to make sure that a program can be composed for all students.
   c. **@Langerak: Contact Andreas Peter about the maximum number of students for a course, communication that could be improved, availability of necessary hardware.**
   d. **@Van Grinsven: Make a list of electives with a maximum number of students.**
   e. **@Sperotto: Read through the Self-reflection again and let Rensink know of any comments before 18/10.**

7. **Update: Reflection Bachelor and Master**

a. The document that has been sent in has both the document for the bachelor and the master. Rensink can now still include the comments into the document.
b. Tews thinks it would be better to teach the students earlier how to manage their time, because in module 5 they notice that they will fail a module if they don't do anything. A course on time management is given already in module 2
c. **@Everyone: If you have comments about the reflections of the Bachelor and Master, send them by email to Rensink**

8. **Charcoal sketch TOM 2.0**
   a. **Rensink's letter, rules and curriculum**
      i. The charcoal sketch is in preparation of 2020 where not all modules get awarded with only 0 or 15 EC. This overview is the current proposal as discussed with all the module coordinators.
      ii. The blocks have been kept as large as possible, because this seems to be very beneficial to motivate students to finish their courses.
      iii. The only module not in the plan is module 5, because it is also given to EE. There have been discussions with EE to figure out what appropriate blocks are within the module, but the opinions between the two programs differ.
      iv. The second part "Keuze onderwijs B TCS" is about courses that can be offered as an elective to students from other programmes.

   b. **Discussion**
      i. One thing to improve is by making it visible to a teacher which students are enrolled in that course.
      ii. The integrated parts of the modules are mostly coming together in the respective projects. Virtually there are still ECs connected to each part which are granted on completion of the block.
      iii. Even though the University council agreed that students should be able to follow smaller parts of a module, the PC's opinion is that this does not work as well as TOM is right now.
      iv. Before TOM there were students that never passed any math courses, but still received a positive BSA. With the new system, you would also need to incorporate that.
         1. A student in the new system would still have to pass a minimal of 3 math components to receive a positive BSA.
      v. There is no definite timeline for all the charcoal sketches of different programmes. None of the charcoal sketches have been checked by their respective PCs, because the rules were final very late.
      vi. There will still be a lot of time to discuss the proposal as it only has to be fixed before the TER of next year.

9. **Quality Control**
   a. Will be discussed next meeting.
   b. **@Langerak and Rensink: Make a pseudo-random selection of courses to visit consisting of both bachelor and master courses and discuss the results in december.**

10. **Annual report PC**
    a. We need an annual report and it needs to be handed in before the 18th of November.

      b. **@Langerak: Write a draft version of the Annual report of the PC by and send it in for the meeting of 12 November.**

      c. **@Heerlien, Molenkamp: Read the draft version of the Annual report.**

11. **Workgroups PC**

      a. Will be discussed next meeting.

      b. **@Padberg: Keep the workgroups on the agenda**

12. **A.O.B. and proposal items next meeting**

      a. Niek will be Vice-president of the committee.

      b. **@Padberg: Send Niek the dates of the "Setting agenda" meetings.**

      c. All the new students will be here from now on. Two students will be appointed from october and two from December.

      d. **@Padberg: Arrange reading permissions for the new students to webdav.**

13. **Questions and conclusion.**

      a. Langerak closes the meeting at 12:33.

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
412	June 2019	Promote the appreciative flower bouquet for students to the staff in the weekly mailing in September.	Rensink	September 2019
422	June 2019	See if it is possible to get an alias email for the PC.	Padberg	September 2019
432	September 2019	Forward the dates for the trial and actual audits.	Rensink	October 2019
438	September 2019	Ask Maurice what the state of affairs is regarding the imbedding EIT from DST.	Langerak	October 2019
440	September 2019	Ask the Education office what is possible concerning the payment of the candidate student members.	Padberg	October 2019
442	September 2019	Ask Doina about a summary of things that have changed in Pearls of Computer Science when she has time to write such a document.	Rensink	October 2019
443	October 2019	Add the curriculum tool, Imbedding EIT from DST to the agenda.	Padberg	November 2019
444	October 2019	Send a spreadsheet with an overview of the names and times of the audit to Padberg	Rensink	November 2019
445	October 2019	Have contact with Tews to figure out why he cannot access the folder.	Padberg	November 2019
446	October 2019	Add Imbedding EIT from DST to agenda.	Padberg	November

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447	October 2019	Contact Andreas Peter about the maximum number of students for a course, communication that could be improved, availability of necessary hardware.	Langerak	November 2019
448	October 2019	Make a list of electives with a maximum number of students.	Van Grinsven	November 2019
449	October 2019	Read through the Self-reflection again and let Rensink know of any comments before 18/10.	Sperotto	November 2019
450	October 2019	If you have comments about the reflections of the Bachelor and Master, send them by email to Rensink	Everyone	November 2019
451	October 2019	Make a pseudo-random selection of courses to visit consisting of both bachelor and master courses and discuss the results in december.	Langerak, Rensink	November 2019
452	October 2019	Write a draft version of the Annual report of the PC by and send it in for the meeting of 12 November.	langerak	November 2019
453	October 2019	Read the draft version of the Annual report.	Heerlien, Molenkamp	November 2019
454	October 2019	Keep the workgroups on the agenda	Padberg	November 2019
455	October 2019	Send Niek the dates of the "Setting agenda" meetings.	Padberg	November 2019
456	October 2019	Arrange reading permissions for the new students to webdav.	Padberg	November 2019