

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

Date: **Wednesday, May 03, 2023**

Time: **8:45 – 10:30 hour**

Room: **HR Z109**

**Present:** Iqbal Abdul Rasheed, Genie Stoffels, Harm Askes, Matthijn de Rooij, Mina Shahi, Ilse van der Veen, Nienke Wiering, Lisa Gommer, Marije ter Horst, Mark van Donkersgoed, Edsko Hekman, Charlotte Geuß, Marten Toxopeus, Jurnan Schilder, Taha Khan, Boukje de Gooijer, Timme Mes, Jurnan Schilder, Mark Rijkeboer, Saif,

**Absent:** Adeliën Heutink

**1. Opening + Introduction**

**2. Announcements**

- Move agenda point 6 and place it in the next meeting.
- Harm: We need more male members in the workgroup on the topic of “Improving Gender balance” (Students and staff in ME)
- Mark: Small changes in UT-VU: Moving courses:
  - Vector calculus: Sem 6 -> Sem 4
  - Elasticity theory & FEM: Sem 10 -> Sem 11,
  - Statistics: Sem 11 -> Sem 13
  - Discussed within VU and will be in EER next year.
- Lisa: Next year we will have Visitation for ME. We will follow similar approach we took for SET this year. More information will follow.
- Lisa: Matching sessions have positive response from students and fairly substantial attendance.

**3. Minutes March 29 2023**

Page 01: No remarks

Page 02: No remarks

Page 03: Section 6, point 2: “before the project starts”. Not semester.

Page 04: first paragraph of section 7 first paragraph can be deleted.

Section 8: last point EER is in June 7, not on 3/05.

### Action points:

- Remove Task 1
- Task 2:
  - Low response even with some improvement steps taken
  - Lisa: Inform the M+1 students what is being done with the evaluation results (their comments) of M-1.
- Remove Task 3

## 4. Course Evaluations Q2

### **Masters**

- Hydrogen Tech (self-study): First time evaluation, did not turn out well.
  - Is it possible to include a previous student to the new course to improve the weak points.
  - Lisa will have a meeting with the Teacher. Lisa recognizes that the teacher has good intentions and the course will be improved next time with some modifications.

### **Bachelors**

- ModPro2: Response rate too low.
- Thermodynamics: Better score this year.
- Mod02-Proj.: Similar score as last year. Useful expert sessions.
- Mat.Sci 1: Similar score as last year. Low response rate.
- Calc 1b: Has improved compared to last year.

**Harm:** Can we have a dynamic length for the list of questions? Modify follow-up questions based on the response.

Lisa: when score is 3 or lower will generate more follow-up questions

Chantal, Adelen can help in making the surveys.

Students: dynamic list based on score will be good.

## 5. Year Plan ME BSc and MSc (Lisa Gommer)

- Adaptation Pre-master (Mark will work on the plan)
- Matthijn: Include the Policy on confidentiality in the year plan
- Edsko: Copyright on the data generated by the students (not very clear yet)
  - Harm: How is it dealt with in Delft and Eindhoven?

## 6. Skills workshop in Master, Osiris Information

Skills Workshop:

- Will be dealt with in next meeting with Linda Grafen.

## Osiris Information:

- Marije: Not enough specific information available for the students when starting with Master.
  - Information in the Osiris pages (Master courses) has to be updated to give relevant information to the students. ILO's, Lecture overview, availability of video lectures, Physical / live course?, ...
  - Lisa: PC can check the new form (with suggestions for improvements) and then decide on the change in process.
  - Harm: Information overload should be avoided.
  - Quick Overview: Content, description, modes of learning, assessment types, % Lecture, % Assignments, required software
- Lisa: Check with Adeliën on how to update the form.

## 7. Bachelor Renewal

### Brainstorm session

1. What is good about the current B-ME programme?
  - Students deal with unknowns very well (incomplete, conflicting, ..)
  - Courses are nice, really broad, field coverage
  - Whole curriculum, steps in learning the subjects (Statics-mom-dynamics...)
  - Minors, minors with student teams, projects with companies (very interesting)
  - High study load is good!
  - Building up of portfolios (teaching content -> assessment)
    - Content vs. skills. Keep the content and not move to skills.
  - Well defined plan per module
  - Lectures followed by tutorials and student TA (peer to peer learning)
  - Small community, projects and project exams, study and develop together.
  - Isaac Newton
2. What can be improved?
  - Lectures followed by projects and not parallel, similar to other programmes
  - Do we assess too much?
  - Over the top with projects, too many on projects and less on content
  - Integration of academic skills
  - We can learn from VU: projects start later or finish earlier during the semester. One project per semester.
  - Contact with companies, after 4 years internship is not enticing since they are already in the Master.

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## MECHANICAL ENGINEERING (ME/VU)

- Flexibility is missing. Logistically hard to follow different courses; flexibility in planning (Wageningen, courses all year around like calculus, almost every module)
- Free riders in the project. (Other studies: Red/Green cards, peer assessment in discussion with students)
- Too many TAs in exams
- Homebase: new housing plans; study place near teachers;
- Jaar zaal: all students in one place, teachers will come in and go out.
- Consistent study place per year
- Add or increase Practicals/laboratory exercises
- Too short projects

Harm: Conference on Experimental/Lab by academics from Sheffield.

### 8. Any other Business

- Minute taker for next time: Teun?
- EER – how to divide tasks?
  - Students choose which EER by their level (Bachelor/Master)
- VU student: find one who is active.

### 9. Closure

	<b>Action: (Agenda point)</b>	<b>Introduced on:</b>	<b>Status</b>	<b>To be completed by:</b>
1	Update the participant list of PC members and the webpage of the PC (maybe with the help of Simone)	15/02	Remains – Revised (REMOVE)	Genie, Ilse
2	Encourage student participation in the course evaluations (establishing a particular day and providing lunch while students fill in the evaluation questionnaires)	23/11	Remains - Revised	Evaluation Committee + PC Members
3	a. Osiris course description improvements (discuss next meeting) b. Provide a template-example of the ideal course description to improve the lack of info in the current descriptions – contact Olaf about it	15/02	Remains – Revised (REMOVE)	All members
4	Ask Simone to upload the minutes on the UT PC- website	29/03	Pending	Matthijn
5	Find VU student member	03/05	Pending	VU member