



AALBORG UNIVERSITET

Minutes

Subject: Study board meeting – No. 2023.04
Date: 19 April 2023
Minute taker: Tatiana K. Madsen
Participants: Tatiana K. Madsen, Peter Koch, Henrik Schiøler, Troels Bundgaard Sørensen, Henning Olesen, Heidi Sørensen, Thomas Gundgaard Mulvad (CE), Mads Steentoft (COMTEK)
Observer:
Cancellations: Thomas B. Moeslund, Rikke Skov Udengaard (EIT), Miad Anbari (ROB), Marianne Enslev Mikkelsen (EIT), Daniel Vitagliano (CCT)

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in March 2023
3. Semester evaluations Fall 2022
4. Education evaluations
5. Minutes from semester group meetings Spring 2023
6. Messages
7. A.O.B.

Minutes

Ad. 1. Approval of agenda

Agenda is approved.

Ad. 2. Approval of minutes from meeting in March 2023

With a minor correction the minutes were approved.



Ad. 3 Semester evaluations Fall 2022

During the meeting ESN went through the semester evaluation reports for Fall 2022 semester. The drafts for the conclusions, prepared by TKM, have been discussed and with some corrections they have been approved.

Generally, all semesters went fine with a general satisfaction from students side. No major changes in the curriculum are required. Minor adjustments in semester implementation are coordinated by education and semester coordinators.

The following can be pointed out:

- For the coming 1st semester: based on the students, tutors and coordinators feedback, adjustments in the study start procedures are planned
- ESD1: since the semester was running for the first time in Fall 2022 in the current form, the education group is asked whether some adjustments are required. ESN waits for the feedback from the education group.
- For 1st semester: literature lists should be provided by coordinators, since they are also published by FACTUM books and it is confusing for the students if they can not find their semester in the information provided by FACTUM. This is not the optimal situation, since literature lists can be found on moodle pages of the semesters, however for the 1st semester students it can be not obvious where to look for the information and we should ensure that the relevant info can be also seen at FACTUM. **Action point:** inform 1st sem coordinators.
Responsible: TKM

Ad. 4. Education evaluations

Reports for education evaluations for E-diplom and DCLead are available. Conclusions on the reports have been discussed and approved. The students underline high level of educations and their high satisfaction level and no changes in the curriculum is planned based on the received feedback.

Ad. 5. Minutes from semester group meetings Spring 2023

A number of minutes from 1st and 2nd semester group meetings have been considered. There are no major points for ESN attention. Minor comments have been noted and corresponding action points and responsible persons have been allocated. The overview can be found in the table in the appendix.

Ad. 6. Messages

TKM has informed that the draft for Action Plan (Handlingsplan) has been prepared and it will be considered on the next ESN meeting.

Ad. 7. AOB

None.

**Appendix.**Minutes semester group meetings – Spring 2023 – bachelor

Semester	Items for ESN	Action point	Responsible
ESD2	Intet for ESN		
COMTEK2	1)skemalægning af kurser	1)diskutere med studiesekretariat	1)JJN+TKM
PDP2			
CCT2			
ROB2	Intet for ESN		
EIT4	1)flere whiteboards	1) TKM undersøger	1)TKM+studiesekretariat
COMTEK4	Intet for ESN		
PDP4	1)valgfri kurser på PDP5	1)tjek om det er fundet en løsning	1)TKM+OA
ROB4	Intet for ESN		
CCT4			
EIT6/COMTEK6	1)evaluation meeting for previous semester	1)introduce this practice again. Inform coordinators	1)TKM
ROB6			
PDP6	1)Design course assessment format	1)find a solution	1)TKM
All semesters	Too low temperature in lecture rooms at AAL campus		

Minutes semester group meetings – Spring 2023 – master

Semester	Items for ESN	Action point	Responsible
CE8/NDS	1)feedback on Networks and Systems course	1)course-holders make adjustments	1)course-holders
CE8/AVS	1)Uncertainty about usage of Linux laptops for written exams	1)procedures for usage of Linux laptops has been already communicated by ESN and study secretaries to all students who has written exams	1)done



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ES8	1)request for info meeting about POSC 2)feedback on Networks and Systems course 3)CERN internship options 4)list of elective courses for 8 th and 9 th semesters	1)info meeting has been already hold 2) course-holders make adjustments 3) TKM investigates 4)to reconsider	1)done 2)course-holders 3)TKM 4)education group
ROB8	No attention points for ESN		
PDP8			
ICTE2	No attention points for ESN		
CYBER2	No attention points for ESN		
DCLEAD8	No attention points for ESN		
General for all semesters	Too low temperature in lecture rooms at AAL campus		