Minutes for TB Study Board meeting

Date:	30-11-2023	Time:	12.30 – 15.00
Place:	AAL: RDB14 4.307 / KBH: ACM15 2.1.023 / Online via Teams		
Catering:	Please register for lunch by e-mailing to tb-sn@plan.aau.dk		
Minute taker:	Study secretary Mariann Dam Lerkenfelt		

Name	Role	Attendance
Study Board Members		
Maj-Britt Quitzau (MBQ)	Study Board Chair	Present online
Lars Botin (LB)	Programme coordinator TAN CPH	Absent (Mandate to Maurizio)
Maurizio Teli (MT)	Programme coordinator TAN AAL	Present online
Jeppe Eriksen (JE)	Future Programme coordinator TAN AAL	Absent
Andrés F. Valderrama Pineda (AVP)	Programme coordinator SD	Present online
Signe Pedersen (SP)/Søsser Brodersen (SB)	Programme coordinator BD	Absent (mandate to Andres)
Mette Simonsen Abildgaard (MSA)	Rep. Department of Culture and Learning (CPH)	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 online
Sebastian Husted Petersen (SHP)	Student rep. TAN CPH	Absent
Observers		
Janni Rise Frellsen (JRF)	Study board secretary	Present
Mariann Dam Lerkenfelt	Study secretary and study board minute taker	Present
Hannibal Holm Johansen (HHJ)	Observer (student study councilor BD/SD)	Present
Nicco Olaybal Graulund-Jørgens (NOGJ)	Observer (student study councilor TAN CPH)	Absent
Kristina Contaoi Nielsen (KCN)	Observer (student study councilor TAN AAL)	Present
Astrid Oberborbeck Andersen (AOA)	Rep. Department of Culture and Learning (AAL)	Absent
Guests		

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
	PK: Programme Coordinator (responsible for teaching programme)

Follow-up for Mariann, Janni and Maj-Britt
Follow-up for others
Headings marked with **bold** are quality items, and main conclusions in the summaries.

AGENDA

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	Appendix 1 - Minutes from TB-SN meeting October 2023
Quality assurance:	Legal formality
Discussion:	
Conclusion:	Studienævnet var beslutningsdygtigt, idet der var tilstrækkeligt med medlemmer til stede eller repræsenteret gennem fuldmagter. Sidste måneds referat samt dagens dagsorden blev godkendt uden yderligere kommentarer.

2. Information from Study Board Chair, Secretary and others

Timeframe:	12.35 – 12.45 **Responsible:** MBQ/JRF
Presentation:	a. *TB-SN meeting language* b. *Meeting and initiatives for TAN AAL BSc intake* c. *TAN4 changes in curriculum already in Spring 2024* d. *Discussion about making the oral project exams shorter* e. *News from Program Coordinators* f. *News from Student Study Councilors* g. *News from Student representatives*
Appendix	Appendix 2 – strategy document for TAN AAL BSc intake
Quality assurance:	-
Discussion:	
Conclusion:	a. Det blev diskuteret, hvorvidt vi bør ændre sproget på studienævnsmøderne til dansk, men vi valgte at holde fast i at tale engelsk på møderne, indtil Jeppe (JE) tager over som programkoordinator efter Maurizio (MT). b. Maj-Britt (MBQ), Martin (MLB) og Kristina (KCN) har holdt et møde sammen med Frederik Kobbelgaard og Jeppe Eriksen, hvor de talte om muligheden for at gentænke storytellingen om TAN. Vi kunne godt tænke os at hyre en intern PLAN medarbejder til at hjælpe med udarbejdelse af noget markedsføringsmateriale, såsom f.eks. videoklip til SoMe, og vi vil muligvis kunne allokere nogle af evt. overskydende E23 midler hertil. Materialet skal gerne udarbejdes snarest, da fristen for optag er 1. marts. Der vil blive udarbejdet et pitch/oplæg, som vi meget gerne vil have input og feedback på fra TAN studerende ift. om dette er rammende.

c. Der er ansøgt om ændringer i TAN4-projektets læringsmål i studieordningen fra F24. Vi afventer pt. godkendelse fra prodekanen for uddannelse på TECH, Louise Møller Haase (red. Godkendelsen kom d. 1. december 2023). Vi vil indsende en supplerende ansøgning med de resterende ændringer til ikrafttrædelse i E24 i løbet af foråret.

