

Annual report Board of Studies MSc TIL 1/9/2017-31/8/2018

Faculty CEG, 3mE, TPM, Delft University of Technology

This annual report of the Board of Studies MSc Transport, Infrastructure and Logistics (TIL) provides an overview of its actions during the academic year 2017-2018. This review serves to inform people and bodies within the TU Delft concerned with the TIL program about the status of recent and ongoing items within the BoS TIL. Also this document gives new BoS TIL members insight into recent and ongoing items, and supports the progress of actions in the coming year.

BoS TIL is an active committee who in a constructive-critical manner works to ensure the highest quality of education in the TIL program. BoS TIL interacts regularly with TIL teachers, students, Board of Examiners, Education & Student Affairs, and the TIL Program Coordinator and TIL Director of Studies. The BoS consists of 6 members, of which 3 staff members and 3 student members. In 2017-2018 the board consisted of:

Dr. A.J. Pel	staff member and chair (CEG)	since January 2017
Dr. M. Kroesen	staff member (TBM)	since September 2015
Dr. X. Jiang	staff member (3mE)	since January 2017
Ms. T. Uzel, BSc	student member	since September 2017
W. van Lindonk, BSc	student member	since February 2018
Ms. A. van Nass, BSc	student member	since November 2017
F. Aanhane, BSc	student member	till January 2018
Ms. A. Silven, BSc	student member	till October 2017

supported by Ms. M. Roodenburg (Secretary to the Board). The BoS has met seven times. Each meeting was preceded by a preliminary consultation meeting with the Director of Studies, the chair BoS, the programme coordinator and the secretary to the BoS.

BoS TIL has performed its lawful roles and responsibilities:

- Provide advice on the establishment of the Teaching and Education Regulations (TER) and Annex
- Assess the implementation of the TER
- Provide advice – solicited and unsolicited – to the Deans, the Directors of Education and the Director of Studies concerning the program and all associated teaching-related affairs

Important Items 2017-2018

Prominent items relate to education quality and the TIL program.

1. Education quality

1.1 Advice on external Internship and Thesis

1.2 Advice on demonstrating assessment quality in Courses and Study Programme

2. TIL program

2.1 Advice on MSc TIL TER and Annex 2018-2019

2.2 Advice on MSc TIL Program Final Attainment Levels Match

2.3 TIL Teacher Meeting: Specialisations

2.4 TIL Societal & Industrial Committee Meeting

3. Administration

3.1 Advice 'Update website MSc TIL'

3.2 Advice on representative Course Evaluations

Elaboration on items (summarized from full advice as given)

1. Education quality

1.1 Advice on external Internship and Thesis

The BoS strongly values the possibility of an external internship. The BoS recommends to require that the external internship should have an academic focus (a research project). This can easily be implemented by including the possibility of doing the research externally in the course description of the “TIL scientific assignment”. In that case the course “external internship” can be dropped from the program. In addition, it would be nice if the TIL scientific assignment would have the function of helping students to understand the demands from industry as well as the “demands” from university to have sufficient academic focus.

1.2 Advice on demonstrating assessment quality in Courses and Study Programme

The Director of Studies likes to receive from the BoS input on how the BoS ensures that the guidelines 12 till 16 in the assessment policy are carried out and if any improvements are possible. The BoS has taken note of the formulated responsibilities and in general do recognize the mentioned responsibilities and guidelines. The BoS foremost rely on:

- the Teaching and Exam Regulations (including Implementation Regulations) as these are annually determined;
- the Study Guide course descriptions as these are annually determined;
- the EvaSys course evaluations collected quarterly, and the Dispuut Verkeer course evaluation lunches organised quarterly;
- any formal and informal channels (e.g. students, teachers, Board of Examinars, OSA, FSR, etc.) via which the BoS receives input and feedback on issues relating to education implementation and quality.

