Minutes from TB Study Board meeting

Date:	30-03-2023	Time:	12.30 – 15.00
Place:	AAL: RDB14 4.307 / KBH: ACM15 2.1.023 / Online via Teams		
Minute-taker:	Study board secretary Janni Rise Frellsen		

Name	Rolle	Attendance
Study Board Members		
Maj-Britt Quitzau (MBQ)	Study Board Chair	Present
Lars Botin (LB)	Programme coordinator TAN CPH	Present
Maurizio Teli (MT)	Programme coordinator TAN AAL	Present
Andrés F. Valderrama Pineda (AVP)	Programme coordinator SD	Present
Signe Pedersen (SP)/Søsser Brodersen (SB)	Programme coordinator BD	Absent
Mette Simonsen Abildgaard (MSA)	Mette Simonsen Abildgaard (MSA	Absent
Maja E. Hultberg Rasmussen (MHR)	Student rep. TAN AAL	Present
Mathilde Eie Nielsen (MEN)	Student rep. BD/SD	Present
Martin Lunding Bentgtsen (MLB)	Student rep. TAN AAL	Present
Sophie Skotte Worm (SSW)	Student rep. BD/SD	Absent
Agnete Lund Freudendal-Pedersen (AFP)	Student rep. TAN CPH	Present
Sebastian Husted Petersen (SHP)	Student rep. TAN CPH	Present
Observers		
Janni Rise Frellsen (JRF)	Study board secretary	Present
Cilline Elene Mølkær (CEM)	Study secretary and study board minute taker	Absent
Laura Telling Clausen (LTC)	Observer (student study councillor BD/SD)	Present
Marc Dean Mejnert (MDM)	Observer (student study councillor TAN CPH)	Absent
Kristina Contaoi Nielsen (KCN)	Observer (student study councillor TAN AAL)	Absent
Astrid Oberborbeck Andersen (AOA)	Rep. Department of Culture and Learning CPH)	Absent

Abbreviations:

TB-SN: Study Board for Techno-Anthropology and Sustainable Design

BD: Bachelor in Sustainable Design (Bæredygtigt Design)

SD: Master in Sustainable Design

TAN: Bachelor & Master in Techno-Anthropology (Teknoantropologi)

BDx/SDx/TANx: Semester within the named study programme (e.g., BD2 is the second semester of the bachelor of Sustainable Design)

AAL: Aalborg campus

CPH: Copenhagen campus

Follow-up for Cilline, 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 and meeting minutes from last meeting

2. Information from Study Board Chair and Secretary

3. Follow-up status

4. Study start evaluation

5. Semester planning and teacher meetings

6. Status on self-evaluation action plan

7. Drop-out rate status and intake status

8. Delayed students

9. Student project fund applications

10. Study curriculum revision: acceptance of 'Ingeniørvidenskab' at TAN & BD/SD

11. Semester descriptions for 9th semester

12. Recruitment panel meeting agenda

13. Any other business

MEETING MINUTES

1. Approval of agenda and meeting minutes from last meeting

Timeframe:	12.30 – 12.35	**Responsible:**	MBQ/JRF
Presentation:	*Approval of the agenda and statement of the board's decision-making competence with regards to attendance and mandates for this meeting. Approval of the minutes from the last meeting.*		
Appendix	Minutes from TB-SN meeting from February 2023 (appendix 1)		
Quality assurance:	Legal formality		
Discussion:	The study board was competent to make decisions, as enough members were present or represented by mandates. The minutes from the February meeting were approved without further comments. The agenda was approved with MBQ adding an extra information point (h.) under item 2 and item 4 being postponed to the next study board meeting in April. The study board was supposed to handle the semester evaluations from the Autumn 2022 semesters at today's meeting, but as we have just received them this week, we have not had sufficient time to prepare. We will handle them at the April study board meeting instead.		
Conclusion:	Minutes and agenda were approved.		

