UNIVERSITEIT TWENTE.

FACULTY ELECTRICAL ENGINEERING, MATHEMATICS AND COMPUTER SCIENCE

Minutes 194th PC-CS-meeting
Tuesday 19 November 2024
10:45 – 12:30 hr. CR 2022

5   *Present:*

Members:	*A. Sperotto (Interim chair, staff), L. Kruitwagen (student), N. Alachiotis (Staff), L. Mariot (Staff), A. Rensink (Chair, staff)*
Guests:	*N. Luijten (Protocolist), S. Padberg (Registrar), M. van Grinsven(M-Coordinator), S. Vonk (B-Coordinator), V. Zaytsev (PD), E. Meijerink (B-Coordinator), D. van Andel (educational officer Inter-Actief), C. Hof (Student)*

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15   1.   Opening and determining agenda
The interim chair opens the meeting at 10:48. The new members are Rensink and Mariot, and Hof is attending this meeting to decide if he will join. There is a name round. The PC decides that the new chair is Rensink.

20   The M-coordinator offers to put a message on the bachelor and master Canvas page to attract the remaining two students. The preference is a third-year bachelor's or master's student. Kruitwagen says a poster has been made. His email address will be added to the poster. The poster will be shared on Canvas.

25   2. Announcement Programme Management
The PD talks about the following topics.
- The bachelor graduation ceremony on the 19th of October was the biggest we had in TCS. It was split into two sessions and 122 diplomas were awarded.
- The bachelor open days were well attended, with two days, and three sessions a
30   day.
   The master open days are this week.
- The alumni association ENIAC had a drink on the 25th of October.
- The second quartile started. There were some small fires, but they are being dealt with.
35 - Programme management has started the preparation for the matching procedure.
- The discussion on the TAO continues. The PD is in close contact with other PDs. Furthermore, he is working together with the Strategy and Policy department of the UT. The outcome of the TAO can be A) TCS continues in English or B) Switch to Dutch completely. The programme management hopes for option A.
40   Kruitwagen asks if there is a plan if option B happens. The PD says that the preparation is underway for scenario B. He thinks there would be some reorganisation and merging of programmes. The UT has a minimum number of

45   students that should be in a programme for the programme to be financially stable. TCS would lose students if option B happens, and then it might be under the feasibility limit. He is preparing these plans with Strategy and Policy. Kruitwagen adds that there are many non-Dutch speaking TAs, so that should also be considered.

- The protest against the budget costs in the Dutch higher education has been moved to next week Monday the 25th of November.

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- In previous years there was a New Year event for TCS. It was a physical event where the students were invited and the inner workings of the programme were explained and students could have discussions with the different sections of the management. The PD is planning to run it again on the 20th of January, during the lunch break. It has been added to TimeEdit. He would like to have some PC members there. The

55   chair asks who would be available and interested in taking an active role there. Mariot, Kruitwagen, Meijerink, and Rensink would be interested. **Action Point (Chair)**: Discuss the details of the New Year event in the next meeting (10th December).

- The well-being weeks are currently happening.

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3. Income - outgoing correspondence
There is no correspondence.

65   **4. Minutes of the 193th PC-CS meeting d.d. October 15th 2024**
A general point is that the PC would like to consistently name people, and line and page numbers.
On the second page, it says "a BIT module" and the chair would like to know which module this is. **Action Point (Sperotto):** Find the BIT module that was mentioned in the minutes of

70   the 193th PC-TCS. The module is Business Innovation through IT Project Management.

Action points:
- *687: Stays on the list*
  If there is a draft, the PC will finish it. Otherwise the AP will be removed.

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- *693: Stays on the list*
  If there is a draft, the PC will finish it. Otherwise the AP will be removed.
- *700: Can be removed from the list*
  It will be discussed at this meeting.
- *701: Stays on the list*

80   Sperotto has made a draft for the missing reflection, which will be discussed at this meeting. It will be finalized by the chair.

5. Annual report
Mohammed Elhaji should be Elhajj.

85   The chair thinks it contains too little about the content of the PC's work. Should we also include plans on the curriculum revision and the discussion on internationalisation? Sperotto says it was not specifically discussed in the PC, so it should not be added. The chair thinks the PC should be more involved in these issues this year.
The previous PC training was already two years ago. That should be clarified in the

90   document. It should contain some small points about the future, but mainly be focused on what the PC did and discussed last year. The PD mentions that some points could have come up in the announcement part, so that might be useful to take a look at. This document will be presented to the accreditation committee next year. The PD wants a developmental style of the annual report. It should reflect on the past and mention how the PC will continue in

95   the future. The accreditation committee will visit on the 8th and 9th of December 2025.

