



AALBORG UNIVERSITET

Minutes from TB study board meeting

May 23rd, 2022, 12.30-15.00

Present:

Members: Maj-Britt Quitzau (Head of Study Board), Lars Botin (Programme coordinator TAN CPH), Maurizio Teli (Programme coordinator TAN AAL), Signe Pedersen (Programme coordinator BD CPH), Maja Elisabeth Hultberg Rasmussen (student rep. TAN AAL), Gorka Diaz (BD/SD-studerende).

Observers: Rasmus Mølgaard Hansen (student study councillor TAN AAL), Marc Dean Mejnert (student study councillor TAN CPH and minute taker)

Absent:

Members: Andrés Felipe Valderrama Pineda (Programme coordinator SD CPH); Andreas Birkbak (rep. Dep. of Culture and Learning CPH) – mandate to Maj-Britt; Petrine Tveden (student rep. BD/SD) – mandate to Gorka; Bob Mølgaard Sørensen (stud. rep. TAN AAL) – mandate to Maja.

Observers: Astrid Oberborbeck (rep. Dep. of Culture and Learning AAL), Laura Telling Clausen (student study councillor BD/SD CPH), Helene Nynne Lauterbach Sandholdt (student observer BD), Janni Rise Frellsen (Study Board secretary), Diana Wolff Bie (study secretary TAN AAL).

Locations:

CPH: ACM15, 2.1.025

AAL: RDB14 4.307

Online Teams link

Follow-up for Janni and Maj-Britt

Follow-up for others

Headings marked with **bold** are quality items, and main conclusions in the summaries.

Meeting agenda

1. Approval of agenda
2. Information from study board chair and secretary
 - a. No applicants for recruitment of new student study councillor TAN AAL
 - b. Information about meeting regarding TAN Closure
3. Short recapitulation of points from earlier meetings (appendix)

This point on the agenda contains the action list from previous meetings. The list helps to ensure that all actions from the meetings are executed. At each meeting, the main deliverables and updates are outlined.
4. Appointment of teacher of the year (vice chair)

Each year, the study board appoints a teacher of the year based on feedback and inputs from the students. The teacher then participates in the appointment for both the faculty and the entire university. This process is led by the students and the vicechair.

5. Graduation plans (appendix)
The graduation plans for the educations are presented and discussed. This point is mainly to ensure that the plans are in preparation and that the form and content looks appropriate.
6. **Semester descriptions autumn 2022 – only TAN9 (appendix)**
The semester descriptions for autumn 2022 is commented on and approved. Only TAN9 is treated, since SD3 is still awaiting the exemption regarding the new elective project module.
7. **Drop-out rate status (appendix)**
Line produces an overview of the drop-out rate status for both 1st year and for the following years for our educations. The overview contains both numbers for drop-out, indicator status and explanations from students concerning drop-outs. This allows us to follow the development in drop-out status. The numbers are discussed and commented. If needed, initiatives and actions are decided.
8. **Self-evaluation action plan – status quarter 2 (appendix)**
Maj-Britt goes through the self-evaluation action plan for the 2nd quarter. The current status is discussed and the timeline for initiating the different actions are outlined.
9. SPS status from teacher councillors
The SPS arrangement has shifted organizational character and is now run externally through Olivia Danmark. The study board would like to follow up on how things are running now after the first period with the new organization. Maj-Britt has written to our current SPS supervisors (Nanna, Tom and Maj-Britt) and asked Olivia Danmark for information about whether we have others handling students under our programmes. The experiences are outlined and discussed to reflect whether actions are needed or not.
10. Distribution of the rest of the UFM2 funds (appendix)
TB-SN discusses how to prioritize the rest of the UFM2 funds. We did not get approval for using our representational account for the Friday Outlook and Project Narrative, so it should be considered whether we want to prioritize some for this or whether it should benefit the students more directly.
11. Any other business (AOB)
This is a standard point on the agenda if some of the members of the study board should have any issues that they would like to raise. Please do also remember that you can always ask for having points on the agenda.

Meeting minutes

1. Approval of agenda
Maj-Britt is sorry that some of the material, including the April meeting minutes, was uploaded a bit late according to the formal requirements. There is acceptance for the delay from the participants and all points on the agenda are handled. The April meeting minutes were approved.
Marc has accepted to take the minutes, because Diana has been excused for the meeting and Janni had a sick child at the last minute.
The agenda is approved. Those that are not represented have transferred their mandates to participating members, so we are fully represented.
2. Information from study board chair and secretary
 - a. No applicants for recruitment of new student study councillor TAN AAL
There were no applicants for the position in TAN AAL for the original deadline, but we received an application from a good and interesting person shortly after. We decided to go forward with an interview and hope to engage this person. It looks like a good candidate.
 - b. Information about meeting regarding TAN Closure
TAN had an information meeting with Dean and Vice Dean. We were short on time again, however, it was a good and constructive meeting. Students had good arguments and several inputs. The Dean tends to challenge some of our views, and this is frustrating for the students and teachers. The Vice Dean is very attentive and seems to understand the frustrations well. The agreement was to follow up with a working group / task force consisting of students and

faculty members. Maj-Britt and Lars are in it. **Maj-Britt will discuss with Maurizio if he is able to join.** Next meeting will be held in June, probably in week 25, **which Maj-Britt will call for,** when a date is settled. Maj-Britt will be facilitating the meetings of the working group.