2. Information from Study Board Chair and Secretary

Timeframe:	12.35 – 12.45	Responsible:	MBQ/JRF
Presentation:		a. *The position as Student study counselor for BD/SD is being advertised.* b. *Study abroad autumn 2023* c. *Thirdroom pilot testing* d. *TREF and study management meeting* e. *News from Program Coordinators* f. *News from Student Study Councilors* g. *News from Student representatives* h. *Student case*	
Appendix	-		
Quality assurance:	-		
Discussion:		a. We have hired Hannibal Holm Johansen from the current BD4 semester as new student study counselor for BD/SD from April 15, 2023. LTC will be responsible for training and handing over tasks to Hannibal during the next couple of months before her position as student study counselor runs out this summer. b. A lot of students have shown interest in studying abroad during the Autumn 2023 semester. LB and MBQ have held a presentation about the subject for the TAN students where also students who had already been abroad shared their experiences. A similar presentation could be relevant for the BD students. The student presentations about studying abroad are of great relevance for the students, so a good idea could be to record such presentations so that we can use them in the future. JRF mentioned that video interviews with students studying abroad have also been made by the former international student counselor Anne Sand, so maybe these videos can still be found somewhere at the AAU International Office's webpage. There is a plan to create a Teams room about studying abroad for both students interested in going abroad and students that have already been abroad to create a forum where they can find information, ask questions, and share experiences. MBQ and LB are working on a set of guidelines for studying abroad, and we will also go through and update the study board's guidelines for applying for preapproval of courses. Also, a list of previous studies abroad to exemplify possibilities and host universities will be made. c. A new online platform called Thirdroom has been developed as a start up at Roskilde University and it is currently being implemented at AAU. We have been invited to be part of a pilot project using this platform. Thirdroom can be described as a kind of LinkedIn for students where it is possible for the students to build academic portfolios that highlight their competencies and skills, for future peers and employers to find. The platform also contains an interactive library where both projects, timelines and authors can	

be viewed to find inspiration. Finally, the platform contains live projects that students can view, comment and possibly collaborate on. MBQ finds the platform and its features very interesting and relevant for our students.

d. A new team called TREF consisting of Sidse Lund Østergaard, Emilie Stenberdt and Frederik Kobbelgaard has been created at PLAN. The team will focus on and work with recruitment, employability, and retainment in collaboration with the two study board chairs and Head of Studies. The parties have held a meeting to coordinate, organize the processes and secure a good dialogue and close collaboration.

e. There was no news from the programme coordinators.

f. There was no news from the student study councelors.

g. MHR mentioned that she and KCN have made an Instagram profile for TAN AAL to do advertising for the study programme. KCN is responsible for the administration of the profile.
MHR has sent out the link for nominating candidates for this year's 'Teacher of the Year'. She encouraged the study board student representatives to spread the word and encourage their fellow students to nominate teachers. The deadline for nominations is April 12, 2023.

h. MBQ informed that the study board held an extraordinary online meeting last week reg. the student case from last month's meeting. At the online meeting it was decided to grant the student an exemption for an extra exam attempt in the two course modules.

Conclusion:

3. Follow-up status

Timeframe:	12.45 – 12.50	**Responsible:**	MBQ/JRF
Presentation:	*Status on the most important items on the action list in order to ensure that we follow up on items from former TB-SN meetings. The list helps to ensure that all actions from the meetings are executed. At each meeting, the main deliverables and updates are outlined in the appendix. Study board members are asked to review the list and point out if there are remarks about lacking items or concerns about the lack of follow-up. The action list is inserted at the end of minutes from each TB-SN meeting.*		
Appendix	Updated action list (appendix 3)		
Quality assurance:	Follow-up and execution of decisions and items		

Discussion:	The focus group interview in CPH about study environment, culture and well-being on our study programmes was once again postponed – this time due to too little student attendance. MBQ will consider how to follow up. AFP suggested possibly implementing dialogue and focus on these subjects in the work of the tutors. She has been hired as an extra tutor, so she can bring it up when the tutor corps get together, which is a very good idea. Also, LTC offered to set up a survey or some student interviews, as she knows some SD representatives who would like to participate. Such interviews are considered very valuable, and they can profitably be recorded and transcribed. LTC was asked to go ahead with that.
Conclusion:	As the focus group interview in CPH has been postponed, other ways for gathering information from students about study environment and well-being were discussed. ==AFP will look into implementing and investigating the subjects of study environment, culture and well-being into the work of the tutor corps in TAN BSc, and LTC will plan and conduct interviews with SD student representatives.==

