

**Minutes for the meeting of the Programme Committee ME/VU**

Date: **Wednesday, January 11, 2023**

Time: **10:45 – 12:30 hour**

Room: **HR Z109**

**Present:** Harm Askes, Matthijn de Rooij, Mina Shahi, Ilse van der Veen, Nienke Wiering, Roel Schoorlemmer, Lisa Gommer, Marije ter Horst, Mark van Donkersgoed,

**Absent:** Genie Stoffels, Iqbal Abdul Rasheed, Adeliën Heutink, Hekman Edsko, Charlotte Geuß, Marten Topoxeus, Boukje de Gooijer, Taha Khan, Joep van Manen, Michael Kuik, Jurnan Schilder, Eva van Os.

**Minutes:** Chrissa Manoli

**1. Opening + Introduction**

**2. Announcements**

- Matthijn announced that the EER training is planned for the members of the PC. The topic is going to be elaborated more under agenda point 4.
- Roel Schoorlemmer announced that it is probably the last meeting that he is going to participate in. Marije ter Horst will take over his place at the PC and is therefore participating in the meeting to become more familiar with the topics discussed. She is a second-year ME student and is available to participate in the PC after 8/02. Marije still needs to be invited to participate in the Teams environment and be included in the mailing list of the PC.
- Lisa announced that a new Program Manager has been added to the program of ME as it has grown a lot and the workload has increased. Mark Rijkeboer has been appointed for the role of program manager and will assist Genie and Lisa with the direction and coordination of the program. He knows the program very well because he was the former program coordinator of ME.

**3. Minutes November 23, 2022**

- Members discuss the result of the course evaluations. The study advisors asked to have access to the information on the course evaluations and the topics discussed during the meeting. Other members suggested that the results of the evaluations are available on Canvas and the website of the University. Joyce is responsible for this task. Lisa is going to come in contact with her about the topic
- Genie added some comments on the minutes about the “Python and Matlab” committee. The other members suggest that it is better to add the last names of the members of the subcommittee to make it clearer.
- No other remarks on the pages of the meetings:

- Review of action points:
  1. Subcommittee to investigate low female participation in ME programs (ask students of CE and IDE why they didn't choose ME). → **It is an agenda point of the list and it is going to be discussed and analyzed during the meeting.**
  2. Subcommittees plan their next action on each topic (i.e master assignment, course evaluation, replacement of Matlab with Python). → **The members of the subcommittee are not present in the meeting. Therefore, the action point remains to be discussed during the next meeting**
  3. Send positive advice about the course of Humanitarian Engineering & send an email to Alberto to change the name on Osiris
  4. Encourage a first-year student to join the PC during the tutorials. **Remains. But Lisa is going to be responsible for that.**
  5. Remind students about the importance of their participation in the course evaluations. **Remains to be dealt with by the evaluation committee**

#### 4. Update Training EER

- The training regarding the EERs intends to inform all the PC members about how to deal with the EERs as there are a lot of different bodies that are involved in it such as the examination board, the program committee, and the faculty. The training is offered by an external provider collaborating with the UT.
- The training will also inform the members about the formal role of the EERs, (i.e. the rules, and the examination intervals of the ME study program).
- They are different for each study program, although there was an attempt to standardize them and make them more generic for all study programs.
- The EERs are reviewed as the program representatives are not entirely sure if they are valid from a legal perspective and therefore receive feedback for improving and adapting them every year from the faculty board, the program committee, and the examination board.
- Sometimes the feedback is contradictory but very useful in adjusting them effectively.
- Matthijn is asking which members are interested in participating in this training. Mark said he is interested in participating in the training.
- The date remains to be determined.

