

# ***Faculty EWI (EEMCS)***

## **MINUTES MEETING PROGRAMME COMMITTEE – CS**

### **Meeting NR. 182**

**Date:** Tuesday 17 October 2023

**Location:** Online (Via Teams)

**Time:** 10.45 – 12.30

**Present PC members:** Rom Langerak, Mariska Frelief, Krystof Mitka, Alachiotis Nikolaos, Jakub Kosciolk, Mohammed Elhajj, Mikuláš Vanousek

**Present not members:** Vadim Zaytsev, Eline Meijerink, Marloes van Grinsven (all program management), Daniel Jonker (Inter-Actief), Sharon Vonk, Felicia Burlacu(Minute Maker)

**Absent PC members:** Anna Sperotto

**Absent not members:** Sanne Spuls (Study Advisor), Kishan Thakurani (Minute Maker), Sabine Padberg (Registrar)

#### **1. Opening and Determining agenda**

- a. Rom opens the meeting at 10:45
- b. Starts with introducing new minute maker:  
Felicia Burlacu
- c. Confirms the agenda for the meeting

#### **2. Announcement PD**

- a. Zaytsev starts announcements at 10:46
- b. The graduation ceremony will be held on 21st of October, where more than a 100 TCS students who graduated between the current date and last year, will get their diplomas.
- c. Upcoming changes regarding the coordinations of the modules due to sickness.
  - I. Erik Tews, who was the coordinator for the Module 5, is unable to continue his position due to illness, so Ana-Lucia Verbanescu, who was the co-coordinator last year, will take over. Kuan Chen was assigned as the teacher for the module.
  - II. The coordination of module 8F, which was previously supposed to be done by Kuan Chen, has been assigned to Le Viet Duc.
  - III. Faiza has left module 4 to coordinate another module. The assignment of a coordinator for this module is still in process.

IV. The university has over estimated their financial resources. While EEMCS is not affected as of now, it is to be expected that there will be requests of pausing on long term projects that require a large amount of funds.

V. There is a national discussion on internalizations. A number of meetings have been held with the head of internationalization and the head of the strategy and policy at the university. At the moment, they are collecting and discussing reasons why Dutch is not a suitable language for education from different faculties. Zaytsev mentioned that, at the moment the teaching staff is international - so there is no possibility of teaching fully in Dutch, also the region needs more computer scientists, and finally the main content/pillars of TCS is mostly in English (tech documentation, collaboration in international teams). Vanousek suggests the creation of a survey of the currently enrolled dutch students, to see their preferences.

### **3. Income - outgoing correspondence**

No correspondence.

### **4. Minutes of the 181th PC-CS meeting d.d. September 19th 2023**

- i. 610: Action point kept
- ii. 649: Still in progress, waiting on report
- iii. 632: Action point kept
- iv. 638: Rom is waiting on Floor's response
- v. 646: Action point transferred from Frelier to Jonker
- vi. 647: Done, but needs sending the document to program management and Langerak and Padberg
- vii. 650: Done
- viii. 651: No EEMCS wide meeting so together with Faiza and BIT meetings need to be held to see what the examination board is willing to organize. Action point kept
- ix. 652: Action point kept.
- x. 653: Waiting for approval. Action point kept.
- xi. 654: Done.
- xii. 655: Waiting for approval. Action point kept.
- xiii. 656: Action point kept.

### **5. Update of the meeting work group module/course evaluation**

Meijerink together with the working group module evaluation consisting of 2 students and 2 staff members discussed the evaluations of the modules that are currently taking place and how they can be improved. They noticed the participation in the CEEP panel meetings and the SEQ is very low, so they are thinking of ways to improve it. The ideas regarding the matter are in the document. The next meeting is scheduled for quartile 2.

## **6. A- Ceep report of graduation modules B- QAI – report Advanced Logic**

- a. There was a CEEP report on the graduation modules. Langerak mentioned, as the coordinator of the Design module, most of the comments on it were regarding the reflection part.
  - i. There will not be any reflection part in the Research Project anymore, and the reflection part in the Design Project has been changed. Some of the content of the CEEP report was also forwarded to the teacher of the reflection part of the Design Project in hope of resolving them.
  - ii. Meijerink suggests mentioning the number of people who contributed to the feedback, as she was absent in the meeting and the number is an important indicator in this case on the severity of the problem.
  - iii. Vanousek suggests that the teachers should write a reflection on the CEEP report and not only for the SEQ. Langerak agrees, especially in the case of the Design Project as it is not evaluated in the standard SEQ, but in an exit survey.
- b. Vanousek mentions that Moritz Hahn is very in touch with the students, acknowledging the shortcomings of the course.
  - i. The main complaint was about how the homework and tutorials did not align with the exam, however because the passing rate of the exam was high, the issue is not viewed as severe.
  - ii. He also mentioned that the learning goal of the exam and the homeworks were different, so that is the reason for including both as parts of the grading. Another issue regarding the homework was that the feedback was limited and delayed, and the teacher agreed and explained that the reason was an unexpected complication and the new teaching assistant.
  - iii. Additionally, issues with the technical setup due to lack of time, were also a playing factor.
  - iv. Elhajj adds that another reason was that the teacher was involved in two courses at the same time.

