



AALBORG UNIVERSITET

## Minutes for TB study board meeting December 16th, 2021, 12.30-15:00

**Members:** Maj-Britt Quitzau (Head of Study Board), Lars Botin (Programme coordinator TAN CPH), Maurizio Teli (Programme coordinator TAN AAL), Andrés Felipe Valderrama Pineda (Programme coordinator SD CPH), Signe Pedersen (Programme coordinator BD CPH), Ina Overgaard (student rep. BD CPH), Maja Elisabeth Hultberg Rasmussen (student rep. TAN AAL), Kista Bianco Kjær (student rep. TAN AAL).

**Observers:** Laura Telling Clausen (student study councillor BD/SD CPH), Evie Marcelia Trappaud Rønne (student study councillor TAN CPH), Rasmus Mølgaard Hansen (student study councillor TAN AAL), Sofie Rähr Graunbøl (student rep. SD CPH), Janni Rise Frelsen (Study Board secretary), Diana Wolff Bie (study secretary TAN AAL and minute taker).

**Guests:** Sidse Lund Østergaard (PLAN communications consultant), Gorka Diaz (future student rep. BD/SD).

### Absent:

**Members:** Andreas Birkbak (rep. Dep. of Culture and Learning CPH) (mandate to Astrid (1) or Maj-Britt (2)).

**Observers:** Astrid Oberborbeck (VIP observer Dep. of Culture and Learning AAL), Helene Nynne Lauterbach Sandholdt (student observer BD), Petrine Tveden (future student rep. BD/SD), Frederick Aleksander Nilsen (future student rep. TAN KBH), Bob Mølgaard Sørensen (future stud. rep. TAN AAL).

**Locations:** CPH ACM15 2.1.025, AAL RBG14 4.307, **online via Teams**

Follow-up for Janni and Maj-Britt

Follow-up for others

### Meeting agenda

1. Approval of agenda
2. Student study councillors – presentation and dialogue about representation of our educations (30 min.)  
*The councillors will inform us about their representative work and this will be followed by a strategic discussion about how our educations are best represented. Sidse takes part of the dialogue.*
3. Information from study board chair and secretary
  - a. Small changes in agenda and minute format for TB-SN meetings.
4. Short recapitulation on points from meeting in November (informative)  
*The following points outline the action points from earlier meetings in order to ensure follow up on all decisions and actions. The points are merely for information.*
  - a. Letter about the Cand. Scient issue sent to TAN students and letter about violations sent to all all students.
  - b. Replies regarding the TAN revision hearing has been sent out. (to do).
  - c. Letter to Head of Studies about resources for teaching has been sent. Debate article for Navigator pending (to do).
  - d. Follow up on the semester planning procedure with Lena/secretaries regarding exams pending (to do).
  - e. Document describing the importance of steering group meetings and semester descriptions is pending (to do).
  - f. Maj-Britt needs to follow up on dialogue with teachers with red ratings from spring 2021 (to do).
  - g. Delegation team for summer courses established (to do). NB on dialogue with HUM.
  - h. Janni has sent out an e-mail to semester coordinators and HUM representatives about the teacher semester funds from the study board (to do).
  - i. Janni has talked to Sidse about updated the AAU pages regarding the new TAN master (and bachelor) (to do).
  - j. Janni coordinate with Mette about communicating the students about the new inventory (to do).
5. **Data package and study board notes** – BOTH MPBL and TAN/SD (appendix)  
*As part of the quality procedure, TB-SN needs to look into the data package and identify interventions. Maj-Britt and Janni has prepared a short report that provides elaborate considerations based on the data.*
6. **Approval of self-evaluation action plan for 2022** (appendix)  
*The self-evaluation plan for 2022 is discussed and approved. The self-evaluation plan should reflect follow up on some of the core issues identified in the data package.*
7. **Approval of semester descriptions for Spring 2022** (appendix)

Each semester description for Spring 2022 is discussed and approved. Maj-Britt has developed an overview of key issues for all the semester descriptions. The Head of Studies found out that we do not need to include the study activity overview (only need to be done for the first year).

8. New meeting dates – January & February  
New dates for January & February 2022 are decided.
9. Yearly sprint retrospective for TB-SN – what worked well, less well and what to improve?  
TB-SN looks back at 2021 to discuss the way the meetings are held, decision taken, involvement, working groups, etc. The intention with this is to continuously improve the way the study board works.
10. TB-SN position on employability (open dialogue about our vision and philosophy)  
TB-SN wishes to have a broader dialogue about employability in terms of our standpoint. The idea is mainly to have a general dialogue and air different perspectives and point of views.
11. Any other business (AOB)
  - a. Wishing everybody a Merry Christmas and a Happy New Year. Great thanks to all the good work that has been done this year.

