

Minutes PC CS Meeting 143

Date:

Tuesday 10 March 2020

Location:

Carre 3244

Time:

10.45 – 12.30

Present:

Staff: Sabine Padberg, Marloes van Grinsven, Arend Rensink, Sharon Vonk, Rom Langerak, Anna Sperotto, Erik Tews

Students: Sander Bakkum, Angela van Sprang, Niek Khasuntsev, Robert Banu, Danique Lummen (Educational affairs)

Secretary: Robin Waterval

Absent:

Bert Molenkamp

1. Opening and Determining agenda

- a. Langerak opens the meeting at 10.46
- b. Added Houses system to the agenda as point 13.

2. Announcement**a. Programme Director**

- i. The number of pre enrollments have an expected increase of 18%. The composition is changing to an increase of students outside of europe. Percentage wise there will be a smaller number of Dutch students.
- ii. Between modules 2 and 3 only 34% of students received a positive recommendation. The only way to get a positive recommendation at this moment is if you passed both the first and second module. Module 2 caused a significant decrease in the number of positive recommendations.
 1. Last year this was around 40%.
 2. The drop out percentage has changed from 14% to 15%.
 3. The number of international students that drop out before the second module is slightly higher, but international students that do not drop out perform on average higher than their dutch counterparts.

Minutes PC CS Meeting 143

4. There is not a clear trend as to why these numbers have changed.
- iii. An educational day for the teachers of Computer Science is planned for the 9th of April. The preparations for this day have lagged behind. Rensink needs to have a program soon and would like some input from the PC.
 1. *No ideas came up*
- iv. The PC is invited by the vice dean of the faculty, who is in charge of teaching. They want to discuss the math-line within the faculty. Rensink has already asked some teachers to help out with this, but they were hesitant with a response.
 1. If the PC wants the math-line to be updated, the PC should think about this rather quickly.

b. Working groups

- i. EER (Education and Examination Regulations) group prepared something, which is on the agenda.

3. Incoming/outgoing correspondence

- a. *Nothing*

4. Minutes of the 142th PC-CS meeting d.d. February 11th 2020

- a. Comments:

- i. Bakkum's name is spelled wrong on page 1.
- ii. Header for Minutes has the wrong date and meeting number.

- b. Action points:

- i. *Finished action points have been removed and comments have been put here.*
- ii. 466: Meeting has been postponed, because Langerak could not attend. Should be discussed at the next meeting.
- iii. 477: Not yet, Langerak and Rensink will plan a moment for this after the meeting.
- iv. 483: TER received a new name, is now called EER. Master EER is not out yet.
- v. 484: The rules do not need to be changed, since the cum laude grade was already calculated as was thought out in previous meetings.
 1. Within the steering committee the masters cum laude was discussed and they felt like the rules do not need to be changed for the masters either.
 2. Van Grinsven mentions that they are looking into the numbers of how many students would finish cum laude when changing to a weighted average.
- vi. 489: There weren't enough reflections yet, so this is moved to the next meeting.

5. Rule in M-TER regarding Final Project

- a. The Programme management wants to receive advice on the EER rule of being allowed to have 10 EC worth of unfinished courses when starting the final project. They think it could and maybe should be reduced to 0 EC.

Minutes PC CS Meeting 143

- i. It is known that it is very hard to finish other courses during the final project, so even though this rule aims to reduce study delay probably does not actually reduce it.
- ii. This has also been discussed within the steering committee for all master programs in the faculty. They feel like the rules should not be changed, because it would cause too much strain on the programme.

b. Advice for PD

- i. The PC questions whether it affects the studiability, because it might cause a delay for students that have to wait for the final grade of a course, possibly even having to wait a full year to retake the course, before being allowed to start on the final project.
- ii. The PC thinks that it is up to the supervisor of a final project to make sure that the student has done all required courses.
 1. It is a good idea to include this in the EER/manual for supervisors so that the supervisor can check whether the missing courses will give the student issues w.r.t. the project.

6. Programme Assessment Manual CS 2020

- a. The faculty has come up with a programme assessment policy. Furthermore, every programme should draw up their own manual on how they plan to execute this policy.
- b. This document includes the policy as one of the appendices.
- c. In the group projects it mentions the idea of a yellow/red card system, although this should be a green/red card system.
- d. The PC wonders why google drive is mentioned in the manual and why it is used in the first place. The reason for using google drive is that it is more advanced than for example surfdrive.
 - i. The reason why google drive is listed is that it is a tool that is used towards fulfilling the requirements.
 - ii. Since it is within a G suite of the university, the GDPR applies to the documents.
- e. The PC thinks the document looks good and approves of it.

7. Pilot internship as a minor

a. Extended pilot academic year 2020-2021 semester 1

- i. There is a request to extend the pilot of the minor, since only a few students did a minor in Q3, so there was not a lot of data to evaluate the internship yet. There are already quite some students that want to know whether they can do this for next year.
- ii. The PC agrees that this should be possible.

8. Changing proposal Module 5 computer system

a. For academic year 2020-2021

- i. A suggestion was made on how to split up the module 5 between EE and CS.
 1. In CS CAO is now integrated with some other courses, whereas in EE the module is coherent.