d. Der er en intern diskussion mellem de to studienævn på PLAN ang. længden på projekteksamenerne. Der er blandt studielederne bred enighed om, at projekteksamenerne er for lange, og de har kigget på samme model, som bruges på SAMF/HUM, hvor en eksamen max er omkring 4 timer. Maja (MHR) påpegede dog, at eksamenerne på SAMF/HUM er markant anderledes end på TECH, hvilket bør være et obs-punkt ift. at forkorte vores eksamener. Der var blandt medlemmerne i studienævnet både fortalere for at bibeholde de lange eksamener, samt fortalere for at forkorte. Der var dog bred enighed om, at projekteksamenerne for enkeltmandsgrupper bør forlænges fra 45 min. til en time. ==Maj-Britt melder tilbage, at der i TB-SN både er for og imod ift. en forkortelse af projekteksamenerne.==

e. Intet nyt fra programkoordinatorerne.

f. Der blev afholdt kandidatdag, i sidste uge, hvilket overordnet gik rigtig fint, men der er dog nogle ting, der bør gentænkes. Kristina (KCN) har snakket med Emilie Stenberdt og Frederik Kobbelgaard om dette. Kristina (KCN) fortalte, at der desværre ikke var særlig høj deltagelse fra hverken LAND eller TANs side i Aalborg. Der var heller ikke mange til stede i KBH, supplerede Andrés (AVP). ==MBQ tager fat i Emilie Stenberdt, så de kan få en snak om, hvordan det kan gentænkes.==

g. Intet nyt fra studenterrepræsentanterne.

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	Appendix 3 - Updated action list.		
Quality assurance:	Follow-up and execution of decisions and items		

Discussion:	Der var ingen kommentarer til 'action' listen.
Conclusion:	<mark>MBQ og JRF vil holde et arbejdsmøde i december, hvor de vil få kigget nærmere på listen og opdateret denne.</mark>

4. Evaluation of the study start Autumn 2023

Timeframe:	12.50 – 13.10	**Responsible:**	MBQ/PK
Presentation:	*The study start for both the bachelors and masters programmes are analysed and discussed. Points of awareness and improvements are pointed out. We have also been asked to consider how the communication with applicants for our MSc's are carried out. The general timeline and procedure from AAU is discussed in relation to what our current practices are. We are welcomed to suggest adjustments.*		
Appendix	Appendix 4 – evaluation of study start and e-mail from the administration with the general timeline and procedure for MSc application communication.		
Quality assurance:	Quality area 1 & 2		
Discussion:	TB-studienævnet har desværre fået dårligere tilbagemeldinger på studiestarten sammenlignet med de resterende uddannelser på TECH. Dog ligger resultaterne tilfredsstillende og i den gode ende af skalaen for det meste. Vi skal derfor have kigget evalueringen grundigt igennem og fulgt op på de ting, vi har mulighed for at gøre noget ved. Ift. det sociale ser evalueringen fin ud. Mht. deling af praktisk information er de studerende ikke så tilfredse. Måske vi skal tage en snak med de studerende på årgangen om, hvad vi kan gøre bedre. Det virker som om, at de mangler noget håndgribelig information. Sidste år blev der lavet en app med den intention at al information om studiestart skulle fremgå heraf. Moodle kan desuden være svært at anvende for nye studerende, så vi kunne evt. få udarbejdet en lille video om, hvordan systemet benyttes til helt nye brugere. Maj-Britt (MBQ) skal til DSUR-møde i næste uge, og hun vil prøve at høre, hvad de andre institutter, f.eks. Arkitektur og design har gjort, da vi kan se, at de har fået gode evalueringer. Maja (MHR) nævner, at de på dette institut bruger deres tutorer på en hel anden måde, end vi gør. Andrés (AVP) påpeger, at koordinering af studiestart kræver rigtig meget tid, så dette skal hænge bedre sammen med det antal timer, der er til rådighed hertil. 25 timer til rollen som programkoordinator er ikke nok. Maurizio (MT) synes at studiestarten overordnet er gået godt, men at koordineringen kunne være lidt bedre.		
Conclusion:	<mark>MBQ vil kontakte Line Vittrup ang.</mark> hvornår tutorerne bliver ansat, så der kan dannes en arbejdsgruppe, hvor vi kan arbejde med, hvilke elementer vi ønsker, skal indgå i vores studiestart. <mark>MBQ holder et opfølgende møde med de nuværende tutorkoordinatorer</mark>, der netop her kørt studiestart med henblik på at følge op og opstille nogle forslag til forbedringer.		