4. Study start evaluation

Timeframe:	13.05 – 13.20	**Responsible:**	MBQ/PK

Presentation:	*The study start is evaluated by looking through the questions about this. MBQ also shares insights from dialogues with tutors from TAN and Jan (coordinator in the administration). The new study start concept for the bachelor is evaluated and inputs for the planning of the next study start are formulated. If there is time, the new study start of the master is also discussed.*
Appendix	See appendix 4
Quality assurance:	1 & 2
Discussion:	It was decided to postpone the item of the study start evaluation to the April meeting where the study board will also be handling the Autumn 2022 semester evaluations, as questions about the new study start is included in these evaluations. A new study start for the master's study programmes is to be implemented in the coming Autumn 2023 semester. Study administration team leader Jan Svendsen is coordinating the process and has already held two meetings across study programmes and campuses with the programme coordinators and the MSc 1st semester coordinators. At the meetings, experiences among the participants were shared, and it was clear that some things are generic across study programmes while others are very specific and related to the given study programme. Also, there is a lot of focus on improving and optimizing the PBL introduction, as some of the MSc students are from other educational institutions. Thus, they are not familiar with PBL. In relation to this MT emphasized the importance of creating a professional identity for TAN students across campuses. Thus, he would like the new TAN students in Aalborg and Copenhagen to visit each other – just like the current TAN2 students have had the opportunity to do this semester. MBQ asked LB and MT to ask the TAN2 students about their experiences with

visiting each other in order to determine whether this should be prioritized as part of the new MSc study start.

AVP said that he has attended the meetings about the new MSc study start, and he found that there were a lot of great ideas for activities. However, he found it strange that at the meetings there was no talk about resources for the activities which are of crucial importance for the implementation. JRF mentioned that Head of Studies has granted the semester coordinators for the MSc 1st semesters an extra 20 hours for Autumn 2023.

MBQ mentioned that she has had a talk with the study administration team leader Jan Svendsen about the tutor organization in order to ensure that it will not be so chaotic as last year.

Conclusion:	The handling of the study start evaluation was postponed to the study board meeting in April. A new MSc study start is being planned for the Autumn 2023 semester. Study administration team leader Jan Svendsen is coordinating the new study start together with the programme coordinators and the MSc 1st semester coordinators. Extra resources are needed for the planning and implementation of the new study start, so Head of Studies has granted the semester coordinators for 1st semester MSc an extra 20 hours for Autumn 2023. There will be extra focus on the organization of the tutors this year.

5. Semester planning and teacher meetings

Timeframe:	13.20 – 13.35 **Responsible:** MBQ/JRF
Presentation:	*The study administration is beginning to prepare semester planning for autumn 2023. TB-SN should discuss important issues to raise and include in the semester planning. There is an increased focus on research-based and pedagogical competencies, where we need to ensure that senior staff should have leading coordination roles. We should also raise how to implement revised semesters (BD1, TAN1,3,7,9) to ensure that intentions and changes are implemented in practice (experiences from TAN). In our action plan there is a point about visualization of progression, and we should develop these and integrate these in the Moodle semester rooms. We have a beautiful design for a new Moodle format that we should consider if e.g. BD1 and TAN1 should implement and how this eventually should take place. MBQ also informs about the Thirdroom pilots and status of the new semester description template to discuss how to further push these. In general, these issues are discussed and ideas about how to 'manage' that such concerns are raised by semester coordinators are discussed.*
Appendix	Examples of the new Moodle format and Thirdroom (appendix 6)
Quality assurance:	Quality area 1, 2, 3, 4, 5 & 6
Discussion:	This item included several different subjects in relation to semester planning to be discussed. As mentioned under item 2.c. a new LinkedIn platform called Thirdroom has been developed at Roskilde University, and we have been invited to be part of a pilot project as AAU is implementing this platform. Thus, it was discussed which semesters could be relevant for participation in the pilot project.

It was found that it could be of interest to include the TAN4 semester, as they are working with prototypes in their projects which could be presented on the platform. In the Autumn the BD3 semester will be working with co-design and could also be relevant as participants in the pilot.