## Meeting minutes

1. Approval of agenda  
The study board is competent at this meeting to make decisions, since enough members are present or represented by mandates. Agenda was approved. The minutes from the November meeting were approved with an addition from Andreas.
2. Student study councillors – presentation and dialogue about representation of our educations (30 min.)  
Rasmus and Evie gave a presentation of the contents of their work as student study councillors. Sidse added knowledge about other educations' initiatives with for instance study exhibitions. There was a wish from student study councillors and communications consultant for us to make templates for study practice and study exhibitions, and other communication tasks concerning future students. The Student Wellbeing Guidance has made a lot of literature about this, but it is confusing and overwhelming. With study practice it is important that the future students are given the right image of/information about what group work is. They are usually very nervous about it. One of the suggestions was to develop a workshop for the study practice.  
Another focus area is with students, who are already in the bachelor programme, as it can be difficult to get them to sign up for the masters.  
Concerning Open House: There is a fixed schedule/template for this, so not much room to change anything. In AAL it is only for the bachelors. In CPH it is for both bachelors and masters.  
Rasmus requested an updated webpage for the educations in relation to the new 2022 curricula. Janni will contact the communications department who will update the pages as soon as the curricula are approved by the dean.  
Lars mentioned studying abroad. They have identified 12 universities that are acceptable, and of these they have 9 direct contacts, which are assuring us that their programmes/curricula are relevant for our students. They are also working on a manual for the students for this, and will need the assistance from the study board secretary. It is decided that the student study councillors will develop guidelines in collaboration with each other that outlines the key events for student communication and marketing (study practice, master day and student exhibitions). Maj-Britt will put a follow up point on the agenda in the work plan for 2022. It is a good idea til involve the program coordinators or other teachers in the dialogue, as they may have experience with regards to how we can include hands-on practices, group work and PBL related content. It is emphasized that the experience is that these events work best, when student study councillors are responsible for the communication.
3. Information from study board chair and secretary
  - a. Small changes in agenda and minute format for TB-SN meetings.  
Principal changes in the format of both agenda and minutes are implemented. These documents are part of the documentation we have to deliver as part of our quality assurance system. In the future, highlighted points on the agenda represent important quality assurance issues, which will be more detailed in the minutes. We have also introduced a colour system for pending tasks: yellow for Janni, Diana and Maj-Britt, and green for everybody else. The agenda will also include a little explanatory text for each point on the agenda, as this is a requirement in the new quality assurance system.
  - b. Jakob (pro-dean for teaching) very positive about a pilot project on a brush-up course on the masters.
  - c. Meeting with TAN3 students.
  - d. Dimensioning of the SD education from the Educational Ministry.
4. Short recapitulation on points from meeting in November (informative)

*The following points outline the action points from earlier meetings in order to ensure follow up on all decisions and actions. The points are merely for information.*

- a. Letter about the Cand. Scient issue sent to TAN students and letter about violations sent to all students.  
Have both been sent out to the TAN students this week.
  - b. Replies regarding the TAN revision hearing has been sent out.  
Has been sent out.
  - c. Letter to Head of Studies about resources for teaching has been sent. Debate article for Navigator pending (to do).
  - d. Follow up on the semester planning procedure with Lena/secretaries regarding exams pending (to do).  
An e-mail has been sent to Lena. We are awaiting that the new administrative director can partake in the dialogue.
  - e. Document describing the importance of steering group meetings and semester descriptions is pending (to do).
  - f. Maj-Britt needs to follow up on dialogue with teachers with red ratings from spring 2021 (to do).
  - g. Delegation team for summer courses established (to do). NB on dialogue with HUM.
  - h. Janni has sent out an e-mail to semester coordinators and HUM representatives about the teacher semester funds from the study board (to do).
  - i. Janni has talked to Sidse about updated the AAU pages regarding the new TAN master (and bachelor) (to do).  
Rasmus mentioned that it is a problem in counselling, that the curriculum is not yet online and the AAU pages therefore are not yet updated with the new education information.
  - j. Janni coordinate with Mette about communicating the students about the new inventory (to do).
5. **Data package and study board notes** – BOTH MPBL and TAN/SD (appendix)

*As part of the quality procedure, TB-SN needs to look into the data package and identify interventions. Maj-Britt and Janni has prepared a short report that provides elaborate considerations based on the data.*

**MPBL** is a master, which has only a few students left, all of whom are delayed in their studies. Therefore there are no numbers from MPBL. We have handled it and there is nothing to assess or to report.

We have a new quality system. Key indicators are red, yellow or green, we especially need to put emphasis on red and yellow and red indicators. For the quality assurance it is not required that all indicators are green, but the main requirement is that attention and action is taken of yellow and red indicators, whenever it is appropriate. For this reason, it is important that we go through these indicators and identify areas for appropriate action.

