1 Opening and announcements

Roland Geraerts opens the meeting at 11:03. Tim Baanen will make the notes. We add an agenda point for Crystal Reijnen and Simon Karman to discuss the OC meetings. This is the last time Roland Geraerts will visit the OAC meeting. In the future, Deb Panja will be the chair for the OAC.

Actiepunt: Roland Geraerts notifies Hans Goedemans that Deb Panja will be the new chair.

Actiepunt: Roland Geraerts forwards e-mails about the OC to Deb Panja in the meantime.

Crystal Reijnen is vice-chair of the OAC. In the case Deb Panja is absent, she will act as chair. Deb Panja and Crystal Reijnen together attend the OC meeting.¹

Roland Geraerts proposes to discuss some problems with the OC that seem to reoccur:

- The staff have a very high teaching load. This has a number of detrimental effects on the quality of courses. Supervising experimental projects in GMT, or capita selecta projects in general, does not give credits to the supervisor. That means staff has to discourage students from doing these projects because they can’t supervise adequately.
- MBI has many guest lectures, but their quality is not always monitored effectively. Their quality should be evaluated better.
- We got a number of courses with not so positive ratings, we should evaluate these closely.
- According to the OER, a master thesis should have two supervisors. In the Department of Information and Computing Sciences, there is a rule that at least one of those should be an associate professor. This is impractical due to the low number of associate professors, and should be addressed.

After these announcements, the other members of the OAC introduce themselves. We agree a staff member of GMT should join the OAC when Roland Geraerts leaves. See also point 6. Also, we should improve the way we communicate with the department. Currently, the chair sends a summary of our conclusions to the education director. It’s important that the cycle of reporting - fixing - checking isn’t broken. We need to find more entry points like the department board as a whole instead of using Jeroen Fokker as the only contact.

2 Notes previous meeting (2016-09-06)

The notes for the previous meeting will be updated. We had the following action points from the previous meeting:

¹OC = OnderwijsCommissie / Education Committee natural sciences, for the whole Graduate School of Natural Sciences.
- [July 2016] [AP] Roland Geraerts: Talk to Slinger about Seminar Intelligent User Interfaces: Little time spent by students and grading only after the course had finished. Not done yet.

- [July 2016] [AP] Roland Geraerts: Mail to science.caracal@uu.nl to ask what happened with the statistics of Introduction to BI and whether this can be fixed. Not done yet.

- [July 2016] [AP] Roland Geraerts: Will award the Pluimen from period 3 Done.

- [September 2016] [AP] Roland Geraerts: Talk with the new animation course teacher about issues in previous years Not done yet.

- [September 2016] [AP] Roland Geraerts: Talk with Sjaak about this recurring issue of the exams being poor Not done yet.

- [September 2016] [AP] Roland Geraerts: Communicate with teacher MMI about making the course more interesting Not done yet.

- [September 2016] [AP] Roland Geraerts: Communicate with John Jules that the course is rather out of date. Also point out response should be given Not done yet.

- [September 2016] [AP] Roland Geraerts: Communicate with program leader Marc van Kreveld about this issue Not done yet.

- [September 2016] [AP] Roland Geraerts: Ask Anja Vonk to provide a response and discuss improvement strategy Not done yet.

- [September 2016] [AP] Roland Geraerts: Reward Pluimen period 4 Done.

- [September 2016] [AP] Roland Geraerts: Communicate Crystal’s name with the OC Done.

As new chair of the OAC, Deb Panja is assigned the remaining issues. 

**Actiepunt:** Deb Panja carries out the tasks that Roland Geraerts has left for the next chair. Later on, we decide that we should start with a clean slate because issues have been going for too long and are no longer relevant.

We will hand out pluimen at Sticky’s staff-student borrels. These currently do not have very high staff attendance but when you invite them for a pluim, they will come.

**Actiepunt:** Deb Panja updates the webpage for the OAC. If this requires new access rights, ask Jurriaan Hage for those.

### 3 Course evaluation

Roland Geraerts explains how we discuss the course evaluation. That is: Everyone should read the Caracal evaluations and comment. Some OACs assign a set of courses to people to give a summary/report; we decide this is a tricky process.
Elementary Maths for GMT
- We got the impression everything was good except for the exam. It was too short and didn’t cover the whole course. This is not a major problem and the teacher realizes it. No need to inform the teacher again. *We do not talk directly to the teacher (since we aren’t their boss) but to the master program leaders.*
- There were only 7 responses to the Caracal evaluation. This is a problem for other evaluations as well, and seems to be getting worse over the years.
- No action required.

Knowledge Management
- *Crystal Reijnen* was student assistant to this course. Teacher has acknowledged the issues as well, and will discuss them with the program leader.
- The overall grade of this course is 6.6, which is acceptable but low.
- The course covers a broad range of topics, and is therefore often perceived as too generic. This might be intensified since the course topic is not the teacher’s specific field of expertise. Both course content and the project structure could be refined.
- Complaints about too much literature should be ignored, because this is a fact of all master courses.
- There are some remarks that course feels outdated since the field has changed a lot in the past years. The facts taught right now are the old status quo.
- The issues in the evaluation have been raised before but we haven’t seen much improvement. The teacher also notes the workload is too high for him. Check next year that there is improvement.
- **Actiepunt:** *Deb Panja* will communicate with the programme leader for Knowledge Management.

Algorithms for Decision Support
- It is a new course this year.
- *Tim Baanen* was student in this course. The general feeling is that the course content is not coherent. It contains a lot of different subjects that should definitely be taught, but their relation is not clear.
- There were some specific complaints that the guest lecture about Bayesian networks was not a good fit.
- Quality of individual lectures and the practical was good.
- **Actiepunt:** *Deb Panja* will communicate with the programme leader for Algorithms for Decision Support.

