



06.11.2023

**ANNUAL REPORT  
PROGRAMME COMMITTEE  
INDUSTRIAL DESIGN  
ENGINEERING(PC-IDE)  
2022-2023**

G.D.S Ludden (CHAIR OF PC-IDE)

Approved by:

Nizamis K., A., Dankers W., Sturge J.Rieze N., Stekelenburg  
J..F.G., Tark A., Breugelmans R.M.

**UNIVERSITY OF TWENTE.**

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## 1 General Information

### 1.1 Composition of Programme Committee

#### 1.1.1 Members and functions per 01.09.2022 (including changes).

Name	Start	End	predecessor
Dr.Ir. G.D.S. Ludden (Chairman)	01-09-2022		
Dr. A. Martinetti MSc (Member)	01-09-2022	31-05-2023	
Dr. J.L. Sturge (Member)	01-06-2023		Dr. A. Martinetti MSc (Member)
Ir. W. Dankers (Member)	01-09-2022		
Dr.Ir. Kostas Nizamis (Secretary)	01-09-2022		
Jessica Bos (Vice-chairman)	01-09-2022	31-12-2022	
Robert Breugelmans (member)	01-01-2023		Jessica Bos (Vice-chairman)
Oyku Ballikaya (Member)	01-01-2023	01-03-2023	Beatrijs Hinloopen
Niek Reeze (Member)	01-09-2022		
Johan F.G. Stekelenburg (Vice-Chairman)	01-09-2022		

### 1.2 Guests

#### 1.2.1 Permanent Guests

Permanent guests are invited to all formal PC-IDE meetings (cf. section [2.1](#)).

- Program Director
- BSc-Coordinator
- MSc-Coordinator
- Officer of Educational Affairs SG Daedalus

#### 1.2.2 Regular Guests

Regular guests are invited for specific formal PC-IDE meetings, e.g. when the evaluation is discussed.

Evaluation Committee

### 1.3 Minutes Secretary

Minutes were written by:

- Ilse Akkermans

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## 2 Meetings

### 2.1 Meeting Schedule

The PC-IDE meets in formal and informal meetings. Informal meetings precede formal meetings and are intended to discuss the topics that will be on the agenda of the formal meeting. Informal meetings are held without guests and without minutes secretary. Marginal agenda and notes are used for these meetings.

#### 2.1.1 Formal Meetings

A total of 8 formal meetings were held. The date, meeting number, document reference number of the minutes of these meetings and a list of the main topics are given in the list below. The minutes of the PC-IDE are [publicly accessible](#) (on the website as per September 2021), since the PC-IDE is a participation body as of January 1<sup>st</sup> of 2017, according to the law on higher education.

Date	Meeting Number	Main Discussion Points
26.09.2022	168	<ol style="list-style-type: none"><li>1. Looking for a new student member as Beatrijs Hinloopen stopped.</li><li>2. Discussing the re-establishment of the discipline council</li><li>3. Update on BSc curriculum revision</li><li>4. Course evaluations are now mandatory (EvaCom Update)</li></ol>
31.10.2022	169	<ol style="list-style-type: none"><li>1. Looking for a new student member as Beatrijs Hinloopen stopped.</li><li>2. Update on BSc curriculum revision</li><li>3. Approved the yearly schedule of meetings</li><li>4. Complaints about mobility online</li></ol>
21.11.2022	170	<ol style="list-style-type: none"><li>1. Alberto Martinetti announced his intention to leave the PC – IDE, so we are now looking for a new staff member.</li><li>2. Update on BSc curriculum revision</li><li>3. Q3 and Q4 Evaluations from last year</li></ol>
16.01.2023	171	<ol style="list-style-type: none"><li>1. Update on BSc curriculum revision</li><li>2. Found a new student member (Oyku Ballikaya)</li><li>3. Discuss candidates for the position of the staff board member</li></ol>