There is a main document that summarize the main conclusions to convey to the departmental and study manager and a background document for each education that outline and describe the challenges in more detail.

**BD** has a problem with keeping the students on the first year. There is no obvious reason for this except Corona. **Maj-Britt will add** to the study board notes for BD that corona could have played a part in this and that we would like to raise the admission number to 45. Signe has initiated meetings with teachers and will start revising the BD bachelor.

There are red indicators concerning teaching hours, which must be due to technical issues because all the hours have been attained. Line Vittrup is looking into this.

**SD** has good admission numbers. The recruitment looks really well. All green for planned teaching and supervision. The master is green concerning drop-outs, but a lot of students are delayed due to documented challenges and well being issues.

There are some challenges with DVIP (red) and with manning the hours (yellow). We recently found out that the internal indicators did not successfully make the management aware that we were lacking teachers. Changes in these indicators is now being discussed so that manning issues can be more appropriately addressed in the future.

Employability: Even though it is still red, there is a reduction over time, so it looks better. Nanna and Sidse have been appointed to address these issues within the department.

In future, SD will have a lowered uptake, decided by the Ministry. In top of that, there might also be the general 10% lowering, which has not yet been decided. This is sad because if you look at the employability data, it seems to improve. But it is a government decision.

**TAN CPH bachelor:** Both AAL and CPH were red last year and they are now green, so a very positive development here based on initiatives within the self-evaluation action plan.

A problem in CPH with retention seen through the entire educational span. Our internal data suggests that it is due to inconsistencies with regards to student expectations in relation to the educational programme, but also health related issues among students. In terms of addressing the student expectations, the new study curriculum will hopefully give the students a better feel for “the red thread” in their education. A lot of emphasis has been put into that during the revision and the students have been actively involved. The changes in AAL have been streamlined with CPH and this has caused a lot of challenges with the teaching content in Copenhagen. This could also be indicated in the current indicator rate. This is quite problematic, but this re-alignment will hopefully become fully integrated after the new curriculum becomes effective from September 2022.

There are some problems with delays in education (red), which is partly due to general delays, but also several cases of plagiarism. The Head of Studies has produced a video to try to make it easier for the students to understand plagiarism.

We have increasing problems with staffing (STUD/VIP is yellow). There are a lot of assignments for the TAPAR group and they do not have all the manpower for it. It will be difficult in spring 2022 so we need to follow up on this. **Maj-Britt will continue to address the staffing issues with** the management.

**TAN AAL bachelor:** It generally looks very good for the TAN bachelor in Aalborg. The only red indicator is regarding retention over the full educational span. Our data suggests that this is due to legally documented issues and general challenges with getting behind.

**TAN CPH Master:**

There is still problems with the drop-out rate on the first year of the master in Copenhagen. However, it is falling. Focus in on continuing the current efforts and we have strong expectations that the revised master will make the master more interesting and coherent for the students. A lot of focus is also put on how we can improve the interplay between TAN BSc's and other BSc's through implementation of a brush-up course as addition to the current e-course.

Retention over the full educational span and delay is yellow. Retention is a mixture of lost interest in the education, health issues and lack of activity. The delay is also partly explained by legal issues and students falling behind. However, it is an experience that the last 2 semesters of the master's are difficult concerning project, because this is the first time that students are working alone with projects. This is something important to address.

TAN CPH also has an employability problem which the communication group is working on (Signe and Nanna).

**TAN AAL Master:**

Retention problems with 1. semester. This is especially critical for the master, because the uptake has been reduced to 16. This implies that with just 1 drop-out, this programme will have to follow the workshop model for teaching, which is seen as very problematic. We should try to establish an agreement with the study manager about this, so that the program will not be shifting between regular and workshop forms of teaching. Such shifts will be very troublesome for both teachers and students. **Maj-Britt will address this in the follow-up dialogue with the management – Maj-Britt add this more explicitly in the status report.**

Regarding delay, a similar pattern as in TAN CPH Master is seen with similar explanations and action points.

Employability is also difficult in AAL. Maurizio states that it is a question of demand. The students try to stay in AAL and find no jobs, and when they move to Aarhus, they get jobs.

**The Study Board approves the study notes in the current format and with the mentioned additions.**

There may be corrections after the meeting with the management.

6. **Approval of self-evaluation action plan for 2022** (appendix)

*The self-evaluation plan for 2022 is discussed and approved. The self-evaluation plan should reflect follow up on some of the core issues identified in the data package.*

Maj-Britt has made a suggestion for the self-evaluation plan. If we approve this plan, then we have to do this, so if it is too ambitious, we have to take something out of the plan. Maj-Britt goes through the different points, some of the points are mentioned here.

