

Minutes PC CS Meeting 149

Date:

Tuesday 6 October 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, Erik Tews, Elena Mocanu, Sharon Vonk

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

Secretary: Robin Waterval

Absent:

Anna Sperotto

1. Opening and Determining agenda

- a. Langerak opened the meeting at 10.47
- b. Jayanshi Tripathi and Marten Voorberg join the committee as new student members.
- c. Langerak suggests discussing points 5 and 6 together.

2. Announcements by Programme Director

- a. Diploma awards ceremony for the bachelor is next week. 45 students will be physically present. The ceremony will now be organised in smaller sessions to keep in line with the corona guidelines.
- b. Most sounds that are heard about the programme under the corona measures are positive. An attempt is made to give students a safe feeling, while still being on campus as much as possible. Students and teachers are encouraged to wear face masks and face shields where necessary.
- c. Preparations are made for a possible corona resit, in case an exam cannot be attended due to corona. However, the exact requirements when one is eligible for such a resit still need to be worked out.

3. Incoming/outgoing correspondence

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

4. Minutes of the 148th PC-CS meeting d.d. September 8th 2020

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- 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: Still needs to be discussed.
 - 1. *Deadline shifted to December 2020*
 - iii. 477: Langerak still needs to meet with Rensink.
 - 1. *Deadline moved to November 2020.*
 - 2. **@Langerak: Plan a meeting with Rensink to discuss AP 477.**
 - iv. 494: on the agenda, but not finished.
 - v. 503: Has been discussed during the examination board. The issue was not resolved yet.
 - 1. **@Van Helvert: Send the results of the discussion of the examination board concerning the transitional rules in module 6 to the PC.**
 - vi. 504: Khasuntsev has sent an email to the teacher.
 - 1. Rensink has also mailed the teacher, to which he already received a reply. Rensink will forward the answer to khasuntsev.
 - 2. Essentially, he was not aware that there was overlap between the master course contents and the bachelors, however that was a one time thing. Furthermore, the approach between the courses is different.
 - vii. 505: Vacancy has not yet been fulfilled.
 - c. *The minutes have been approved*
- 5. Composition Programme Committee**
- a. Currently 5 student members are in this meeting, but this will probably be Van Sprang's final meeting. After this meeting there will be 4 members again.
 - b. In February Khasuntsev and Bakkum will probably leave, after which they want to appoint one or two first year students or maybe a master student.
- 6. Composition of the working Groups**
- a. Andre Kokkeler was a part of the Curriculum group even though he was not a part of the PC. Kokkeler mentioned to Langerak that he would prefer to leave the workgroup. Langerak suggests replacing Kokkeler with Bert Molenkamp.
 - i. **@Langerak: Ask Molenkamp for the curriculum workgroup**
 - b. As Van Sprang is leaving, a position in the EER workgroup opens up as well.
 - c. Bakkum is willing to stay in the EER workgroup for a while, even if he leaves the PC in February.
 - d. Voorberg will join the QA workgroup, but will not become president until he feels more comfortable with the workgroup. Until then Langerak appoints Sperotto as president.
 - e. Bakkum will give Tews an update on the current status concerning the EER workgroup.

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- f. Mocanu will see how much work it is and might leave one of the groups if it turns out to take too much time.

Curriculum		
Previous composition	Changes	New composition
Rom Langerak (President) Andre Kokkeler Anna Sperotto Niek Khasuntsev	Andre Kokkeler (Left) Elena Mocanu (Joins)	Rom Langerak (President) Anna Sperotto Niek Khasuntsev Elena Mocanu
Education and Examination Regulations		
Previous composition	Changes	New composition
Sander Bakkum Angela van Sprang	Angela van Sprang (Left) Erik Tews (Joins) Jayanshi Tripathi (Joins)	Erik Tews (President) Sander Bakkum Jayanshi Tripathi
Quality Assurance		
Previous composition	Changes	New composition
Anna Sperotto Rom Langerak Erik Tews	Marten Voorberg (Joins) Elena Mocanu (Joins)	Anna Sperotto (Interim-President) Rom Langerak Erik Tews Marten Voorberg (President) Elena Mocanu

7. Annual Report PC-CS

- a. In the past, there was a working group for these kinds of matters. The previous time Langerak made a draft and Molenkamp Made comments on it. Langerak proposes that he collaborates with Khasuntsev and they present the draft to the PC.

