



18.09.2024

**ANNUAL REPORT
PROGRAMME COMMITTEE
INDUSTRIAL DESIGN
ENGINEERING(PC-IDE)
2023-2024**

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

Approved by:

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

UNIVERSITY OF TWENTE.

1 General Information

1.1 Composition of Programme Committee

1.1.1 Members and functions for the academic year 2023-2024 (including changes).

This table covers the academic year referred to in this document, and members that left/joined during this year. It does not show the overall amount of time that someone is in the PC – IDE (for example the secretary is active since 2021)

Name	Start Date	End Date	Predecessor
Prof.Dr.Ir. G.D.S. Ludden (Chairperson)	01/09/2023		
Dr. J.L. Sturge (Member)	01/09/2023		
Ir. W. Dankers (Member)	01/09/2023		
Dr.Ir. Kostas Nizamis (Secretary)	01/09/2023		
Robert Breugelmans (Member)	01/09/2023		
Alexandra Tark (Member)	01/09/2023	01/01/2024	Oyku Ballikaya (Member)
Niek Reeze (Member)	01/09/2023	31/08/2024	
Johan F.G. Stekelenburg (Vice-Chairperson)	01/09/2023		
Martyna Mariak (Member)	01/02/2024		Alexandra Tark (Member)

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:

- Loes Munsterman

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 on the agenda. Informal meetings are held without guests and without minutes secretary. An informal agenda and notes are used for these meetings.

2.1.1 Formal Meetings

A total of 9 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 1st of 2017, according to the law on higher education.

Date	Meeting Number	Main Discussion Points
18.09.2023	177	<ol style="list-style-type: none">1. Discuss and update the final Year Plan of the IDE Programme Committee2. Update on BSc curriculum revision3. Q4 Evaluation from last year
23.10.2023	178	<ol style="list-style-type: none">1. Update on BSc curriculum revision2. Approved the yearly schedule of meetings3. Discussed the process for Master IDE theses assessment
27.11.2023	179	<ol style="list-style-type: none">1. Discussed the process for Master IDE theses assessment2. Update on BSc curriculum revision3. Discussed recent updates on internationalization
16.01.2024	180	<ol style="list-style-type: none">1. Update on BSc curriculum revision2. Soon there would be the 1000th Master Graduate3. New minutes secretary will start next month4. Starting sharing the annual reports on the website together with the minutes
12.02.2024	181	<ol style="list-style-type: none">1. Update by the Vice-Dean of Education on an effort to align Faculty EERs2. Update on BSc curriculum revision3. Discussion on the EER for the coming year, and setting a revision timeline
11.03.2024	182	<ol style="list-style-type: none">1. Q1 Evaluation Pitch by EvaCom

		<ol style="list-style-type: none"> 2. Discussion about the implementation of the academic skills line of the new curriculum 3. Update on BSc curriculum revision by the programme director 4. Discussion on the new IDE BSc. EER and setting a target time for the draft EER
15.04.2024	183	<ol style="list-style-type: none"> 1. Discussed the internationalization of the programme and the potential creation of a Dutch track 2. Update on the new BSc curriculum 3. Update and discussion on the MSc. And BSc. EER
13.05.2024	184	<ol style="list-style-type: none"> 1. Update on BSc curriculum revision 2. Discussed the internationalization of the programme and the potential creation of a Dutch track 3. Update and discussion on the MSc. And BSc. EER
17.06.2024	185	<ol style="list-style-type: none"> 1. Q2 Evaluation Pitch by EvaCom 2. Update on BSc curriculum revision 3. Final discussion on the MSc. And BSc. EER

2.1.2 Informal Meetings

Nine informal meetings were held, mostly used for the preparation of the formal meeting. A formal agenda is 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.

3 Activities

3.1 Development of Expertise

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:

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- 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
 - The introductions of new courses
 - The EER of the BSc. and MSc. IDE
 - 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, and annual reports are public and are accessible via the website of PC-IDE (<https://www.utwente.nl/en/id/organisation/#other-supporting-services>)

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 agreed on the structure and implementation plan for the new BSc. IDE curriculum;
2. The PC agreed with a new template report for the educational evaluation;
3. The PC agrees with both curricula (MSc. And BSc.);
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 implementation of the new BSc. IDE curriculum