

Minutes MSc PC – 19 December 2019

Mandeville, T3-42, 12:00 – 14:00 hours

Present	Absent
MS: Maciej Szymanowski (Chair, MM)	AS: Ad Scheepers (PM)
AL: Annelie van der Leelie (Minutes)	CK: Cynthia Kong (SCM)
DT: Dimitrios Tsekouras (BIM)	BK: Bas Koene (OCC)
JM: Juan Madiedo (MI)	WH: Wim Hulsink (SE)
MA: Munther Alahmad (SCM)	EC: Elena Corsiglia (MM)
FM: Florian Madertoner (FI)	AST: Adam Stożek (AFM)
SZ: Solomon Zori (AFM)	NG: Niccolò Ghiggia (HRM)
HF: Heleen Francoys (SM)	FW: Frank Wijen (SM)
AG: André van Gorp (MI)	AD: Annelore Doezé (SE)
JF: Jan-Filipp Fuhrmann (FI) arrived at 13.00 PM	EV: Elisa Vandensteene (BIM)
MC: Marcell Csomor (OCC)	TM: Tom van Mierlo (GBS)
JME: Julija Mell (HRM)	
GB: Guido Berens (GBS)	
GH: Gabi Helfert (PM) left at 13.45 PM	

1. Opening and announcements

The chair welcomes everybody present.

2. Approval of minutes from MSc PC meeting 19 November 2019 – see attachment

The minutes were approved.

3. Discussion on PC priority issues and formation of subcommittees

During the previous meeting in November the committee came up with the following priority issues: a) Elective registration system, b) Improving the onboarding module c) Collaboration with companies d) Buying and selling handbooks, e) Knowing demands and profile of coaches' beforehand (more structure in the thesis period), f) School's mission in teaching g) Honours programmes, h) Access to good TAs I) TER enforcement i) Consistent referencing system for assignments and thesis and k) Guidelines for learning analytics/ adaptive education. In the meeting of December, the committee decides who will work on which topic (see table):

Overview from the subcommittees

Topics	Members
Elective registration system. The focus is on getting an overview of what, how, and when programs communicate to students about electives & come up with more standardized recommendations about what information needs to be provided ahead of registration.	Julija Mell Jan-Filipp Fuhrmann Munther Alahmad
Improvement of the onboarding process	André van Gorp Marcell Csomor
Guidelines for learning analytics/ adaptive education	Dimitrios Tsekouras Maciej Szymanowski
Hoka	Guido Berens Florian Madertoner

	Solomon Zori Heleen Francoys Niccolò Ghiggia
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After the meeting the subcommittees will consider a strategy plan, such as what action to take, how to present their results and what the action of the Dean should be.

4. New Code of Order for the Programme Committee

In cooperation with colleagues MS has created a new Code of Order document. He asks the committee if there is something missing in the document.

GB mentions that the possibility of an ad hoc meeting is missing. MS indicates that this is already implied by the points about changing the frequency of meetings.

DT wonders whether there is any part of the document on members' attendance at the meeting. MS suggests to set requirements on missing a meeting. Examples are sending a replacement, a video connection and if a member is missing the meeting twice then the chair can ask for a replacement by the department head for faculty members and by the Academic Director for students. Another solution could be for any member who is unable to attend the meeting to send his/her points by e-mail.

MS asks the members to read the Code of Order and e-mail before January if they have any comments on the document. During the meeting in January, the committee will vote on the new Code of Order.

5. Closing Remarks

1.SZ mentions that AFM doesn't like the fact that the surveys for teaching evaluations are prepared by SAs because it doesn't benefit the process of improvement and the evaluations of requirement. GH replies that she discussed this issue with Stephan Kramer and every single evaluation will in future also be checked and approved by a programme manager. SZ is pressing for further adjustments. GH believes there is no need for further adjustments as there has only be one error across all programmes in years and the four-eye principle is already an additional control. The committee agrees.

2. SZ wonders how the response rates of the student evaluations of teaching can be improved. MS points out that the committee discussed this issue in previous meetings. He is writing a letter about the framework of these evaluations. One important item from the letter is that the committee wants more updates during the process.

6. Action points

What	When	Who
Each member has to read the Code of Order and send their comments to the chair	Before January 2020	all MSc PC members

Next Meetings:

- 23 -Jan-20, 12.00h
- 20-Feb-20, 12.00h
- 24-Mar-20, 12.00h
- 23-Apr-20, 12.00h

- 26-May-20, 12:00h
- 25-Jun-20, 15:00h