**5. Update female participation (Harm)**

- During the previous meeting, members expressed interest in investigating the reasons for the low and stagnant number of female students in the ME program (although it is not a primary goal of the PC to focus on this aspect). However, the small subcommittee was formed by Harm, Lisa, Boukje, and Mina.
- Harm asked Mascha if some actions have already been taken probably by other members of the faculty and how this issue could be dealt with and prevented in the future.
- Mascha found this initiative of the PC very interesting and suggested that the subcommittee should not work on isolation on this topic but that it is rather better to involve more people working in marketing, communication, and internationalization.
- So, Marijke Stehouwer (internationalization), Marlyn de Kroon (marketing), Lisa, Mina, and Harm had a very productive meeting brainstorming for solutions to the problem and created a document with their suggestions and ideas. Some of them involve:
  - Creating a temporary subcommittee that will look into actions that could be taken to improve the culture, internationalization, and other social aspects.
  - Improve the space of the study association of Mechanical Engineering
- It would be a useful idea for students to join this subcommittee to express their ideas and opinions about how female participation can be enhanced and what would make the program more interesting. Both female and male students should be invited to participate. To increase the representativeness of the subcommittee to invite international students.
- The subcommittee aims to articulate the problems and raise awareness mostly. Possible solutions might take different
- Ilse says that she is already interested in participating and that she will inform and invite some international students to participate.
- Question from the students: The disinterest of female students in ME is a fundamental long-standing problem. How do you think this temporary subcommittee will fix the problem on a higher level?
- Answer: The role of the subcommittee is to articulate the problem and suggest possible solutions and acknowledges that there is no instant fix.
- Lisa says that there were some cases of female students suggesting they do not feel welcome in the program or that they feel ignored, ridiculed, or overseen during group projects. The role of the subcommittee will be to deal with such issues.

**6. Progress 1<sup>st</sup>-year students (Genie)**

- Genie provided Matthijn with the data on the progress of first-year students. This year 31% of positive advice, 15% of neutral advice, and 45 % of negative advice
- Lisa suggests that this report is preliminary advice. There is final advice at the end of the year.
- Compared to the statistics of last year, the positive advice percentage is higher. Last year the positive advice amounted to 22%. There are two reasons for that: the rules were a bit different due to Covid19 and there's a lower number of ECs.
- Lisa says that the dropout rate for ME is stable.
- It will be interesting to see what effect the mandatory matching activities in the BA-ME program will have on the student numbers.
- A positive thing is that the first-year students are more active and motivated than the previous year which is probably a positive side effect of the mandatory matching activities. Lisa will keep the other members updated about that topic.

**7. Subcommittee evaluation continuous assessment (Boukje)**

- Nienke has an update about the meeting on behalf of the meeting that they had with Boukje. Michael was supposed to join this meeting but did not show up.
- There is an intention to plan another meeting to discuss the topic further. Nienke says that she will send a reminder to Boukje and Michael to discuss this point further and provide the PC with the next meeting about their course of action on the topic of continuous assessment.
- The meeting would be planned for the end of the second module. They intend to see what the UT-VU students think about continuous assessment and hand in their findings.
- The topic will be discussed again in future meetings.

**8. Progress subcommittees Master assignment, Matlab/Python**

- The subcommittee about the Master assignment and the Matlab/Python had their first meeting on 10/11. They discussed the advantages and disadvantages of both programs.
- There was not a clear or conclusive preference for the topic. The members of the subcommittees.

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- Their next step is to contact the lecturers to ask them about their preferences for using Python instead of Matlab
- The topic will be discussed further next time when all members are going to be present.

### 9. Any other business

No comments

### 10. Action point list

	<b>Action: (Agenda point)</b>	<b>Introduced on:</b>	<b>To be completed on:</b>	<b>To be completed by:</b>
1	Subcommittees discuss their next action on each topic (master assignment, course evaluation, replacement of Matlab with Python) – continued	26/10	Remains	Genie, Jos Havinga and Thomas Weinhart.
2	Subcommittees discuss their next action on each topic (continuous assessment) -- continued	26/10	Remains	Nienke Boukje, Michael
3	Encourage a first-year student to join the PC during the tutorials	23/11	Remains	Lisa
4	Remind students about the importance of their participation in the course evaluations	23/11	Remains	Evaluation Committee
5	Invite Mark to participate in the EER training for the PC	11/01		Mark van Donkersgoed
6	Ask Frank van den Berg about training	11/01		Lisa
7	Send an email and keep updated about the evaluation of the continuous assessment	11/01		Nienke

### 11. Closure