5. Presentation and discussion of the data package

Timeframe:	13.10 – 13.30 **Responsible:** MBQ/PK
Presentation:	*We have now received the data package that provide key indicators for the past year. The data package form the basis for our yearly quality status report. We will look through the data package and identify points of awareness and generally discuss arguments and actions regarding these points. On this basis, Maj-Britt and PKs will develop a draft for the quality status report to be approved on our December meeting.*
Appendix	Appendix 5 – Data package.
Quality assurance:	Quality area 1, 2, 3, 4, 5 & 6
Discussion:	Maj-Britt (MBQ) shortly presents the data package which unfortunately has some minor errors in relation to the numbers of TAN AAL and CPH as some students were registered with the wrong campus. We will receive a new data package with the correct numbers shortly.
	The employability numbers are good (green for TAN AAL and yellow for SD and TAN CPH compared to red last year). It looks like the positive trend for SD is continuing, so that the numbers will probably also become green.
	Dropout status: BD and SD look fine. TAN CPH: 41% (this is the class that was informed that the TAN study programme is closing which could explain the very high number of dropouts). TAN AAL: the dropout rate is high, but the number of students is very low, which causes the rate to go up very quickly.
	MBQ and JRF will take a closer look at the numbers for dropout, dropout + 1 year and delayed students where the ratings are red.
	Andrés (AVP) finds that the two last indicators about project-oriented studies and thesis collaborations with companies should be removed from the data package as they are not measuring the quality of the education.
	It would be great to have a dialogue with the external examiners about how they evaluate the quality of our study programmes.
	We do not need to address the data package for MPBL as the study programme is under revision.

| **Conclusion:** | When we receive the corrected data package JRF and MBQ will go through the details, and we will process the data package at our next meeting. MBQ will also raise with Head of Studies and the vice dean the |

issue with the two indicators about project-oriented studies.

6. Self-evaluation action plan – quarter 4

Timeframe:	13.30 – 13.40 **Responsible:** MBQ/PK
Presentation:	*The self-evaluation action plan for the 4th quarter is discussed. Main emphasis is to evaluate the status on each of our items. The action plan will soon be transferred into a new platform, where each PK can go in and*

	update on their actions and initiatives. At the December meeting, we will follow up on action plan and discuss focus areas for 2024.
Appendix	Appendix 6 – Self-evaluation action plan – quarter 4.

Quality assurance:	Quality area 1, 2, 3, 4, 5 & 6
Discussion:	Satisfaction with the uptake in CPH, but here might be an issue with the TAN crossover frequency in Aalborg, so we will follow up on that. Nicco and Hannibal will arrange a workshop about student wellbeing in the beginning of the new year. Most of our items in the self-evaluatio action plan are on-going, which is indicated with the orange colour.
Conclusion:	JRF and MBQ will go through the self-evaluation action plan to see, if we have followed up on all our 2023 initiatives. They will also produce a draft for the action plan for 2024.

7. Dropout rate status

Timeframe:	13.40 – 13.50	**Responsible:**	MBQ/PK
Presentation:	*The dropout rate status is analyzed and discussed. In case of areas of concerns, initiatives are discussed and approved.*		
Appendix	Appendix 7 – drop-out rate status		
Quality assurance:	Quality area 2		
Discussion:	The dropout rate looks very good for autumn 2023, and the indicators are all green. Only one student has left BD, and one student has left MA TAN CPH. However, Maurizio (MT) suspects that we will also lose a couple of students in AAL.		
Conclusion:	JRF and MBQ will compare the status with last year and follow-up.		

8. Semester descriptions for 10th semester

Timeframe:	14.00 – 14.10	**Responsible:**	MBQ/PK
Presentation:	*Semester descriptions for the 10th semester are looked through and approved.*		
Appendix	Appendix 8 – semester descriptions for 10th semester		
Quality assurance:	Quality area 1, 2, 3, 4 & 5		
Discussion:	Semester descriptions for TAN10 AAL, TAN10 CPH and SD4 were processed and approved. There was a discussion about the submission deadlines in the other semester descriptions, regarding whether we want to keep 12:00 noon or change it to 10:00 AM to align it with the PL-SN, as we have done with the three thesis semester descriptions. Andres (AVP) suggests that we change the deadline to 13:00 in consideration of the study secretaries. The majority of the study board members would like to keep 12:00 noon as the submission deadline.		
Conclusion:	The semester descriptions were approved with minor remarks. JRF will return them two the semester coordinators.		

