



Minutes from TB study board meeting

March 2nd, 2022, 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), Maja Elisabeth Hultberg Rasmussen (student rep. TAN AAL), Bob Mølgaard Sørensen (stud. rep. TAN AAL), Gorka Diaz (BD/SD-studerende).

Observers: Astrid Oberborbeck (rep. Dep. of Culture and Learning AAL), 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), Marc Dean Mejnert (student observer TAN CPH), Janni Rise Frellsen (Study Board secretary), Diana Wolff Bie (study secretary TAN AAL and minute taker).

Absent:

Members: Andreas Birkbak (rep. Dep. of Culture and Learning CPH) – mandate to Astrid/Maj-Britt; Petrine Tveden (student rep. BD/SD) – mandate to Laura,

Observers: Helene Nynne Lauterbach Sandholdt (student observer BD);

Follow-up for Janni and Maj-Britt

Follow-up for others

Items marked with **bold** are quality items.

Meeting agenda

1. Approval of agenda
2. Welcome to TB-SN and presentation round (appendix)
3. Information from study board chair and secretary
 - a. Dialogue with TAN students
 - b. Registration of internship projects (new procedure for 9th semester) (Janni)
 - c. MPBL EVU study uptake autumn 2022 (appendix)
 - d. New study start procedure & 'How to uni' concept
 - e. A 'gift' of 50.000 DKK from Head of Studies from UFM2 funds to use on academic and well-being initiatives in our study board.
4. Constitution of TB-SN (election of vice-chair)

The students should constitute themselves and elect a vice-chair. The students do that by leaving the meeting and having a talk among themselves to discuss who will act as a vice-chair in the study board.
5. Short recapitulation of points from earlier meetings (appendix)

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.
6. Representatives invited for the meeting with deans and vice deans about TAN closure

As a response to our letter to the management about the TAN closure, we have been invited to a meeting with the deans and pro-deans of TECH and HUM. The meeting will take place after the announcement from the ministry and orientation of employees about the plans. The study board should appoint who should participate in the meeting. A suggestion would be Maj-Britt (chair), Maja (student vice-chair), Lars (PK CPH), Maurizio (PK AAL), Andreas (HUM representative) and Marc (TAN CPH student representative). Since TAF is also writing a letter, we could perhaps also invite two representatives from TAF.
7. **TB-SN work plan approval** (appendix)

The yearly work plan of the study board is looked over and approved.
8. Launch of Teacher of the year (vice chair)

The election process for selecting teacher of the year is outlined and discussed.

9. New meeting dates (March-February) (appendix)
The new study board looks at potential dates for the rest of the year and agrees on these.
10. Concepts for more cross-student semester events (Project narratives & Friday outlook) (appendix)
Rasmus and Maj-Britt have together developed a conceptual idea on how to create more student activities across semesters. Two events are proposed: a project narrative afternoon with the possibility of hearing about student projects to get inspiration for the coming semester and better understand the progression and content of the education. And Friday outlook which is an afternoon where external people are invited to present their company or work and to have a dialogue with somebody from the university regarding a chosen topic. A conceptual paper has been drawn up. The idea is that the planning is mainly performed by Maj-Britt and the student study councilors with support from program coordinators and semester coordinators.
11. Quality improvement for external examiners
Janni has learned that our study board has some challenges with regards to the external examiners that we apply. Some examiners did not have the appropriate master that they must have, and many examiners are not registered as active, because they are not filling in the mandatory evaluation form from the examiners' board. We would suggest that we improve our procedures so that such mistakes will not occur again.
12. Distribution of study board funds for students (appendices will be ready 1st March)
The study board funds have a deadline of 1 March after which the study board chair and vice chair will take a look at the applications and distribute the funds.
13. Guideline/procedure for 'Student for a day'
Laura has successfully attracted quite a lot of prospective students for 'Student for a day' at BD and this has led to some considerations about how to streamline the planning procedure. For that reason, we would like to talk through how we can best ensure that the prospective students get a valuable experience without overloading the student study councilors. Based on the dialogue, we could develop a short guideline.
14. 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 of this is to continuously improve the way the study board works.
15. Any other business (AOB)

Minutes:

1. Approval of agenda
*The agenda was approved with the addition of item 3e.
The study board is competent at this meeting to make decisions, since enough members are present or represented by mandates. The minutes from the January meeting were approved.*
2. Welcome to TB-SN and presentation round (appendix)
Maj-Britt welcomed the new representatives and stressed the importance of reading the "Guide for TB Study Board members". Points of the contents were described, especially about confidentiality; about being aware that you represent all the students/teachers of your education; and of handling a situation of incapacity.
3. Information from study board chair and secretary
 - a. Dialogue with TAN students
Maj-Britt has had several meetings with TAN students and there were a various number of participants – between 20 and 2 participants. The TAN10/SD4 meeting will follow on 9 March and will be online. This means that all students can participate, including those which for any reason were not able to.
 - b. Registration of internship projects (new procedure for 9th semester) (Janni)
*An online form is being created, which is to be filled in by the students regarding which company they are going to do their internship with. The form will have a function like the former internship contract, which means that this will now be done online.
The online form is expected to be ready for publication this month.
Janni asked about the type of projects in the form. There are several different types of projects and we would like to add the action projects and ethnographic fieldwork projects to this online form. If we can have all the different project modules added to the form, then we can use it for statistics as well.*