- c. Maj-Britt has received an email about a transdisciplinary course in entrepreneurship for teachers. It looks interesting, but time consuming. Maj-Britt is wondering how we should circulate this sort of thing. Should the invite be sent out generally or to some selected teachers? **The general opinion is that it is best if we target such invitations for specific teachers.**
- d. Maj-Britt attended a conference on Computational competences in teaching. She learned that it is relevant to think about how programming can be integrated across different academic areas. The digital universe can open up how students are able to understand their own field with the use of coding – such as math, societal courses, and the like. This could be an idea for how these digital tools can be integrated into the teachings, and it might be something that we should take up on a coming study board meeting. A good example is digital anthropology, where Culture & Learning are using programming to expand what anthropology could be. It could be helpful to think more about such digital tools and how to engage the students and give them more options. It should be included in the educational goals.
- e. Rasmus mentions that he has a lot of companies that would like to “advertise” potential projects. It is currently unclear how best to get this out to students. A solution for now could be to figure out the proper target semester and send it to a target semester coordinator. Right now, jobbank.aau.dk is currently the way to go, however it could be an idea to integrate something better, so students can engage.

It is agreed that we should use ‘Teknoantropologi på Tværs’ on Facebook to advertise these projects, jobs, internships, etc. The same goes for BD/SD, but here, a Facebook group needs to be set up. Maj-Britt will set up a meeting to systematize and facilitate this with student study councillors.

3. Short recapitulation of points from earlier meetings (appendix)

The agreement about these points is that Maj-Britt does not go through them, so that we prioritize time at the meeting to get more into depth with the current agenda. The list serves as a reminder and control that we do follow up on agreed actions. Generally, there are a lot of actions, and it takes time to go through it all. However, the most important points are getting taken care of.

Good spirits, it is going well with the work. Please point out to Maj-Britt if something needs prioritization. **No comments to the action list.**

4. Appointment of teacher of the year (vice chair)

Maja has facilitated the process. The students had a meeting last week. A survey has been sent out to the students and more nominations were submitted this year. This year we received 30 compared to 10 last year, so we will continue with this format. Perhaps it is an idea to start it earlier next year and review how it is being sent out to students. Also make it more visible for semester coordinators, so they might support the process. The decision was rather easy due to one teacher receiving more votes than others. We are generally of the opinion that all the teachers are great and deserve recognition. The students were promised by Maja that the process needs to be discussed and reviewed, as it is not an optimal process for how the teachers are chosen. It skewed to TAN this year, so it does not seem completely fair. Jorge has been chosen as the winner of the teacher of the year, due to several factors.

One outstanding quality was his consistency being nominated by students from several semesters and his overall passion for TAN. It is agreed that Marc and Maj-Britt will take care of the reward ceremony and a gift will be purchased for this. Big thanks to Maja and the students for facilitating this.

5. Graduation plans (appendix)

The plans for graduation have not been uploaded. Maj-Britt reads up the current plan from an e-mail about the planning. Lars has been asked to speak and the students have been encouraged to say a few words. The graduation is being held during the Roskilde festival, so some students have announced they will not be able to participate. Maj-Britt will be facilitating from Copenhagen and will not be coming to AAL.

The study board talks about how the graduation is very long and dull because there are so many educations. E.g., TAN AAL students have to sit for long time, even though they are very few students. During COVID it was nice that each education could do it on their own. **It is agreed that Maj-Britt should suggest to Pernille that the graduation could have a common part with keynotes for all, but then, each education could go out in their own room and do the relevant talks and hand over the diplomas.**

6. Semester descriptions autumn 2022 – only TAN9 (appendix)

We have not received the descriptions, so we will handle it when we receive them. TAN9 has a revision going on, so it takes some collaboration and there are issues with semester coordination at AAL.

7. Drop-out rate status (appendix)

The study board is happy that the numbers are now collected in the same file. **The study board would like some graph visualization to better see the trends.** Maj-Britt will ask Line Vittrup if this can be produced. Everything was being done manually, so it was only possible to get the numbers twice a year. The data right now is colour coordinated. If we lose students by the first month, they won't be reflected in the data, as they are not counted as drop-outs. Since we are now able to get the recent numbers, when we need these, **it is suggested that we review these quarterly.** The 2021 numbers are missing from the large file, due to a technical error, but is found in the other file for now. STADS is late with information, so the numbers that we see are not necessarily reflective of inactive students, and we should be aware of that. **We should have a list with reasons for the students to drop-out. It could be useful to investigate.** Janni and Maj-Britt will coordinate to work more systematically with this.

