

**Agenda of the Education Advisory Committee Astronomy (OC) meeting 193
November 30, 2016 13.00 hrs., Room XXX**

1. Opening and welcoming (Linnartz)
2. Approving agenda (all)
3. Concept minutes
4. Matters arising (all)
5. Announcements (all)
6. Status BSc students (Schrier)
7. Status MSc students (Schrier)
8. Courses (studentmembers)
9. Any other business (all)
10. Date next OC meeting
11. Closing (chair)

MATTERS ARISING			
OC	Nr.	Points of Action	Person
192	4	Maak docent Statistiek AN bewust van het feit dat de belangrijkste info mbt BRP aan het begin van het vak gegeven moet worden.	Vd Werf
192	5	Feedback vanuit OC terugkoppelen naar studenten.	Pen

Concept Minutes of the Education Advisory Committee Astronomy (OC) meeting 192 June 29, 2016 13.00 hrs., Room HL 204

Present: Linnartz (chair), Janse, Kleingeld, Segers, Schrier, Van Sluijs, Pen, Vd Werf. Toehoorder: Jolink
Absent with notice: Hogerheijde, Keller, Wilson, De Jong, Rossi, Zabel

1. Opening and welcoming (Linnartz)

2. Approving agenda (all)

3. Concept minutes

- Approved

4. Matters arising (all)

190/09: Talk to Brinchmann about the course Astr. Lab & Observing Project. Resultaat: opgelost en afgerond

190/10: Fix the beamer problem in HL 411. Resultaat: wordt vervangen

191/09: Recruit a student member volunteer for university OC meeting. Resultaat: Hogerheijde is er naar toe gegaan.

191/09: Alias mail OC studentleden aanmaken. Resultaat oc@strw.leidenuniv.nl is aangemaakt.

191/10: Create more advertising about when and how to contact study advisor. Resultaat: de studie adviseurs zijn er bij semesteropeningen, inloopuren, via website en mail en er kan een afspraak gemaakt worden. Kleingeld: studenten blijven het lastig vinden om langs te gaan, maar Schrier merkt dat het steeds meer wordt. Janse: advies is om beide studieadviseurs aanwezig te laten zijn bij alle semesteropeningen. Kleingeld/Jolink: de adviezen die beide studieadviseurs geven wijken vaak sterk af. Bij Natuurkunde heeft het advies vaak een negatieve lading, bij Sterrenkunde wordt er verteld wat wel kan.

191/12: Ask Kuijken to inform 3rd students that this year with BO/vakken is a unique situation. Resultaat Kuijken: heeft dit doorgegeven aan de studenten. Vd Werf: in 2016-2017 zal het vak Statistiek AN tegelijkertijd geroosterd worden. Vd Sluijs: achteraf gezien is dit haalbaar, maar als je nog vakken moet inhalen van bijvoorbeeld het 2^e jaar wordt het wel zwaar. Vd Sluijs: Statistiek AN naar 6^e semester schept wellicht problemen voor het BRP. Deze kennis heb je nodig om je BRP goed uit te voeren. Kan de meeste belangrijke info aan het begin gegeven worden of in de vorm van een crash course? (**Point of Action Vd Werf**): neem contact op met de docent om hem hiervan bewust te maken

191/12: Ask Kooman for feedback on the AN1 exam and retake grades. Resultaat: Vd Werf heeft docent gesproken. Tentamen was op dezelfde manier gegeven en met dezelfde vragen. Wel met een andere docent, maar inhoudelijk heeft hij de volgorde omgedraaid.

191/12: Discuss the level of Galaxies and Cosmology exercises with TA Segers . Resultaat: Is besproken met de docent en ook bij de vakevaluatie. Vd Werf: niveau vak voorheen bewust omhoog omdat studenten het 4^e semester te makkelijk werd ervaren. Nu is het 4^e semester in zijn geheel moeilijker gemaakt dus het niveau mag weer in balans komen met het niveau van het 4^e semester.