There will be an internal dialogue, including the study secretaries and the other study board, about the submission deadlines. JRF will make sure that the agreed deadline is implemented in the desciptions.

9. TB-SN funds status

Timeframe:	14.10-14.30	**Responsible:**	MBQ/JRF

Presentation:	*A status on the use of TB-SN funds is given in order to consider if there are unused ressources to distribute. The ressources have to be used very soon, so TB-SN needs to agree and approve this. If there is a bigger amount of ressources available, it is suggested to use it to finance marketing materials for the TAN AAL uptake (new videos and pictures for TAN AAL). We usually also allow that BD2 buy their products for this semester project in December. Remaining ressources could be prioritized for buying relevant hands-on technologies for marketing (open house, etc.) or as supplements to some of the yearly christmas parties arranged by students.*
Appendix	Appendix 9 – Status of TB-SN funds
Quality assurance:	Quality area 1, 2, 3, 4, 5 & 6
Discussion:	At lot of the allocated funds have still not been used by the applicants, despite of the fact that the reimbursement deadline is today, so JRF is sending out a reminder and prolong the deadline to December 4. If the funds are not spent within that deadline, we will spend them on other activities.
Conclusion:	JRF will send out a reminder to all applicants who have not spent (all of) their allocated funds. It was decided that we will spend unused funds on production of marketing material for TAN AAL, and for semester materials for BD2.

10. Dates and procedure for external recruitment panel meetings

Timeframe:	14.30-14.40	**Responsible:**	MBQ/JRF/PK

Presentation:	*Suggestive dates for recruitment panels in the spring 2024 are discussed and agreed. The status on recruitment panel members and the procedures for preparing the meetings is discussed.*
Appendix	-
Quality assurance:	Quality area 1, 2, 3, 4, 5 & 6
Discussion:	New members have been added to both recruitment panels so that both panels now have the required six external members. Janni (JRF) will send in the new members to the vice dean for teaching at TECH for approval. We have chosen to make some changes in the BS/SD recruitment panel as the companies of some of the external members were no longer of much relevance for the SD graduates due to the companies having a very technical focus and are not hiring SD graduates. Maj-Britt encouraged the programme coordinators to start thinking about possible agenda items for the coming recruitment panel meetings. Students are also very welcome to give inputs.

Conclusion:	<mark>Andrés (AVP) will discuss possible dates for the BD/SD recruitment panel in May/June with Søsser and Signe.</mark> <mark>JRF will contact Lars (LB) and Jeppe (JE) (who is the future programme coordinator for TAN AAL) reg. possible dates for the TAN recruitment panel meeting.</mark>

11. Any other business

Timeframe:	14.40 – 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 made under this item.*		
Appendix	-		
Quality assurance:	-		
Discussion:			
Conclusion:	Agnete will not attend on the December meeting and gives her mandate to Mathilde.		

Action list from TB-SN meetings 2023
Last updated 24-11-2023

<mark>Urgent item</mark>
<mark>Important item</mark>
Less important item

<u>Done</u>

- Maurizio has discussed the TAN8 AAL challenges with the technical teachers and other colleagues. A follow-up-talk was also done with Maj-Britt and Astrid.
- Nicco and Hannibal have advertised for representatives for TB-SN.
- JFR has ensured that information was sent out about the election on the Moodle joint rooms.
- JFR has sent in the changes regarding TAN4 revisions in order for these to take effect already in spring 2024. The rest will be sent in later.
- MBQ has sent reminder to Michael about the BD4 semester evaluation.
- MBQ has discussed the requirement of having 3 steering group meetings with Pernille and Poul. It has been agreed that there should be at least 2 steering group meetings and that the third meeting should have the format of the new qualitative semester evaluation.
- MBQ has followed up regarding the harassment issues on TAN3 AAL.
- Mariann and JFR has informed Lars Bo that we can change the page numbers for projects in the semester description.
- MBQ has talked with Søsser about follow-up regarding better workshop integration. Some initiatives have already been agreed, including that questions about the workshop is integrated in the semester evaluation (qualitative part).
- MBQ has asked Andrés about some informal notes as replacement for the lack of semester evaluation.

<u>Daily to-dos</u>

- JRF will formulate some feedback about the discussion about the semester start to be sent to Jan Svendsen from the study board. They will look more into the planning process of the

scheduling in order to make more room for the social events in the beginning of the 1st semester.

