

Agenda PC - IDE

Meeting 171

Date: 16-01-2023

Time: 12:45 – 14:00

Place: OH110

Minutes secretary: Ilse Akkermans

CC:

Guests:

Members	Name	Present/Absent
Teachers	Geke Ludden (chair)	
	Alberto Martinetti	
	Winnie Dankers	
	Kostas Nizamis (secretary)	Absent
Students	Johan Stekelenburg (vice-chair)	
	Robert Breugelmans	
	Niek Reeze	
	Oyku Ballikaya	Online

Permanent guests	Name	Present/Absent
Programme Director	Jan Willem Polderman	Absent
BSc. Coordinator	Hiske Schuurman-Hemmer	
MSc. Coordinator	Elora Luijkx	
S.G. Daedalus	Luna Claassen	
	Nick Holtman	

1. Welcome
 - a. Introduction round for the new members
2. Announcements
3. Approve agenda
4. Approve minutes meeting 170

No comments, the minutes are approved.
5. Action Points for previous meetings

AP 1 – 169: Make a Canvas page on which updates about the curriculum will be shared. The page should be accessible to students.

“Make a Canvas page” needs to be changed to “Teams page”. However, this AP has already been fulfilled and can thus be removed from the AP list.

AP 3 – 169: Ask Bjorn de Koeijer to incorporate a “What to do with mobility online if you do not have all information yet” in the bachelor assignment manual.

This AP is completed. The advice has been sent to the program director. It is unclear if the advice has already been implemented. But that is not the role of the PC so the AP can be regarded as done.

AP 6 – 169: Update the website with the new members (once we have them) + Daedalus (description of the function only)

This AP is completed too. This was already done during the meeting.

AP 1 – 168: Find one or potentially two new student members

This has been successfully completed as there are new members present at the meeting.

AP 2 – 168: Make a proposal about the discipline council.

This will be done in March.

AP 3 – 161: Yearly report PC-IDE

This AP is almost finished, all members of the PC still need to check it, but then the report is finished.

AP 1 – 156: Re-establishing Discipline Council.

See AP 2-168.

6. Bachelor Curriculum Revision

There is some progress, different module teams are working on developing their module. The guidelines for modules, e.g. group size and manner of assessment, were discussed. Not all involved in the process are happy about the way things are going right now. Some module teams feel like the development should go quicker.

It is envisioned to have an outline of each module ready by the end of this month. On February 7th there will be a workshop with all module teams. Potentially, students can be involved in this session as well, this has to be discussed with Jan Willem. After the workshop there should be a basic outline of each module. This could be a checkpoint for advice from the PC, because the blueprint of the contents and planning will be ready then. . The next PC meeting will be on February 13th, so the outline should be available for revision on February 9 or 10.

The PC would like to emphasize that there should be a clear strategy as to when and how students will be involved in this process

7. Any Other business

a. Looking for a new PC staff member

Because Alberto will be leaving the PC, the PC is looking for a new staff member. An email was received from Brendan Sullivan. Sullivan is a lecturer from Mechanical Engineering and teaches a master course within IDE. Alberto discussed to contents and the role of the PC with Sullivan. The PC would prefer a staff member who is involved in the IDE program a bit more. Preferably, this member would be from a different research group than the staff members who are currently in the PC. There will also be new staff members soon in the IDE program. But involving those staff members might not be ideal because these members will still be getting used to the organization and then would already be playing a role in the PC.

b. Progress looking for new program director

It is not allowed to share any names or other sensitive information about the applications, but the recruitment process has been started. There is at least one good candidate. There are still some conversations left to be held with the applicant but it has a positive outlook. Also because this participant seems to plan to be staying a while, which is something the PC thinks is important. This new program director will start with the implementation of the new curriculum. The new curriculum is also mentioned during the open days already.

- c. [Johan] May we be present at the Thursday curriculum meeting?
During a previous meeting, Johan felt that it was nice and important to be given information from the module teams. He stresses that it might be desirable to involve students in the module teams or to have a pool of students available who might want to give their input on the curriculum. This question is in the same line of asking Jan Willem about the plans about student involvement in the development of the new curriculum.
- d. [Luna] This is Luna's last PC meeting. She will be in the faculty council still. We thank Luna for her contributions here.
- e. [Hiske] A few months ago, during the PC meeting, a document was discussed about general guidelines for students to pass courses. These rules, which are not really rules but rather guidelines, have the goal to provide a preferred structure as to which courses to pass first if a student has to resit modules or courses.

[Niek] This document can be published as a guideline, but not as rules. Students should have the freedom of choice in which courses they want to resit or take.

Publishing the document as 'rules' is also not allowed by rules of the ER because you cannot force or deny students a course. The problem with the document is that they are communicated as rules. Therefore, they will not be in ER.

[Niek] Every situation for resits and redoing courses is individual. Students should discuss this with their study advisor, this cannot be done with a standard set of guidelines.

Some thought should be given to how this document needs to be formulated and communicated. If this is done before Monday, the revised document can be discussed in the informal meeting already. It might help to formulate it as a recognizable problem "How to prevent study delay?" or "How to catch up with missed courses". The proposed strategy is that students will prioritize first year courses. In all cases, students should be redirected to the study advisor.

e.1 Complaints about study advisors

There are also some complaints about study advisors. Most complaints come down to that students went to a study advisor and still don't know what to do. Luna collected complaints about the study advisor and received 10 or 12 serious complaints. Nothing happened after processing those complaints. Hiske does have regular meetings with study advisors. It should be researched if students actually go to the study advisor. All study advisors in the ET faculty have scenario-trainings so they will likely all give the same type of advice. Most of the complaints originate from experiences in students

their first year. The complaints then continue to the next years. During the pizza meeting there were also complaints about the study advisor. The “help” is very short e.g. look at the Canvas page, rather than looking at the Canvas together with the study advisor. The type of help the study advisor can provide should be communicated clearly. But this is complex because it is also advised to contact the study advisor about personal problems. This is communicated to the first years because of their BSA regulation. If a delay occurs due to personal circumstances it is wise to have these circumstances documented by the study advisor for credibility.

- f. The faculty is organizing a training which can be useful for the PC. Geke will check with the exam committee.

8. Closure 13:40

PC – Open action items from previous meetings			
<i>Action:</i>	Target date:	<i>Executed by:</i>	Status/remark
AP 2 – 168: Make a proposal about the discipline council	January 2023	Geke	
AP 3 – 161: Yearly report PC-IDE		Alberto	Almost finished, the report needs to be checked by the PC
AP 1 – 156: Re-establishing Discipline Council	September 2023	Geke and Jan Willem	