

Agenda PC - IDE

Meeting 170

Date: 21-11-2022

Time: 12:45 – 14:00

Place: OH 114

Minutes secretary: Ilse Akkermans

CC:

Guests:

Members	Name	Present/Absent
Teachers	Geke Ludden (chair)	
	Alberto Martinetti	Absent
	Winnie Dankers	
	Kostas Nizamis (secretary)	
Students	<i>Looking for new member (vice-chair)</i>	
	<i>Looking for new member</i>	
	Niek Reeze	
	Johan Stekelenburg	

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

1. Welcome
2. Announcements
 - a. Chairman

Alberto has indicated that he would like to leave the PC. So the PC will start looking for a new staff member.
 - b. Program Director

The platform on which we will put all the material about the bachelor curriculum revision will change from Canvas to Teams. The people involved prefer teams over Canvas. Canvas is not the right place for storing material for an extended period of time. A Teams has been made and all teachers of IDE have been given access. The members of the PC will be given access as well. There will be separate folders for each module. For all eight modules there are at least 2 members who will focus on this module. Ilanit produced a tool to visualize modules which is very helpful.
 - c. Officer of educational affairs

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 - d. Kostas

Kostas informed about the compensation that was discussed in the previous meeting. Every student and staff members should have received a letter when they joined the PC. This letter should explain how to declare the costs. However, none of the students ever received this letter. Johan says they do have a space to declare the costs. But they need to upload the letter, which they did not have.

3. Approve agenda
Approved.

4. Approve minutes 169

Jessica Bos is still mentioned as a member. She has not attended the last two meetings. So Jessica will no longer be on the agenda from meeting 170 onwards.

There were a lot of responses after Hiske sent out the email about the PC looking for new members. Johan and Niek have invited them for a chat and they will see who is the best fit for the PC.

The decision about the Canvas page for the curriculum update as stated in minutes 169 will be retraced. A Teams has been made to present all the updates and all the staff members have been added to this.

5. Action points from 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.		Bachelor Curriculum Team	Canvas page has become a Teams
AP 2 – 169: Draft a formal letter with an advice regarding the issues found regarding the bachelor assignment. Send this formal letter to everyone of the PC for feedback.		Johan	Done
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.		Winnie	Winnie spoke to Bjorn but they have not succeeded to make an appointment yet
AP 4 – 169: Look into the options to make a list in Canvas about the courses other IDE master students followed which might be interesting to other students as well.		Elora	Elora emailed track coordinators about courses that might be interesting for students. Coordinators were not enthusiastic. There were 2 standing points, coordinators prefer students to think about the designer that they want to become and search for courses around this idea. Rather than combine the courses and then ‘become’ a designer according to the courses. Even though this is a valid point, it does not change the fact that it is still difficult to find

			courses for master students. [Winnie] From this theory it is also quite contained to the perspective and knowledge about courses of the track coordinator? During the meeting it was figured out that in Osiris it is possible to see all the courses. This already partly solves the problem.
AP 5 – 169: Contact Olaf to ask about the possibilities to use keywords or topics to look for courses in Osiris.		Hiske	Done
AP 6 – 169: Update the website with the new members (once we have them)		Kostas/Hiske	Done, website updated with which members have left. The new members cannot be added yet. For the Daedalus representative, the function will be written down instead of the name because this member changes quite frequently.
AP 1 – 168: Find one or potentially two new student members		Student members	In Progress
AP 2 – 168: Make a proposal about the discipline council	January 2023	Geke	In Progress
AP 3 – 161: Yearly report PC-IDE		Alberto	Alberto is not here but the yearly report will need to be finished soon
AP 1 – 156: Re-establishing Discipline Council	September 2023	Geke and Jan Willem	

6. Bachelor curriculum revision

Jan Willem wants to know the PC advice about the bachelor curriculum revision. Advice asked on mission, vision, PILOs and outline.

- The PC wishes to see a concrete plan as to when and how students will be involved in the bachelor curriculum revision.
- [Johan] The mission and vision seem alright. It makes sense.
[Kostas] Is it making sense or is it making waves?
[Johan] I don't feel identity empowerment when I read this.
In general, the PC thinks there is not really a sense of excitement evoked with the way the current vision and mission reads.
- The process of the curriculum revision is not perceived as transparent in all its stages. However, the PC is on the same level as the teaching staff now so at this moment it might not be possible to provide more transparency. If possible, greater transparency about the process would be appreciated.

- Because the mission and vision encompass many aspects in one sentence this sentence can become long and vague.
- There should be consistency within the shared documents and slides. There are different versions of the slides, containing slightly different information, circling around at this moment.
- Involvement of speakers who represent different perspectives could be considered. However, it is clear in the documentation which different perspectives are taken into account and where they originate from. So this might not be needed after all.

To centralize all the comments, Kostas made a document and shared this with the PC members. This document holds a table in which everyone can list their comments, accompanied by their name. **AP Everyone: Add detailed comments about Bachelor Curriculum revision in the document Kostas made. Everyone will update Kostas when they are done.** It will be streamlined and checked by Kostas and Geke and then send to Jan Willem.

[Winnie] As we do not have the rationale yet it is difficult to not go into details yet. The rationale is coming.

[Geke] the last slide in the presentation that you linked was new to all of us?

[Jan Willem] I think that was prepared by Marieke. We skipped it in the previous presentation. But isn't this pretty standard?

[Kostas] I agree with Jan Willem, isn't this the standard UT way of aligning courses and exams? The slide means that we will implement this.

7. Concerns about Q3 and Q4

a) Electronics Course

It was attempted to find a replacement teacher but this was not succeeded in time. This was reflected in the course evaluation.

[Johan] how does the UT tackle this problem UT-wide?

The allocation of teachers works decentralized in different parties and departments. It's the programme directors responsibility that they have the right teachers in their program. Teaching staff can be hired externally, this is not limited to the available pool within the UT.

b) Low scores in student motivation and representation of the material in the exam

This point will be high on the agenda for the new bachelor curriculum. Representation of the material in the exam is also high on the agenda.

c) Low score for the Master course Distributed Product Development (but only 1 student evaluated it)

Not very important because of the low evaluation rate. More a note to the evaluation committee to be very careful with putting in the evaluation results if there is such a limited response rate.

8. Any other business / Question round

[Jan Willem] There were two other points which I submitted, were they discussed as well?

[Geke] They were not on the agenda for today, but we will not forget them.

[Johan] About the Canvas/Teams, who are the people who said Teams was better?

Some unknown staff members. 20 to 30 people are in there so it is unknown who might have said this. But the argument that Teams is more suitable for documentation is valid.

The PC members have not received instructions yet on how the Teams will operate so no additional information can be given about that yet.

9. Closure

13:51

PC – Open action items from previous meetings			
<i>Action:</i>	<i>Target date:</i>	<i>Executed by:</i>	<i>Status/remark</i>
AP 1 – 170: Add detailed comments about Bachelor Curriculum revision in the document Kostas made. Everyone will update Kostas when they are done	27-11-2022	Everyone	
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.		Winnie	In progress
AP 1 – 168: Find one or potentially two new student members		Student members	In Progress
AP 2 – 168: Make a proposal about the discipline council	January 2023	Geke	
AP 3 – 161: Yearly report PC-IDE		Alberto	In Progress
AP 1 – 156: Re-establishing Discipline Council	September 2023	Geke and Jan Willem	