



AALBORG UNIVERSITET

## **Minutes from TB study board meeting Wednesday September 29, 2021, 12.30-15:00**

**Present:** Maj-Britt Quitzau, Maurizio Teli, Lars Botin, Andreas Birkbak, Andrés Felipe Valderrama Pineda, Ina Overgaard, Maja Elisabeth Hultberg Rasmussen, Kista Bianco Kjær, Sofie Rähr Graunbøl, Laura Telling Clausen, Evie Marcelia Trappaud Rønne, Rasmus Mølgaard Hansen, Janni Rise Frellsen, Mariann Dam Lerkenfelt (minute taker)

**Absent:** Signe Pedersen (authorisation for Andrés), Astrid O. Andersen

**Locations:** Copenhagen: ACM15 2.057 (Hydra), Aalborg: RDB14 3.368, online via Teams

### **Meeting agenda**

1. Approval of agenda
2. Information from study board leader and secretary
  - a. Annie has had to resign the study board as observer for personal reasons
  - b. BA and TA meetings are currently pending (sorry!)
  - c. New suggested titles: study board leader and program leaders
  - d. Enrollment of student on a flexible master
  - e. Digital learning goals have been approved by Jacob for BD/SD and TAN with great appreciation of our work (Appendix)
3. Short recapitulation on points from meeting in August (informative)
  - a. Maj-Britt has added that we need to update next years working plan with the new KPIs regarding the new quality documentation system.
  - b. Janni has ensured that the students have been informed about application of project funds from the study board. The semester coordinators have not been informed this time, because the teacher funds have already been distributed. We have to make sure to inform them for the next round of application.
  - c. Applicants of teacher funds from the study board have been notified.
  - d. Janni has sent response to the students regarding exemptions from last meeting
  - e. Maj-Britt has written e-mail to Natasja/Jacob regarding GDPR
  - f. After a talk with Kalle (UCPBL), Maj-Britt will postpone the point in the self-evaluation action plan regarding PBL and well-being until we have looked more into the well-being analysis.
  - g. It has not been possible to get more resources, so Maj-Britt will have to look into the well-being analysis herself.
4. New meeting dates
5. Aftagerpanel meetings – status from program leaders
6. TAN study regulation revision (Appendix)
  - a. Green light from the prodean
  - b. Status and hearing results so far
  - c. External review on two courses (vs. project) & which semesters to start on the new curriculum
  - d. Course and project titles - employability
  - e. Final process for October
  - f. Implementation process

7. Ressource overview and dialogue for teaching (update regarding SD letter) (Appendix)
8. TB-SN position in relation to employability (open dialogue about our vision and philosophy)
9. Supporting students with difficulties during their re-balance process (Andrés & Janni)
10. Funds from the study management (special funds - suggestions) (Appendix)
  - a. TECH integration workshop (external)
  - b. Teaching assistant for the rest of the fall
  - c. Well-being event
  - d. Students' applications?
11. External examiners – status and update on process (Appendix)
12. Information about evaluation of E-course on SD (Andrés)
13. Any other business (AOB)

## Meeting minutes

### 1 Approval of agenda

The agenda was approved without further additions.

### 2 Information from study board leader and secretary

- a. Annie has had to resign the study board as observer for personal reasons

We would like to thank Annie for her great work and effort in the study board.

- b. BA and TA meetings are currently pending (sorry!)

- c. New suggested titles: study board leader and program leaders

Lars has suggested new titles to replace the titles 'study board chairman' and 'programme coordinator'. We will look into what is possible in regards to changing the titles. It is mentioned that it is important to keep the democratic inclination, so 'chair' is good, but a bit difficult in Danish.

- d. Enrollment of student on a flexible master

We have accepted a student at a flexible Master, which is a combination of Sustainable Cities and Sustainable Design. We will try it out and see how much administrative work is involved.

- e. Digital learning goals have been approved by Jacob for BD/SD and TAN with great appreciation of our work (Appendix)

There has been some miscommunication about the title of the TAN Master's graduates, as it is not an engineering education but a cand.scient. There was also an error on the UG website, which has been corrected. **Maj-Britt will make sure that information about the error and the correction is sent out to the students.**

Lars mentions, that the IDA union is very aggressive in getting members among the TAN students, which might have been contributing to the misunderstanding.

### 3 Short recapitulation on points from meeting in August (informative)

- a. Maj-Britt has added that we need to update next years working plan with the new KPIs regarding the new quality documentation system.

- b. Janni has ensured that the students have been informed about application of project funds from the study board. The semester coordinators have not been informed this time, because the teacher funds have already been distributed. We have to make sure to inform them for the next round of application. **Janni will make a procedure and a message, which can be sent out to the semester coordinators before the next application round.**

We have received a mail from TAN7 saying that they cannot meet the application deadline for the project funds, as they have just formed the project groups and have not yet planned project related activities. We will let them know that they can just send in an open application with an expected budget. Update: on September 30 we learned, that BD3 has not been informed about the funds. Thus, it was decided to extend the deadline for BD3 and TAN7 till October 8.

Next year TAN7 will no longer have this issue.

- c. Applicants of teacher funds from the study board have been notified.
- d. Janni has sent response to the students regarding exemptions from last meeting
- e. Maj-Britt has written e-mail to Natasja/Jacob regarding GDPR. However, she has not received an answer yet.
- f. After a talk with Kalle (UCPBL), Maj-Britt will postpone the point in the self-evaluation action plan regarding PBL and well-being until we have looked more into the well-being analysis. Unfortunately it has not been possible to get more resources for doing the well-being analysis, so Maj-Britt will make sure to look into the well-being analysis herself.

4 New meeting dates.

Difficult to find dates that fits all. Janni will book new meeting dates as soon as possible.