5. Announcements (all)

- a. Nationale Studenten Enquete:
 - Catering komt meerdere malen terug,
 - Examens moeilijker dan werkcolleges
 - Campusgevoel mist
 - Voorlichting: 3e jaar semesteropening, tijdens masterdag, mail rondgestuurd over masterplannen. Vd Sluijs: liefst halverwege BRP een voorlichting over hoe praktisch regelen als je hier een studie wilt gaan doen. Schrier: eindgesprek bij einde van het 3e jaar. Schrier: mail over praktische start master.
 - Buitenland stage: Janse: er wordt niet veel over gesproken of iets aan gedaan. Vd Werf: we willen dit vooral in de master beschikbaar stellen maar niet in de bachelor fase. Pen: Facultair International Office bestaat maar wordt niet actief gecommuniceerd. Schrier: de minor maakt de kans nu wel groter om dan in het buitenland ervaring op te doen. Studenten: geef wel voorlichting hierover in het 2e jaarvoorlichting, maar vertel dan de realiteit over hoe moeilijk dit te realiseren is.
 - Docentkwaliteit: nu is het oordeel lager dan voorgaande jaren. Dit verschilt wel met het oordeel van ICLON en mondelinge vakevaluaties. Studenten: sommige vakproblemen met name bij Natuurkunde vakken blijven bestaan ondanks de vele feedback.
 - Communicatie: er wordt veel gedaan met de feedback, maar dit wordt niet teruggekoppeld met de studenten (**Point of Action Pen**): Feedback terugkoppelen naar studenten.
 - OC evaluatie en meeting: regel lunches, dan komt er een hogere opkomst.
- b. Tentamen planning:
 - Hertentamens worden laat gepland in het jaar. Dat is lastig voor studenten en docenten. Pen: een hertentamen moet tussen de 4 en 6 weken gepland staan.
- c. CED: Kleingeld: het hertentamen was zwaarder dan het gewone tentamen.

6. Status BSc students (Schrier)

- a. 1^e jaar: 64 oktober, nu 53 actief. In januari voorlopig BSA 37 positief. Voor augustus is het nog moeilijk in te schatten, waarvan 26 studenten waarschijnlijk positief BSA in aug.
- b. 2^e jaar: 41 studenten, waarvan 33 propedeuse.
- c. 3^e jaar: 19 studenten, waarvan 11 BRP nu doen, 8 studenten die een 4^e jaar nodig hebben.
- d. 4^e jaar: 18 studenten, waarvan 11 BRP nu doen en 2 al BRP al hebben gedaan.
- e. Nieuwkomers: grote nieuwe groep + - 90 studenten, waarvan 35 studenten gesproken omdat er twijfel bestaat over niveau.

7. Status MSc students (Schrier)

- a. 23 master studenten, waarvan 11 international.
- b. 21 studenten, waarvan 2 achtergelopen
- c. 3e jaars: 9 studenten die uitlopen.
- d. Nieuwkomers: nog onduidelijk, maar rond 22 nieuwe studenten, waarvan helft internationaal.

8. Courses (student members)

- a. See course evaluation June 22 and 23.

9. Any other business (all)

- a. Assistentenrooster is rond en wordt gecommuniceerd.

10. Date and members next OC meeting

- a. Oktober, datum per doodle
- b. Leden: Wilson/Rogers blijft; Kleingeld blijft; Janse niet;

11. Closing (chair)

MATTERS ARISING			
OC	Nr.	Points of Action	Person
192	4	Maak docent Statistiek AN bewust van het feit dat de belangrijkste info mbt BRP aan het begin van het vak gegeven moet worden.	Vd Werf
192	5	Feedback vanuit OC terugkoppelen naar studenten.	Pen

Approved Minutes Educational Committee meeting 191 February 23, 2016 13.00 hrs., room HL204

Present: Hogerheijde, Linnartz (chair), Janse, de Jong (DLF), Jung (replacing Kleingeld), Segers, Schrier, Vaendel (replacing Van Sluijs), Visser (replacing Pen), Vd Werf, Wilson, Zabel.

Absent with notice: Keller, Kleingeld, Pen, Rossi, Van Sluijs.

