



AALBORG UNIVERSITET

Minutes from TB study board meeting Wednesday August 25, 2021, 12.30-15:00

Present members and observers: Maj-Britt Quitzau, Maurizio Teli, Lars Botin, Andreas Birkbak, Signe Pedersen, Andrés Felipe Valderrama Pineda, Ina Overgaard (online), Maja Elisabeth Hultberg Rasmussen, Evie Marcelia Trappaud Rønne (online), Rasmus Mølgaard Hansen (online), Janni Rise Frellsen (minute taker)

Guests: Amanda Garde Valentin, Rosa Pedersen

Absent members and observers: Kista Bianco Kjær, Annie Grim Balsen, Sofie Rähr Graunbøl, Laura Telling Clausen, Astrid O. Andersen, Mariann Dam Lerkenfelt.

Locations: København: ACM15 2.1.023, Aalborg: RDB14 3.368, online via Teams

Meeting agenda

1. Approval of agenda
2. Information from study board chair and secretary
 - a. Welcome to Signe as new program coordinator for BD and to Laura as new BD/SD student counsellor
 - b. Small status on TAN curriculum revision
 - c. Information about changes in the SPS offer
Find more information about SPS here: <https://www.aau.dk/uddannelser/su/sps/>
3. Study environment – status and initiatives (Amanda) (appendix)
4. Short recapitulation on points from meeting in May (informative)
 - a. Agreed on initiatives to support elections of more students for the study board.
 - b. Meeting with the BD/SD working group. Agreement on following up on challenges in SD with a letter to the study management about resource issues, where the time consumption is visualized for different work processes in teaching/supervision. Also, follow up dialogue with teachers about adopting the curriculum to the new amount of modules. Students will follow up with the student political organization.
 - c. Feedback on semester descriptions have been sent out and many have already been approved afterwards.
 - d. Reply to the external examiner network has been sent out. Response regarding TAN6.
 - e. Maj-Britt has promised to follow up on GDPR issues with Jacob.
5. Recommendation of new study manager in PLAN (appendix: Letter from Pernille Bertelsen)
6. Grant applications within the study board
 - a. Approval of updated guidelines for project funds for students (appendix)
 - b. Agree on procedure for informing students about grant procedure and deadlines (appendix)
 - c. Prioritization of grant applications for autumn 2021 and distribution of remaining funds (appendix: will be uploaded later)
7. Self-evaluation action plan – status after 3rd quarter
 - a. Overview and status (appendix)
 - b. Follow up regarding PBL workshops (link to TAN revision)
 - c. Well-being initiatives as a major focus area – what should we initiate?
 - Well-being analysis

- SPS changes and their consequences
 - Psychologist available at AAU CPH the next 6 months
 - Employability challenge related to well-being – vulnerable students also have problems getting a job afterwards
 - Information to vulnerable students about the possibility for applying for exemptions
8. Student cases (confidential):
 - Application for exemption reg. change of examination format (appendix) – fundamental dialogue
 - Application for fourth exam attempt (appendix)
 9. External examiners – new period for designating examiners. How and who and which key words to better identify academic areas of knowledge?
 10. Information about evaluation of E-course on SD (Andrés)
 11. Aftagerpanel meetings – status from program coordinators
 12. Last phase in TAN revision – what to remember
 13. Any other business (AOB)

Meeting minutes

1. Approval of agenda

The agenda was approved without further comments.

2. Information from study board chair and secretary

- a. Welcome to Signe as new program coordinator for BD and to Laura as new BD/SD student counsellor. Signe gives a short presentation of herself, her background and her expectations for being a member of the study board. Laura has replaced Lasse as the student counsellor for BD/SD.
- b. Small status on TAN curriculum revision
There has recently been a meeting about the revision, where there was a positive response on the revision proposal. The proposal will soon be sent to key persons and also sent out for consultation. There are a couple of things that the group in charge of the revision would like to present for the study board.
- c. Information about changes in the SPS offer
Maj-Britt informs about the changes. The Danish Ministry of Education has chosen to outsource the allocation of support teachers to challenged students to an external partner; Olivia Danmark. This means that the study board no longer plays an active role in this process, and we are a bit concerned about how this will work in practice, as the support teacher task is really important. We will make sure to keep an eye on, how this will affect the challenged students and the drop-out rate.
Find information about SPS here: <https://www.aau.dk/uddannelser/su/sps/>
- d. The quality system and the KPI's have been changed, which looks good and logical. The TB-SN meeting minutes will play a big role in the documentation in relation to the new quality system, and we must make sure to properly document our handling of the different quality areas.

Janni and Maj-Britt will make sure to add the handling of the quality areas and the KPI's to the TB-SN work plan, so we make sure to address the mandatory areas at the proper study board meetings.