- b. **@Langerak&Khasuntsev: Make a draft for the annual report.**

8. Evaluation Modules/Courses Q4 2019-2020

- a. Every Bachelor module and Master course has an SEQ evaluation. Every coordinator then writes a reflection on that evaluation with their own experiences. The idea behind the Quality Assurance Interviews (QAI) is to chat with the

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- coordinator about their experiences, the reflection and the evaluation together. It also gives the teachers the opportunity to discuss concerns or ideas with the PC.
- b. Quartiles 2 and 3 have not been evaluated, as covid took place during that time and it was hard to schedule a meeting at that time.
 - c. Bachelor modules to evaluate:
 - i. Data & information
 - 1. Has been evaluated with the new coordinator last year, but that was before the new coordinator coordinated it himself.
 - 2. Assigned to: Voorberg & Sperotto
 - ii. Research project
 - 1. Has received a "de facto" new coordinator as well.
 - 2. Assigned to: Langerak & Bakkum
 - d. Master courses:
 - i. Real time Systems
 - 1. Assigned to: Khasuntsev & Mocanu
 - ii. Ad-Hoc Networks
 - 1. Assigned to: Tews and Tripathi
 - e. **@Khasuntsev: Forward the sample mail for the QAI to the PC.**
- 9. PC members - Training Courses participation Councils**
- a. Before covid, the PC already took up contact with CELT to make a tailor made course for the PC. Langerak proposes to stay in contact with CELT, unless anyone prefers a course from the catalogue forwarded by Rensink.
 - i. It might still take a long time before physical meetings are actually possible with this large of a group.
 - ii. **@Langerak: Contact CELT whether the course for the PC can take place online.**
 - iii. Once covid has passed, the PC will probably exist of new members and a new (physical) course can be taken.
- 10. A.O.B. Questions and Proposal items next meeting**
- a. The evaluations have now been done for two quartiles. Should we evaluate the purpose and results of these evaluations for the annual report?
 - b. There is currently a lot of pressure from the remaining tests of module 3 and 4 during module 5 that students are very stressed at the moment.
 - i. Tews mentions that he noticed that students have been more quiet as well, but is not sure whether that is a good or a bad thing.
 - c. There are relatively few students attending the physical classes.
 - i. The Dutch students were very eager to join in the beginning of the module, while international students stayed at home, and by now it is more the other way around.
 - ii. Project work still seems to work out pretty well.
 - d. The OEC/ CEEP is still having panel meetings where these issues can also be discussed during the module.
 - e. Van Sprang thanks everyone for the work together for the past year.
 - f. *No other business or item proposals were brought up*

Met opmerkingen [1]: Verify

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11. Conclusion.

- a. Langerak closes the meeting at 11.57

Updated action point list

Nr.	Given in	Description	Responsible	Deadline
466	November 2019	Put "Quality control for courses not under our jurisdiction" on the agenda for next meeting.	Padberg	December 2019 updated to: December 2020
477	December 2019	Put "PC Chairman and PD share their results about their meeting about how to evaluate the PILOs" on the agenda at the March meeting.	Padberg	March 2020 updated to: November 2020
494	March 2020	Plan a moment to have the PC course, once the situation allows	Everyone	
495	April 2020	Put the Cum Laude calculation rules for the Master on the Agenda in January 2021	Padberg	January 2021
503	September 2020	Discuss the change in module 6 within the programme management and discuss it with the examination board.	Rensink	October 2020
505	September 2020	Arrange a meeting with the bachelor and master ethics teachers once the vacancy for the new teacher has been fulfilled.	Programme management	October 2020
508	October 2020	Plan a meeting with Rensink to discuss AP 477.	Langerak	November 2020
509	October 2020	Send the results of the discussion of the examination board concerning the transitional rules in module 6 to the PC.	Van Helvert	November 2020
510	October 2020	Ask Molenkamp for the curriculum workgroup	Langerak	November 2020
511	October 2020	Make a draft for the annual report.	Langerak & Khasuntsev	November 2020