1. Opening and welcoming (Linnartz)

2. Approving agenda (all)

3. Concept minutes OC 190 (all)

- Approved

4. Matters arising (all)

Point of Actions OC 190

190/6: Top 10 improvement facilities list. Result: list has been discussed with the Educational Office Astronomy and Physics department. Vd Werf: some improvements will be carried out; others are beyond reach of the Astronomy department.

Discussion about the improvement list follows:

No. 1) CANTEEN. Taking action to improve the canteen facilities is not possible. New canteen facilities will be available after the opening of the new faculty campus building.

No. 2) ACCESS. Extension of access outside office hours cannot be granted to all BSc students due to safety regulations, for example a BHV-er always needs to be present and the presence of dangerous materials in the building. And the extra costs that hiring reception personnel outside office hours requires.

No. 3) EXERCISES. 100% coverage is not possible. First, it is a practical problem: for lecturers it takes a lot of time to provide solutions for all exercises. Second, students learn most from taking the exercise courses; if lecturers do not provide answers it is a conscious decision. They want you to do it yourself.

No. 4) OC VISIBILITY. To improve transparency, De Jong suggests to publish the minutes on the Education webpage as part of the OC information section.

No. 5) LU CARD. The LU-card system does not work properly. Both staff and students have to upgrade their card every 4 weeks. Action from the faculty is required.

No. 6 and 7) CURTAINS and LIGHTS. Will be taken care of.

No. 8) TA. Vd Werf: TA's are informed about their tasks before the start of each academic year. Only 2nd year students find TA's not approachable. Suggestion Linnartz: ask course lecturers to discuss this with the TA's.

No. 9) BRP INFO. Vd Werf: it is a very good suggestion to provide 3rd year students with more information about the BRP. We will take care of this.

No. 10) DOUBLE BSC. Schrier: We will take into account informing double students about the choices to be made. Every semester has opening in which students are informed about their study programme. From the second year onwards, students are required to draft their own study plan. The study advisor sends information about the process. If needed, he makes appointments with students to discuss the plans. Students are also welcome to make an appointment themselves.

No. 11) BREAKS. Vd Werf: Lecturers will be asked to stick to the formal breaks more.

No. 12 and 13) Not applicable.

No. 14) APPLICATION. Vd Werf: if the app works, we would definitely implement it. De Jong: the faculty has also shown interest.

190/6: it is decided to organize a yearly career information meeting for MSc students in May. Details about the first meeting will follow soon.

190/7: Vd Werf will provide Zabel with further details about presenting a concise summary of the master survey at the next biannual education meeting for staff.

190/9: No update available due to absence Kleingeld.

190/10: No update available due to absence Pen.

5. OER (vd Werf)

General part

Until now, only the general part of the BSc is available. There is only 1 significant change: after the propedeuse, grades only remain valid for 4 years (instead of 5 years). This is a rule imposed by the university. De Jong: parliament is going to vote for a law that makes this impossible.

Intended changes in the curriculum

BSc year 1:

Modifications are discussed by Vd Werf. There will be a leftover of 2 EC because of the changes Physics will be implementing for 2016-17.

Suggestions:

- Add 2 EC to programming techniques with a focus on the practical side. It is not clear if students now have the feeling that they get too little.
- Include more observation in the programme. There is a need for more observing possibilities in the 1st year. Now there is only 1 night with the telescope. This can be done by adding 2 EC or skipping some of the physics experiments in the course Physics experiments that are less relevant for astronomy students.

BSc year 3:

- Full external Minor of 30 EC will be implemented (at the expense of astronomical content) for students who don't want to enroll in the MSc programme. These students are not required to follow Radiative Processes and Statistics. Consequence: they will not be automatically admitted to the MSc programme if they decide to continue their studies.

Comment Zabel: Statistics is the one course that the astronomy programme is lacking.

- The introduction of a new introductory course on general relativity is being considered. This course will be recommended, but not required for the MSc course Theory of General Relativity.

Other option is to include Radiative Processes in the MSc programme as mandatory course (for example every 1st semester).

Hogerheijde: Consequences for the content of the BSc programme should be considered. Radiative Processes gives a nice theoretical foundation that 3rd year students need for their BRP. Vaendel: this should not be a serious problem, because useful theoretical content for BRP is already provided in the BSc course Stars.

