Minutes from Media Technology Study Board Meeting 2023.8
Wednesday, September 13, 2023

Present members: **Secretaries:**
Claus B. Madsen (CBM)   Signe Sølgaard Garp (SSGA)
Cumhur Erkut (CER)   Anne-Marie Rasmussen (AMR)
Olga Timcenko (OT)
David Meredith (DM)
Lukas Gade Ravnsborg (LGR)

Present observers:
Jesper Rindom Jensen (JRJ)
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH

Absent:
Asger Arendt Langhoff (AL)
Mads Nyborg Jespersen (MNJ)
Nis Ovesen (NOVE), observer
Doğa Gürler (DG), observer LID student
Kit Valentin (KV), observer MED student AAL
Atle Søeborg Nyhus (ASN), observer, study counselor CPH
Jeanette Karina Ærengren (JKÆ), observer, study counselor AAL
Nicolai Reinhold Schøler (NRS), observer, study counselor AAL

Minutes keeper:
Anne-Marie Rasmussen

Agenda		Enclosure
1.	Approval of agenda and minutes from last meeting	2023-8-1
2.	Information from the Chairman	
3.	Information from the Vice chairman	
4.	Status on the action plan from meeting no. 2023.7	2023-8-2
5.	Study plan revision • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	2023-8-3
6.	Self-evaluation action plan • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	
7.	Minutes from employer panel meetings for all Master programs, May 2023 https://www.en.create.aau.dk/studies/employer-panel-for-media-technology#2023	
8.	"Kvalificering af AAU Basispakke"	2023-8-4
9.	Preapproved credit transfer, MED1 and DAKI1, Fall 2023	2023-8-5
10.	Dispensation framework, MSc01 students, Fall 2023	2023-8-6
11.	Meeting calendar, 2024	2023-8-7
12	Types of evaluation reports	2023-8-8

13	Any other business	
14.	Dispensations • Information from the study board secretariat • cases (one)	

1.   Approval of the agenda and minutes

Approval of agenda: Agenda approved. HJA attended the meeting regarding topic no 5.
Approval of minutes from the previous meeting: Minutes approved.

2.   Information from the Chairman
As SSD is picked for two audit trails in AAU´s Institutional Accreditation, CBM will attend an important meeting next week. No further news.

3.   Information from the Vice chairman
LGR will also attend the accreditation meeting next week. No further news.

4.   Status on the action plan from meeting no. 2023.7

Minimum admission requirements 2.0 for the 2024 intake
All master programs must make new, more specific admission requirements for the 2024 intake. Not handled yet.
15.12.22: Not handled yet.
18.01.23: Not handled yet.
08.02.23: Not handled yet.
08.03.23: Not handled yet.
12.04.23: Not handled yet. CBM will start the process.
03.05.23: Not handled yet. CBM is waiting for Ellen (Programme coordinator for LiD) is back from sick leave.
17.08.23: We had a debate about this topic. What does the admission criteria mean, and how will we be able to write them correctly in the study plans. It seems that the administrative system at AAU would like to have an algorithmically system to handle it, however in reality the programmes' designated application reviewers apply a more holistic approach, evaluating each individual applicant on general suitability and likelihood of succeeding on the programme. The main purposes of the admission criteria are 1) to discourage applications from not-qualified students, and 2) to give potential students a clear idea what background is needed to succeed on the programme.
13.09.23: CBM will ask the program coordinators and the application reviewers for each education to hear if they are fine with the admission criterias as they are. **Remains in the action plan.**

5.   Study plan revision

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy B.Sc. and Medialogy, M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy, M.Sc. CPH**
- **Sound and Music Computing, MSc.**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

The Study Board secretariat has received a mail regarding the new reform for master programs. Basically, it means that the department should consider cutting down 25% of the ECTS of some of our master programs (from 120 ECTS to 75 ECTS). To this topic we have invited head of department Hans Jørgen Andersen (HJA) to explain what this means, and which study programs that could be in focus.

We have received some background material to support this topic. See attachment on Moodle.

HJA explains that it is a political decision, and we cannot really debate whether it is clever or not. We could in principle say "we will do nothing", but then it is almost certain that the dean or head of university will make the decision for us.

Hence, the thought from HJA is to change the Master's in Medialogy to 75 ECTS (25%) in both Aalborg and Copenhagen. Our other Master's programs (SSD, and LiD) are not realistic to pick for this. Mainly because the other programs will suffer from having less international students that will not come to DK to study for such a short period, and it will also be difficult to support qualified research groups when they are based on such scaled down educations. SMC is already scheduled for closure, so it is not relevant to consider that, either. SMC is still targeted to become a specialization under Medialogy.

Is it possible to move the students into "erhvervskandidatforløb" like the students from A&D? HJA: It is, but the students will have to find employment during the study, as it is not funded by SU. It will demand a lot from the department to secure employment to all students.

Regarding economy HJA explained it will be less income for the department if we choose the 75 ECTS program, but we will also spend less money on running the program.

CBM has contacted the legal office regarding length of the master thesis in the 75 ECTS program. The thesis will probably be cut down to 15 ECTS out of the 75. The whole education will have to start earlier than the rest. Finally, the study plan will have to be approved within November 1, 2024.

DM: Master's programs in Britain are for 1 year. Traditionally programs are more project based with a high research aspect.

We had a debate about pros and cons.