Minutes PC CS Meeting 143

- ii.
- iii. The program management is afraid that students might take multiple years to finish the module if the courses are split up into separate study units.
- iv. This issue would have to be resolved before the EER is final for next academic year.
- v. The project will probably be changed to only do a Computer Science project on the raspberry pi and only an EE project.
 - 1. The CS project will still be heavily dependent on OS and CAO
- vi. The majority of the PC approves of the change.
- vii. **@Langerak: Contact Andre kokkeler about the proposal of changing module 5.**

9. Bachelor EER

a. General section

- i. The documents are final and cannot be changed anymore, but Rensink will forward the comments.
- ii. The rules for rounding grades seem incorrect (article 4.1.9), as decimals are being used (5.495 would be rounded up to 5.5 instead of being rounded down to a 5). Therefore grades lower the EER workgroup suggests the following:
 - 1. $5.00 \leq \text{Grade} < 5.5 \Rightarrow 5.0$
 - 2. $5.50 \leq \text{Grade} < 6.0 \Rightarrow 6.0$
- iii. There is a rule about having a third party attending an oral exam. The workgroup was wondering how often there was a request for the third party.
 - 1. Normally there are already two teachers at an oral exam, one teacher taking the test, the other making sure the testing happens properly.
 - 2. This rule should be clarified for all teachers once more, since there seems to be some confusion about it, hearing some scenarios from the students.
 - 3. This rule was included in previous EERs.
- iv. There was a memorandum to TOM2.0 about integrated and coherent modules. The workgroup thinks the current way the modules are being split up does not align with the views in the memorandum.
 - 1. In general students fail on all subjects, not on just one. So changing all courses to separate study units, will probably not affect students.

10. QAI

a. Module/courses Q1

- i. The interviews were once again well received.
- ii. Bakkum and Molenkamp took up contact with the teacher of Data science, but haven't performed the interview yet. This will happen in Q4.

Minutes PC CS Meeting 143

- iii. Tews had a comment about the interview with Marieke Huisman. The level of background knowledge between the different students is significantly different. For next year they will refer to some extra materials to get these students up to speed.
 - 1. Rensink already informed the teachers to use the osiris prerequisite knowledge feature more extensively.
- iv. In the interview with Doina Bukur, Doina mentioned that the PC should also reach out to younger module coordinators to know that the PC exists and that the PC supports the module coordinators.

11. New PC member

a. Staff member as of 01-09-2020

- i. As Molenkamp is leaving, there is a vacancy opening from September. Until then Molenkamp will still be active for the PC even though he will most likely not be able to attend the meetings.
- ii. Previously when one of the staff members stepped down, the PD included this in the teacher mailing. Since there is quite a lot of new staff, it might be a good idea to ask one of them.
- iii. **@Rensink: Include the vacancy for the PC in your next mailing to the staff.**
- iv. Since the students had a transition period before becoming a member, the new staff member could already come by a few meetings in this academic year to see how things go.

12. Documentation PC QAI

a. Courses/modules Q1

- i. Currently there is not an archive for the interview reports. They are only stored in the folders of the meetings where they are discussed.
- ii. **@Padberg: Make a folder on the webdav with the reports of the QA interviews.**
- iii. The reports will also be copied to the archive of the Programme management containing evaluations and reflections. Therefore the interviews should only touch upon topics that are relevant for the interview.

13. Houses system

- a. Roughly 120 students filled in the survey, equally divided over all houses.
- b. The favoured option seems to be to be divided by do group. Although not everybody can join the do group that they want to.
 - i. Currently there is only an option to give first preference, the Kick-In is working on an algorithm to give more preferences so that people could be put together more easily.
- c. A lot of students would like to move on with the houses systems in the next year.
- d. It was not communicated to the students that they would receive the results. However the document could be put into an evaluation and communicated back to the students

Minutes PC CS Meeting 143

- e. **@Lummen: Look into the option of communicating back the results of the houses survey to the students.**
- f. The houses system will probably not be continued into the second years, to help students “grow up”. By getting to know other people in the first year this would hopefully continue by themselves into the second year.

14. Data course PC and Activity

- a. Niek sent out a “datumrikker”, shortly before the meeting. There are only 6 days, so it shouldn’t take too long to fill it in.
- b. The activity could then be related to the course.
 - i. The datumrikker is only for the course, not for the activity.
- c. The course is about learning what is formally expected of the PC, but also on effective ways of working.
- d. **@Everyone: Fill in the Datumrikker sent by Niek, before the end of the week of meeting 143.**

15. A.O.B. and Proposal items next meeting

- a. The upcoming meetings will be in CR 2022.

16. Questions and Conclusion.

- a. Langerak closes the meeting at 12.24.

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
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
483	February 2020	Make sure the caps for master courses are checked whether they induce problems in studiability when the new TER is available.	TER team	April 2020
489	February 2020	Put up the list of courses of Q2 in the folder so that new courses can be picked to evaluate at the next meeting.	Padberg	March 2020
490	March 2020	Contact Andre kokkeler about the proposal of changing module 5.	Langerak	April 2020
491	March 2020	Include the vacancy for the PC in your next mailing to the staff.	Rensink	April 2020
492	March 2020	Make a folder on the webdav with the reports of the QA interviews.	Padberg	April 2020
493	March 2020	Look into the option of communicating back the results of the houses survey to the students.	Lummen	April 2020

Minutes PC CS Meeting 143

494	March 2020	Fill in the Datumprikker sent by Niek, before the end of the week of meeting 143.	Everyone	March 2020
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