- c. MPBL EVU study uptake autumn 2022 (appendix)
We haven't had enough applications the last couple of years to be able to start up.
We will be offering the programme but it is not certain yet that it will start up.
- d. New study start procedure & 'How to uni' concept
Previously the first two semesters of the education were not with this institute (PLAN), but with the First Year of Studies (FS). The Aalborg semesters were moved to the institute last August, and this coming August, Copenhagen will be moved from FS to PLAN.
This move (or implementation) means that we will also be revising the entire study start for all our educations. We will for instance be hiring all our tutors from now on, and the job advert will be public very soon. The tutor job will be for both semesters (1st and 2nd) instead of just the 1st semester, as it was previously.
The revision of the study start also includes a concept called "How to uni", which was created by SDU. It is comprised of 5 modules about different subjects.
Maj-Britt will make a suggestion for what we want to add to this page to make it more focused at our educations.
The old RUS-TUR will probably not exist anymore in the old structure, but we will create something where the students can get away together, IF we have the funds for it.
Maja asked about the volunteers that we have had until now and stressed, that if the reason for hiring instead of having volunteers is that the management thinks they have to pay the students to get them to participate, then they are wrong. Students choose to be volunteers because they want to participate, and it is not about money.
- e. A 'gift' of 50.000 DKK from Head of Studies from UFM2 funds to use on academic and well-being initiatives in our study board.
We recieved funds in the fall from UFM due to covid-19, and we haven't spend it all. We have now been allowed to use the funds this year instead, a total of 50.000 DKK.
Maj-Britt will put it on the next agenda about spending this money – however some of the money might be distributed under point nr. 12 at this meeting.
4. Constitution of TB-SN (election of vice-chair)
Maja Elisabeth Hultberg Rasmussen was unanimously reelected.
5. Short recapitulation of points from earlier meetings (appendix)
For a list of all the points, see the appendix.
About updating the AAU pages:
Sidse has invited the programme coordinators to a meeting about this.
About the document about steering group meetings:
We had a talk with Study Team Leader Jan Svendsen. Streamlining the procedures for the two study boards is important for the administration management. The timing of the semester descriptions makes it difficult for teachers to formulate precise modules, and this could be nice to change, so it would rather be themes. **Maj-Britt will follow up** with Head of Studies and the PL-SN chair at a coordination meeting.
About the delegation of the summer courses:
The Head of Studies at PLAN was not very happy about the summer courses because we have no funds for it. The vice dean was happy about it though, and the Faculty will finance 50% of the summer courses, but we have to make a budget for it quickly.
Maj-Britt will call in the study coordinators for a meeting about this asap.
6. Representatives invited for the meeting with deans and vice deans about TAN closure
We sent the letter from the last meeting and we have had a reaction now from the deans. They have called us in for a meeting. They have sent in a plan to the Ministry, and they want to hear from the Ministry first before they want to talk to us. This could mean that they are not involving us in the decision, and it will still be a top-down decision.

Maj-Britt has made a suggestion of who among us should participate in this meeting (see appendix). During the dialogues with students, there was a clear wish from several students to be able to participate and hear more about the decision from the decision-makers themselves. Including TAN2 students.

TAF has sent in a letter as well, so we should also have two representatives from TAF as well. It could also be relevant for BD/SD to participate, since the decision reflects a risk for this education as well (being in the same situation as TAN).

The Head of Study, Pernille Scholdan Bertelsen, would also like to participate.

Lars and Marc suggest, that all CPH students should be able to be present and participate, if they wish to do that.

The invitation and the meeting will be sent within a very short interval (only a few days between the invitation and the actual meeting), so participants need to be able to mobilise quickly.

It is important for us that this meeting does not become an information meeting, but that emphasis is put on having a dialogue.

Maj-Britt expresses the need to have some kind of panel that more directly address the decision-makers. A planning meeting will be held with the main representatives to discuss how to organize the dialogue. **Maj-Britt will call in for a planning meeting**, when we have the date for the meeting with the decision-makers.

Marc suggested that we circulate the open letter before the meeting.