## **7. Possibility of having elections**

- i. Langerak mentioned the email from the new Vice-Dean of Education about the possibility of elections. The hiring of Elhajj and Alachiotis was a similar situation, when they were faced with this matter, but the other candidates dropped out, so elections were avoided. Frelier mentions that having elections, if needed, would make the PC more known among the faculty students. Grinsven mentions that there is a lot of work for the elections bureau that has to be instituted in that case. Langerak is uncertain if student members received an announcement of the vacancy, as for the staff members and suggests that in the future, the vacancy for the students should be announced as well. The proposal is to let the Vice-Dean of Education know that the faculty is aware of the possibility, and if after announcing, there will be a need, elections will be organized.
- ii. Vanousek is of the opinion that the awareness of students about the committee is low, as for example, not many students address concerns to PC. It is important to come up with ways of informing the students about the program committee. Kosciolek agrees on the

matter. Langerak mentioned that the lack of student involvement can be an indicator of low concerns about the program, but raising awareness is still important. Frelier mentions that the members of InterActief are already actively involved and the unawareness is among the students from the program who are not part of the association. Kosciolek mentions that students may simply not be interested in raising concerns, as their goal is to pass the study modules. Mitka suggests informing the students by email about the decisions / content of the PC meetings. Jonker accentuates the need of expanding the awareness outside InterActief. Zaytsev is open to consideration, but it is important to deliver important information as there are a lot of students and not be perceived as spam. He also suggests mentioning the PC and its work during the New Year event. Elhajj supports Zaytsev's idea and also proposes including short presentations about PC during the faculty and InterActief events. Kosciolek suggests also mentioning the PC at the beginning of the year, however this period is already overloaded with information for students. Vanousek thinks a good way to involve students is by lunch events, offering free food and discussion about current issues and the PC. Mitka suggests that teachers could mention this issue at the beginning of the modules.

#### **8. A.O.B / Questions and Conclusion**

- a. Kosciolek mentions that the documents regarding QAI are not consistent in naming and structure. Vanousek suggests creating an optional template for the structure of the documents. Kosciolek will make a proposal regarding the issue in the next meeting.
- b. Mitka suggests that the PC should meet physically during the meeting in February.
- c. Vanousek would like to limit the possibility of the teacher to put multiple choice questions in the exam as they are an inferior method to assess the students knowledge. It is proposed as an agenda point for the next meeting and will be prepared by the student members.

## Action points PC CS meeting 182

Nr.	Given in month	Meeting	Description	Responsible	Deadline
610	11/1/2022	172	Write down a clear overview of the process of obtaining, discussing, and publishing the results of the SEQ and teacher evaluation for future PCs	Zaytsev	April 2023
632	2/1/2023	175	Prepare a written report about New Year's event outcomes	Zaytsev	
638	5/1/2023	178	Carry out quality assurance interviews for Information Theory and Statistics	Langerak/Floor	June 2023
646	7/1/2023	180	Contact organizers of events such as BAPC	Jonker/Floor	
647	7/1/2023	180	Send recommendations regarding the Development Plan to the program management.	Mitka	
649	7/1/2023	180	Provide a report on the transitional arrangements regarding the change in the reflection of graduation modules	Zaytsev	
651	9/19/2023	181	Teachers should meet to decide the policy on AI	Ginsven	
652	9/19/2023	181	Carry out quality assurance interview for Intelligent Embedded Systems	Sperotto/Frelier	
653	9/19/2023	181	Carried out quality assurance interview for Programming Paradigms - get notes approval from the teacher	Alachiotis/Kościołek	
655	9/19/2023	181	Carried out quality assurance interview for System Security - get approval of the document	Langerak/Mitka	

656	9/19/2023	181	Prepare Annual Report PC	Langerak/ Mitka	
657	10/17/2023	182	Report on the new meeting of the working group module evaluation	Meijerink	
678	10/17/2023	182	Respond to the email from the Vice of Education about elections	Langerak	
679	10/17/2023	182	Discuss speaking at the following New Years event about the PC to raise awareness	Zaytsev	
680	10/17/2023	182	Announce proposal about naming/structuring of QAI documents	Kościołek	
681	10/17/2023	182	Organize an on-campus meeting of the PC in February 2024		
682	10/17/2023	182	Discuss proposing change to EER about multiple choice questions in exams	Vanousek	