Data Mining
- This course is attended by MBI and COSC students. This makes it hard to determine the level of difficulty and the areas to focus on. An idea is to split the content, not necessarily the whole course, but make some assignments for COSC only or MBI only, or design an assignment that contains elements from both.
- Similarly, the prerequisites for the course were unclear. You were expected to be comfortable with programming and data structures. This is a more general issue with more courses.
- These issues are worsened by the elective structure for MBI. Since MBI students do not have many electives and this course often gets recommended for further study, the expectation is that the course fits easily in their program.
Game Production

- Fabiano Dalpiaz is the teacher for this course. He suggests the score increased due to the change in the way literature is used. Now there is a reading group.
- This is the last year for the course. There were some discussions to fully cancel the course, but Fabiano Dalpiaz will suggest game production as subjects for the GMT colloquium. Next year there will also be a course Requirements engineering for MBI, where GMT students can choose to focus on game production.
- Note that a lot of students attended the course, 30+ GMT and 30+ MBI students.
- No action required.

ICT Advisory

- Crystal Reijnen followed the course. She recognizes the difficulty in organizing it.
- Students need to learn to manage expectations, but leaving them as a single point of contact during the entire course is too high of a risk. During the course, the organization should also communicate with the companies sometimes.
- The companies sometimes required students to be there too often. Meetings combined with mandatory lecture attendance messed up schedules for some students. Students should not have to drop other lectures for this course.
- This issue also occurs in the course ICT Entrepeneurship. We don’t know an easy way out.
- The teacher knows of this issue.
- Actiepunt: Deb Panja will communicate with the programme leader for ICT Advisory.

Motion and Manipulation

- No teacher response. We decide to ask teachers again to respond to evaluations, and add them ourselves to Caracal.
- The reactions to the course were very positive.
- Pluim candidate.

Optimization and Vectorization

- The reactions to the course were very positive.
- No teacher response.
- Pluim candidate.

Multimedia Retrieval

- Again, a low amount of responses. The score has increased over the years but it’s hard to draw conclusions with this amount of statistics.
- It contains one large project which makes it hard for the students to schedule.
- The teacher wants to write a reader but that is impossible currently.
- Conclusion: The course has been improving.
- Actiepunt: Deb Panja will communicate with the programme leader for Multimedia Retrieval.
Technologies for Learning
- Again, a low amount of responses.
- We conclude that the course is probably fine, otherwise the students would have been more vocal.
- No action needed.

Probabilistic Reasoning
- We found it hard to draw conclusions from the responses.
- No action needed.

Introduction to BI
- We conclude the course has improved.
- No action needed.

The faculty-wide courses Intro to Natural Sciences and Dilemmas of the Scientist will be discussed by the OC.

4 The OC meeting

Simon Karman attended the OC meeting since Crystal Reijnen was not able. In summary, the OC discussed what to discuss in the next meeting. Some points that are relevant to us:

- The OC is working on determining a rubric for the master thesis, so grades can be determined in a consistent way.
- The enrollment period for courses may be changed, most importantly to make it longer.

The OC has been less active for the past time, but is starting up again. They are planning to evaluate the OER.²

Actiepunt: Crystal Reijnen sends details on the OC evaluating the OER to Deb Panja. The OAC will also get a chance to discuss the OER via the OC members.

5 Pluimen

Two courses have been nominated for a Pluim: Motion and Manipulation and Optimization and Vectorization. Elementary Maths for GMT has too few responses to make conclusions. Motion and Manipulation has received some Pluimen in the past, but not in the last years, it has regained the high quality. Optimization and Vectorization is another highly rated course by Jacco Bikker, congratulations! Both nominated courses get a Pluim.

Pluimen awarded to:
- Motion and Manipulation
- Optimization and Vectorization

Actiepunt: Deb Panja hands out Pluimen for period 1.

6 Finding new OAC members

As we discussed before, a staff member of GMT should join the OAC when Roland Geraerts leaves.

Actiepunt: Deb Panja finds a staff member of GMT to join the OAC.

²Onderwijs- en ExamenRegelement / Education and Exam Regulations
7 Closing remarks

- **Deb Panja** expects to learn a lot. He asks how long the Caracal surveys remains open. This is 2 weeks for students’ evaluations, 4 weeks for the staff’s responses.

- **Fabiano Dalpiaz** thanks **Roland Geraerts** for the good work during all these years.

- **Crystal Reijnen** is going to discuss the OC with **Deb Panja**.

- **Simon Karman** asks when the next OAC meeting will occur. This will be some 2 or 3 weeks after the Caracal report. We want to send out a planner as soon as the Caracal reports have been made. **Crystal Reijnen** and **Simon Karman** would appreciate a longer range of possible dates, about 2 or 3 weeks.

8 Closing

**Roland Geraerts** closes the meeting at 12:22, thanking all the members for their inzet.

Actiepunten

**Roland Geraerts**

- notifies **Hans Goedemans** that **Deb Panja** will be the new chair.
- forwards e-mails about the OC to **Deb Panja** in the meantime.

**Deb Panja**

- carries out the tasks that **Roland Geraerts** has left for the next chair.
- updates the webpage for the OAC.
- will communicate with the programme leader for Knowledge Management.
- will communicate with the programme leader for Algorithms for Decision Support.
- will communicate with the programme leader for ICT Advisory.
- will communicate with the programme leader for Multimedia Retrieval.
- hands out Pluimen for period 1.
- finds a staff member of GMT to join the OAC.

**Crystal Reijnen**

- sends details on the OC evaluating the OER to **Deb Panja**.