

Setup of the committee

The committee consisted of 4 members this year, this was a good amount, however, less is not recommended. The OS board representative was chairing the meetings, there was not a set chairman from within the committee. This worked well.

For the event itself it might be useful to have a chair of the day who is in charge of the event. The committee started in half January, this was a good starting moment. This is also a good moment to announce to the study association what the deadline for lecturer selection will be. However, for some study associations it was still unclear what their responsibility is here with regards to the DEA (De-central education award). It would be wise for the UTea representative to already send a reminder to the associations somewhere in November/December to remind everyone of their responsibility to organise a DEA. Plan the event somewhere in the first half of the 4th module to prevent lack of attendance due to deadlines/exams.

Pre selection of lecturers

For the pre selection we asked the teachers to write a motivational letter. This was a good start of the selection. This was easy for the teachers to participate in the selection, and therefore many teachers participated. A few years ago teachers had to make a video, however, this cost a lot of time and therefore less teachers participated. We recommend the motivational letter.

From the moment the winners of the DEAs are known, we should also have contacted the winners themselves to prevent indirect communication. This year there was a problem with some associations who were unable to provide our information to the teachers.

Some study association and teachers were too late in participating in the pre selection, this year we allowed some teachers who were only slightly late to still participate. Teachers who responded far beyond the deadline have been denied. Make clear for yourself what the deadline for this is.

Everyone prepared all letters from the teachers themselves based upon the predefined requirements and questions, personal opinions and lacking of or giving extra information. During a meeting we discussed all letters and categorized them from a 'no', to 'maybe' and 'yes'. This gave a framework for an efficient meeting, it worked well for us and did not cost too much time. After this selection we asked six teachers to give mini lectures.

Asking teachers to give mini lectures was a good idea. It gave us a good idea of how the teachers teach and verify the information they gave in their letters. Also, it gave us the opportunity to ask questions about their letters. Based upon several criteria we graded all the teachers. Finally we chose the three best teachers to go to the finale. In our opinion this was a good way of selecting the best teachers.

Event preparation

The overall reaction on the presence of the student assessor was positive and we would advise to have at least one student in the jury next year as well. The student should however have some reason to be in the jury (student assessor, old committee member etc).

For next year we recommend to ask more jury members way in advance, since gathering teachers is relatively difficult and once the finalists are known, some jury members might withdraw themselves because they might have a conflict of interests with the finalists.

Having a thorough plan of action is very useful for the event, since during the event you do not always have the possibility to discuss things with each other. This way everyone knows what they have to do. Make sure you have one. A good tip is to be in time for the event, make sure you are present at least one hour in advance to arrange the final matters.

Make sure the materials are ready in advance. We, however, found the associations somewhat lacking in their support in promoting, this could improve by incorporating the association in the promotion. We could sit down with them and discuss effective promotion plans with the finalist, the committee and the association.

The Facebook event page was not used to its optimal potential. The University of Twente campus app could also be used to promote the event.

Think of different promotion ways: SU screens, M&C, banner, UToday, Student Report, posters and flyers, stand at a building entrance.

Make sure to contact Marketing and Communication (Spiegel, Emmie Keizers) in advance of the event. They organize the Opening of the Academic Year and need to be present to shoot promotional videos and photos. Moreover, the chairman of the UTea committee (or a representative) will be asked to hand out a check to the winner of the UTea and give a speech during the Opening of the Academic Year. Side note: this is a very formal event and requires some preparation.

Involve the SU more in the event since it also their event, they could help especially with the promotion.

Make sure the drink is in order on time and ask some help with the snacks. External BHV could also be useful (as in, not members of the committee themselves).

Event itself

The choice was made to not have a theme this year. This allowed the lecturers to choose their own subject, which enabled them to have very different subjects which, in the end, kept everything interesting.

The background music during entrance was a positive addition to the event, setting a positive ambient mood. Make sure the event is special.

Think about the tech the ID could provide to enhance the event. (Additional/speaker screen, throwable mic, hand/paper projector, pointer, handheld mics) This really added to the professional atmosphere of the event.

The voting procedure. We used a Google form for digital voting, this worked well for students to vote, however, teachers were unable to vote, since we restricted responses on the form of only UT users. For next year you need to make sure the voting procedure works good and is tested well. Fraud is also an issue that may occur when you use digital voting, only when using paper you can prevent this. In the case there may occur any problem with the digital testing during the finale, make sure you have paper at hand.

For the plan of action, also note down who is going to give the awards.

Waaier 2 was a good location, but a board/poster to show that it is in waaier 2, not waaier 1 would have been nice. The ID has small boards which can help with this.

Other

Make sure a UTea committee representative can be present at the Opening of the Academic Year to give a speech and hand out a check to the winner of the UTea. The committee will have to contact M&C (Spiegel, Astrid de Graaf or Emmie Keizers) in advance of the UTea finale.

If any questions or doubts arise, you can always contact one of the previous committee members. The OS board representative will know how to contact those.