MSc 3rd semester students could benefit from the platform in relation to finding collaboration partners for project-oriented studies. However, AVP emphasized the importance of integrating the platform with other activities during the semester to secure use of the platform. The SD students must do a portfolio, so it would be great if the platform could support that format, which Maj-Britt confirmed that it can. MT would like to check out the platform, as he was not sure if the MSc TAN would benefit from it. MT also raised concerns about data sharing through the platform and asked MBQ to follow up on this. MBQ will follow up regarding this issue about data security and sharing.

It was also discussed that the group formation process and choice of projects could profitably be supported by the Thirdroom platform, which is also a feature that they would like to test.

MHR mentioned that it would be useful to have access to former projects through the platform to prevent repeating work that has already been done, but also to get inspiration for future project work. The platform does not contain full length project reports but more summaries of projects, so maybe students could benefit from starting to look for project inspiration in Thirdroom and then move on to the project library to find the entire project reports if necessary.

SHP finds it odd that there is no collaboration between different semesters and study programmes, because that could make good sense. However, it can be difficult due to different learning goals etc.

Former PLAN employee Jorge Ivan Contreras has created a nice new Moodle layout to be used in the grid structure, and MBQ would like to know if there is an interest in using this layout for the new 1st semester Moodle rooms in Autumn 2023.

MT said that he already works with the grid structure. It gives easy access to content, but it requires a bit more work, so maybe we would need to hire a student worker to implement the layout in the new Moodle rooms.

MHR mentioned that it gives a nice overview, but that pictures are not necessary. Also, the information about exams should be the last item in the rooms, as this marks the end of the semester.

Some adjustments will have to be made, so that the layout is streamlined to the specific study programmes.

SHP added that pictures in the overall Moodle overview would be nice. This feature is available, so we just need to look into how to use it.

Overall, the study board was very positive about the new layout and would like to implement it in the new 1st semester Moodle rooms. Thus, MBQ will push the new layout to the coming 1st semester students and have the study secretaries implement it. Also, the semester coordinators and course coordinators should be informed about the new layout. MBQ will also have a talk with Jan Svendsen about it, as the study secretaries

work with templates, which means that the layout must be implemented in the templates.

An increased focus on research-based and pedagogical competencies has been raised in the status quality report process, which means that we need to ensure that senior staff have leading coordination roles. We are used to using our research assistants for teaching, and they are doing a great job, but this is not satisfactory/acceptable according to the AAU quality system, as the teaching by research assistants is not considered to be research-based. Thus, a PLA (professor, associate professor, or lecturer) must be listed in the semester description as responsible for the course and project modules. In practice we do not experience any problems, but we of course need to comply with the quality system. MHR mentioned that it is important that we do not list one name as module responsible in the semester description if another person is doing the teaching in the module as this will cause confusion among the students. A possible solution could be to put in two names in the semester description; one as 'academic responsible' and another as 'administrative responsible' to make it clearer. MBQ will ensure that these roles are implemented in the coming semester descriptions.

Due to curriculum revisions a lot of semesters are revised and running for the first time. The problem is that some semester coordinators do not have enough focus on this resulting in the new curriculums not being properly implemented in practice.
Thus, we must ensure that the semester coordinators at the given semesters are informed about the new curriculum and that they are to arrange a coordinating/planning meeting to ensure that the new curriculums are properly implemented at the semesters.
It was decided that MBQ and JRF, who have an overview of all the current curriculums, will make sure to remind the programme coordinators and semester coordinators about semesters with new curriculums for them to arrange a coordination/planning meeting about the given semesters. These meetings should be mandatory.

In our action plan there is a point about visualization of progression of the study programmes, and we should make sure to develop and integrate these in the Moodle semester rooms. The programme coordinators will look into and handle this task.

Conclusion:	Some semesters (TAN4, BD3, MSc 3rd semester) were identified as relevant for participation in the Thirdroom pilot project and MBQ will pass on this information and make sure to involve the relevant semester coordinators.
	It was agreed to integrate the new Moodle layout at the coming TAN1 and BD1 semesters. MBQ will make sure to talk to Jan Svendsen about the decision, as the new layout must be implemented in the semester Moodle room templates.

