**Minutes from Media Technology Study Board Meeting 2020.6
Aalborg, Wednesday August 19, 2020**

Present members:
Claus B. Madsen (CBM),
Jesper Rindom Jensen (JRJ)
Rodrigo Ordonez (RO)
Jon Ram Bruun-Pedersen (JRBP)
Olga Timcenko (OT)
Eva Triantafyllou (ET)
Stefan Nordborg Eriksen (SNE)
Hamzah Ziadeh (HZ)
Louise Dørr Nielsen (LDN)

Secretaries:
Annette Erichsen
Anne-Marie Rasmussen

Present non-members:
Marlene Geer Lomborg (MGL), observer, study counselor
Mikkel Gede Hansen (MGH), observer, study counselor
Daniel Kierkegaard Andersen (DKA), observer study counselor

Absent:
Nis Ovesen (NOVE), observer
Victor Stan (VS)
Nick Boe Elsborg (NBE)
Sára Janácková (SJ)
Dimitra Hadji-Popovski (DHP), observer, student
Maria Timis (MT), observer, study counselor
Alexandru Cristian Chiritescu (ACC), observer, study counselor

Agenda	
1	Approval of agenda and minutes from last meeting
2	Information from the Chairman
3	Status on the action plan from meeting no. 2020.5
4	Study plan revision • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing MSc., AAL • Sound and Music Computing, MSc., CPH • Service System Design MSc. • Lighting Design MSc.
5	Self-evaluation action plan • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing MSc. • Service System Design MSc. • Lighting Design MSc
6	Semester descriptions, fall 2020
7	Representation areas for upcoming study board elections
8	Any other business

1.   Approval of the agenda and minutes
Approval of agenda: Approved.
Approval of minutes: Approved.

2.   Information from the chairman
We got notifited that the student representative NBE has stopped at AAU and has resigned his position from the study board. There are no supplements for student members. Students will elect new representatives later in the fall.

Studiepraktik 2020 will because of the COVID-19 be offered online.

The intake figures for the bachelor in Medialogy are the lowest ever. 48 in CPH and 30 students in Aalborg. We hope that more students will accept the open seats before semesterstart. The department is, as a result of this, ramping up PR activities in preparation for the 2021 intake.

3.   Status on the action plan from meeting no. 2020.5

Course / project grade statistics

Teacher of the year 2019-2020:
Outcome of the election, nomination document and information to department and faculty.
Luca Simeone won the election. AMR will contact head of section in CPH Sebastian Boring to hear how Luca can be celebrated.
CBM would like to have an anonomous list with the nominees and the essence of the nominations.
SNE will make a new list like last year. SNE will send the list to AMR.
AMR will contact head of section in CPH.
20.08.20: ANE has been in contact with head of section in CPH. In one of the coming "Cookie-" meetings they will celebrate Luca. AMR will prepare the nomination letter and the diploma and send it to CPH. SNE lacks to make the anonomous list and has promised to prepare it soon.
Remains in the action list.

4.   Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy M.Sc. CPH**
  There is still an ongoing work revising the Medialogy study plans. The new structure for the B.Sc. is in place, and instructions for writing new learning goals have been sent out to the relevant staff. The new module descriptions will hopefully be typed in the administrative system in week 43, fall 2020. Regarding the M.Sc., a new structure is being prepared. This will be much simpler than the current one, as it will not involve specializations.
  OT: The colleague of my courses in AAL (Martin Kraus) will stop in January 2021 – it could make sense to find the replacement to fill out the learning goals already now.
  CBM: Martin Kraus has promised to finish this work and colleagues in both AAL and CPH will collaborate with him about this.

- **Sound and Music Computing MSc. AAL**
  No news about this program.
- **Sound and Music Computing MSc. CPH**
  We might have some changes regarding courses read from Medialogy master.
- **Service System Design MSc.**
  One course will be changed.

- **Lighting Design MSc.**
  No other comments for the rest of the programs.

Topic for the next meeting: AMR will remember to add the topic in the agenda.

5.   Self-evaluation action plan

- **Medialogy B.Sc. and Medialogy M.Sc.**
- **Sound and Music Computing M.Sc.**
- **Service Systems Design M.Sc.**
- **Lighting Design M.Sc. (encl.)**
  No news to this topic.

Topic for the next meeting: AMR will remember to add the topic in the agenda.

6.   Semester descriptions, Fall 2002

In preparation for the coming semester the study board approves the semester descriptions.

We have tried to make it easier by standardizing some of the topics in the descriptions. Purpose was to avoid misunderstandings with regards to the exam formats.

