

Minutes for the meeting of the Programme Committee ME/VU

Date: **Wednesday March 29, 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, Adeliën Heutink, Timme Mes, Jurnan Schilder, Mark Rijkeboer

Absent: --

1. **Opening + Introduction**
2. **Announcements**
3. **Minutes February 15 2023**

1) Update the participant list of PC members and the webpage of the PC (maybe with the help of Simone). **Members also discuss that the minutes should also be uploaded online. Remains**

2) Encourage a first-year student to join the PC during the tutorials (or through study associations). **Completed**

3) Encourage student participation in the course evaluations (establishing a particular day and providing lunch while students fill in the evaluation questionnaires). – **Provide updates on the progress; Jurnan also added that there is a new setup to make panel meetings more attractive and inform the PC about the participation at the end of module 4 – Provide updates in the upcoming meetings. Remains**

5) Send an invitation to Frank van den Berg about training. **Completed**

6) Invite Mark Rijkeboer to the next meeting. **Completed**

7) Osiris course description improvements (discuss next meeting). **Maybe it would be useful to set up a template with the course description and what kind of information should be there and some suggestions about what needs to be improved. It would be useful to communicate with other committees e.g., CE and IDE about the electives from other study or minor programs. The members need to speed up the process in the upcoming weeks to make changes in the descriptions of courses. Remains.**

4. Updates subcommittees Master assignment, Matlab / Python, Continuous Assessment

a. Master Assignment

- So the question form is almost ready. Some final corrections in the actual Google forms itself are still pending. Once that's ready, the subcommittee can send it out. They suggest that they are a bit delayed as per their own planning, but I think we'll do it as soon as possible.
- There are still some comments that need to be dealt with. The document could be sent to the teachers and the previous students.

b. Matlab / Python

- Genie suggests that have they made a questionnaire that is going to be sent to the teachers. The subcommittee thinks it might be better not to send it at the same time as the google form regarding the Master assignment.
- Participants answering that they use Matlab in their course will take more time to fill in the questionnaire about having to change it to Python. Emphasis should be placed on those teachers

c. Continuous Assessment

- Boukje sent an email to the VU about the questionnaire they wanted to add their questions to but haven't received a response yet.
- Boukje sent an email to Erik because he is responsible for sending out the questionnaires. They had also posted a reminder on Canvas. Students are still in the process of filling in the questionnaire. Boukje says that they are still waiting for the report with the results. The evaluation committee will probably send the results within a few working days.
- Moreover, Boukje suggests that they intend to change the continuous assessment. They had a call with Andre and talked a bit about the history of these assessments and how they came into this program. There was also discussion about improvements and assessment of the current setup due to difficulties they have faced.

5. Update Matching (Lisa Gommer)

- 24/02 and 24/03 two matching activities took place on campus that went very well.
- There were two moderately small group of about 35 students. Surprising was that it was half Dutch, half international. Some from South Africa as well.
- these first two groups seem to be people who were already pretty sure they wanted to do mechanical engineering and also that they wanted to do it at UT.
- The projects are very well designed. There was a very small one-hour project with a helicopter that has to be folded and redesigned and made out of paper, that increased participant interaction.
- April 5th is going to be the first online matching activity.

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- Students are informed about being admitted to the program within two weeks after the event, they get an invitation for an online interview. They will get an online interview and then they will get the advice. Students can ignore the advice if it is negative but what is binding is that they finish the whole procedure.
- 310 students answered the questionnaire of the matching. 82 students still need to respond to the questionnaire.
- Lisa is not that concerned about the numbers because comparing the pre enrollments and those of past years, she think Amsterdam will get a raise and the UT will have a slight decrease.

