

## UTEA evaluation



### Before the event

The committee was created at the end of December 2019. This was a good time to start with the organization. In January, an e-mail has been sent to the study associations when the DOPs must be finished. To narrow down the number of candidates further, the candidates had to write motivational letters. This was a good way to select the best candidates, as you do not want to take up too much time of the already busy teachers.

As a further round of selection, it was planned to have mini-lectures with the committee selecting the best candidates. Due to the corona situation and limited time of teachers this was however not done. It was then decided to have these mini-lectures during the event itself. For next year it may be nice to have a physical 2<sup>nd</sup> round of mini-lectures with only the committee, jury and candidates left.

Promotion of the event was done via study associations, via a facebook event, via the Student Union and by promoting on a platform for UT employees. In the end, there were approximately 150 attendees including many teachers, so the promotion was successful.

### During the event

The event took place online using bluejeans. This medium was necessary due to the corona situation, however bluejeans proved to be well suited for the amount of attendees. The event in total took around 1,5 hours. This is a good amount of time considering it should be finished before dinnertime and should start late enough for students and teachers to have time to attend. The OS responsible of the committee presented the event, however this could also have been another committee member. The rest of the committee guided the event and was a part of the jury.

The rest of the jury consisted of three old winners. One of them could not show up last minute, another did well, and another was a little blunt in his feedback. For next time it may be a good idea to have a meeting with the committee and the jury. This way certain things, such as the amount of decision time can be discussed beforehand. Another good addition would be one committee member receiving the jury before the event, so they know exactly what to do.

The voting was done using a google forms where students have to log in using their utwente account. This year there were a lot of votes from people not attending, however there is little that can be done to prevent this.

Due to the corona situation, the prizes for the candidates and a present for the jury have been sent to the home of the jury or candidates. The prizes were flowers, wine and a cup for the winner. The prizes were appreciated by the jury, candidates and the winner.

### After the event

The financial completion of the event did not go to well. The budget was sent to the student union after the event, while it should have been done before the event. Moreover, it was unclear how the committee members could declare their costs. At first it was declared directly at the SU however this should have gone via OS. This resulted in the committee members still not having all their money back.

### **Committee organization**

The committee consisted of one member of each faculty and one OS responsible. The OS responsible was chairman and the minutes switched around between the members. One member of each faculty works quite well, as it improves the promotion and communication to teachers.