In relation to the requirement for research-based teaching ==MBQ and JRF will make sure to list both an academic and an administrative module responsible in the semester descriptions.==
==The study board (MBQ and JRF) will make sure to remind programme coordinators and semester coordinators about semesters with a new curriculum== so that a coordination/planning meeting can be arranged ensuring properly implementation of the new curriculum in practice. At the Autumn 2023 semester new curriculums will be implemented on the BD1 and TAN5 semesters. ==The programme coordinators will take care of the task of visualization of progression of the study programmes in cooperation with their coworkers.==

6. Status on self-evaluation action plan

Timeframe:	13.35 – 13.40	Responsible:	MBQ

Presentation:	*MBQ merely informs that the self-evaluation action plan has not yet been updated after the dialogue with the TECH pro-dean, since a meeting with our administrative quality officer is pending. After this meeting, the plan will be updated and presented for TB-SN.*
Appendix	-
Quality assurance:	Quality area 1, 2, 3, 4, 5 & 6
Discussion:	This week MBQ and JRF had a meeting with the PLAN department quality employee Line Vittrup Jakobsen about the update of the self-evaluation action plan for our study programmes based on the 2022 quality report and the meeting with the Vice Dean in February 2023. The self-evaluation action plan is now in the process of being updated and at the next study board meeting we will have a discussion about some of the topics in the action plan.
Conclusion:	The self-evaluation action plan for our study programmes is being updated based on the quality report and the meeting with the Vice Dean. The updated plan is to be presented to the study board at the next study board meeting.

7. Drop-out rate status and intake status

Timeframe:	13.50 – 14.00	Responsible:	MBQ/JRF

Presentation:	*The development in drop-out rates is considered. The numbers are discussed and commented on. If needed, initiatives and actions are decided. In relation to this, the challenge of intake is also discussed, since KCN experienced very few students at the information of TAN AAL.*
Appendix	Drop-out rates (appendix 8)
Quality assurance:	Quality area 1 & 2
Discussion:	The BSc TAN AAL and CPH drop out numbers are unfortunately red. Status at the middle of March 2023 is that 13 students have dropped out from the TAN CPH first study year which resulted in a 33% drop out rate. LB mentioned that the TAN2 CPH semester is not so academically strong, and that the grades are lower than usual. TAN2 AAL is a small but committed

group of students. Two students have dropped out, but as the 2022 intake number was only eight students the drop out of the two students resulted in a 25% drop out rate. Some of the students are considering a semester abroad which of course can be a bit complicated due to the very low number of students at the semester.

MBQ and TB are working on creating a possible project collaboration with the BEM study programme for both AAL and CPH, even though the TAN student group is bigger.

At the MSc TAN AAL one student dropped out which resulted in a yellow 7% drop out rate. Again, the low number of students in Aalborg leaves us quite vulnerable as the drop out rate % quickly goes up.

The BD and SD numbers look good.

2023 intake status: The application deadline for the quota 2 BSc intake was March 15, and the number of applications for TAN AAL was unfortunately not so high. On the other hand, the application numbers for both BD and TAN CPH were very good.

The application deadline for the MSc intake was March 1, and the application numbers for our three MSc programmes are the following:

- SD: 112 applications (first priority: 78)

- TAN CPH: 83 (first priority: 61)

- TAN AAL: 39 (first priority: 19)

MBQ mentioned that if TAN AAL ends up with applications from more students than we can accept at the study programme, she must be informed, so that she can contact the Vice Dean reg. more study places.

Conclusion:	The drop out numbers for BSc TAN AAL and CPH are red with a 25% and 33% drop out rate. MSc TAN AAL has yellow numbers with a 7% drop out rate. At TAN AAL the low number of students quickly results in a high drop out rate even though the number of students dropping out is not so high. Luckily the remaining students at TAN AAL seem to be committed to the study programme. We are trying to create a community across campus, and we are also working on a possible project cooperation with the BEM study programme. The TAN2 CPH semester is unfortunately not so strong academically and socially, which is probably part of the reason that so many students have dropped out. Thus, we need to focus our attention on this semester. If TAN AAL ends up with applications from more students than we can accept at the study programme, MBQ will contact the Vice Dean reg. more study places.

