

Agenda for the meeting of the Program Committee ME/VU

Date : **Wednesday November 23, 2022**

Time : **8:45 – 10:30 hour**

Room : **HR Z109**

1. Opening + Introduction: 8:49

2. Announcements

- Mark van Donkersgoed is the new student member who joined the PC.
- The PC still needs one first-year student to join. There is a VU-ME student (Michael) who is a member of the PC but has not recently joined the meetings.
- The members suggest that the PC requires one more first-year student member to participate. It is a good idea to announce the vacancy and raise awareness of the role of PC members during the tutorials (Genie) so that first-year students can apply for the position.
- The PC training is planned and will take place soon. More information will soon be available to all the members.

3. Evaluation Q4

Bachelor ME courses

- Dynamics 2
 - Response rate: 5% only 9 students participated in the survey. Although it was sent to 196 students only a very small number of students completed and submitted the questionnaire. The response rate was lower than 12% and therefore the report is not considered representative.
 - The course scored an average of 4.6, which is pretty high for a bachelor's course. All in all, students like the course and suggestions for improvement are to provide students with sample exam material to give them an idea about the assessment
- Project Mechatronics & Academic Skills 8
 - Response rate: 5% only 10 students completed the online questionnaire of quality assurance. Similarly to the previously mentioned course the

response rate was lower than 12% and therefore the report is not considered representative.

- In general, the course scored an average of 3.1 which is sufficient but pretty low. Some of students most prominent comments is that they found the course challenging and that they were not very sure about what was expected of them during the course. According to the students' suggestions for improvement the project exam of the course should be changed as it does not reflect the individual effort. Moreover, the learning objectives should be made explicit and the lectorials had better be recorded so that students can rewatch them.
- System & Control Engineering
 - Response rate: 4% only 8 students completed the online course evaluation survey. The response rate was also very low and thus, the report could not be considered as representative. The course scored an average of 4.0 and students' reaction was mostly positive as they found the course relevant and liked its structure. Some of their suggestions of further improvement involve of the lecture slides while the lecturer suggests that improvements are already being considered.

Master ME courses

- Advanced Programming in Engineering
 - Response rate: 12% only 8 /91 students completed the online course evaluation survey. The report is not representative as it should have been filled by at least 23% of the students. The course APiE scored an average of 3.8. Suggestions for improvement involve improving the study material to cover the course better.
- CAD/CAM 3 –Research
 - Response rate: 50% only 3 students completed the online course evaluation survey while 75% is required to have a representative report. CAD/CAM 3 - Research scored an average of 4.1, showing that students are generally pleased with the overall structure, content and relevance of the course.
- Computational Fluid Dynamics
 - Response: 10% as only 5/59 students completed the online course evaluation survey while 35% would give a sufficient report. The course scored an average of 3.8, which is sufficient.
- Life Cycle Strategy

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- Response: 20% as 9/46 students completed the course evaluation survey. Not representative as the representative percentage is 35%. Average score: 4.0. Suggestions for improvement involve better organization of the slides.
- Frontiers in Design and Manufacturing.
 - Response rate: 15% as only 3/20 students completed the survey while the representative number amounts to 58%. The average course score is 4.2 which shows student satisfaction especially regarding the content and the relevance of the exam/ assignments with other majors of the study program. Suggestions for improvement involve making the lectures more organized.
- Lean Six Sigma Green Belt
 - Response rate: 4% as only 4/104 students completed the online survey. The participation rate is really low so the report is not representative
- Nonlinear Solid Mechanics
 - Response: 15% as 3/20 students completed the online course evaluation. The report is again not representative.
- All of the reports are non-representative due to low numbers of student participation in the course evaluation surveys.
- The members are concerned about the low number of student participation in the course evaluation studies and are considering actions and improvements they can perform as PC to encourage student participation.
- Since the TOM model was introduced, the course evaluations have taken the current form. Although some members suggested changing the form of the evaluations to increase student participation, the quality assurance evaluation forms must be sent in the current format and style according to the UT-wide rules and regulations.
- Besides the course evaluations, members agree that more emphasis should be given to the panel meetings. The panel meetings take place after the exam, but it would be of more value if it would take place during the classes.
- Most students do not know that they should participate in the panel meetings. Reminder of the invitation needs to be sent.

4. Minutes meeting 26 October

Send an email to Alberto to change the name of the course name to Humanitarian Engineering.

- Update the OLC agenda (January-February) about reviewing the EER. Remove.
- Subcommittee to investigate low female participation in ME programs (ask students of CE and IDE why they didn't choose ME). It is just a brainstorming group. Remains. Mina also

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wants to join the subcommittee, marketing aspect. Harm is going to ask Mascha if there are other committees investigating the topic and possible suggestions for actions.

- Subcommittee plan their next action on each topic (i.e master assignment, course evaluation, replacement of Matlab with Python)
- Send a positive advice about the course of Humanitarian Engineering. Remains

5. Progress subcommittees Master assignment, Matlab/Python, Continuous assessment

- The first meeting is planned for tomorrow. Genie will send an email to Jos and Thomas.

6. Any other business

- PC members express the students' wish to establish an online platform where older students will express their opinions about the courses that they have followed so that new students can make a more informed choice of the courses they select to attend.
- Platform on the Isaac Newton website providing information about courses. Students in this way can find out if they are interested in a course.
- Most members of the PC assume that is better not to post the information about the courses online
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7. Closure

	Action: (Agenda point)	Introduced on:	To be completed on:	To be completed by:
2	Subcommittee to investigate low female participation in ME programs (ask students of CE and IDE why they didn't choose ME) Harm will ask Mascha for actions already taken	26/10		Lisa Gommer, Boukje de Gooijer, Harm Askes & Mina
3	Subcommittees plan their next action on each topic (i.e master assignment, course evaluation, replacement of Matlab with Python)	26/10		
4	Send a positive advice about the course of Humanitarian Engineering & send email to Alberto to change the name on Osiris	26/10 & 23/11		Matthijn
5	Encourage a first-year student to join the PC during the tutorials	23/11		Genie
6	Remind students about the importance of their participation in the course evaluations	23/11		

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