Maj-Britt suggested to mobilise people from the industry to provide their point of view in relation to this closure. Could be difficult, **but Maj-Britt will take it up with one of our active representatives from the external panel in Copenhagen.**

Summary: It is decided that the meeting with the decision-makers will take form as an open meeting with all students attending. A video-link will be established to AAL. There will however be a panel with the main representatives from TB-SN and TAF (Maj-Britt, Lars, Maurizio, Andreas, Maja, Marc, & Rasmus) who will mainly address the deans and vice deans present. Maja will identify the participants from TAF. We would like to book the guest canteen (conference room) in CPH. TB-SN will cover the flight ticket for Maja, Rasmus and one TAF representative for attending the meeting in CPH.

7. **TB-SN work plan approval** (appendix)

The work plan was approved. There were not any major changes in the prevailing work plan from last year.

8. **Launch of Teacher of the year** (vice chair)

Maja described briefly what it is and she is going to make a survey-exact for the students to fill in. This will be done quickly and through Facebook. Lars Botin said that TAN6 CPH had no idea what it was. A talk among the students of the study board showed that reading emails sent from Moodle is not usually done.

Summary: Maja will make a survey-exact and send out to the students via Facebook.

The importance of reading what is sent from Moodle as well as what is sent from which Moodle room will be described and sent out asap from the study secretaries on request from the Head of Study.

9. **New meeting dates** (March 2022 to February 2023) (appendix)

The last Monday of every month was chosen from 12:30 to 15:00.

10. **Concepts for more cross-student semester events** (Project narratives & Friday outlook) (appendix)

Events twice a year, once each semester, arranged by the TB study board. The student study councilors will help with the organization.

[Project narratives:](#)

A presentation of projects from all the different semesters, one from each semester, and the semester

coordinators will decide which project will be presented.

We should consider whether the invitation should be made in English as well.

In the fall, spring projects will be presented and vice versa.

It will be placed late afternoons on Thursdays. We will try to get funds from the representation account for pizzas or the like.

Friday Outlook:

A meeting before the Friday bar. We will invite contacts from companies or make a panel kind-of-thing, where a topic is discussed. The study board can also have a presentation.

An example for a discussion between a teacher and a company could be circular economy or digitalisation. We will figure out the budget later on. Circular economy is chosen as the first topic.

It would be good if we could arrange all 4 events in the same weeks each year.

Summary: Two project narrative events and two Friday Outlook events each year have been decided, preferably arranged in the same weeks each year, repetitively. The Study Board will examine the possibility of catering using funds from the representation account. Maj-Britt will initiate the events for spring 2022 together with the student study councilors.

11. Quality improvement for external examiners

The TB corps of external examiners will be changed from April. There will be a “diplom” and a “civil” section, so we have to make sure to only choose external examiners from the “civil” section to make sure, that the external examiners have the correct level of education. It was also agreed that we need to follow up in relation to the evaluation of the external examiners, so these are registered as active in the system. **Janni will follow up** on how a procedure can be developed.

12. Distribution of study board funds for students (appendices will be ready 1st March)

We have applications for 83.000 DKK and only 12.500 DKK to distribute.

Maj-Britt and Maja have prioritized the 10th semester and made a suggestion for distribution (see appendix). 6.700 DKK between AAL and CPH for TAN and 6.300 DKK for BD/SD.

Maja and Maj-Britt want the Study Board to decide, whether we should prioritise the 10th semesters. The Study Board decides to prioritise both 6th and 10th semesters.

The Study Board also decided to use 30.000 of the 50.000 from the UFM funds (covid-19 funds) for these applications as well.

Maja and Maj-Britt will go though them all again and decide the final distribution.

Maj-Britt will inform the students that this distribution is exceptional as we normally only have 12.500 DKK. Maj-Britt will also try to get more funds for these applications in future.

Janni will then send out the decisions for the relevant groups.

Summary: All the suggested projects on the list that Maj-Britt and Maja have developed were approved, and we will use 30.000 DKK of the UFM funds for this as well. The Study Board decided to prioritise 6th and 10th semesters when deciding which applications to approve.

13. Guideline/procedure for ‘Student for a day’

Laura has received information from approx. 10 people who would like to be student-for-a-day. None of them can come on the same day. This is concerning, as it places a lot of work on the student study councillors to have them attend one at a time.

The Study Board stresses, that it is not a job for the student study councillor alone, but in cooperation with other students and lecturers.

Evie described that she usually has a smaller meeting with them, either individually or together, and then co-ordinate with a lecturer on one of the early semesters on which courses would fit.

Maj-Britt suggests inviting them in for just one day, and then they can decide whether to come or not. Perhaps we also need to involve one of the semester coordinators.

Janni suggested, that two students will be chosen at the beginning of the semesters (TAN2/BD2) as “sitters” for the students-for-a-day. Or it could be the tutors?

Summary: Maj-Britt and Janni will follow up on this and look at the possibility of making it more clear

who among the students should be 'sitters' and describe how to involve the semester coordinators to ensure that the students attend some interesting days.

14. Yearly sprint retrospective for TB-SN – what worked well, less well and what to improve?
Postponed to the March meeting.
15. Any other business (AOB)
None.