The Bos is in open communication with all TIL-related bodies as well as teachers and programme director and programme coordinator. Responsibilities are addressed:

- by examining and assessing every year the changes in the Implementation Regulations
- whenever problems/issues are (informally) reported to the BoS
- when a course is evaluated (very) badly
- via the TIL teacher meetings (organised around themes such as learning objectives, testing, mode of assessment, mode of instruction in the subject descriptions).

2. TIL program

2.1 Advice on TIL TER/Annex 2018-2019

BoS TIL has reviewed the draft TER & Annex 2018-2019 and formulated advice regarding items related to the articles on programme evaluation, the articles on ‘examination’ (TER, 16-20) and some other minor issues. The Bos advice is positive about the proposed TER and Annex MSc TIL with the exception of some minor comments / recommendations.

2.2 Advice on MSc TIL Program Final Attainment Levels Match

The BoS has analysed the attainment levels in their own Excel file. The results has been sent to the Director of Studies. The input from the BoS has been used in the TIL Teacher Meetings, the curriculum 2018/2019 and the upcoming accreditation.

2.3 TIL Teacher Meeting: Specialisations

There has been five TIL Teacher Meetings in the academic year, one for each specialisation and one for the fundamental courses. In each meeting the responsible lecturers have discussed items on:

- the TIL Tools in the courses

- the relation between the course and the specialisations
- TIL Assessment Best Practices.

Furthermore there have been three meetings with responsible lecturers about 'assessment'. The meetings have been organised by the Director of Studies and the chair BoS. The input will be used for the accreditation and to improve the programme.

2.4 TIL Societal & Industrial Committee Meeting

The Director of Studies and the chair BoS have organised a TIL Societal & Industrial Committee Meeting with members from different fields. Items that has been discussed are:

- Learning objectives of the programme
- Strengths/weaknesses TIL students
- Structuring and involvement of "workfield" in programme.

A lot of valuable information has been shared. Next academic year a second meeting will be organised.

3. Administration

3.1 Advice 'Update website MSc TIL'

The information on the website of TIL and the video shown on the website are either outdated or are not fulfilling their potential. The BoS provides a couple of suggestions for improving the website.

3.2 Advice on representative Course Evaluations

One of the responsibilities of the BoS is to assess the implementation of the Teaching and Education Regulations throughout the academic year and to ensure the highest quality of education in the TIL program. Besides the (formal and informal) regular interaction that the BoS has with staff and students involved in the TIL program, an important instrument in meeting this responsibility is via EvaSys course evaluations collected quarterly, and the Dispuut Verkeer course evaluation lunches organised quarterly. This way, the BoS TIL monitors course evaluations over the years in a self-constructed spread sheet overview. Evidently, this only works as long as the feedback collected via EvaSys evaluations is representative for the student population that have taken the course. In this regard, the BoS has detected two problems:

- The number of EvaSys respondents is rapidly declining, such that for many courses the current responses (i.e. scores and comments) are no longer representative as feedback to monitor and improve a course on
- Students choice whether to fill in EvaSys is discretionary, such that this will likely attract more polarised responses (as in attracting responses from students that were particularly positive or particularly negative about the course, instead of 'simply satisfied'), and in principle there is no guarantee that responses are only collected from students that have actually followed the course.

These two problems together lead to the current situation in which EvaSys is very limitedly useful to the BoS TIL to perform their responsibility to monitor and ensure the quality of the TIL education.

The BoS suspects that this issue is more general than just the TIL program and therefor kindly asks Education and Student Affairs to take a close look at the current way in which courses are evaluated, and advice on how this can be improved.

Actions for 2018-2019

In 2018-2019 the BoS TIL will focus on:

- Communication towards students on program-related items, including Specialisations (i.e. support of specialisation choice)
- Quality of assessment within the TIL program and across the Specialisations
- Study-ability of the TIL program, as a whole and within each quarter
- Increasing student feedback on EvaSys course evaluations to ensure its validity