

# Annual Report Board of Studies for the MSc Programmes CoSEM, EPA and MOT - 2020-2021

Faculty of Technology, Policy and Management – TU Delft

In this document, the Board of Studies (BoS) MSc reports about its activities during the academic year 2020-2021. The BoS for the MSc programmes of the faculty of Technology, Policy and Management (TPM) consists of staff and student members of the MSc's of TPM. The three MSc programmes are: Complex Systems Engineering and Management (CoSEM), Engineering and Policy Analysis (EPA) and Management of Technology (MoT). The BoS provides solicited and unsolicited advice on the quality of education of the master programmes to the dean, the Director of Education and the Directors of Studies at the TPM faculty. The advice of the BoS is powerful because the students and the staff form a joint position.

## Meetings and formal matters dealt with

The BoS MSc consists of six staff members and six student members during this academic year. Also, a standing invitation to attend all meetings of the BoS MSc was sent to the Commissioner of Master & Career of Curius (the student association of TPM), the Director of Studies, the Educational and Quality Assurance Advisor of TPM and to a member of the Faculty Student Council. The full list of members is given in annex 1. A chairman, a vice-chairman, and a secretary have been appointed during the first meeting. Geerten van de Kaa was elected as chair, Florian Schmidt as vice-chair and Job Wever as secretary. The BoS MSc met five times this year, where each meeting took about one-and-a-half hours. The first meeting took place on October 15th 2020. Subsequently, the other four meetings took place on December 17th 2020, March 11th 2021, April 8th 2021 and June 17th 2021. Due to COVID-19, the meetings took place via Zoom and MS Teams. During each meeting, minutes were taken by the secretary. These minutes and the other important documents were used to make this annual report. The Board of Studies has three permanent committees, one for each of the three MSc programmes. Each committee met in an online session during the week before the general meeting.

## Main agenda 2020-2021:

- A. Mid-term review;
- B. Implementation of compulsory course registration in 2021-2022;
- C. Revision of programme descriptions, objectives and attainments levels in TER;
- D. Assessment of courses year 2020-2021 through Evasys results a.o.

## Main activities during 2020-2021

1. *Issues falling under the right of approval of the BoS MSc*
  - (i) Formal right for Director of Studies to join the meetings. They are expected to be present at least two times each year. (October 15th)
  - (ii) Start of Haiko van der Voort to be the new Director of Studies of EPA (October 15th)
  - (iii) The BoS MSc judges the proposal to spend the 200 k€ which are reserved for TPM out of the 'Studievoorschotmiddelen' for 2021 on the hiring and training of teaching assistants to make perfect sense.
  - (iv) Election/nomination of Geerten van de Kaa to be the new chair of the BoS for the period after January 1st 2021.
  - (v) In the meetings of May 29th and June 3rd, the BoS discussed the new TER for 2020-2021. The BoS has to see how things went last year and give suggestions for next year. The Board appointed three student and teacher members who will go through the TER and schedule a separate meeting with Sonja Heijink-Lispet (process coordinator of the TER). On June 17th, the BoS gave feedback on the TER 2020-2021.
  - (vi) "Zachte knip". The Ministry of Education, Culture and Science (OCW) introduced a temporary transition from a bachelor's program to a master's degree (zachte knip). The

BoS emailed their advice to the dean. The 'zachte knip' rule has been formulated in the TER. A TPM academic counsellor is assigned to monitor their progress: information to students and evaluation of the student progresses.

