



## Minutes from Media Technology Study Board Meeting 2021.11 Aalborg, Thursday, November 11, 2021

### Present members:

Claus B. Madsen (CBM)  
Jesper Rindom Jensen (JRJ)  
Rodrigo Ordonez (RO)  
Olga Timcenko (OT)  
Henrik Schønau Fog (HSF)  
Hjalte Drejer Jørgensen (HDJ)  
Jacob Uhrskov Noer (JUN)  
Hector Thøgersen (HT)  
Stefan Nordborg Eriksen (SNE)  
Lukas Bisgaard Kristensen (LBK)

### Secretaries:

Anne-Marie Rasmussen (AMR)  
Signe Sølgaard Garp (SSG)

### Present non-members:

Mikkel Gede Hansen (MGH), observer, study counselor  
Daniel Claes Thiesen (DCT), observer, LID student

### Absent:

Niels Christian Nilsson (NCN)  
Hamzah Ziadeh (HZ)  
Alexandru Cristian Chiritescu (ACC), observer, study counselor  
Daniel Kierkegaard Andersen (DKA), observer study counselor  
Jeppe Paaske (JP), observer, study counselor  
Nis Ovesen (NOVE), observer

Agenda
1. Approval of agenda and minutes from last meeting
2. Information from the Chairman
3. Information from the Vice chairman <ul style="list-style-type: none"><li>Information from AAU council meetings</li></ul>
4. Status on the action plan from meeting no. 2020.9
5. Study plan revision and self-evaluation <ul style="list-style-type: none"><li>Medialogy BSc.</li><li>Medialogy MSc.</li><li>Sound and Music Computing MSc., AAL</li><li>Sound and Music Computing, MSc., CPH</li><li>Service System Design MSc.</li><li>Lighting Design MSc.</li></ul>
6. Semester and Teaching evaluations, spring 2021 <ul style="list-style-type: none"><li>Semester evaluation reports</li><li>Teaching evaluation reports</li></ul>
7. Semester group meeting minutes, fall 2021
8. Dispensations
9. Any other business



### 1. Approval of the agenda and minutes

**Approval of agenda:** Topic 6 has changed during the week, and it is now with Teaching evaluations as well. Approved

**Approval of minutes from the previous meetings:**

- Minutes from meeting October 13: Approved
- Minutes from the extraordinary meeting November 4: Approved

### 2. Information from the Chairman

The study board secretariat has been working on the new 2022 MSc. Medialogy study plan and minor changes in the MSc. Sound and Music Computing study plan 2022 and both will soon be ready to forward to the faculty.

A master information meeting is planned to take place for MED5 Aalborg students tomorrow.

### 3. Information from the Vice chairman

Information from AAU council meetings:

HDJ has been part of the process with hiring the new prodean for education.

No further comments to this topic.

### 4. Status on the action plan from meeting no. 2021.9

**Discussion topic: Required hand-ins and DADIU examination**

CBM and HSF will arrange a meeting and look at the DADIU material

CBM will initiate a working group for the POSEO material

13.10.21: Not handled yet. The students would like to be informed about project hand in requirements. AMR has asked Inaam to send the former DADIU process description during this meeting.

11.11.21: Inaam has informed the students about project hand in requirements. The DADIU and POSEO meetings are not initiated yet. **Remains in the action plan.**

**Study plan revision, MSc. Medialogy 2022:**

The MSc. Medialogy 2022 study plan and the study plan for MSc. Sound and Music Computing 2022 were approved at an extraordinary meeting last week. See minutes from this meeting.

**All topics in the action plan regarding this can be removed.**



## 5. Study plan revision and self-evaluation

- **Medialogy B.Sc. and Medialogy M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy M.Sc. CPH**
- **Sound and Music Computing MSc. CPH**
- **Service System Design MSc.**
- **Lighting Design MSc.**

We have almost succeeded in typing the modules to both the MSc. Medialogy study plan and the MSc. Sound and Music Computing study plan. We were granted dispensation to hand in, and the extended deadline is now November 15. We lack a major part of the content to one of the courses in the MSc. Medialogy study plan. The teacher is aware of this, and will send it to us asap.