MSc

New stream is being considered: Astronomy and Data Science. This is discussed with Computer Science. It will be similar to the programme that is offered by Computer Science and Mathematics.

6. Report Education (vd Werf)

Vd Werf: Annual Education Reports have been communicated and approved with only 1 minor amendment.

7. Improvement list (students)

See item 4.

8. Exams in July (Linnartz)

Linnartz: exams that are scheduled in July are causing a lot of problems for lecturers because they have to grade while they are on summer leave. Suggestion is to reschedule the exams if this is allowed by the formal rules and regulations. According to Hogerheijde, there seems to be some air in the schedule in April and May. (Point of Action Linnartz): discuss the possibilities of rescheduling exams with Pen and Bhoendie.

9. Announcements (all)

- On April 7th, an OC meeting will be organized on university level to discuss best practices with all stakeholders. Linnartz will represent the Astronomy department, but is looking for an OC student member to join him. **(Point of Action Linnartz)**: recruit a student member by mail for the university OC meeting.
- De Jong: Marieke Vinkenoog says that OC student members from Physics and Astronomy are not easy to reach. **(Point of Action student members)**: check if mail addresses are working properly and create a new alias if needed.

Status BSc (Schrier)

1st year (2015):

- 1 October 2015: 64 students
- Provisional Negative BSA: Astronomy 34% and Physics 40%
- 1 February 2016: 56 students

2nd year (2014):

- 1 September 2015: 41
- BSA 2nd year: 5 provisional Negative BSA (12%)

3rd year (2013):

- 1 September 2015: 18
- 11 started their Bachelor Research Project (BRP)

4th + year

- 2012: 13 students (9 started BRP); 2011: 3 students (1 is finishing his BRP, other 2 no BRP); 2010: 1 student (will start BRP); 2009: 1 student (finished BRP)

Other comments:

- AN3 especially poor grades(less 10% passed); lecturer and course got both nice feedback during the first course evaluations; only the examination proved to be extremely difficult.
- Students are dropping by more often (it is still hard to get contact with them; only invitations by mail work); **(Point of Action Schrier)**: create more advertising about when and how to contact the study advisor.

10. Status MSc students (Schrier)

- Currently 52 active students
- 1 September 2015: 19 new students (10 national, 9 international)
- 1 February 2016: 4 new students (2 national, 2 international)
- 6 students now longer than 2 years in MSc

11. Courses (student members)

3rd year:

- Vaendel: students are worrying that they can't spend enough time on their BRP, because they have to spend too much time on course work. This year is unique because of the one-off

rescheduling of AOT. **(Point of Action Vd Werf)**: ask Koen Kuijken to inform the students that this year is a unique situation. Inform supervisors that students can only spend 2/3 of their time on their BRP.

- Statistics retake was forgotten by lecturer; 4 students have now taken it in March.

2nd year:

- Jung: sudden jump in the level of exercises Galaxies and Cosmology. Until now, there was no room for asking the TA. **(Action point Jung/Kleingeld)** : bring it up at the next problem class given by Segers.

1st year:

- Janse: there was a huge difference between the AN1 exam and retake grades; the exam grades were much lower than the retake grades. **(Action point vd Werf)**: Ask Kooman for feedback on the grades.

12. Any other business (all)

None.

13. Date next OC meeting 192

- Will be communicated.

14. Closing (chair)

- Vd Werf: the final version of the OER 2016-17 will be sent to all for the OC members' information.

MATTERS ARISING			
OC	Nr.	Points of Action	Person
190	9	Talk to Brinchmann about the course Astr. Lab & Observing Project	Kleingeld
190	10	Fix the beamer problem in HL 411	Pen
191	9	Recruit a student member volunteer for university OC meeting	Linnartz
191	9	Check mail address OC student members and/or create new alias	Student members
191	10	Create more advertising about when and how to contact study advisor	Schrier
191	12	Ask Kuijken to inform 3rd students that this year is a unique situation.	Vd Werf
191	12	Ask Kooman for feedback on the AN1 exam and retake grades	Vd Werf
191	12	Discuss the level of Galaxies and Cosmology exercises with TA Segers	Jung/Kleingeld