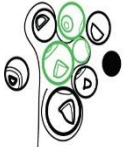


Minutes Program Committee ME/VU - SET



Date : **Wednesday November 25, 2020**

Time : **08:45 – 10:30 hour**

Room : **Home office**

Present:

Chairman:

M.B. de Rooij

PC-members:

B.R. van Eijk, F. Krekt (absent), H. Steenstra, I.T. van der Veen, M. Shahi, A.H. Vuuregge, S. Wilcox, M.E. Toxopeus, E.E.G. Hekman, J. van Asselt(absent), M.I. Abdul Rasheed, E.T.A van der Weide,

Permanent guests:

E.M. Gommer, A.F. Heutink, G.G.M. Stoffels.

Evaluation committee

-

Minute maker:

P.K. Ravilla Subramanyam

Guests

N. Lammerts van Bueren, P.C. Roos.

Absent:

<mentioned above>

1. Opening + Introduction

The chairman opens the online meeting at 8:45 and provides a brief introduction regarding the agenda.

2. Announcements



I.T. van der Veen points to the importance of sharing written exams by students and wonders how it can be achieved by adhering to new COVID rules. Gommer shared that it is complicated to view the papers on campus. Scanning and uploading on canvas is not a feasible solution as it requires more effort to scan and sort it and also, leads to privacy loss. She mentioned that this is an ongoing discussion topic with the management team. Gommer would like to share with everyone as soon as a solution is found out.

3. Minutes last meeting October 21, 2020

(annex)

Minutes Faculty Council (FC-ET meeting 358)

Page 1: Correction in attendees' presence. G.G.M Stoffels was present.

Page 2: no remarks

Page 3: no remarks

G.G.M Stoffels suggests not to include the Guest's name if not present as they are not regularly required. M.B. de Rooij agrees to that.

M.E. Toxopeus asks if there is any update on procuring students from the same group as suggested from the last meeting on page 3. B.R. van Eijk mentions that not many have applied to show interest.

Action points:

1: stays

120: stays

131: done, can be removed.

136: stays → E.M. Gommer booked an appointment with Hoekstra

139: stays

A.F. Heutink made a report for statics on grade and correlation with entry requirement based on International students' dropout and Dutch students' dropout. However, this report was for Bachelors. The program committee is interested to see the same study for Masters' student. Heutink agrees to study from pre-masters and students from other education system joining masters at UT, such that it provides clear information to evaluate correlation with the admission requirements.

Action point: A.F. Heutink to provide statics on grade for the Masters' students.

4. Assessment Policy

M.B. de Rooij asks the committee if any points can be added as a suggestion to the document.

E.M. Gommer mentioned that J.G.M. Kemna took the reference from the program assessment policy, which was approved by the Examination Board and thereby, not much of comments.

M.E. Toxopeus points out that it would be difficult for few issues to be achieved in practice with the evaluating teachers.

M.B. de Rooij agrees to remark the discussion with Joyce that sometimes it is practically difficult to follow the rules.

Toxopeus points out that the document does not mention the oral exam being public as from action point 139. E.M. Gommer to check if that is a mistake.

5. UTVU proposal internship as minor

P. Roos joins the meeting at 09:19

P. Roos explained the proposal of internship for the UT/VU students as part of their minor. The students of UT/VU are orienting in different streams and ME bachelors only engineering program at VU, the students are feeling less connected and it can be more difficult to choose an engineering master. Hence, an alternative is proposed for broadening and better connecting with UT and companies, in the form of an internship with two options as stated in the document. Roos asks for the opinion and suggestion from the program committee.

Toxopeus questioned the difference between doing an internship in a minor and that of doing an internship in master's. This might cause some misinterpretation leading students to think no internship is required at masters. G.G.M Stoffels mentioned that few exemptions can be made in the master program with additional courses, but that scenario has to be accounted in the document.

M.B. de Rooij highlights that a VU student who has less experience in the engineering environment can be benefited from choosing his masters.

E.E.G Hekman points out that with the internship program, most of the study period will be spent in the company. This may lead to less knowledge for the students moving to the third year for their bachelor assignment. E.T.A van der Weide highlights the same.

P. Roos responded that it was not intended to have a 30EC internship and clarifies that the proposed internship is for 15 EC. For concluding, he mentioned that minor space is a free elective. If not, the discussion would be very difficult with many mechanical engineering constraints. This proposal was intended for a small group of students who might be interested, and it provides some sense to broadening. The students should also be communicated upfront and alignment will be needed.

M.B. de Rooij doubts if the companies are willing to provide such an opportunity for a short duration of time and also the content of their internship. Roos believes that the topic should be selected carefully, and the assignments should be approved by the supervisors.