8. Self-evaluation action plan – status quarter 2 (appendix)

Maj-Britt goes through the appendix with main emphasis on the red and orange ones for this time. We are still struggling to address the points about student wellbeing. It is an important focus area with several other focus points connected. We really need to prioritize this focus area. Maj-Britt explains that the idea is to go through semester evaluations for the last 3 years, so we can gather what kind of issues of wellbeing there is. An idea would be to do a focus group as well. It would be beneficial to hold these focus groups, optimistically before summer, maybe unrealistic. The focus group would be explorative and looking for themes regarding wellbeing. It should be for each education (BD/SD and TAN, same goes for campus). Students need to be incentivized with pizza and perhaps a movie ticket, we will see what we can do. **Maj-Britt will set this in-motion with possible help from student study councillors.**

The idea of a pre-semester course for the master's study start has not been approved. The budget is not covered by PLAN. Pernille is backing down, because there will be developed a new study start for

the master's next year, and they also feel like we should evaluate the e-course better. In the dialogue it has been mentioned that it is critical for the TAN implementation especially. The e-course will still be available. It is suggested that we try to implement some of the elements in the study start programme to the extent that it is possible.

Maj-Britt will follow up on the dialogue with UCPBL. A meeting is scheduled as follow up on the semester evaluations. The satisfaction with PBL has been improved in AAL from last year to this year; the main change has been that the teaching is again physical.

We need to follow up regarding the external committee for our educations. These meetings are held in October. Pernille has suggested to merge BD/SD and TAN external committees, because the qualitative system now requires the Head of Studies to be present at all these meetings. The two study boards under PLAN have not wanted this merge. There is a lot of focus on improving the dialogue with the external committees.

SD is looking good for now. The members in the committee are very active. Perhaps we need to reduce it. We are missing a public organisation and there might be too many from the urban perspective. **Maj-Britt will call for a meeting with program coordinators, Emilie (employability). Andrés is both program coordinator and KVIP.**

TAN needs new organisations and people that can be engaged. Very few participated at the meeting the last time. It would be good to look broader for representatives, maybe some from Aalborg if possible. We have been informed that the candidates cannot be former alumni's but needs to be "higher up" in the hierarchy. Aiming for 6 representatives. The study board discusses whether the chair of the study board or the program coordinators should take action. It could also be good to involve our employability employee to support us. She could know where we have many people employed so that we might approach these companies. The representation needs to be from both the private and public and also with an eye for the geography. **It is agreed that Maj-Britt call for a meeting with the program coordinators, Emilie (employability), Christian Nøhr & Tom (both KVIP).**

9. SPS status from teacher councillors

Maj-Britt explains that the SPS supervision has been moved from AAU to a private company, called Olivia Danmark. Usually, the study board was informed about which students got SPS supervision. Janni and Maj-Britt have held a meeting with Olivia to understand the new procedures. Olivia receives an application, and they figure out together what kind of help the student needs. If the student needs an academic support, a teacher is found to cover this.

Earlier, this was done by the AAU administration and the study board, and it was 'paid' through the teaching hours.

In the new model, the teachers now get paid directly by Olivia Danmark. The study board agreed with Olivia Danmark that we will have a yearly meeting. The first meeting will be in January 2023. We will also receive information each semester about which students that we have on SPS support and which teachers that are helping them with academic support.

Maj-Britt have been in contact with teachers that provide academic SPS support. She received feedback

from one of the teachers. She explained that she is struggling with the fact that Olivia Danmark understands the university system and how it works, what is possible etc., very poorly. It can be difficult to navigate as a councillor between the different roles. The SPS administrators tends to say the students do not need academic support when the opposite might be true. It is important for the study board that we follow up on these concerns to ensure that our students get appropriate help. **Maj-Britt and Janni will follow up by comparing the Olivia Danmark list of SPS students with our list of students** that are registered as being behind academically. If there are students falling behind without academic support, we should engage in a dialogue about expanding their SPS support.

A final discussion concerned the risk that we cannot recommend teachers for academic support to Olivia Danmark. The study board agreed that we will address this when the situation occurs. It is difficult to engage and motivate colleagues beforehand. The current SPS teachers at PLAN are Nanna, Maj-Britt, Tom and Kalle. It is suggested that we could do a focus group with some of our SPS students to better understand their conditions and the current support system.

10. Distribution of the rest of the UFM2 funds (appendix)

Looking over the current status of the TB-SN budget. We have approx. 30.000 that could be used for student activities or as additional funds for projects. **It is decided that each education (TAN AAL, TAN CPH and BD/SD) can utilize 10.000 DKK during September for some social activities.** **Janni will make an announcement to the students.**

11. Any other business (AOB)

None.