- e. We might have to re-schedule some of the study board meeting dates, as not all members are able to participate at the currently scheduled dates. It is of course difficult to find dates that suit everybody, but we will do our best to meet the wishes of as many of the members as possible. It is decided that the student members and observers will send their semester schedules to Janni, who, based on the schedules and the VIP's calendars, will try to find new dates.

3. Study environment – status and initiatives (Amanda) (appendix)

Amanda presents Rosa who will take over her job as study environment student helper.

Amanda has made posters with the status of the study environment in AAL and CPH, which she presents.

AAL: There has been some physical changes at RBG14, such as new signs, establishment of a smoking area outside, water fountains at all floors and power outlets for computers in room 4.317. The following things are planned to happen during Fall 2021: installation of microwave ovens on all floors, smart lock system for the lockers, so that they can be opened with a student card, whiteboards on wheels for room 4.317 and pillow seats at the big staircase in the RBG14 aula. In addition, it will be looked into, if it is possible to reduce the noise from events in the aula and to improve the indoor climate in the auditoriums in RBG14. As we will be moving out of the buildings at Badehusvej in the summer of 2022, no improvements will be made here.

CPH: more bicycle parking on campus with green roofs and water fountains in different spots all over campus have been established. Blackboard lighting will be reinstalled in three rooms in the B-building. During Fall 2021 improvement of ventilation in the B-building and blackboard lighting in 1.47 in the A-building will be investigated, and solutions are to be implemented in 2022. As AAU-Cph is moving out of the D-building (FKJ10A) by the end of 2021, improvements in this building will not be prioritized.

There will be some changes in relation to the student workspaces from the Fall 21 semester. The number of students at our department is increasing, which means that we are lacking space. The student workspaces in Aalborg have received a lot of criticism, due to the noise, decor and indoor climate. Thus, the solution will be fewer student workspaces of higher quality.

The concept of friendship groups, where two groups share the same workspace, has been introduced. The idea is that the groups arrange with each other, when each of them can use the workspace. Hopefully this concept will help create a more social study environment across semesters and study programmes at PLAN. In Aalborg there will also be an area with free seating and seats for group work during teaching.

In Copenhagen there is not a lot of free seating areas yet, but project groups can use Studentertorvet in building B (FKJ12). Also, project groups will have to the possibility to book private group rooms for e.g. supervision or meetings with external cooperation partners. There will also be established new kitchens and toilets on each floor.

Videos have been made in order to inform and explain the concept of friendship groups for both AAU employees and students. We encourage the semester coordinators to talk to the students and evaluate the concept of friendship groups at the steering group meetings during the semester. Maj-Britt notes that it would be a good idea to form friendship groups among study programmes sharing teaching rooms, as it will be easier for them to coordinate the division of their workspace.

Maj-Britt would also like to know why the Master's Thesis students still do not have workspaces. Amanda explains, that it is simply due to lack of space. However, the possibility for the Master's Thesis students to use some of the teaching rooms, when most of the teaching for the semester is done, has been discussed. In case of the realization of this scenario Master's Thesis project groups will be prioritized, as individual Master's Thesis students more easily can find a place to work.

Maja asks when the new furniture will arrive. Amanda does not know for sure, but will follow up.

The posters, that Amanda has made, will be printed out and put up on campus, in order for the students to see which study environment initiatives we are working on in the nearest future.

It is possible for both employees and students to apply for funds for improving the study environment through the Head of Studies.

4. Short recapitulation on points from study board meeting in May (informative)
 - a. We have agreed on initiatives to support elections of more students for the study board. Maj-Britt and Maja will act on this.
 - b. There has been a meeting in the BD/SD working group. An agreement has been made to follow up on the challenges at Sustainable Design with a letter to the study management about resource issues, visualizing the time consumption for different work processes in teaching/supervision. Also, we will follow up with a dialogue with the teachers about adopting the curriculum to the new amount of modules. The student representatives will follow up with the student political organizations.
 - c. The feedback from the study board on the Fall 21 semester descriptions have been sent out and many of them have already been finally approved.
 - d. Response to the external examiner network has been sent out. Response regarding TAN6.
 - e. Maj-Britt has promised to follow up on GDPR issues with Jacob.
5. Recommendation of new Head of Studies at PLAN (appendix: Letter from Pernille Bertelsen) Sørsser has been appointed Head of Department and has pointed out Pernille Bertelsen as new Head of Studies. Pernille is described as experienced, an enthusiastic teacher and extremely competent. The study board approves and appoints Pernille as new Head of Studies at PLAN.
6. Grant applications within the study board
 - a. Approval of updated guidelines for project funds for students (appendix) Maj-Britt and Poul have revised the guidelines and ended up with a proposal. The possibility for students to apply for funds for project expenses has been reintroduced, and

Maj-Britt and Poul have discussed the division of the funds between teachers and students. The suggestion is that one third of the funds will go to the students for expenses in relation to project work (e.g. travels and materials). However, if the full amount for the teachers is not applied for, then the remaining amount will go to the students. Suggested deadlines are the following: Fall semester: September 20, Spring semester: February 20.

