

Agenda PC - IDE

Meeting 169

Date: 31-10-2022

Time: 12:45 – 14:00

Place: Horst Toren 500A

Minutes secretary: Ilse Akkermans

CC:

Guests:

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

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

1. Welcome

2. Announcements

a. Chairman

b. Program Director

Last Thursday was the graduation ceremony of the Bachelors. There were more than 60 graduates. The event went well and was a success. The only minor thing was that there was not a dedicated photographer to take the group picture.

The announcement about the bachelor's curriculum is already on the agenda.

c. Officer of Educational Affairs

Luna will bring the candidate for her position in the board to the next PC meeting.

d. Others

3. Approve Agenda

The previous informal meeting did not take place, therefore some points are not on this agenda yet.

4. Approve minutes meeting 168
No comments.

5. Action Points Previous Meetings

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

From February, Jinte Pomper can join after her internship. There could be an open call from Daedalus or on Canvas. Luna said there is still one invitation pending but this person should contact Johan still. Jessica is quitting the PC because of her work for solar team. It can be communicated to international students that payment procedures for EU-students work fine

AP 2 – 167: Make a list of unclarities about the mobility online and business-bachelor assignment procedure.

Done, will be discussed in agendapoint 7

AP 3 – 161: Yearly report PC-IDE

Alberto is not here today, it was in progress the last meeting.

6. Bachelor Curriculum revision

The revised bachelor curriculum has defined its structure, its names and themes per module and the associated research- and design methods. This Thursday morning there will be a kick off meeting about the curriculum and interest in co-developing teams. Those co-developing teams are coupled with a module. This team is responsible for further developing the module. The teams consist out of lecturers and students. Jan Willem has not worked on involving students yet but there will be an evening or afternoon organized. The curriculum will be implemented per 2023. It is still open if students will provide feedback or if they co-develop. The PC thinks there should be an open call for students to participate. For the staff and interest meeting was organized, it will be considered to do the same for students.

[Johan] You might need a central place where everyone can have a look in their free time at the current status of the curriculum and can give their input.

Canvas is preferred over Teams for sharing with students. Conclusion: there will be a Canvas page, accessible for all, to share updates on the curriculum. **AP Bachelor Curriculum Team: make a Canvas page on which updates about the curriculum will be shared. The page should be accessible to students.**

Concerning the time-schedule of the bachelor revision; the 1st of September the first year of the new curriculum will be implemented. Therefore, the advice of the Program Committee should be received by March 2023 so it can be implemented in the EER.

Every 1st Thursday of the month there will be a joint meeting with module teams to make sure they do not work in isolation. Because one point of critique raised in conversations with students was about the coherence between modules.

The second year will not be neglected but as only the first year will be implemented in 2023 there is some time still to work this year out in more detail.

[Johan] To give my advice and consent about the revised curriculum I need to be informed about the status.

The PC members are given special insights in the situation. They will get access to the information beforehand to form an advice. As soon as the module teams start working there will be more information coming.

7. Mobility online and business-bachelor assignment procedure.

Johan established a list of issues experienced around the bachelor assignment and consequently established an advice. There were some issues about locating the manual on Canvas. Students indicated they found it really late on canvas even though it was the main source of information. This was mainly a navigation issue because many clicks had to be made to find the document. Also, mister de Koeijer was really busy, so the process of obtaining approval for the bachelor thesis was not very efficient last year. Even though there were special circumstances this did point out a critical point. The workload is weighing too heavily on one person. So there might be a need for extra people or a back-up person who can fulfil this function.

AP Johan : 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.

Mobility Online receives many complaints. Many times people get stuck in a loophole with missing information. We cannot change the system because it is UT-wide. The main problem now is that the system does not work as desired. The manual explains what needs to be done, but it does not explain what should be done if students do not have information. Geeske will bring up this point up in a meeting with Mascha van der Voort to see if more people within the UT are experiencing this problem. AP Winnie: 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.

8. Any other business / Question round

[Kostas] The next meeting is the 21st of November, everyone has it in their agenda?

Yes

[Johan] Last year a new course about 3D printing from Tom Vaneker in the masters was approved, what happened to it?

It was approved. Still, Johan could not find it in Osiris. This could be due to the ISP excel sheets not being up to date but it also has to do with the inability to look up courses per topic on Osiris.

AP Elora: 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.

AP Hiske: Contact Olaf to ask about the possibilities to use keywords or topics to look for courses in Osiris.

[Hiske] Kostas you mentioned that all minutes are on the internet, publicly. Only last academic year meeting are available?

The minutes are not there because this is only the second meeting of the academic year.

[Elora] Last week there were two students from the quality assurance committee, were we not supposed to discuss their evaluation report?

There was no report ready, they were only here to discuss changes in their way of reporting the evaluation. Kostas received the evaluation of Q4 a month ago and Q3 was received over the summer break. The next PC meeting these evaluations will be discussed. They could not be discussed now because they have to be discussed in the informal meeting and that one did not take place last time.

9. Closure
13:37

| PC – Open action items from previous meetings | | | |
|--|--------------|--------------------------|---------------|
| <i>Action:</i> | Target date: | <i>Executed by:</i> | Status/remark |
| 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 | |
| AP 2- 169: Draft a formal letter with an advice regarding the issues found regarding the bachelor assignment. Send this formal letter to every one of the PC for feedback. | Monday 7-11 | Johan | |
| 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 | |
| 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 | |
| AP 5 – 169 Contact Olaf to ask about the possibilities to use | | Hiske | |

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|---|----------------|---------------------|-------------|
| keywords or topics to look for courses in Osiris. | | | |
| 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 | |