Present: Jurriaan Hage, Roland Geraerts, Fabiano Dalpiaz, Geertien de Vries, Floor Aarnoutse, and Lars van den Haak (A-Eskwadraat)
Absent: Paolo de Heer

OPENING & ANNOUNCEMENTS
The meeting starts at 11:10 and Floor Aarnoutse will make the notes. With two additions to the agenda (OAC COMPOSITION 2015-2016 & letter of support), the agenda is accepted. The meeting starts with several announcements/small discussion points.

- It is the case that COSC students are obliged to finish their colloquia before they start with their thesis. However, it came to our attention that it is not that formally stated in the OER. Unfortunately it is out of our hands to make changes to the OER appendixes after the last OC meeting. Even though this is not a tremendous problem, since even though the OER doesn’t enforce it, the thesis supervisors can.
  **Action point:** Jurriaan Hage is going to talk to Hans Bodlaender, to make sure that all thesis supervisors of COSC students are on the same page about the rules concerning colloquia and writing a thesis.
- Roland Geraerts discussed the issues around having at least one associate professor for the supervision of a master thesis project, with the ODC. He learned that the only restriction other departments have, is that it should be at least two staff members. Therefore he created a poll and sent this to the program leaders. They all stated that they think that the rule should be applied more loosely/easy. One of the program leaders suggested that two staff members is enough, as long as an let him have an extra look if a student would receive below a 6 or above an 8. Another option is to let two staff members supervise a thesis when at least one of them has enough experience with supervising/grading master theses.
  **Action point:** Roland Geraerts will ask Jeroen Fokker to clarify what we can do with the newly gathered information concerning the thesis supervisions.
- Roland Geraerts talked to people at Juridische zaken (legal affairs) for the standardized thesis contracts, discussed several months ago. They will make several standard contract which can be used at faculty and even university level.
- The OC is pleased with the work we do in the OAC. They made our reports standard for the other delegates.
- Last period there were several issues concerning Caracal. With a new person responsible for Caracal, these issues will likely be resolved.

PREVIOUS NOTES
In the previous notes there are several language related errors. In addition the style of writing is too personal and not all information is completely correct.
**Actionpoint:** Floor Aarnoutse will discuss the necessary changes in the previous meeting notes with Paolo de Heer.

OAC COMPOSITION 2015-2016
Roland Geraerts, Fabiano Dalpiaz, and Geertien de Vries will continue to take seat in the Master OAC of next year. Floor Aarnoutse will only be there for the first meeting in September. Jurriaan Hage is not sure yet whether or not he stays.
**Action point:** Floor Aarnoutse will ask Paolo whether he stays in the OAC next year

**Action point:** Floor Aarnoutse will look for a successor as of September 2015

**COURSE EVALUATION (3TH PERIOD)**

The first thing that stands out is that very few students filled out the evaluation for this period. We have the feeling that this number keeps shrinking. There should be done something about it.

**Action point:** Jurriaan Hage will ask Jeroen Fokker if he is willing to start a dialogue about getting more students to fill in the questionnaires.

**Enterprise architecture:**
Students were quite positive about this course. It definitely improved as opposed to last year.

**Multimedia interaction:**
Only 4 out of 29 students filled out the questionnaire. Only 1 students got to the answer about the average grade. The grades that are given seem quite ok.

**Seminar serious gaming:**
Students were somewhat less positive about the course than last year. It is not sure if that depends on the course itself or the group of students who did attend this year.

**Medical informatics:**
Only 1 student filled in the questionnaire and stopped half way. Therefore we can’t evaluate this course.

**Introduction to MBI:**
Some students mention that their study plans were not reviewed by the MBI Coordinator. Since this was the case last year, and that is the purpose of a study plan, we should check whether it is done or not.

**Action point:** Fabiano Dalpiaz will ask with the teacher of the course or Slinger Jansen as the MBI coordinator whether or not the study plans of the class of February 1415 are checked and approved.

**Automatische programma analyse:**
Only 4 out of 20 students filled out the evaluation. The reason why there is no information about how many students passed the course, is because the grades where not known yet at the time.

**Geometric algorithms:**
Well done. This is probably the best course this period.
Maybe not in overall grade, but it is hard to get a high grade when being evaluated by many students.

**Programmaverificatie:**
Students where quite critical from time to time. The teacher of the course is praised for his reaction.

**Simulation:**
12 out of 52 students filled in the questionnaire, which is quite extensive when compared to the other courses of this period. The grades the course received where low, however it is not quite clear why the students gave the low(er) grades. Since the teacher had a satisfactory answer, no OAC action is necessary.
**Computer animation:**
Again, very few students filled out the evaluation. Only 5 out of 35. The low scores those 5 students gave, are worrying us.

**Action point:** Roland Geraerts will talk to the teacher of computer animation to ask whether he notices the dissatisfactory attitude of the students, and possibly what can be improved next year.

**Method engineering:**
There are some recurring concerns about this course. The concern are mainly about the time it takes to grade and other practical aspects. Because next year another teacher will give the course no action will be taken.

**ISSUES CURRENT PERIOD (4TH PERIOD)**
Until a few days ago there was a problem with the presentation scheme for the course Games and agents. Since nothing can be done to change this anymore, we will wait until after the evaluations of the course to take action.

**LETTER OF SUPPORT**
Fabiano Dalpiaz wrote a letter of support for funding of the MBI Summer school. The budget needed depends on the number of students and the country the summer school is held in. Last year the budget was around €15k, from which they could go to Korea. It took a lot of time from the professor and staff members to ensure this money. When being helped by the department, this time could be spend on other projects.

**Action point:** Roland Geraerts will sent the letter of support for the MBI summer school to Jeroen Fokker.

**PLUIMEN**
When we compare the numbers to other courses who received a pluim earlier this year, the number of respondents or the received grades are not sufficient enough to be given a pluim.

**QUESTIONS**
No questions.

**CLOSING**
Roland Geraerts closes the meeting at 12:52.

**ACTION POINTS:**
- **Jurriaan Hage** is going to talk to Hans Bodlaender, to make sure that all thesis supervisors of COSC students are on the same page about the rules concerning colloquia and writing a thesis.
- **Jurriaan Hage** will ask Jeroen Fokker if he is willing to start a dialogue about getting more students to fill in the questionnaires.
- **Roland Geraerts** will ask Jeroen Fokker to clarify what we can do with the newly gathered information concerning the thesis supervisions.
• **Roland Geraerts** will talk to the teacher of computer animation to ask whether he notices the dissatisfactory attitude of the students, and possibly what can be improved next year.

• **Roland Gerarts** will sent the letter of support for the MBI summer school to Jeroen Fokker.

• **Floor Aarnoutse** will discuss the necessary changes in the previous meeting notes with Paolo de Heer.

• **Floor Aarnoutse** will ask Paolo whether he stays in the OAC next year.

• **Floor Aarnoutse** will look for a successor as of September 2015.

• **Fabiano Dalpiaz** will ask the teacher of the course Introduction to MBI or Slinger Jansen as the MBI coordinator whether or not the study plans of the MBI class of February1415 are checked and approved.