- JRF will investigate requirements regarding saving correspondence between students and study student councilors.
- MBQ and JFR will follow up on monitoring of the student workload to see how the pattern is in the semester evaluations compared to the numbers from the larger survey.
- MBQ should raise the issue about the study activity models and its deemed importance with Quality and managers.
- JRF and MBQ should send in revision proposals for TAN5 and TAN9.
- MBQ should call-in TAN2 semester- and course coordinators due to low yellow rating.
- MBQ should call-in Thomas, Søren Lykke and Tom regarding the TAN2 CPH course on bæredygtige ingeniørvidenskabelige modeller.
- MBQ should call-in ES teachers + Lars Botin regarding digitalisering af sundhedssektoren on TAN4 CPH. At the same time we should discuss supervision issues on TAN6.

Development areas (on-going)

- Well-being initiatives
    - Maj-Britt should talk with Emilie about having the SD2 pilot project on semester group dialogues on TAN8 as well.
    - MBQ will talk to the semester coordinators about the well-being challenges relating to group formation to ensure a focus on this topic.
    - MBQ will assign a well-being working group with students and VIP colleagues.

- Attention to TAN closure
    - Maj-Britt has contacted the TAN task force regarding how to follow up on discussing further support from Louise regarding the TAN CPH closure.
    - MBQ will talk to Mette A. (HUM) about the lower ratings on the HUM courses in the semester evaluations as this is a point of awareness in relation to the closing down of TAN education and the current difficult situation of colleagues from the SSH departments.

- Attention to small TAN AAL cohort (current TAN2)
    - 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 also talked to Jeppe about following up with TAN4.
    - Lars and Maurizio will follow up regarding marketing of the TAN education based on the good input from the TAN recruitment panel.
    - MBQ will follow up on the dialogue about tangible items and representation of our educations with the student study councillors, Emilie and Frederik.

- Moodle updates
    - 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.
    - Ida will help with implementation of visualization of progressions in semester rooms.
    - MBQ will inform the first semester coordinators and course coordinators about the new layout for Moodle to be implemented for first semesters (BD/TAN) - postponed to study start 2024.

- Recruitment panels

- - Program coordinators need to find new recruitment panel members.
  - Follow up on how to address the heavy focus on salary in Danish Industry based on inputs from the TAN recruitment panel.
  - Contact to Dansk Erhverv for collaboration with the industry based on TAN recruitment panel.
  - Inputs from the TAN recruitment panel about collaboration with external actors.

- Improve information about study abroad
  - Maj-Britt is working on setting up a Teams room for studies abroad, where students can find guidelines and inspiration from students that have been abroad.

- Improve formal guidelines and case handling
  - 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.
  - JRF and MBQ will look at integration of the guidelines about special exam conditions from PL-SN.

- Improvement of study facilities
  - Maj-Britt has followed up with Frederikke in relation to map out where kitchen facilities could be placed and what is needed.

- Improving the semester description template
  - Maj-Britt will follow up on discussing the application of the new template for all of our educations with Jan in the administration. Consider if we could develop a template in Teams so it is easier to do. This will be discussed at the next study management coordination meeting.
  - The semester description for TAN5 should be updated with a clearer explanation of the three electives and some notions about internal coordination and the format of the election process should be discussed and more clearly outlined.

- Inventory for students
  - 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.
  - MBQ will talk with Mette (PA) about information to students about available software.

- Development of teaching and pedagogy
  - Maj-Britt discusses follow up on pedagogical initiatives so it becomes more systematic. Also issue in terms of hours for that.
  - MBQ and JRF will produce an action plan to remind the programme coordinators and semester coordinators about semesters with new curriculums and setup meetings for coordination/planning meeting about the given semesters.
  - MBQ will call in for a development workshop regarding examination formats with focus on pros and cons to develop some guidelines.
  - MBQ will make a proposition for a more qualitative evaluation of PBL principles
  - Signe is following up on the Viden om materialer course which is red. She will look at the possibility of getting af DVIP to help with this course.

- Student study councilors
  - MBQ will talk to Emilie about arranging a meeting/workshop with the student study councilors in AAL.
- Tutors

- MBQ will address the payment challenge with Jan in relation to paid tutors versus volunteering tutors.

-
    - MBQ will form a task force with super users in relation to digitalization and AI. It should include Jens Dorland, Anders Munk, Lasse Kristensen and Maurizio.