8. Delayed students			
Timeframe:	14.00-14.10	**Responsible:**	JFR/MBQ
Presentation:	*Every semester an overview of delayed students is created. Students that are more than 5 ECTS delayed in their studies will receive a 'yellow mail' with an <u>offer for a guidance meeting reg. their future studies</u>. Students that are more than 15 ECTS delayed in their studies will receive a 'red mail' with an <u>invitation to a meeting reg. their future studies</u>. Students that are delayed due to legal circumstances such as illness, maternity leave etc. will not be contacted. At Spring semesters only delayed students at the first year of*		

	their studies will be contacted. At Autumn semesters delayed students at all semesters will be contacted. Janni goes through the Spring 2023 list of delayed students and informs us about how many students will receive mails from us this semester. TB-SN discusses whether there are alarming points to raise and how to address this in relation to our action plan on well-being.
Appendix	Delay overview (appendix 9)
Quality assurance:	Quality area 1 & 2
Discussion:	JRF presented the overview of the delayed students from the Spring 2023 semester. At Spring semesters only delayed students at the first year of their studies will be contacted and based on the overview four students received a mail from the study board. Two students received a 'yellow mail' informing them about our different offers for help and guidance and two students received a 'red mail' in the form of an invitation to a meeting regarding these subjects. The students at the rest of the semesters who were delayed without legal reasons were passed on to the central student counselling who will be giving them a call as an extra effort to offer help and guidance. The Spring 2023 numbers of delayed students were lower than last Spring.
Conclusion:	Mails (two yellow and two red) were sent to four students in the first year of studies who were delayed without legal reasons. The delayed students on the rest of the semesters were passed on to the central student counseling for them to contact them. As the Spring 2023 numbers are very low and even lower than last Spring, the study board did not find any additional initiatives necessary at the moment.

9. Student project fund applications

Timeframe:	14.10 – 14.20 **Responsible:** MBQ/MHR
Presentation:	*MBQ & MHR have prioritized the TB-SN funds for student projects. The overview is presented to the Study Board and commented. The distribution of funds is formally approved by TB-SN.*
Appendix	Overview of distribution of funds for students (appendix 10)
Quality assurance:	-
Discussion:	MHR and MBQ have distributed the TB-SN student funds for the Spring 2023 semester among the applicants. We have received applications for 76.000 DKK but only had 10.000 DKK to give out, so it has been a very difficult task. Thus, it was decided to include an extra 10.000 DKK from the teacher's pool of funds, and we ended up giving out 23.000 DKK adding another 3000 DKK. In relation to the division MHR and MBQ chose to give a smaller amount to all applicants, as they found all the applications to be relevant, making it impossible to choose some over others. Due to the limited amount of money, we encourage the students to try to keep their expenses down e.g., by looking for cheap tickets and only sending part of the project group to do fieldwork instead of the entire group. All applicants have been informed about their grant.

Conclusion:	MHR and MBQ have distributed the TB-SN student funds for the Spring 2023 semester among the applicants, and the study board approved the division of the funds and the principles behind it.

10. Study curriculum revision: acceptance of 'Ingeniørvidenskab' at TAN & BD/SD

Timeframe:	14.20 – 14.30	Responsible:	MBQ/PK

Presentation:	*Tom Børsen has requested that the Study Curriculum of TAN MSc and SD MSc regarding the paragraph on intake should be expanded to include the new AAU education 'Ingeniørvidenskab BSc'. This has been approved by the TECH dean and the Head of Studies at PLAN. The approval is legally binding intake for TAN MSc and non-legally binding intake for SD MSc. The Study Board might consider if the intake should be legally binding for both educations. The issue will be discussed, and a decision made concerning approval. Link to the study curriculum:* *https://studieordninger.aau.dk/2022/32/3506*
Appendix	Description of Ingeniørvidenskab BSc and e-mail from Tom (appendix 11)
Quality assurance:	Study regulation
Discussion:	It was discussed whether the Study Curriculum of TAN MSc and SD MSc regarding the paragraph on intake should be expanded to include the new AAU education 'Ingeniørvidenskab BSc'. The request is legally binding intake for TAN MSc and non-legally binding intake for SD MSc. The Study Board found the inclusion of the new education to be relevant and meaningful and decided to meet the request. JRF will inform Tom Børsen about the decision.
Conclusion:	It was decided to include the new AAU education 'Ingeniørvidenskab BSc' in the MSc curriculums as legally binding intake for TAN MSc and non-legally binding intake for SD MSc. JRF will contact the AAU legal department to have the education included in the curriculums.

