Minutes from Media Technology Study Board Meeting 2024.8
Wednesday, November 6th, 2024

Present members: **Secretary:**
Claus B. Madsen, VIP AAL (CBM)   Anne-Marie Rasmussen (AMR)
Carlos Diaz, VIP CPH (CD)
Jesper Rindom Jensen, VIP AAL (JRJ)
Georgios Triantafyllidis, VIP CPH (GT)
David Meredith, VIP AAL (DM)
Ali Adjorlu, VIP CPH (AA)
Julius Ebenau Winther, MED8 CPH (JEW)

Present observers:
Trine Dalgaard (TDAL), observer, secretary, Quality assurance
Markus Löchtefeld (ML), observer, Head of Studies

Absent:
Lukas Gade Ravnsborg, MED8 CPH (LGR)
Joan Toribio Aquarales, SSD8 CPH (JTA)
Vanilla Riis Mortensen, MED4 AAL (VRM)
Mads Nyborg Jespersen, MED4 AAL (MNJ)
Nicolai Reinhold Schøler MED4 AAL (NRS)
Martin Tran Pham (MTP), observer, study counselor AAL
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH
Mathilde Maria Stanborough (MMS), observer, study counselor CPH

Agenda		**Enclosure**
1.	Approval of agenda and minutes from last meeting	2024-8-1
2.	Information from the Chairperson	
3.	Information from the Vice Chairperson • AAU election 2024	
4.	Status on the action plan from meeting no. 2024.7	2024-8-2
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.	
6.	Self-evaluation action plan • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	
7.	Evaluation of Study Start, B.Sc. and B.Eng. programs, Fall 2024	2024-8-3
8.	Minutes from semester group meeting minutes, Fall 2024	2024-8-4
13.	Any other business	
14.	Dispensations • Information from the study board secretariat • Cases (info via mail)	

1.   Approval of agenda and minutes from the last meeting

Approval of agenda: Agenda approved.
Approval of minutes from the previous meeting: Minutes approved.

2.   Information from the Chairperson
Nothing for this meeting.

3.   Information from the Vice Chairperson
AAU election 2024: CBM (as the Vice Chairperson did not participate) five minutes to the deadline we did not have any listed student electives in Aalborg. CBM talked to some of the current Study Board student representatives, and luckily for us they are running for electives again. In CPH we hear that there are three new students standing for election as the current three will graduate in 2025.

4.   Status on the action plan from meeting no. 2024.7

Information from the Chairman - generative AI in project and courses
CBM will author a mail to be sent to all coordinators to address the matter with regards to all the project units. And CBM will author a mail to all our students with regards to the courses. It is very important that this is handled very soon.
09.10.24: CBM has sent out an email to all coordinators. Email to students will be sent out as soon as possible.
06.11.24: CBM did not find the time to send a mail to the students. It is too late now. There will be some activities for the students regarding AI and user experience design in collaboration with the AAU library so this will cover this topic. **To be removed from the action plan.**

Information from the Vice Chairman – alumnus for former Media Technology students
LGR will try to bring something more about this in the next meeting.
09.10.24:
06.11.24: Not handled yet. **Remains in the action plan.**

Employer panel meeting, Media Technology, 2024 - career and employability
CBM will take steps to improve our communication about what we do for the students regarding career and employability.
09.10.24: The employer panel meeting will be discussed at next quality assurance meeting in November.
06.11.24: This will be addressed in the employer panel meeting in November and educational meetings as well. **To be removed from the action list.**

Evaluation of Study Activities, Spring 2024

- CBM will talk to all coordinators about how much effort has to be put into filling out the reports**.**
- MED2A: CBM will have a dialogue with the coordinator about the PMA course and how this can be improved.
- MED4A: CBM will do a debriefing of the semester with coordinators, students and other relevant individuals to discuss learning outcome for next year. CBM takes initiative on this in good time for next semester.
- MED2C: CBM will contact coordinator for details on the comments on the UX course and the comment on project supervision.

- MED6C: CBM will contact the coordinator to get more information on examination criteria for the mini projects.
- MED8C: CBM will contact Head of Section and Head of Studies to inform them that the report was not handed in on time.
- LID8**:** There is a comment about challenges arising from an increase in students without a corresponding increase in teachers. CBM will discuss this with Head of Department

06.11.24: Not handled yet. **Remains in the action plan.**

Evaluation of Study Programs, Spring 2024

- LID: Quality of supervision is reported poor by one respondent. CBM contacts the responsible behind the education and make them aware of this.
- SMC: One respondent reports that the quality of supervision is low. CBM contacts the coordinator to make her aware of this.
- SSD: Self-reported study load is very low. There seems to be a discrepancy between the "Uddannelseszoom" self-reported workload and the reported workload on this survey. CBM raises the issue with the Head of Studies

06.11.24: This will be part of a quality assurance meeting soon. **Remains in the action plan.**

5.   Study plan revision

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. (enclosure)**
- **Medialogy MSc. (enclosure)**
- **Sound and Music Computing, MSc.**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

Nothing new.