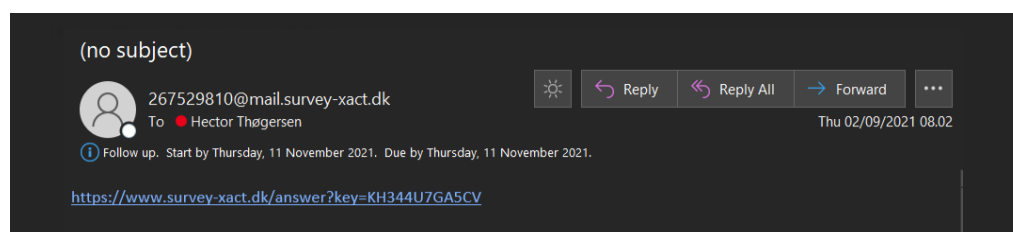
Regarding self-evaluation, the secretariat has had a meeting with NOVE today regarding 1<sup>st</sup> part of the education evaluation, quality area 1; requitment and semesterstart.

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

## 6. Semester and teaching evaluations spring 2021

The spring evaluations lack a lot of student participants. The student members of the study board pointed out that the mail with the survey was uncomplete and looked like spam.

**Action:** The mail with the survey was not optimal. See picture in the teams room for this meeting. AMR will send it to Anne C.



### Semester evaluation reports:

AAL

MED2A SER 2021: Some of the aspects in this report will be handled in the new study plan. Math course was a bit too hard. In the future the math course will be in the 3rd semester. The programming course was not implemented as well as we have seen before.

MED4A SER 2021: 29/36 replied the questionnaire. In this evaluation report we can conclude that the students have had issues with the math skills in the Audio Processing course. Another issue is the Language. Slides are in English but the teaching is in Danish. CBM: we do not have rules regarding this. We have colleagues that are working a lot with material in English and it will not be possible to translate the material over night. A lot of the scientific material that the study is based on can only be found in English.

MED6A SER 2021: 4/47 replied. Coordinator has processed the report and concluded that the semester went well despite Covid-19.



- MED8A SER 2021: 3/33 replied. The semester ran well despite lockdown.  
CPH
- MED2C SER 2021: There is a comment that it is with a time risk that the students work with external companies. But the fact that we have projects with external collaboration is very important for our educations. However it is important that the supervisors /coordinator have a plan B, if the collaboration clashes.  
Many students did not participate in the Math course exam as many of them they did not feel that they were ready for the exam. Meaning that the course were not taught well.  
The other courses went well.  
It is important that students nominate teacher of the year, to acknowledge the good work.
- MED4C SER 2021: The semester was also challenged by Covid-19 and concrete information.  
Generally the students did not find that the semester ran well.  
**Action:** CBM will consider if we need to arrange a meeting with the coordinator, study secretary, Section leader and HJD. This is to focus on the spring 2022 semester.
- MED6C SER 2021: 1/53. The semester was challenged by Covid-19. The students lack information about MT master possibilities. We encourage the coordinators in MED5/MED6 to give presentations.  
**Action:** CBM will contact relevant coordinators regarding Master presentations.
- LID8 SER 2021: 8/36. The semester was challenged by Covid-19. High grades in the project. High grades in the course Light and Context, so the hard work benefited.  
We have good students that have high ambitions. Maybe focus should be on the level in the study plan.
- SMC8 SER 2021: 6/17. Generally a good semester.
- SSD8 SER 2021: Online sessions needs improvement. Generally a good semester.
- MED8 SER 2021: Overall the semester project work and courses went well.  
Many mini project hand ins. Suggestion that the hand in should be revised.  
The coordinators from AAL and CPH should perhaps communicate before semester start.  
We had a debate about miniprojects and students ability to handle time during a semester.