6. UT-VU SEM1 Evaluation (Jurnan Schilder / Mark Rijkeboer)

- Semester 1 has already been done 4 times. It is in a pretty good, steady state. The majority of the people like it.
- They are quite successful for removing students before the semester starts and then students can start working on the project. Students first have an exam week with e.g. statics first math test, and only after that they start the project.
- That means that some students already dropped out before the project starts. Therefore, there is a relatively low dropout rate during the project and groups are more stable.
- Jurnan explains that he is pleased with the setup of the project. It is basically module one and four combined and the project is an extended module one project, during which students design a machine, but then also add some mechanics of materials calculations.
- They can also perform activities outside the university (e.g. bowling, golfing, etc.)
- 2nd and 3rd year students are tutors. Each project group has two tutors while each tutor is responsible for two groups. There is a fixed pairing. The time for the tutor meeting is fixed. First tutors meet their groups and then attend a tutor meeting where they all discuss how they are going to proceed, solve their queries and clarify what they want to achieve.
- The student-tutors are stricter than the lecturers because they are giving advice based on their experience on the project
- Jurnan and Isabel (skills teacher) are also present in those meetings and can intervene to ensure everything is running smoothly;
- The integration of the project and course are well-aligned. Material science and manufacturing kind of well aligned. The passing rate is not extremely high.
- the difference between the UT and in Amsterdam is the continuous assessment.
- The number of students fluctuates, say between 55 and 70 and there's now the prognosis for next year is quite high (100 students). They are not actively promoting it for internationals.
- Based on student feedback, the appreciation for the semester is pretty high. Students have to visit the UT less and only if they need to do something in the workshop or if they have a material science practical.

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7. Progress students (Genie Stoffels)

Okay. Okay. It was after after two modules. So the maximum is 30. So 25 is still positive because if you have 25.5, you can do 25 and another half year you get 50 in total. The neutral advice is 15% and that is between 20 and 25. And. And the rest of them. Yeah. No, not all of them. 35% got negative advice. So that means less than 20 x. And then there are some left and that's 22% and that are the ones who already quit the program.

- 28% students had a positive advice (25/30 ECs). 25 is still positive because if you have 25.5, you can do 25 and another half year you get 50 in total.
- 15% neutral advice and that between 20 and 25
- 35% got negative advice. So that means less than 20ECs.
- 22% quit the program
- it's difficult to compare it to last year because last year students only got positive advice if they had 30 ECs at all in total. It's not fair to compare. Genie looked at the number of students that had 30 ECs at that moment and that was 12%.
- Last year the dropout rate was 18%. This year is a bit higher.
- Positive advice: 28% in ME / 25% in IDE / 43% in CE, which is way more compared to ME.
- Dropout rate: 22% in ME / 20% in IDE / 15% in CE.
- International students need a visa and also need to get 30 Ecs every year. Otherwise they cannot stay in the Netherlands for the next year. If they cannot stay in mechanical engineering because they got a negative advice, they will maybe transfer to another program like advanced technology, physics, IDE or CE.

8. Bachelor ME (Lisa Gommer)

- students can do it four times a year, which gives a lot of fuss and administrative work for everyone, especially the teaching staff.
- Students also need to write their proposal in module 11 so that they can proceed with their final assignment in module 12.
- A lot of teachers, don't like it that the students do the research proposal already in the third quarter and then do their assignment in quarter one and that's also or three or even later.
- Some points of consideration for the PC is to optimize the curriculum. Student content, motivation, communication.
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- On 03/05 members will discuss the EERs for the bachelor and Master programs.

9. Course information Osiris (Marije ter Horst)

- Look at action point 7 (discussed then)

10. Any other business

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- Accreditation ME Program
- once every six years each study program is evaluate and needs to receive a new accreditation to continue being offered.
- The last accreditation event took place in October-November 2018
- Students will create a panel to provide feedback without the presence of any members of the program to a representative of CELT regarding strengths and weaknesses of the program, curriculum redesign points and other similar ideas.

11. Closure

	Action: (Agenda point)	Introduced on:	Status	To be completed by:
1	Update the participant list of PC members and the webpage of the PC (maybe with the help of Simone)	15/02	Remains - Revised	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	All members
4	Ask Simone to upload the minutes on the UT PC- website	29/03	Pending	Matthijn