5 Aftagerpanel meetings – status from program leaders

BD/SD meeting is planned for October 25, the members are invited, and an agenda has been sent out. TAN meeting is planned for October 13 and the members are invited. Lars and Maurizio will make an agenda for Janni to send out as soon as possible.

6 TAN study regulation revision (Appendix)

- a. Green light from the prodean
- b. Status and hearing results so far

The study board have received a number of hearing results, and people are generally very positive, but of course there are also some things that we need to look into.

Some of these things we will pass on to the educational staff in order to get their perspective on the suggestions. The revision team will meet Friday and continue the revision work.

The hearing result from the anthropological examiners corps are discussed. They suggest us to include some information about individual tests and group tests in the study regulation.

Maj-Britt has been in contact with the AAU legal department who will get back to us with whether or not this is stated in another place.

The examiners corps also suggest us to include the number of pages of the different semester projects, and it is discussed if we should put it in the study regulation or keep it in the semester description. We agree on it being a good idea to just keep the number of pages in the semester descriptions.

The examiners corps points out that a lot of generic terms are used in relation to the learning goals and suggests further descriptions. E.g. in relation to sustainability. We can add keywords describing sustainability. We can make it more clear that the students need to define sustainability themselves. The students should be able to discuss sustainability in relation to their case and project.

Andreas does not find that it is a good idea to include thematics in the study regulation, as

it makes the document less useful as a legal document.

The revision team will try to simplify it and use more practical sentences. Try to avoid repetitive slang.

Maja mentions that it is a pity that the courses are divided/split up instead of being integrated and cross-disciplinary. The course coordinators should work closely together in relation to the courses.

Andreas does not find that the process is based on a scholarly vision, but with the point of bringing more TECH into the programme.

Maj-Britt will look into the accreditation documents regarding how the division of the study programme between TECH and HUM is described. Andreas mentions that the strength of the TAN study programme is that it is a mix, and we must preserve the core of the study programme. Maj-Britt will try to tone down the division in the document.

Maj-Britt acknowledges the great work of the HUM teachers in the revision process.

Further inspection into the establishment of a summer course as a physical add-on to the e-course in collaboration with SD in August needs to be done. Important to only mention intervention on 5<sup>th</sup> semester and facilitation of innovation on 4<sup>th</sup> semester.

We need to decide if the new study regulation should enter into force for current students or only for new students from fall 2022. We would like to have it enter into force for both current and new students if possible.

- c. External review on two courses (vs. project) & which semesters to start on the new curriculum. No comments about the external review and the start needs to be discussed with the new departments that contribute. Maj-Britt will follow up.
  - d. Course and project titles – employability. Make them more accessible toward the work life – less academic. There is not time to look into this in this round.
  - e. Final process for October. Maj-Britt will handle the remaining process together with Lars Botin and Lars Bo Henriksen.
  - f. Implementation process. Scheduled for next meeting.
- 7 Ressource overview and dialogue for teaching (update regarding SD letter) (Appendix)
- Maj-Britt has made a draft for an overview of the tasks and resources of the different positions and would like feedback in relation to the number of hours in the draft.

It is agreed upon that there is not enough hours for course coordinators when developing a new course. However, when running a course the number of hours are okay. Thus, there should be extra resources for developing new courses.

Over all there is a problem in the quality system relating to the low amount of hours. The character of teaching should be dynamic with continuous development, but the lack of hours has an impact on the quality of the teaching. Teachers will be able to engage more in course development with more hours. Also people use a lot of time for administration.

Maja says that she has had a dialogue with Jacob Stoustrup about it at one of the meetings, and he showed a lot of interest in the matter. The other study board also recognized the issues and challenges.

Andrés says that we need to bring up the issues that we feel lower the quality, e.g. the lack of work spaces for Master's Thesis students and changing examinations into forms that do not require a lot of work. Fx. we have changed many oral exams into written exams, as the oral exams are a burden

for the teachers. However this change lowers the learning of the students. We do things, even though we know that it is not in favour of the students – because we try to lower the number of hours spent.

We need to make explicit these considerations and discuss the level of ambition. However, we lack a channel to raise these discussions in the organization.

Maj-Britt will summarize and make a letter for the management, in which we present our reflections on the resources in relation to the tasks and emphasize the problems and challenges. Also she will visualize it and pass it on to Sofie. It is important that we raise a red flag in our yearly reporting instead of painting a pretty picture.

Maja and Sofie mentions, that we could maybe go through the Student Political Organisation (SOP), who is in charge of the Navigator newspaper.

- 8 TB-SN position in relation to employability (open dialogue about our vision and philosophy) *postponed*
- 9 Supporting students with difficulties during their re-balance process (Andrés & Janni)  
We agree on that it is a good idea to look into if we can give exemptions to students, that are not ill at the moment, but has a history of illness. Janni will contact the AAU legal department regarding this matter.
- 10 Funds from the study management (special funds - suggestions) (Appendix)
  - a. TECH integration workshop (external)
  - b. Teaching assistant for the rest of the fall
  - c. Well-being event
  - d. Students' applications?
- 11 External examiners – status and update on process (Appendix)  
Both examiners corps need keywords from us. Andreas suggest that we contact Astrid O. Andersen regarding the anthropological examiners corps, since she have a great knowledge.  
Censornet also needs names of who we would like to use as censors. Maurizio and Lars will look into names and send to Janni.  
Names and keywords should preferable be ready for the meeting in October. There is already some work that can be used from the last time.
- 12 Information about evaluation of E-course on SD (Andrés) *postponed*
- 13 Any other business (AOB)  
Student elections for the study boards are called tomorrow. Maja and Ina will make sure to spread the word among the students and encourage them to run in cooperation with Laura, Evie and Rasmus.