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A.H Vuuregge asks who the supervisors will be and the formulating the assignment. Roos clarifies that the assignment can not be done without a qualified teacher who will also grade the internship work. The content level should be structured from the coordinates from UT.

M.E. Toxopeus remarked the issues with the approval of internship from supervisors who will be familiar with master internship and thus, there should be a careful evaluation from the same teacher who supervises minor internship. Also, Toxopeus suggests that the option of doing a minor internship should be available for UT students.

Roos agrees with the first part that the teacher should decide to supervise in such a case. He points out the last part that it is difficult to provide a different assignment for different students since the curriculum is different between UT and VU.

Roos expects discussion with PC so that it will help for the consequences that it may have for masters. It is a crucial point to discuss how to start the pilot placements with 4-8 students and relate to the UT program. Toxopeus concluded the discussion empathizing with the idea which can be interesting for the VU looking at the bigger picture of the bachelors and masters' program.

E.T.A van der Weide added that the restriction with the internship at both bachelors and masters to be added in the option. He shared his thoughts that a student should not do an internship both at the bachelors and the masters' programs.

In conclusion, the proposal should be analyzed initially with the pilot and examined carefully. Roos will be in contact with E.M. Gommer and update the developments.

P. Roos leaves at 09:52

6. Actuality Programme

M.B. de Rooij introduced the Actuality program as a part of the year program and few topics to be addressed in the current academic year. The students play an important role in how the future society will look like. It is valuable to evaluate the actuality of the current program to match with the future society expects and needs of a mechanical engineer. The evaluation approach is the same as done with Bachelors' assignments called a "two-stage rocket". Rooij wanted to have a document and sub-committee to prepare and discuss in one of program committee meetings.

Rooij asks for any remarks on the document and would want to know who is interested in the sub-committee.

B.R. van Eijk highlights that there was not much technological change in the past many years in the field of mechanical engineering. G.G.M. Stoffels added that the Bachelors' student will need solid basics which are retained from several years.

Gommer and Rooij pointed out that there is a lot of development in the application such as integrated with AI, car design. It is more of having different project applications like sustainability, or machine learning, etc. The way of teaching, the tools used, soft skills, current societal development, cultural difference, the different educational backgrounds should be accounted for to see if the teaching methods are up to date. Stoffels and Weide point out regarding the Internationality and Environmental aspects to also be considered. Rooij agrees.

E.M. Gommer volunteered to be a part of the sub-committee.

B.R. van Eijk, I.T van der Veen, and H. Steenstra would like to join Gommer and be part of the sub-committee.

Gommer also would like to involve the companies to gather few inputs.

Stoffels suggested to look at master internship feedback from companies.

Gommer would like to involve the mechanical engineering staff member in the sub-committee. And also,

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from other topics like sustainability, an environmental staff member in the sub-committee.

Stoffels suggested contacting Kayce for someone who might be interested.

Action point: E.M. Gommer to consult C.H. Venner to see if anyone might be interested in joining the sub-committee.

7. Any other business

N. Lammerts van Bueren mentioned that they are setting up a study association at VU and making a candidate board defining the functional tasks. An educational officer will also be part of the candidate board. Noor asks if it is a good idea to invite him for the PC meeting at least for those relevant for VU in the agenda. Gommer supports the idea.

Noor highlighted the complaints received over the quality of online lectures mostly from the poor microphone. She asked if there are any means to provide all teachers with a new microphone. Gommer put forward the facility for the home office. If sharing the feedback or the names of concerned teachers, Gommer can contact and share the information with teachers about the facility.

8. Subjects next meeting

The next meeting will be on January 13, 2021, with the discussion about courses with the Bachelor assignments committee. S. Wilcox

S. Wilcox asked if the Bachelor assignment involves the VU. Rooij clarified that it is for UT and suggested that the bachelor assignment will be discussed somewhere in the future but not in the next meeting.

9. Closure

The chairman closes the online meeting at 10:17.

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	Action: (Agenda point)	Introduced on:	To be completed on:	To be completed by:
1	Let the evaluation committee discuss the course evaluations (in response to PC-377)	01-11-2001		
120	Discussion with C. Scholten about quality of oral exams in the first year.	16-10-2019		E.M. Gommer
136	Contact Hoekstra regarding the Evaluation response comments on Manufacturing Facility Design course	13-05-2020		E.M. Gommer
139	Ask if oral exam is public (regarding EER ME UT/VU)	17-06-2020		E.M. Gommer
142	To get statics on grade for Masters' students	25-11-2020		A.F. Heutink
143	Contact Kayce to see the people from various discipline is interested to join sub-committee for Actuality Programme	25-11-2020		E.M. Gommer
144				