6. Composition of the PC
The PC hopes to require two more student members.

100   -   Workgroups
The tasks of the PC-TCS are delegated to workgroups.
EER workgroup
The EER workgroup receives the EER and provides feedback. They receive the EER, each member studies it separately, and a meeting is held with only the workgroup to align the

105   feedback. The feedback is brought to the PC meeting where it will be discussed. The workgroup used to consist of three people. Kruitwagen would like to join Alachiotis in this workgroup.
It will be discussed next meeting who will be the contact person for this workgroup.

110   *Curriculum workgroup*
The PC receives requests for new courses or changes to courses. The task of this workgroup is to give feedback and advice on these requests. The members discuss the feedback before the meetings. Sperotto is currently alone in this workgroup. Mariot would like to join, and Hof will consider it.

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Furthermore, there are more incidental tasks such as the accreditation. That specifically requires a lot of preparation, which is mostly on the programme management. On the day of the accreditation all PC members will be interrogated. The PC thinks it does not need a working group. The curriculum restructure could be added as a task to the curriculum

120   workgoup. The group would need more members to pick that up.

-    Members
The study advisors are invited to the meetings and join if the agenda points are of interest to them. The official procedure for new student members is via election, but since there are

125   not enough interested students, an election is unnecessary. When the PC students propose a new student member, the PC accepts.

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The schedule of the EER will be hopefully finalised in December. It should be an agenda point in the January meeting. The M-coordinator proposes that the EER workgroup goes through the current EER part B (programme-specific part) before the January meeting, as input for the new cycle. **Action point (M-coordinator):** Send an email specifying the points of the M-EER that she would like the EER-workgroup to provide feedback on.

7. The way of working for the PC

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- *Meeting online or at the UT*
The proposal is as follows: if not all PC members can be present physically, the meeting will take place online. It should be clear long in advance if the meeting is going to be online or physically to reserve a room. **Action Point (all)**: Send your availability (can be there physically, can be there online, cannot be there) to the registrar for all meetings of this

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academic year.
For the next meeting on the 10th of December, Sperotto would have a preference for online. Hence the meeting will take place online. The meeting on the 11th of March will be moved to the 18th of March, and the 10th of June will be moved to the 17th of June.

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- *Training*
There is a standard training for all PC on the university. **Action Point (Chair)**: Contact the contact person for the PC training.

- *Tasks of the PC*

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The tasks of the PC entail the EER, curriculum, curriculum revision, and QAI (quality Assurance Interviews). The QAI works as follows. When the PC receives the SEQ, they discuss which modules to pick for the QAI. They usually pick outliers. Then one staff member and one student member conducts an interview with the course teacher. The student member makes a draft of the interview minutes, which is sent to the course teacher for approval, and

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then discussed in the PC meeting.

8. SEQ 2B – 23/24
The PD says that the SEQ is undergoing changes. TCS has been running a pilot in the last two modules. The response rate was much higher, and the usefulness of the SEQ has gone up.

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The QAI is a good addition. The PC can do two courses for the QAI with the current member number.

The PD will send a slide containing all the course names and codes for clarity. The registrar will put it in the SEQ folder.

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The assessed QAI courses will be Security services for IoT by Sperotto and the chair, and Intelligence Embedded Systems (TCS 08f) by Kruitwagen and Mariot.
Action Point (Sperotto): Share the template of previous QAI.

9. AOB / Questions and Conclusion

170   Hof will send his decision whether or not to join in the next few days.

The chair closes the meeting at 12:34.

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Next meeting: 10 december

Nr	Given in month	Meeting	Description	Responsible	Deadline
687	16/01/2024	185	Write the QAI report for Cyber risk management	Langerak/Frelier	September
693	12/03/2024	187	Write the QAI report for Software Systems	Frelier/Elhajj	September
701	17/09/2024	192	Finalize the Annual report	Everybody/chair	October(once staffed)
702	19/11/2024	194	Discuss the details of the New Years event in the next meeting (10th December).	Chair	
703	19/11/2024	194	Find the BIT module that was mentioned in the minutes of the 193th PC-TCS.	Sperotto	
704	19/11/2024	194	Send an email specifying the points of the M-EER that she would like the EER-workgroup to provide feedback on.	M-coordinator	
705	19/11/2024	194	Send your availability (can be there physically, can be there online, cannot be there) to the registrar for all meetings.	All members	
706	19/11/2024	194	Contact the contact person for the PC training.	Chair	
707	19/11/2024	194	Share the template of previous QAI.	Sperotto	
708	19/11/2024	194	QAI – Security Services for IoT	Sperotto/ Rensink	January 2025
709	19/11/2024	194	QAI – Intelligence Embedded Systems	Kruitwagen/ Mariot	January 2025