Announcements

- **RG** has had a meeting regarding the quality of Advanced Research Methods which was taught in the second period. As can be read in previous notes, it was concluded that this course had some severe problems. The teachers partly ascribed the problems to the fact that they were new and had not had the time to prepare properly for the course. In the meeting it was said that the course will (probably) be taught by two new teachers in the coming year. Although this in itself should not be a problem, it closely resembles the situation that caused the problems this year. Therefore we want to ask what measures will be taken to prevent problems like with the course this year. Specifically we want to ask when the new teachers start and how they are planning to prevent the problems that occurred last time from occurring this time.

  → [AP] **RG**: Inquire about ARM when the new teachers start and how they will prevent known problems from occurring.

- At the OC meeting **RG** addressed the recurring problems with guest lectures for MBI courses. There are problems with the quality and sometimes the quantity of the guest lectures. This problem has been brought to the attention of the program leader before, but from student evaluations we can conclude that the problems still exist. As OAC we acknowledge the problems as a serious issue that must be dealt with. There can be guest lectures, but they must have a concrete learning goal, which at the very least gives a concrete link from the theoretical basis taught in the course to a practical application in the business world. It is also important that the guest lectures differ in content and have the right level of difficulty and knowledge required. It is the responsibility of the teacher to assure the quality of the guest lectures organized in his/her course. The teacher should therefore clearly communicate with guest speakers about the skill and knowledge level the students possess and what the guest lecture will be about. Finally it is very important that the teacher is present at the guest lectures or at least has proper representation when the teacher is really unable to attend especially when the lecture is given by a speaker from outside the university.

  → [AP] **RG**: Talk to Slinger about problems with guest lectures MBI.

- Another point **RG** addressed at the OC meeting is that not all points addressed by our OAC are really worked on. Some important problems addressed seem to be lost somewhere in the organization without being solved and without us ever hearing back on it. It can of course be that for some problems there is no time to solve them, but this should also be
communicated. In the OC it was suggested that we assess which problems are the most urgent. In this way it is easier to get the most important problems solved. It is also important to pay close attention to where problems should be addressed, being with Jeroen Fokker, Frank van der Stappen or a specific program leader. Problems should be addressed at the lowest organizational point possible, for a more direct process.

**Notes previous meeting**

The notes are discussed. **FD** had given a list of remarks beforehand which have already been processed by **CR**. There are a few other remarks.

**Under Announcements** at the first announcement the abbreviation OAC should probably be OER.

**Under Course Evaluations** at the top **FD** mentioned something about the question to grade the course overall should be mandatory, this is ambiguous however. What is meant is that it should be mandatory for the teacher to include this question in the questionnaire.

Under issues current period the notes mention that **GV** says it is supposed to be taught in Dutch, however he mentioned that he had understood that it is supposed to be taught in English as it is a deficiency course. The university however has the rule that all Bachelor courses should be taught in Dutch unless there is a good reason to do otherwise. It is open for discussion what to do in this case.

→ **[AP] CR:** Finalize the notes with given suggestions.

**Action points May**

- **[AP]** **RG** communicate with Fokker for courses to make clear which communication channels the lecturer will be using.
  - **RG** has communicated this to Jeroen Fokker. In turn Fokker would add an extra paragraph to the course descriptions on the cs site and communicate this to the staff, this has not happened however.
- **[AP]** **RG** ask Knowledge Management teacher to provide a response
  - **Done**
- **[AP]** **RG** ask Brinkkemper to provide a response for Software Product Management
  - **Done**
- **[AP]** **RG** ask Feelders to provide a response for Data Mining.
  - **Done**
- **[AP]** **RG** ask Bikker to provide a response for Optimisation and Vectorisation.
  - **Done**
- **[AP]** **RG** Ask Löffler to provide a response for Elementary Maths for GMT.
  - **Done**
- **[AP]** **RG** Ask van den Broek why only so few people seem to have passed Multimedia Retrieval.
  - **Done**
- **[AP]** **RG**: Ask van der Stappen what the criteria are for allocating a student assistant to master courses.
  - **Done**
- **[AP]** **RG**: Suggest Caracal changes to Fokker: Smaller questionnaire discarding the irrelevant questions.
  - **Done**
  - Done
- [AP] RG: Talk with the program leader or Frank Verstappen about Computer Animation improvements, because it is a reoccurring problem.
  - There are automatic changes because the teacher will no longer be teaching at the university. Also the department has finally invested in the Motion Capture Lab.
- [AP] RG: Ask teacher about the little time spent on the course Evolutionary Computing by students, and how this could be improved.
  - Seemed like a lesser problem and is skipped. Not to be an AP again.
- [AP] RG: Communicate obligating grade-question in caracal with Jeroen Fokker
  - Done
- [AP] PH: Finalise meeting notes January
  - Done

Course Evaluations Period 3

Enterprise Architecture
There is nothing in particular to note here.

Seminar Intelligent User Interfaces
Students have spent little time on this course.