2. *Issues of relevance to the general role of the BoS MSc*

- (i) On December 10th, the chairman of the BoS engaged in a discussion with the Director of Studies about the document which proposed changes to the TER programme descriptions and attainment levels prepared by the BoS last spring. Due to circumstances, it was decided not to include these proposals in our review of the TER 2020-2021 but to take them up again the next study year. The Directors of Studies shared their opinion that with respect to most of our proposals, which mostly concern how things are phrased, they are willing to integrate a review of them in the coming review process of the TER. This action is still listed. Because of the corona measures, the directors decided to prioritize the operational, educational and examination management tasks
- (ii) Policy proposal regarding the platforms used for online education. The Faculty Student Council's noticed that it would be pleasant to reduce the number of platforms used for online education – to avoid inconvenience and confusion among students and lecturers. Following this remark, the FSC investigated the functionalities of different platforms. Based on this, lecturers are given urgent advice to use one of the following three platforms from Q4 onwards: Microsoft Teams, Big Blue Button or Collegerama. The BoS supported this advice of the FSC.
- (iii) The vice-chair of the BoS engaged in diverse discussions with the dean, director of education and the Head of the Education and Study affairs regarding Student Well-being. The key issues that have been discussed are:
  - a. Communication between students and professors must be improved.
  - b. Finding a thesis or finding a suitable supervisor causes stress among multiple students.These discussions resulted in a range of actions, which were carried out (i.e., the frequency of management announcements, arrangement of social (online) activities by Curius, the appointment of a temporary foreman (Professor B. van Wee) to connect thesis students to supervisors).
- (iv) Due to the pandemic, the BoS discussed and monitored staff well-being in general. The workplace stress perceived by the staff has increased during the pandemic. Main drivers of this trend are:
  - a. Increased workload due to online education.
  - b. Distraction from working environment (children etc.)
  - c. Expected number of publications
- (v) There has been a notion to share the minutes of the BoS meeting among the students and staff members of TPM. This has been rejected due to possible privacy concerns. Part of the BoS agenda and discussion is considered confidential – especially when it concerns the functioning of certain persons/teachers.
- (vi) Mid-term review, June 2021. The BoS was involved with:
  - a. The composition of the Midterm panel
  - b. Review a prepared set of documents before sending it to the midterm panel.
  - c. Some members of the BoS were invited to have an online discussion with the Midterm panel.

3. *Issues directly related to the MSc programmes*

- (i) The main subject at MoT which has been discussed was the implementation of a balanced international classroom: Introducing selection of Non-EU bachelor degree holders for Management of Technology. MoT stressed the importance of a balanced international classroom in a short presentation with the main points summarized below:
- a. International classroom criteria should be part of the final End-terms of de MOT programme.
  - b. We aim for the ideal international balance consisting of 50% Dutch students, 25% EU students and 25% non-EU students
  - c. Other faculties have already run a pilot admission procedure to select candidates to programmes with a limited capacity. MOT plans to join this TU pilot.
  - d. A ranking rubric must be designed in collaboration with the selection committee and OC members in September
  - e. This plan must be implemented in the TER before the end of August 2021.

Main items on the agenda to discuss in the permanent committees (members CoSEM/ EPA / MOT + the Director of Studies:

- Wellbeing students and staff (due corona measures)
- Evaluation results
- Annual reports of each programme Cosem/Epa/MoT 2019-2020

## Annex 1: List of members and attendees at BoS meetings 2020-2021

Maarten Franssen, teacher MOT (chair and member until December 2020). The successor is Geerten van de Kaa, teacher MOT (chair from December 2020 on)

Laurens Rook, teacher MOT

Florian Schmidt, student MOT

Job Wever, student MOT, secretary

Geertje Bekebrede, teacher CoSEM

Tobias Fiebig, teacher CoSEM

Alexa Petit, student CoSEM

Evelien van Brakel, Student CoSEM

Yilin Huang, teacher EPA

Jill Slinger, teacher EPA

Khamid Mukhamedov, student EPA

Francis Chia, student EPA

### Regular attendees

Wendela Louwerse-Houtzager Educational and quality assurance Advisor

Bert Enserink (2020), successor Haiko v.d. Voort (2021), Director of Studies MSc EPA

Robert Verburg, Director of Studies MOT

Ivo Bouwmans, Director of Studies CoSEM

Emma Insinger, Commissioner Master & Career of S.V.T.B. Curius

Arend Viëtor, Faculty Student Council