Faculty EWI (EEMCS)

MINUTES MEETING PROGRAMME COMMITTEE – CS

Meeting NR. 184

Date: Tuesday 12 December 2023

Location: Online (Via Teams)

Time: 10.45 – 12.30

Present PC members: Rom Langerak, Krystof Mitka, Sharon Vonk
Mariska Freiler (Inter-Actief), Jakub Kosciolek, Mohammed Elhajj, Sabine Padberg (Registrar)

Present not members: Vadim Zaytsev, Eline Meijerink, Daniel Jonker (Inter-Actief), Kishan Thakurani (Minute Maker)

Absent PC members: Mikuláš Vanousek, Anna Sperotto, Alachiotis Nikolaos,
Absent not members: Sanne Spuls (Study Advisor), Felicia Burlacu(Minute Maker), Marloes van Grinsven

1. Opening and Determining agenda

a. Rom opens the meeting at 10:46

2. Announcement PD

a. Right after the last meeting was the open days, which went well. There were technical difficulties from the central side. Currently figuring out how to appear more technical.
b. For master students, there was speed dating of ENIAC, which is the Alumni association
c. There was also an information session for the upcoming final project, the research topics to tell them how to talk to companies and how to talk to teachers.
d. Regarding the financial situation, the university was quite in the red at the end of last year as they spent more money, so they are currently strategizing on ways to improve the financial security such as removing lunch during meetings.
e. Attempting to ensure that there are no hits to education
f. There has been progress for the mandatory matching, specifically, Vadim has finished with the questions to send students. This is not like an exam, as the questions are given and the students have more time to complete them.
g. Vadim is also sending Christmas cards to the prospective students (Signed by Technical Computer Santa)

h. There was money distributed to universities from the Ministry of Education called "Incentive Grants" to incentivize education quality, one of which will go to TCS for a "Unified assessment Pipeline for learning by doing" to help teachers with automating parts of the assessment process such as giving teachers a good starting point to look at.

i. BIT has passed its accreditation.

3. Income - outgoing correspondence

a. Rom sent a letter to Vadim for the Career Skills Coordinator proposal
b. Vadim said that this was a financial puzzle but is being worked on

4. Minutes of the 183th PC-CS meeting d.d. November 14th 2023

a. On the first page, it says Tom finished the generative AI pilot but should have said Tom and Vadim since Vadim was also involved
b. On page 4, for 7c it says "only one really upset", but should say, upset student.
c. Action point:
    i. For 610: Vadim proposed the quality assurance and in a few days PC should get an official report. Currently, SEQs are only being sent to the teachers with the request of 'Please write a reflection and please feel free to put it on on canvas of your course' but the text should be changed. This should be on the agenda of the next meeting, action point should be kept.
    ii. Currently connecting the report from last year to this year's event.
    iii. Remove Fluer from responsible, still ongoing for only Daniel.
    iv. Marloes is not here today, her last name is misspelled.
    v. The meeting is this week, so the action point will hopefully be resolved next time
    vi. 657 can be removed
    vii. 681 is being worked on, with food being brought by PC
    viii. 683 Draft has been written and Vadim hopes to finish by the end of the year.
    ix. 684 can be removed
    x. Vanousek is not here to update the status
    xi. 686 can be removed

5. Update workgroup improvement evaluations

Eline discussed the possibility of conducting panel meetings for the masters, which was very well received. Panel meetings for bachelors will be held in the second week of the next module, rather than the 8th week because it is a time with fewer exams/project deadlines. There is also work being done on a presentation slide that teachers can use to inform students during kickoff lectures. This presentation has the importance of evaluation and what the program does to evaluate the program. Eline will also look into why students get so many reminders for the SEQs.

6. QAI and SEQ

    a. Reflection rapport – BSc Q4 and MSc Q1

    b. SEQ block 1a MSc overview - BSc 3 modules

        i. Usually, two have to be selected for QAI for bachelor's and two for master, for bachelors, the options are Pearls from year one, Computer Systems for year two, and DS&AI for year three, which hasn't been done yet. Since ¾ have already been done, only DS&AI will be done.

        ii. For the masters, Rom suggests Design of Software Architectures since it has the lowest grade. Frelier suggests Cyber Risk Management or Security and Cryptography since they were offered from Delft and moved to UT. Kościołek suggests that the best option is to do both. So for masters, there will be three done: 'Design of Software Architectures', 'Cyber Risk Management', and 'Security and Cryptography'.

        iii. Rom and Kościołek will look at Data Science and AI

        iv. Rom and Mariska will go for Cyber Risk Management

        v. Krystof will do 'Design of Software Architectures'

        vi. Miki will do Security and Cryptography

        vii. Krystof and Mickey will contact Anna, Mohammed, and Nikos to ask who would be willing to accompany them.

    c. QAI

        i. There is one QAI on information theory and statistics done by Rom. He has talked to the teacher who is a math Ph.D. There was a discussion since the grades weren't very high, which was an unfortunate situation since she was given the course last minute the material was inconsistent, and she had never taken the course before. The material has since been fixed and she will continue to instruct this course with another Ph.D. student.

6.5 Whatsapp group for communication between PCs

Daniel has mentioned that in the consultation of educational officers recently there was a proposal for an inter-program committee WhatsApp group, in which he was requested to get 1-2 members of the PC to join the group.

Rom suggested that it should be student members since it is a WhatsApp group, which Krystof volunteered for and has already joined.

7. A.O.B / Questions and Conclusion

    a. Sabine wishes everyone a Happy Holidays

    b. Vadim wishes everyone a Happy New Year and Merry Christmas

Action points PC CS meeting 181

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	June 2023
646	7/1/2023	180	Contact organizers of events such as BAPC	Jonker	
651	9/19/2023	181	Teachers should meet to decide the policy on AI	Grinsven	
652	9/19/2023	181	Carry out quality assurance interview for Intelligent Embedded Systems	Sperotto/Frelier	
679	10/17/2023	182	Speak at the following New Year event about the PC to raise awareness	Zaytsev	February 2024
681	10/17/2023	182	Organize an on-campus meeting of the PC in February 2024		
683	11/14/2023	183	Report on the 2nd meeting of the Industrial Advisory Board of TCS	Zaytsev	
685	11/14/2023	183	Take contact with the Examination Board and Programme Management about a guideline for MC questions and guessing correction.	Vanousek	