

OLC Meeting Minutes **24/09/14**

Attendance: Jeff Fynn Paul, Meike de Goede, Ksenia Robe, Rachel Quennel, Sabrina Ronco

Agenda

- Degree committee student member terms/election
- Degree committee tutor member representative nomination
- Degree committee meetings
- Student evaluations
- Student feedback 2013/2014, second semester
- Attendance and rules in lectures and tutorials
- Teaching award nomination
- Need for whiteboards in tutorial rooms
- Communication with Board: feedback on several issues needed for next meeting
- **Next meeting of the DC: 29/10/14, 4pm**

Degree Committee student member election

- student member elections should be scheduled for the beginning of the year; all three years of the studies should be represented
- from the four members of the previous year, one student has the possibility to stay for another term
- the student member election should then result in the appointment of one first year student, one second year student and one third year student of the program
- in the term 2014/2015, Sabrina (second year) will stay in the DC for a second term; the election of three new student members will take place in October 2014

Degree committee tutor member nomination

- one tutor is to be nominated for the term of 2014/2015 as representative of all tutors in the IS program
- Meike will contact Paula in order to organize the appointment/election of a volunteer

Degree committee meetings

- the DC decided on scheduling at least two meetings a semester
- the date of the next meeting is to be scheduled at the end of each meeting

Student evaluations and feedback

- regarding the date of student evaluations taking place, we discussed the problem of discrepancies of exam experience and overall course experience; however, in order to be able to evaluate the whole course, the final exam seems to be the most reasonable point of time
- midterm evaluations have proved ineffective as they are too early in the semester

Recommendations:

- move student evaluations back to final exam

Student feedback 2013/2014, second semester

- we noticed that 'History East Asia' as well as 'Politics East Asia' has low scores in

student evaluations; especially some lecturers
- Some tutors: low scores in some of the courses

Recommendations:

- observe student feedback on 'History East Asia' and 'Politics East Asia'
- do not position tutors in courses that are outside of their field of specialization

Attendance and rules in lectures and tutorials

- we see the insufficient and decreasing attendance of core lectures as problematic; waiting for answers on recommendations given after last DC meeting (recording, attendance lists, etc)
- we discussed the use of computers in tutorials and lectures and agreed on the point that it can be (and is often) used inadequately; use of computers, especially in tutorials, can be distracting and counter-productive for students attending the tutorial; we do not see a need to allow computers in tutorials
- as we believe that taking handwritten notes is much more effective and would also lead to a better atmosphere and concentration level, we think that the use of computers in lectures should be discouraged

Recommendations:

- lecturer should be able to choose if the lectures are being recorded or not
- no use of computers in tutorials (and lectures)

Teaching award nomination

- as the initial idea of starting an anonymous poll on possible nominations for teaching award candidates did not prove successful (not representative), we decided that the student members of the DC will agree on one candidate for nomination

Need for whiteboards in tutorial rooms

- there is a need for more whiteboards in tutorial rooms, especially in the rooms of the Schouwburgstraat building; a language teacher had to use a big sheet of paper in the class as there was no other way to write examples down

Communication with Board: feedback on several issues needed for next meeting

- we are still waiting for the feedback on the minutes and recommendations of the last DC meeting; of particular importance for the next meeting is the feedback for the questions and recommendations for third year courses (Thesis seminars, practicing IS) as well as the preparatory course for internships 'Organisational Theory, Culture and Behaviour'
- as we will agree on a date for the next meeting at the end of each meeting, this date will mark the deadline for feedback on recommendations and minutes from the Board

The next meeting of the Degree Committee will take place on the 29/10/2014 at 4pm. It will also be an introductory meeting for the newly elected student members and tutor representative.