11. Semester descriptions for 9th semester

Timeframe:	14.30 – 14.40	Responsible:	MBQ

Presentation:	*The semester descriptions for autumn 2023 are commented and approved.*
Appendix	Semester descriptions 9th semester (appendix 12)
Quality assurance:	Quality area 2
Discussion:	We have only received the SD3 semester description for Autumn 2023 so the TAN9 AAL + CPH semester descriptions must be handled at the April study board meeting instead. In the SD3 semester description five student options are described. However, the curriculum only offers four options during the semester in the form of elective project modules. Thus, the fifth option which is to study a semester at another university (abroad) and get a credit transfer should not be listed as an official option. Instead, the possibility to study at another university should be mentioned as part of the text describing the semester. JRF will make a draft for a text about studying at another

university and getting a credit transfer that can be used in the semester description.

MBQ has added a text about how the workload is calculated during the semester in order to explain the weekly number of 43-45 hours that the students are expected to spend on their studies. It was suggested that such a text could also be added to the semester evaluation survey.

Conclusion:	The SD3 semester description for Autumn 2023 was approved with minor revisions. JRF will send a mail to the semester coordinator with the approval and comments.

12. Recruitment panel meeting agenda

Timeframe:	14.40 – 14.55	**Responsible:**	MBQ/PK

Presentation:	*The program coordinators present a draft of the agenda for the recruitment panel meetings. The drafts are discussed, and final adjustments are made. The Head of Studies wants to coordinate the agendas across the two study boards, so Maj-Britt will present the agendas at a coordination meeting.*
Appendix	Draft of agenda for recruitment panel meetings (appendix 13)
Quality assurance:	Quality area 6
Discussion:	The programme coordinators have sent in drafts for recruitment panel meeting agendas
	For the recruitment panel meeting of BD/SD the programme coordinators are planning two discussions organized around a design game. They would like the external members to reflect on which graduate profiles and competences are desirable for the labor market and which disciplines to include in the MSc programme in order to meet the demands and desires. Also, they would like input on how to market both the BSc and MSc programme, e.g., which sales arguments should be used, and which disciplines should be emphasized. We would like them to tell us how they have gotten to know the study programmes that they are familiar with.
	For the TAN recruitment panel meeting the programme coordinators would like the external members to give input on how to make the TAN study programme more visible for organizations and companies, e.g., which materials and strategies should we use to get to companies, and how can we make the work of our students visible.
	MBQ mentioned that Head of Studies would like us to have a dialogue and coordinate with the PL study board reg. the recruitment panel meetings to both inspire each other and to avoid having similar agendas. When the agendas are final, they must be sent to JRF who will send them out to all recruitment panel members.
	The study board student representatives were encouraged to participate in the recruitment panel meetings if they would like to. The dates are as follows: May 15 (BD/SD) and May 16 (TAN). If they are interested in participating, they must inform JRF who will then make sure to pass on the meeting invitation to them.
	MBQ also emphasized that we need to find new members for each of the panels; two for the BD/SD panel as Maria Was-Danielsen and Julie

	Tehrani are no longer part of the panel, and one for the TAN panel, as John Kjær is no longer a member.
Conclusion:	The drafts for the recruitment panel meeting agendas were presented and discussed. The suggested items for both agendas were found to be relevant, and <mark>the programme coordinators can move on with the planning of the meetings. When the agendas are ready, they must be sent to JRF who will pass them on to all recruitment panel members together with any materials/information.</mark> The study board student representatives were encouraged to participate in the recruitment panel meetings. <mark>The program coordinators should find new external members for both recruitment panels.</mark>

13. Any other business	
Timeframe:	14.55 – 15.00 **Responsible:** All
Presentation:	*Participants at the TB-SN meeting are invited to share information and issues that are relevant for TB-SN. No formal decisions can be taken at this item.*
Appendix	-
Quality assurance:	
Discussion:	
Conclusion:	There was no other business.