Maurizio mentions that the deadlines are a little bit too early (especially in the Fall) and suggests, that we change them to October 1 and March 1, which everybody agree on.

We will look into the minimum amount pr. student that can be applied for. Also, it is decided to add a line about the funds being especially relevant for students travelling geographically. 'Transport expenses' is changed to 'travel expenses', so that an overnight stay can also be included in the application. Maybe we can add something about specific semesters in the guidelines.

Applications from semester coordinators for funds for semester activities and materials will amount for three quarter of the funds. It is decided that the demand for mentioning of the activities in the semester descriptions should be removed. Deadline: Fall semester: August 15 and Spring semester: January 15.

Andrés notes, that it is a good idea to have an early deadline, so we can see if there are any extra funds for the students.

We need to make sure that all course coordinators are informed about the opportunity for the semester coordinators to apply for funds for semester activities, so that specific course activities can be included in an application. We will go through the semester descriptions and gather all the VIP names for the specific semesters and make an e-mail list.

- b. Agreement on procedure for informing students about grant procedure and deadlines (appendix)

Janni has made a proposal for a mail to the students with information about the possibility to apply for funds for project expenses, which will be sent out in September. Janni will make a similar mail to the VIP's and send it out to the mailing list (based on the names in the semester description).

Janni will check if first study year in CPH does still have a separate fund this year

- c. Prioritization of grant applications for autumn 2021 and distribution of remaining funds (appendix)

Maj-Britt and Maja have discussed the applications and made a proposed division of the funds. We go through the proposal, which is approved.

There are some huge posts among the applications, but we will accept them this time due to the larger amount of money that we have. However, we will have to find a balance so that we can favour all of our study programmes.

Janni will send a response to the applicants and inform them about the distribution of the grants.

7. Self-evaluation action plan – status after 3rd quarter

- a. Overview and status (appendix)
- b. Follow up regarding PBL workshops (link to TAN revision)
- c. Well-being initiatives as a major focus area – what should we initiate?
 - Well-being analysis

- SPS changes and their consequences
 - Psychologist available at AAU-Cph the next 6 months
 - Employability challenges related to well-being – vulnerable students also have problems getting a job afterwards
 - Information to vulnerable students about the possibility for applying for exemptions
8. Student cases (confidential):
- Application for exemption reg. change of examination format (appendix) – fundamental dialogue
 A student has applied for changing the examination format of the remaining modules at his study programme to written examination due to extraordinary circumstances. The study board decides to grant an exemption. It is discussed how to change the project examinations into purely written examinations. It is suggested that the student, after having handed in the project, will receive some questions in writing, encouraging responding, reflection and evaluation of his project work (similar to the questions that are typically asked at the oral defense of the project). He will get a week to provide an answer.
 Andreas will help to make draft for the suggested examination format.
 Janni will send a response to the student informing him about the study board's decision.
 - Application for extra exam attempts (appendix)
 A student has applied for an extra exam attempt in four course modules due to extraordinary circumstances. The study board decides to grant an exemption and grant her the extra exam attempt in the four modules. We have a feeling that she is a vulnerable student, and it would maybe be a good idea to also offer her a meeting informing her about the different types of offers for vulnerable or challenged students. Fx. it is often a good idea to refer the students to the central student counselling. Janni will send a response to the student informing her about the study board's decision.
 The study board would like to have more focus on being able to help the students, that do not have a diagnosis but that are still struggling. It would fx. be great to be able to offer meetings between students, teachers and psychologist/counselors.
9. External examiners – new period for designating examiners. How and who and which key words to better identify academic areas of knowledge?
 The programme coordinators are asked to identify relevant persons to recommend as external examiners for the next appointment period. In addition, they are asked to specify relevant key words to be added to the profile of external examiners of specific relevance for our study programmes in Censornet.
 Janni will ask the study secretaries if it is possible to get a list of the external examiners used during the last couple of exam periods (ask Trine and Line).
10. Information about evaluation of E-course on SD (Andrés)
11. Aftagerpanel meetings – status from program coordinators
 The BD/SD aftagerpanel meeting is planned for October 25. Lars and Maurizio will agree on a date for the TAN aftagerpanel meeting and ask Janni to invite the members.
12. Last phase in TAN revision – what to remember
 The TAN curriculum should be more descriptive and have a substantial focus on the research based

teaching. We must make sure to update the individual modules.

We will look at the revised TAN curriculum at the next study board meeting.

13. Any other business (AOB)

The ministry has granted an amount of money for students at the coming the 5th and 9th semesters. Søsler, Maj-Britt, Lars and Pernille have discussed initiatives for these semesters. Among these is a trip to Odense to participate in the e-health observatory.