

Agenda PC - IDE

Meeting 173

Date: 13-03-2023

Time: 12:45 – 14:00

Place: CR-3A

Minutes secretary: Ilse Akkermans

CC:

Guests:

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

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

1. Welcome
2. Announcements
 - 2.1. Chairman
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 - 2.2. Program Director
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 - 2.3. Officer of Educational Affairs, SG Daedalus
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 - 2.4. Others
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3. Approve agenda

- Vacancy for student member: An email will be send out in the upcoming week via Daedalus, to search for a new student member for the PC.
- Vacancy for staff member: There are now 2 people who have shown interest. Winnie and Kostas will speak to both people and see who is the best fit to join the PC

4. Approve minutes meeting 171 & 172

In the previous meeting it was discussed that some things had to be changed in the minutes of meeting 171 , this has been done. Both minutes are approved

5. Action Points from previous meetings(s)

AP 1 – 168: Find one new, possibly international student member for the PC

This has been discussed at the agenda approval. An email will be send out in the upcoming week.

AP 3 – 161: Yearly reports PC-IDE (2020-2021 and 2021-2022)

The yearly report has been finished. There is also a template now, which should facilitate writing the yearly report for the upcoming years.

AP 1 – 156: Re-establishing Discipline Council

The TAQT training is later on the agenda this meeting. During the training there was information about the rights of the Programme Committee. From this training it also became clear that a future Discipline Council (DC) may only be advisory organ, it will never have an official status. The PC is the right place to assess the implementation of courses, but advice can be asked from the discipline council. As the organ will be advisory there is a lot of freedom. When there used to be a DC, it consisted out of representatives of different groups. The discipline council would now move towards a more strategic council that also understands the outside world. Advice is sought at alumni, companies, and similar educational programmes. The deadline of this AP was in March, but as it was merged with a different AP its deadline has moved to September. The deadline to discuss the PC is now set to March and Jan Willem will be actively involved in this point. A proposal on what the DC could be and who could be in it will be made this month.

6. Bachelor curriculum revision

A meeting was held with around 35 students. The goal behind the new curriculum and the vision were presented to the students. One of the comments on the vision, once again, was that it was too generic. Several students were interested in volunteering to help with the new curriculum.

Niek felt that the students had a lot of comments and input, also on the parts which were already “decided”. The “decided” parts are not set in stone yet, so this feedback is valuable, but preferably the outline of the modules will be left as it is as much thought has already been attributed to it. Also, this general outline has already been seen and checked by the PC. Some of these remarks could have been caused because the students were not at the correct level of information yet. From this point onward, it should be kept in mind that there should be

transparency towards students. In general, the feedback was very positive, also on the vision after it was explained in more depth.

Concerning the new exam schedule, the students were reassured when they saw the actual planning. But the thought of one summative exam at the end did cause stress initially. The formative tests should be perceived as a means of feedback. In Electrical Engineering and Computer Science many tests are given. The effect on the students is not always positive, but it does yield good study results. There should be a balance, because there is no average student to design for. But in general, making bigger courses instead of many smaller courses seems to be a good idea.

The students were really involved and asked critical questions, even though they will not be the ones involved in this curriculum. Next week, the second workshop with the module teams will be held. This workshop will be in the Design Lab. The next two meetings are also scheduled already. Once students join the module teams they will join the workshops as well. Still, a lunch meeting can be organized for the wider student population

7. Updates from the TAQT training (new folder in TEAMS with information)

TAQT is a company that provides training for organizational committees at the ET-faculty. They only wanted 2 people per committee to be present at the training. The slides and presentation from the training will be shared with the PC once they are available. There are some nice graphs and visualizations of processes in the slides.

7.1 Discussion formal minutes secretary

There was a discussion about the funding of the minutes secretary. There are formal minutes secretaries available at BOZ, but there are not enough for every committee. Therefore, the PC has a student member working. For some committees this is not possible. It is a possible future option.

7.2 Role in antidiscriminative behaviour

As a committee we have a responsibility in preventing and solving discriminating behaviour. There was an instance where the PC appealed a case when the university let go a teacher who was pregnant. But more recent cases are the recent problem of excluding people based on language.

7.3 Right to give advice

We can give advice, even when not asked and even if these things are not in our direct responsibilities and rights. So if there are factors in the faculty you feel we should give an advice on, you can give a formal advise. It will be treated as a formal advice then.

7.4 Promotional budget

There is a promotional budget to make posters and flyers to promote the committee.

8. Create a timeline for the EER process

The PC could ask the Examination board what requests they often see. They use the EER, whereas we decide on the EER. This can be a point implemented in the yearly timeline. A timeline should be made and communicated to the program director. Two formal meetings are needed to approve of an EER. The final/almost final EER should be in May and revised version in June. The EER should be done before the meeting of May such that the programme management can already share their thoughts on it. The faculty council will assess the EER in parallel.

List of important data:

- The informal meeting is moved to the 8th of May
- The next PC meeting is May 15th
- The PC deadline for checking the EER is May 15th
- The Faculty Council (FC) deadline for checking the EER is 31 May.

On 31 May the definitive version of the EER will be discussed. This is not the same as the final version. Discussion points may already be shared in the meeting of April. The EER goes in parallel to the PC and FC. FC has the right of consent. The PC has the right of advice. The letter of advice of the PC is shared with the FC and their consent will be shared vice versa. After the advice, the changes will be implemented and then usually it is fine. The deadlines are only for this first version, if multiple iterations are needed the meeting of June can be used to revise the changes.

9. Any other business / Question round

[Hiske] there were a lot of students at the curriculum meeting. Those might be the students to approach for the PC as well. But preferably it will be a first – or second year student. Hiske will have a look at the list of attendees.

10. Closure

13:32

Year Planner: [\[link\]](#)

PC – Open action items from previous meetings			
<i>Action:</i>	Target date:	<i>Executed by:</i>	Status/remark
AP 1 – 168: Find one new, possibly international student member		<i>Student members</i>	In progress
AP 3 – 161: Yearly reports PC-IDE (2020-2021 and 2021-2022)		Alberto and Kostas	Done
AP 1 – 156: Re-establishing Discipline Council	September 2023	Geke and Jan Willem	