Action list from TB-SN meetings 2023

Last updated 15-03-2023

Done

- Cilline and Maj-Britt have followed up on the Moodle template (PLAN semesterrum):
    - Information about the study board has been added with link to the homepage.
    - The guidance for study project funds has been uploaded.
    - There is information about harassment
    - Information about the inventory will be uploaded soon to the template.
- The guidelines of ITX-flex have been updated and mail to teachers with 'stedsprøver' has been sent.
- Cilline has developed a good procedure regarding feedback from students, when they leave the study.
- Janni has prepared the letter regarding semester funding from TB-SN and the guidelines have been updated.
- Cilline has sent out TB-SN meeting invitations for 2023
- Cilline has sent invitations for December and January meetings
- Cilline has invited Søsser to the TB-SN meetings
- Maj-Britt facilitated a meeting with the TREF group (Emilie, Sidse and Frederik) as well as Pernille, Mette and Poul about how to systematize recruitment, well-being and employability throughout the study. The meeting ended in several action points to follow up on, including participation and coordination between TREF and TB-SN at one of our meetings.

- Revision of SD was raised and was one of the themes suggested for the recruitment panel meetings this spring.
- Janni has sent diplomas for the students leaving TB-SN.
- Janni has sent out a response to the censor chairmanship for engineering.
- Maj-Britt has put follow up about recruitment panel meeting agenda on the TB-SN March meeting.
- Janni has informed the student from the student case about the need for extra documentation.

In progress
- Maj-Britt & Lars are working on a guideline for studying abroad on the bachelor and will also develop a list of previous studies abroad to exemplify possibilities.
- The focus group interview in CPH was again postponed – this time due to too little attendance of students. Maj-Britt will consider how to follow up.
- Janni has raised the issue of formulations regarding requirements of a doctor's note in order to ensure that it is clear to ask the doctor to write that it is based on a physical examination.
- Regarding student well-being, a focus group has been held in AAL and some focus areas are beginning to form. More follow-up is needed in terms of developing some initiatives for our action plan.
- Maj-Britt has contacted the TAN task force regarding how to follow up on discussing further support from Louise regarding the TAN CPH closure.
- Maj-Britt has sent an e-mail to semester coordinators to follow up on the idea about having funds to make TAN2 and TAN3 groups from AAL collaborate with students in CPH.
- Maj-Britt has followed up with Frederikke in relation to map out where kitchen facilities could be placed and what is needed.
- Maj-Britt will follow up on discussing the application of the new template for all of our educations with the administration. Consider if we could develop a template in Teams so it is easier to do.
- Maj-Britt will follow up on implementing the new Moodle format. TAN1/BD1 could act as a pilot to start the process. The point is discussed in relation to semester planning at the meeting in March.

Pending
- Debate article for Navigator (to do).
    - The format is 3-4 pages. Deadline within a month, if we can make that.
- When Mette has produced a list with an overview of digital tools, Maj-Britt should take this up at a DSUR meeting to coordinate across study boards.
- Economic budget for alumni activities?! (Andrés is frontrunner)
- Maj-Britt discusses follow up on pedagogical initiatives so it becomes more systematic. Also issue in terms of hours for that.
- Maj-Britt will look into ways of finding data about students' expectations of the study programme in the study start tests to see if this can help to elaborate the quantitative data from the evaluations.

- Follow up with TAN semester coordinators regarding revision process and status, when planning for autumn semester begins.
- A new member of the recruitment panel for BD/SD should be found and also follow-up in relation to that for TAN.
- Maj-Britt and Janni will follow-up with Mette about the educational evaluation.
- Maj-Britt and Janni will plan a work meeting to go through this list to sort it out.
- Maj-Britt follow up regarding visualisation of progression for our studies with PK – this could be included in the Moodle semester rooms. Need to check what this was about in the self-evaluation report and minutes from self-evaluation meeting in 2020.
- Maja calls in the student members for a meeting about selecting teacher of the year.
- Maj-Britt should talk with Emilie about having the SD2 pilot project on semester group dialogues on TAN8 as well.