AAL

MED1A – **AVS 3D** – The software has changed compared to last year. The lecturer has felt that the new system is more pedagogical compared to previous years. It is an ongoing discussion what systems we should use in many courses. And it is not part of the content in the study plan.
Physical or online teaching? We expect it to be physical. We also expect students to be divided into clusters. Info will come from head of studies.
The exam format for AVS is too vague regarding the written exam.
Action: CBM will add a comment in the exam format note that AVS exam format is too vague.

MED3A – **HSPER** - The description is a bit dense. Could be more clear, but it is understandable.
MGL: Especially the prerequisites for participation in the exam is not clear.
CBM: That is true, but in the study plan it is explained that it is up to the lecturer to decide.
Action: CBM will add a comment concerning the exam format where we ask the lecturer to be a bit more specific regarding hand in.

MED5A – **RAT** needs more detailed information concerning the examination.
Action: CBM will add a comment in the exam format where we ask the lecturer to be a bit more specific regarding exam format.

MED7A – Approved.

MED9A – **RiM** – We need more information about the examination.
Action: CBM will add a comment in the exam format note that RiM exam format is too vague.
CPH

MED1C – **AVS** lacks prerequisites for participating in the exam.
Action: CBM will add a comment in the exam format note that the prerequisites for the exam lacks.

MED3C – **HSPER** - Requires a small change – more breakdown on how the 4 ECTS are spent.
Action: CBM will add a comment that the breackdown of the 4 ECTS is not sufficient.

MED5C – **SM** is approved. The rest is lacking.

MED7C – **AAV** is not really clear regarding the breakdown. The lecturing part is not present in the hour breakdown.
Action: CBM will add a comment in the exam format note that the breakdown of ECTS is not sufficient.
Remember it is the same course description in both AAL and CPH!

MED9C – All descriptions are approved.

SMC7 – Two descriptions needs revision.
SP: Mini-project is set to 40 hours in the expected workload, but set to 2 ECTS/person in the exam description. 2 ECTS is approximately 60 hours – needs minor adjustment.
NIME – hand in should be through Moodle not Digital Exam when the hand-in itself is not graded.
Action: CBM will add a comment in the exam format note for both courses.

SMC9C – **RiSMC** – hand in should be through Moodle not Digital Exam when the hand-in itself is not graded.
Action: CBM will add a comment in the exam format about the hand in.

SSD7 – **PP** – exam format should be revised.
Action: ET will send a new version today.

SSD9 – **SBS** – exam format needs to be revised.
Action: CBM will require a small revision.

LID7 – **RLS** – Please do a slightly more detailed break-down of ECTS points in the expected work load section.
Action: CBM will add a comment in the exam format note that the breakdown of ECTS is not sufficient.

LID9 – short debate about which courses we offer the students. Approved.

The study board secretariat will continue this work, and handle the rest of the semester descriptions.

7.   Representation areas for upcoming students

We need to have a balanced study board so that there are an equal number of staff and students members. We also want balance between AAL and CPH representatives. The study board approves keeping the same pre-allocation of seats (representation areas) as we ran with for the 2019 election. This means that we will keep the same composition.

8.   Any other business

Some of the students are concerned about access to labs and how the teaching will be carried out in the fall semester due to COVID-19.
CBM: We expect that head of studies will send information out to the students soon, but things can change very soon.

MGH: Who owns the new Cyber Security master program in CPH?
CBM: It falls under the Study Board of Electronics and IT.

OT: There is a low intake on Medialogy bachelor this year and it is frustrating. A group of staff are working in their sparetime to come up with good ideas. Is it possible to get any support for PR work for staff? CBM: Please ask head of department or head of studies.
We had a short debate about the current PR work.

Actions:

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Semester descriptions, Fall 2020:

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MED1C – AVS
Action: CBM will add a comment in the exam format note that the prerequisites for the exam lacks.

MED3C – HSPER
Action: CBM will add a comment that the breackdown of the 4 ECTS is not sufficient.

MED7C – AAV
Action: CBM will add a comment in the exam format note that the breakdown of ECTS is not sufficient.

SMC7
SP and NIME
Action: CBM will add a comment in the exam format note for both courses regarding workload and hand in.

SMC9C – RiSMC
Action: CBM will add a comment in the exam format about hand in.

SSD7 – PP
Action: ET will send a new version today regarding the exam format.

SSD9 – SBS
Action: CBM will require a small revision regarding the exam format.

LID7 – RLS
Action: CBM will add a comment in the exam format note that the breakdown of ECTS is not sufficient.

Topics/actions to the next meeting agenda:

- Study plan revision
- Self-evaluation action plan