6.   Self-evaluation action plan

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

Nothing new.

7. Evaluation of Study Start, B.Sc. and B.Eng. programs, Fall 2024

The response rate of the BSc study start survey is MEDA 59%, MEDC 41% and DAKI 82%.

The Study Board went through the survey results with the following comments:
There are some issues regarding information on Moodle. The survey results shows that the information level and timing of information could be better. The Study Board notes that the students would benefit if Moodle could be a bigger part of the onboarding program.
Action: In collaboration with the study start team, CBM will investigate what happens before the study start regarding Moodle.

A few students have commented that there is still too much alcohol involved in some of the social study start activities.

The Study Board notes that in the question regarding "students 'experience of the academic activities", 20-30% are not informed about how much time they are supposed to spend on their study. It is important that the study is clear about presenting the amount of effort that the students should spend on e.g. a mini project, and it should be considered in the future. There was a debate about how much guidance the students need and how much is their own responsibility as adults.

Topic in another Study Board meeting:
We felt it was an important topic and would like to address this in another Study Board meeting to continue the debate for both students time planning and miniproject structures.

8. Semester group meeting minutes, Fall 2024

AAL

As study start evaluations will be handled through semester group meetings in the MSc. programs, it will be noted, if there are any issues from the meetings.

DAKI1 SGM1: Nothing for the Study Board.

DAKI3 SGM1: Nothing for the Study Board.

CBM: For your information we have approved one DAKI1 student that is following both DAKI1 and DAKI3 this semester.

MED1A SGM1: Nothing for the Study Board.

MED3A SGM1: Nothing for the Study Board.

MED5A SGM1: Nothing for the Study Board. CBM: There have been discussions about miniproject hand in, but it is handled.

MED7A SGM1: Nothing for the Study Board. Study start: Regarding social integration, it is suggested that there could be an event where the students present their profile and what they have done before to understand what people can bring to the groups.

CPH:

LID7 SGM1: Nothing for the Study Board. Study start: The study start was inspiring. The students have a wish for working in different and smaller student groups to have the opportunity to collaborate with other students outside their current groups.

MED7C SGM1: Nothing for the Study Board. Study start: Students voice that some help on what "would be a good Problem-Statement" would be helpful to integrate in the PBL workshop.

MED7C SGM2: Nothing for the Study Board.

SMC7C SGM1: Nothing for the Study Board. Study start: Nothing.

SSD7 SGM1: Nothing for the Study Board. Study start: The students would have appreciated more focus on social activities, especially on the first day. The survival guide and the intro given by the buddies were appreciated. The students appreciated that all the information was given at the beginning. The students were very disappointed, that the opening speech was only in Danish. Some Danish students also mention that the AI translation was not very good. **Action:** ML will reflect on the language of the speech and communicate with the Pro-dean regarding this.

9. **Any other business**

None

   10. **Dispensations**
   - **Information from the study board secretariat**
     None.
   - **Cases (if any)**

Actions:

Information from the Vice Chairman – alumnus for former Media Technology students

LGR will try to bring something more about this in the next meeting.
09.10.24:
06.11.24: Not handled yet.

Evaluation of Study Activities, Spring 2024

- CBM will talk to all coordinators about how much effort has to be put into filling out the reports**.**
- MED2A: CBM will have a dialogue with the coordinator about the PMA course and how this can be improved.
- MED4A: CBM will do a debriefing of the semester with coordinators, students and other relevant individuals to discuss learning outcome for next year. CBM takes initiative on this in good time for next semester.
- MED2C: CBM will contact coordinator for details on the comments on the UX course and the comment on project supervision.
- MED6C: CBM will contact the coordinator to get more information on examination criteria for the mini projects.
- MED8C: CBM will contact Head of Section and Head of Studies to inform them that the report was not handed in on time.
- LID8**:** There is a comment about challenges arising from an increase in students without a corresponding increase in teachers. CBM will discuss this with Head of Department

06.11.24: Not handled yet.

Evaluation of Study Programs, Spring 2024

- LID: Quality of supervision is reported poor by one respondent. CBM contacts the responsible behind the education and make them aware of this.
- SMC: One respondent reports that the quality of supervision is low. CBM contacts the coordinator to make her aware of this.
- SSD: Self-reported study load is very low. There seems to be a discrepancy between the "Uddannelseszoom" self-reported workload and the reported workload on this survey. CBM raises the issue with the Head of Studies

06.11.24: This will be part of a quality assurance meeting soon.

Semester group meeting minutes, Fall 2024, SSD7 SGM1

The students were very disappointed, that the opening speech was only in Danish. Some Danish students also mention that the AI translation was not very good. ML will reflect on the language of the speech and communicate with the Pro-dean regarding this.

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 - the report is still not available (31-10-2024)
- Student exchange agreements available for MTSB students
- Students time planning and miniproject structures