More problematic is that (most of) the grading has only occurred after the course was finished, so there was no feedback on earlier work to do better on later work. This is a bad practice.

Both points should be addressed.

  → [AP] RG: Talk to Slinger about Seminar Intelligent User Interfaces: Little time spent by students and grading only after the course had finished.

Method Engineering
One comment says that the content of the course does not really represent what the course should be about. Partly this could be because the theoretical content of the course is quickly handled after which lectures about practical applications in companies are given. This is as planned, but is not really communicated at the start. Furthermore, designing which is part of the course is only handled theoretically and not asked of the students to apply in practice. It might be useful for the students to get practical experience, however it is not true that the subject is not handled.

The most important improvement could be to give a better overview of the course at the start of the course.

Multimodal Interaction
Nothing remarkable here.
Introduction to Business Informatics
A lot seems wrong with the numbers of students participating in the course, passing the course, and other such numbers. Possibly the numbers from the first period are also included. At least it should be figured out.

→ [AP] RG: Mail to science.caracal@uu.nl to ask what happened with the statistics of Introduction to BI and whether this can be fixed.

Geometrische Algoritmen
This course is well taught. It is also good to see that the teacher still responded good to the negative feedback instead of ignoring it because of a high overall grade.

It is a Pluim candidate.

JH makes a remark about the percentages of students that pass courses are lower than they have been before. This is especially the case with GMT courses. Maybe it is simply because students choose more courses than they plan to finish and decide to drop one or more courses later on. Although we can obviously not tell this from simply looking at the numbers. It should be investigated what the reason is.

→ [AP] RG: Talk to Arjan Egges about low percentages of students passing courses.

Advanced Graphics
No reaction has been given by the teacher yet.

→ [AP] RG: Ask Jacco Bikker to respond to questionnaire Advanced Graphics.

It has a very high grade and is a candidate for a Pluim.

Motion and Manipulation
There are very few reactions, which makes it hard to really come to any conclusions. However it will be a mandatory course starting next year so it is important to evaluate. We are surprised by the small amount of time invested by the students. Also few students passed but maybe this is because of dropping this course for other chosen courses. A close eye should be kept on this course to ensure that it will be good next time.

The teacher plans to start the course with required basic math for students with a deficiency on this part, so the course can start thereafter with all students having comparable knowledge of the important math. This might solve some of the important problems that came out of the questionnaire.

Programmaverificatie
No reaction is given by the teacher.
→ [AP] RG: Ask Wishnu Prasetya to respond to questionnaire Programmatie.

There are only three student reactions. The grade and reactions are good however, it is a candidate for a Pluim.

Simulatie
It is a weird rule that students should get a 6 for the final exam, where they only have to get a 5.5 to pass the course as a whole.

However, the course will not be taught anymore next year, so no action has to be taken.

Pluimen period 3
There are three candidates:

Geometric Algorithms, Advanced Graphics and Programmatie. Good arguments can be give for all of them to receive a Pluim so they will all get a Pluim.

→ [AP] RG: Will award the Pluimen.

Members 2016-2017
For the students CR will remain in the OAC as representative for MBI. PH and GV will both leave the OAC so new students are needed for COSC and GMT. Crystal will handle this as remaining student member. She will start by placing a call for application on the Facebook of the two student associations.

→ [AP] CR: Find new members for the OAC for COSC and GMT.

JH will leave the OAC. Therefore also a new COSC staff member is needed. Roland will discuss this with Jeroen.

It should still be checked whether Fabiano will remain part of the OAC next year. If not a new MBI member is also needed.

→ [AP] RG: Discuss new COSC (and possibly MBI) staff member for the OAC.

The deadline for choosing new members is the end of August.

When there are new student members, out of their midst a new member for the OC and SODI should be chosen. It should be kept in mind that it should be so that the student chairman of the OAC takes place in the SODI (according to the organisation of the SODI).

Issues current period.
No evaluation questionnaire for INFOMTE was added to Caracal at first hand. However later when JH noted this there was still a new questionnaire opened.
Next meeting

The meeting discussing the results of period 4 will be at the end of August.

Action Points

- [AP] RG: Inquire about ARM when the new teachers start and how they will prevent known problems from occurring.
- [AP] RG: Talk to Slinger about problems with guest lectures MBI.
- [AP] RG: Talk to Slinger about Seminar Intelligent User Interfaces: Little time spent by students and grading only after the course had finished.
- [AP] RG: Mail to science.caracal@uu.nl to ask what happened with the statistics of Introduction to BI and whether this can be fixed.
- [AP] RG: Talk to Arjan Egges about low percentages of students passing courses.
- [AP] RG: Ask Jacco Bikker to respond to questionnaire Advanced Graphics.
- [AP] RG: Ask Wishnu Prasetya to respond to questionnaire Programmaverificatie.
- [AP] RG: Will award the Pluimen.
- [AP] RG: Discuss new COSC (and possibly MBI) staff member for the OAC.

- [AP] CR: Find new members for the OAC for COSC and GMT.
- [AP] CR: Finalize the notes with given suggestions.