

Minutes PC CS Meeting 151

Date:

Tuesday 1 December 2020

Location:

Home/ Microsoft Teams conference room

Time:

10.45 – 12.30

Present:

Staff: Rom Langerak, Sabine Padberg, Marloes van Grinsven, Arend Rensink, Jan van Helvert, Sharon Vonk, Anna Sperotto, Elena Mocanu

Students: Niek Khasuntsev, Willem Schooltink (Educational affairs), Sander Bakkum, Marten Voorberg, Jayanshi Tripathi

Secretary: Robin Waterval

Absent:

Erik Tews

1. Opening and Determining agenda

- a. Langerak opened the meeting at 10.48
- b. Point 6 was added as a last-minute change to the agenda.

2. Announcements by Programme Director

- a. The open days took place, which was done entirely online. Although it was not perfect it went fine. There were fewer attendees for the bachelor's open days but had a higher attendance of participants abroad.

3. Incoming/outgoing correspondence

- a. *There was no relevant incoming/outgoing correspondence*

4. Minutes of the 150th PC-CS meeting d.d. November 3rd 2020

- a. Comments:
 - i. *There were no comments on the previous minutes.*
- b. Action points:
 - i. *Finished action points have been removed and comments have been put here.*
 - ii. 466: Will be discussed at agenda point 9.
 - iii. 495: Waiting.
 - iv. 513: The reports made by the CEEP will be sent to Padberg, who will put it on webdav.

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- v. 516: Souren was very positive on the courses of TAQT. Langerak is in contact with TAQT to plan a meeting.
 - 1. Khasuntsev suggests planning this meeting after February when the newest student members have joined the PC as well.
 - 2. **AP updated to: Find a date where the PC can have a training at TAQT after the new PC members join. Deadline updated to March 2021.**
- vi. 518: Done, will be discussed at agenda point 7.

c. *The minutes have been approved.*

5. QAI

- a. Data & Information
 - i. The module went well, overall.
 - ii. It was the first module as a coordinator, so there was a lot of learning involved for her as well.
 - iii. One of the teachers refused to do a test online, which was not discussed with the coordinator. This resulted in quite some frustrated and unhappy students.
 - iv. It was already expected that the workload would be bigger than normal, but especially combined with Covid, the workload should not be as high next year.
 - v. **@Langerak: Send an appreciation email to Faiza Busksh for a well-done job in M4.**

6. Ubiquitous Computing

- a. The coordinator requests a last minute change of name (to: Pervasive Computing) as well as the block (from 2A to 2B) that it takes place.
 - i. A similar change was done last year. The coordinator assumed that change would carry over to this year, however since it was previously requested last minute as well it was assumed that the change was only for the previous instance.
 - ii. The teachers involved are not available in 2A, but they are in 2B.
- b. **@Langerak: Reply to Havinga that the PC accepts the changes (except the name) but is not content surrounding the circumstances and inquire who the coordinator/examiner is for the course.**

7. Professionalization Teaching Assistants

- a. Langerak contacted Souring and Meijerink about the matter. They informed Langerak the educational consultant was in charge of the professionalization. She recently resigned and has not been replaced yet, as CELT is very busy at the moment.
- b. There is a DISA (Didactical Introduction for Student Assistants) training, but a lot of students do not see the added benefit of this course. Currently an initiative for a more intensive course is in the making.
- c. Some separate issues arise:
 - i. The quality of the course to become a TA;

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1. Programme management already wants to make the DISA training mandatory, but will do so when relevant improvements have been made.
 - ii. The responsibilities that a TA may have;
 1. In principle, Teaching Assistants should not be allowed to do certain things (teaching/ grading a subject) solely based on the fact that they passed the subject in a previous module. However, since grading schemes are set up by the teachers, it should not matter that students evaluate the answers of other students, as it should still fall within this grading scheme. If the validity of the grade is doubted, there is always a possibility to review the grading at a test review with the relevant teacher.
 - iii. Selection of Teaching assistants:
 1. Some students that achieve higher grades are worse TAs than students with lower grades.
 2. This could be improved with a letter of motivation from the prospective TA, to explain why they think they could be a useful addition to the TA pool. Motivation can offset a lack of experience in still providing a good experience.
 - d. Programme management already had this on their list, but this discussion put it higher up on their priority list.
 - i. They are working on some sort of document detailing how a student should be qualified to be a TA.
 - e. **@Langerak: Contact Souring about the TA professionalization course.**
 - f. **@Programme management: Discuss policy for hiring TAs at a future PC meeting.**
 - g. It will probably take at least until the next academic year before the DISA course would be mandatory for upcoming TAs. However some actions have been taken already to increase the quality, such as increasing the potential pool of TAs.
- 8. Exit interviews and master evaluation final project**
- a. Langerak received an email from a chairman of another PC. They mentioned that their final project was not evaluated with an SEQ. They wondered how we did that.
 - i. Something that is being worked on at a faculty level is that interviews will be done with students that finished their bachelor/master to discuss their final project or have them fill in a questionnaire.
 - ii. Souring should have an overview of the results of these interviews/questionnaires.
 - iii. **@Langerak: Contact Souring about the results of the Exit interviews of final projects.**
- 9. Quality control for courses not under our jurisdiction**
- a. There is quality assurance in place for all courses that we teach. But there are also courses that can be taken in our programme taught by other programmes, faculties or even universities, which are not checked by the PC.

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- i. Naturally, the relevant organiser should assure the quality, but then the question arises whether we can assure the quality of our programme as they may have different standards.
- ii. If we receive signals that a relevant course is subpar, the PC can always contact the other faculties on the status of the matter.
- iii. Inter-Actief receives complaints on courses outside our jurisdiction as well, and they usually only receive a couple.

b. @Langerak: Check with some other PCs what their take is on courses that are not taught by their programme.

10. A.O.B. Questions and Proposal items next meeting

- a. Rensink mentions we are receiving the first results for the SEQ of Q1. The results so far seem similar to other programmes on the UT.

11. Conclusion.

- a. Langerak closes the meeting at 12.12

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Updated action point list

Nr.	Given in		Description	Responsible	Deadline
	Month	Meeting #			
495	April 2020	144	Put the Cum Laude calculation rules for the Master on the Agenda in January 2021	Padberg	January 2021
516	November 2020, updated in: December 2020	150	<i>Previous: Discuss the course options with Cynthia Souren and inform Langerak of the result.</i> Updated to: Find a date where the PC can have a training at TAQT after the new PC members join.	Rensink	<i>Previous: December 2020</i> Updated to: March 2021
519	December 2020	151	Send an appreciation email to Faiza Busksh for a well-done job in M4.	Langerak	January 2021
520	December 2020	151	Reply to Havinga that the PC accepts the changes (except the name) but is not content surrounding the circumstances and inquire who the coordinator/examiner is for the course.	Langerak	January 2021
521	December 2020	151	Contact Souring about the TA professionalization course.	Langerak	January 2021
522	December 2020	151	Discuss policy for hiring TAs at a future PC meeting.	Programme management	
523	December 2020	151	Contact Souring about the results of the Exit interviews of final projects.	Langerak	January 2021
524	December 2020	151	Check with some other PCs what their take is on courses that are not taught by their programme.	Langerak	January 2021

Updated long term action point list

Nr.	Given in		Description	Deadline
	Month	Meeting #		
LT1	November 2020	150	Evaluate the PILOs 2 years before the next audit or 1 year before a midterm audit	