

ANNUAL REPORT PROGRAM COMMITTEE

CREATE / I-TECH

1. Program Committee members

In the academic year 2017/2018 the program committee CreaTe/I-tech consisted of the following members:

A. members

Employees	Membership period
Dr. M. Poel (chair)	Entire year 2017/2018
Dr.ir. C. Salm	Entire year 2017/2018
Dr. K. Truong	Entire year 2017/2018
Student members	
K.T. de Kruiff	Entire year 2017/2018
F. Lammers (vice chair)	Entire year 2017/2018
S. Hoekstra	Entire year 2017/2018
J.L. Pebesma	Entire year 2017/2018
Other	
Dr. A.M. Schaafstal (director)	Entire year 2017/2018
Dr.ir. E.J. Faber (bsc. Coordinator)	Entire year 2017/2018
B. Spikker-Sieverink (support staff)	Entire year 2017/2018
M.T. Rutgers (listener)	Entire year 2017/2018
T. Onderwater (minutes)	
T. Dortmann (minutes)	Stopped oktober 2017
D. van Meggelen (minutes)	Started December 2017

B. New Members

See the table above. There were no new members during 2017/2018.

C. Communication

Communication with the students is mediated through the study union Proto and the student members of the committee. Communication with the teachers in the program is mediated through the program coordinators and the staff members of the committee.

2. Meetings

In the past academic year 10 meetings took place, in 6 the program director was present. In the table below the relevant agenda topics for each meeting are listed.

Every meeting the following items appear on the agenda:

- opening and announcement
- fixing the agenda
- minutes previous meeting
- incoming and outgoing mail
- spearheads
- Questions

Date meeting	With/without PD	Agenda points (short)
12-09-2017	without	→ framework module description → set up several committees within the PC → new master I-Tech → quality monitoring and safeguarding
10-10-2017	without	→ manual module 11 and 12 → new master I-Tech
14-11-2017	with	→ study trip proposal → internship → manual module 2 Smart Environments → proposal change of name master HMI
12-12-2017	With	→ personal development for Create → composition of the PC → study trip proposal → schedule meeting fac. Board about OER
16-01-2018	Without	→ study trip proposal
13-03-2018	With	→ OC wijzer and overview endorsement right → evaluation schedule for modules → new master Interaction Technology (I-Tech) → strategic sessions CreaTe and I-Tech
17-04-2018	with	→ do students who fail a module do have to repeat the project → report group META OLC 27-3-2018 → master OER I-Tech → year schedule → founded advice as a result of quality mail
29-05-2018	With	→ OER BSc CreaTe → OER I-Tech changes → do students who fail a module have to repeat the project → report group META OLC 27-3-2018 → year schedule → founded advice as a result of quality mail
12-06-2018	without	→ OER I-Tech changes → do students who fail a module do have to repeat the project → report grout META OLC 27-3-2018 → year schedule → founded advice as a result of quality mail

10-07-2018	with	<ul style="list-style-type: none"> → founded advice as a result of quality mail → privacy AVG → summer resits → study group segmentation → year planning → letter to the Examination Board how to deal with module repeaters
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3. Advises

a. asked

In the past academic year 2017/2018 official asked advises were given. Below is listed what every advice was and what is done with it.

Date advice	November 2017 internship possibilities
Advise (short)	Advise for introducing internship among CreaTe student in their minor space
Reaction PD	Thankful for comments
Result	Internship is approved

Date advice	December 2017 study trip
Advise (short)	Approval of the study trip
Reaction organization study trip	They will keep an eye on the progress and if too much work then some parts will be deleted
Result	Approved but ambitious

Date advice	April 2018 OER I Tech
Advise (short)	Approval of the OER
Reaction PD	thankful
Result	Approved with some remarks

Date advice	May 2018 OER CreaTe
Advise (short)	Approval of the OER
Reaction organization study trip	thankful
Result	Approved with some remarks

b. not asked

In the past academic year 2017/2018 official not asked advices were given. Below is listed what every advice was and what is done with it.

Date advice	October 2017 manual modules 11/12
Advise (short)	Approved but complex, some minor improvements suggested
Reaction coordinator	Thankful for comments
Result	corrections

Date advice	November 2017 manual module 2 smart environments
Advise (short)	The consequence of using experience points The lower limits for a resit for the course Sketching
Reaction coordinator	Thankful for comments
Result	Some small corrections but approved

Date advice	May 2018 manual module 8 Data from the source to the senses
Advise (short)	Some minor corrections, some parts are deleted.
Reaction coordinator	Thankful for comments
Result	Some small corrections but approved

4. Course evaluation

At the following course evaluations, a possible problem was noticed. Below are all possible problems listed and what is done with it.

Course	Professional development
Possible problems	The use of the course not known between students No uniformity on the course among tutors
Possible solutions	More structure, more fun A rubric for the rating of the course
Reaction PD	Happy with the improvement
Result	Will show during the year

5. Self-evaluation

Action point	Deadline	who