		4. Progress on looking for a new Programme Director as Jan Willem will leave by the end of the year
13.02.2023	172	<ol style="list-style-type: none"> <li>1. Guidelines on the order of passing courses for BSc. IDE</li> <li>2. Yearly reports for the past 2 years are finalized and sent</li> <li>3. Update on BSc curriculum revision</li> <li>4. Q1 Evaluation</li> </ol>
13.03.2023	173	<ol style="list-style-type: none"> <li>1. Interviews are set for the candidates for the staff member board position by Kostas and Winnie</li> <li>2. Talks about re-establishing the Discipline Council</li> <li>3. Update on BSc curriculum revision</li> <li>4. Updates on TAQT training by Kostas and Geke</li> <li>5. Timeline discussed for approving the EER</li> </ol>
17.04.2023	174	<ol style="list-style-type: none"> <li>1. Oyku Ballikaya had to leave the PC-IDE and we are now looking for a new student member</li> <li>2. Discussion about introducing a with distinction concept that is less strict than cum laude</li> <li>3. Academic Skills workshop</li> <li>4. Update on BSc curriculum revision</li> </ol>
15.05.2023	175	<ol style="list-style-type: none"> <li>1. Thanks, and Farewell to Alberto Martinetti as it is his last meeting.</li> <li>2. Update on BSc curriculum revision</li> <li>3. Discussions on the EER</li> </ol>
26.06.2023	176	<ol style="list-style-type: none"> <li>1. Welcome Jodi Sturge as the new staff member of the PC-IDE</li> <li>2. The new programme director Wim de Boer joined the meeting</li> <li>3. Q2 Evaluation</li> <li>4. Update on BSc curriculum revision</li> <li>5. Discussions and agreement on the EER</li> <li>6. Alexandra Tark will be the new student member, starting September 2023</li> </ol>

### 2.1.2 Informal Meetings

A total number of 9 informal meetings were held, mostly used for the preparation of the formal meeting. An agenda nor formal minutes are not made of these meetings, although brief notes are made of the last meetings, particularly focusing on the decisions taken and actions defined during these meetings. These action points are introduced at and added to those of the formal meeting.

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## **3 Activities**

### **3.1 Development of Expertise**

In February 2023, there was a training provided by TAQT. TAQT is a company that provides training for organizational committees at the ET-faculty. The training was about the rights, and obligations of educational committees (Programme committee, exam committee, faculty council, etc.) They could accommodate just 2 people per committee at the training:

- Kostas Nizamis
- Geke Ludden

### **3.2 Authorisations, tasks & responsibilities**

The activities of the PC are assisting in the field of quality assurance of the programme. Although the PC is not responsible for the quality of the educational programme, it monitors it and if deemed necessary, it requests information from the programme director or gives advice to the programme director on specific topics.

The most formal task is the advice the PC has to give on the content of the Student Charters of the BSc and MSc programmes of Industrial Design Engineering.

Further, the PC-IDE:

- Monitors very closely the development of the new IDE curriculum and offers advice and revisions.
- Discusses the course evaluations as provided by the Evaluation Committee of the Student Association S.G. Daedalus;
- Discusses a range of themes, which are recognized by the PC-IDE as relevant for the quality, such as:
  - Internationalization
  - Quality of educational methods and means
- Responds to specific requests of the Faculty Board (in particular the Vice-Dean of Education) or the Programme Director

### **3.3 Administration & Archiving**

Minutes of the formal PC-IDE meeting are stored on MS Teams where all members of the PC-IDE have access.

Access to the Teams environment is arranged by the Secretary.

Additionally, the approved minutes are public and are accessible via the website of PC-IDE (<https://www.utwente.nl/en/id/organisation/#other-supporting-services> )

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## **4 Decisions, Advice & Requests for Information**

The decisions are included in the minutes, where the first number of the code of the decision refers to the meeting number, while advice and requests for information are separate documents, stored on Teams (section [3.3](#)).

### **4.1 Decisions**

The following decisions were made:

1. The PC decided to better streamline the EER discussion next year to reach earlier decisions
2. The PC agreed with a new template report for the educational evaluation
3. The PC agrees with both curricula;
4. The PC approves of the BSc Student Charter;
5. The PC approves of the MSc Student Charter;

### **4.2 Advices & Requests for Information**

The following advices & requests for information were issued:

1. The PC gave advice on the IDE BSc. And MSc. EER
2. The PC gave advice about the BSc. IDE curriculum revision
3. The PC gave advice about the Sequence and order of examination