What do the students think of it?
LGR: Prefer depth than broad. Medialogy is already broad.

Conclusion:

In view of the options, and in view of the fact that it is somewhat a "pest or cholera" situation, the Study Board of Media Technology supports the idea of proposing that the department can cut the Master's in Medialogy down to 75 ECTS, but it will have major consequences. Some of these we really do not know yet. It will push us to revise both our Bachelor and Master's study plans for Medialogy with a short notice. The study board does not believe it will make sense to alter the Master's study plan so much, without also making major changes to the Bachelor study plan.

Some of the questions and observations from the Study Board that the department may bring further up the command line:

- The Study Board of Media Technology (MSN) is concerned that reducing the Master's in Medialogy to 75 ECTS most likely will mean cutting the option of a 30 ECTS Project-Oriented Studies in an External Organization (POSEO) from the study plan, and this will definitely hurt employability and transition to employment
- Cutting POSEO from the study plan will also severely hurt the quality of theses, as many are done in collaboration with POSEO organizations – and ultimately this will hurt the department's interaction with industry, also in terms of research
- MSN is concerned with the thesis semester being limited to 15 ECTS – it will not be possible for students to achieve a sufficient level of depth in such a short thesis project
- MSN is concerned with the goals of starting the education earlier, as well as running the thesis block over summer. How will students be supervised and supported, when VIP staff and TAP staff is on vacation?
  MSN is concerned with how to place re-exams. If students on the Master's start in August, when will they then take re-exams to get ready for the Master's?

6.   Self-evaluation action plan

- **Medialogy B.Sc. and Medialogy, M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy, M.Sc. CPH**
- **Sound and Music Computing, MSc. CPH**
- **Service System Design, MSc.**
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CBM briefly showed the action plan for our programs. Specifically, he oriented about the SSD students that response that they spend 30 – 35 hours pr week, but to the staff they claim that they are stressed by project work and courses. It does not really make sense.
CBM has in this case had a meeting this morning with the coordinators of the program. One reply was that it is hard to get the students to attend the meetings.

It is also important to state that a coordinator have 2 semester group meetings and 1 evaluation meeting per semester.

We had a debate if there are any way to have reliable student responses next to the surveys as we know them today. Generally, students down prioritize the courses as when they go to job interviews, they only present project work.

7.   Minutes from employer panel meetings for all Master programs, May 2023

CBM showed the department webpage where the employer panel meeting minutes from the May meetings can be found. This is a good chance to reflect on these meetings.

CBM: An employer panel mainly consists of two people from the industry. We invite them once a year, to inform them about the study, planning, employment etc. The meetings are important to the quality system at AAU.

We did not have any comments to minutes.

8.   "Kvalificering af AAU basispakke"

The Vice chair and chair of the study board has received a mail regarding the AAU "basispakke". And they would like to ask the study board about the "basispakke" that is offered.

The Study Board concludes that the "basispakke" is fine according to the needs of the students registered in our study plans. However, some of our students will need systems outside the "basispakke". E.g. Overleaf, Matlab, Unity, R, Refworks, VMware etc. etc.

9.   Preapproved credit transfer, MED1 and DAKI1, Fall 2023

The study board secretariat has handled a number of applications regarding preapproved credit transfer. See attachment to this topic.

We had a debate if the scientific staff should take part in the decisions. It is sometimes late when we receive the applications. We will involve the scientific staff in the future, if we have questions in the secretariat.

10.   Dispensation framework, MSc01 students, Fall 2023

For your information the study board secretariat has handled a small number of applications regarding dispensation framework (students with a Medialogy bachelor that is not completed). See attachment to this topic.

11. Meeting Calendar 2024

The study board secretariat presented a draft to a meeting calendar for 2024. No comments to the calendar.

12. Types of evaluation reports

The study board secretariat occasionally works on evaluation reports. Due to that CBM would like to inform the study board bout the different reports.

"Dimittendundersøgelser" – CBM showed the survey result online. They run every 3 years. The last one is from 2020. It is typically very long. All graduate students from the last three years receive a link to this survey. This is the total document of the survey results.

Evaluation of study activities (ESA): One report made by the coordinator for every semester. How the semester ran, what was good and what was not good. Minutes from meetings, survey results and grade statistics.

Program evaluation: Quantitative information and qualitative information.

It can be difficult to get a big picture. And what do we do with all this stuff?

LGR: Would like to know if it has had any relevance. Would like to make it better for the next generation.

CBM: The surveys are challenged by very low response rates. The ESA is the responsibility of the coordinator.

We had a debate about what is visible in the daily life and what is put into the report. Relevance and how it is presented. Finally, how it is handled in other departments.

AMR: Would it be possible to have a report for the Program Evaluation like the ESA report?

Action: CBM will ask NOVE about the Program Evaluation Report process.

13. Any other business.
Nothing to this topic.

14. Dispensations
- **Information from the study board secretariat**
  None.

- **Cases (closed point)**
  One case was handled.

Actions:

Minimum admission requirements 2.0 for the 2024 intake
All master programs must make new, more specific admission requirements for the 2024 intake. Not handled yet.
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13.09.23: CBM will ask the program coordinators to hear if they are fine with the admission criterias as they are.

Types of evaluation reports
CBM will ask NOVE about the Program Evaluation Report process.

Topics/actions to the next meeting agenda:

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps (June)