A key issue for the two master's is to develop and implement a brush-up course. Maj-Britt raised this issue with a meeting with the dean, and he was very open to discuss a pilot project with us.

Students have not been too happy about PBL, so we have some dialogue with the PBL group about this. This is also a follow-up from 2021. One of the focus areas will be to increase the happiness about PBL on the 8<sup>th</sup> semester.

We have a proposition regarding a TAN9/SD9 project in collaboration with CDUL in order to establish a more formal collaborative platform for external projects. This will depend on student assistance to help set it up.

The recruitment panel at TAN needs to be updated, since very few of the current members participated in the meeting in 2021.

Otherwise, some action points relate to follow up and implementation of the TAN revision. In relation to BD/SD, more emphasis here is put on working on the well-being issue. Zakarias did some great work based on the UFM funding that we got in the autumn and we need to follow up on that. We probably need some student assistance to follow up on these action points.

**The Study Board has approved the self-evaluation plan.**

7. **Approval of semester descriptions for Spring 2022** (appendix)

*Each semester description for Spring 2022 is discussed and approved. Maj-Britt has developed an overview of key issues for all the semester descriptions. The Head of Studies found out that we do not need to include the study activity overview (only need to be done for the first year).*

The study activity model only has to be present in the 1<sup>st</sup> and 7<sup>th</sup> semester descriptions.

Maj-Britt and Janni will however make a template for the distribution of time over the semester for courses and examinations etc for the coming semesters.

**BD/SD:** Be careful with exams where the students have to hand in the same thing in 2 different places, because the plagiarism check will “red flag”. It can also cause a problem because there can only be an evaluation in one examination. Maj-Britt will talk with Signe and Morten about this during her follow up.

We have to be more attentive to look through the documents properly. E.g. a lot of the reexamination details are missing from the semester descriptions.

**TAN:** Some descriptions do not have enough steering group meetings. There has to be 3 meetings listed, including the semester evaluation. This is provided in the comments for the teachers.

There are different interpretations of what a module is. Maj-Britt suggests (or requests) a fixed format in relation to what a module is. Maj-Britt and Janni will look into this, when looking at creating a semester description guideline for semester coordinators.

The 9<sup>th</sup> semesters will not be assessed at this meeting as it is not possible to have the correct links and details. The new curriculum is not yet ready.

Janni and Diana will go through the semester description in relation to the administrative parts, and Maj-Britt will go through the academic parts.

**All (except 9<sup>th</sup> semesters) are approved under the prerequisite of corrections from Diana, Janni and Maj-Britt.**

We have a problem with teachers not respecting the dates put into the semester descriptions, so perhaps we have to make the date frames for the exams wider to avoid changes in exam dates and periods. Teachers have to be better at putting the exams into their schedules so this will be less of a problem. Perhaps the secretaries can book the teachers in Outlook.

**Comment from TAN AAL secretary: If the teachers have implemented Calmoodle (=schedule) into their Outlook, then all the classes are automatically in their Outlook calendars. An extra booking by the secretary means that we risk errors when classes are moved or changed. You can find a guide to implement here:**

**<https://www.its.aau.dk/vejledninger/moodle/calmoodle/#496228> The guide is in English even though the page is in Danish).**

Rasmus mentioned that the emails which are sent out concerning electing 2 students for the groups for assessing future semesters are not working. If you just write that students can send an email, they will do so, but when you write “elect”, it is too much for them, and they will do nothing.

We need to systematize how to delegate students for the future evaluation groups. We could for example choose these at the beginning of the semesters.

8. **New meeting dates – January & February**

*New dates for January & February 2022 are decided.*

The last Wednesdays in January and February. i.e. Wednesday 26 January and Wednesday 23 February.

9. **Yearly sprint retrospective for TB-SN – what worked well, less well and what to improve?**

*TB-SN looks back at 2021 to discuss the way the meetings are held, decision taken, involvement, working groups, etc. The intention with this is to continuously improve the way the study board works.*

Postponed until January.

10. **TB-SN position on employability (open dialogue about our vision and philosophy)**

*TB-SN wishes to have a broader dialogue about employability in terms of our standpoint. The idea is mainly to have a general dialogue and air different perspectives and point of views.*

Postponed until January.

11. Any other business (AOB)

- a. Wishing everybody a Merry Christmas and a Happy New Year. Great thanks to all the good work that has been done this year.



- b. Rasmus mentioned the GDPR home page: It is not better. It gives restrictions but not solutions.

Maj-Britt will contact Elisabeth Frederiksen to ask her to take a look at it again.

<https://aadk.sharepoint.com/sites/GDPR-for-students?OR=Teams-HL&CT=1639658377515>