CBM showed the study board report from 2020, that we had arranged information meetings. It actually showed that the intake in the master program in CPH had improved.



## Teaching evaluation reports

### AAL

MED6A TER 2021: Lack of participants in the survey. Some students found that the education was fine. Others find that it is too technical. Half of the students that replied did not have collaboration with an external company.

**Action:** CBM will inform the coordinators, that it is important with external collaboration.

**Action:** CBM will contact NOVE and Anne C. to inform that we would like to change the survey regarding question 8. The study board cannot measure anything with the replies.

MED10A TER 2021: The response rate is very low.

### CPH

MED6C TER 2021: Generally a good program. Lack of participants in the survey. Again we can conclude that we should look at external collaboration. We continues the debate about external collaboration, and project proposals.

**Topic for the next meeting:** AMR will remember to add the topic "Project proposals" in the agenda.

MED10C TER 2021: Generally a good program. Lack of participants in the survey. No further comments.

LID10 TER 2021: Lacking of supervision hours regarding the master thesis.

SMC10 TER 2021: Generally a good program. Lack of participants in the survey. No further comments.

SSD10 TER 2021: Lacking of supervision hours regarding the master thesis. Lack of participants in the survey.

## 7. Semester group meeting minutes, fall 2021

### AAL

MED1A SGM1 2021: No comments

MED3A SGM1 2021: No comments

MED3A SGM2 2021: No comments

MED5A SGM1 2021: No comments

Med7A SGM1 2021: Issues with the MLMT course. Especially the TA situation.

**Action:** CBM will contact the teacher.

The UXD course reflection is a bit confused.

Lecture room and high drop-out rate from the teaching.

**Action:** CBM will contact the teacher.



## CPH

MED1C SGM1 2021: No comments

MED7C SGM1 2021: No comments

SMC7 SGM1 2021: No comments

DCT asked to the minutes from Lighting Design.

**Action:** CBM will contact Lighting Design coordinator/secretary to hear when we can expect to handle the LID minutes.

## 7. Students in risk of dropping out

CBM showed the attachment to this topic. The students have received mails from the secretariat. In the mail the secretary offers the student a meeting to debate study plan and possibly a timeplan.

## 8. Dispensations

The study board secretariat has received a dispensation application from a student that asks for a 5<sup>th</sup> and 6<sup>th</sup> exam attempt in a MED4 course and a MED6 course. See attachment. The student does not have a severe reason to apply for the dispensations. In the text the student mentions that he was not aware that he was signed up for educations and exams in the two courses, and received the exam grade "ej bedømt". In the student administrative system, it is clear that the student did sign up.

The study board cannot grant the dispensations with regards to the before mentioned reasons.

## 9. Any other business

Master Thesis projects (SNE):

- Is it possible to have a collaboration with "Filmskolen graduate game" students?
- Is it possible to have a collaboration with the students own company?
- What about the ownership of the project from own company?
- Is it possible to continue with DADIU in the master thesis?

It is the responsibility of the student and the supervisor, that the student will to be able to hand in a master thesis project that fullfills the profile in the study plan.

Own company:

It is important to mention that the supervisor can have ideas and good intentions, and because of that those ideas/intentions cannot be patented. The contract unit at AAU may be worth consulting before agreeing on this format. Look at their webpage.

DADIU project/thesis project:

Master thesis projects are public. Remember self-plagiarism if the content will be similar with the 9<sup>th</sup> semester DADIU project report.



### **Actions:**

#### **Discussion topic: Required hand-ins and DADIU examination**

CBM and HSF will arrange a meeting and look at the DADIU material

CBM will initiate a working group for the POSEO material

13.10.21: Not handled yet. The students would like to be informed about project hand in requirements. AMR has asked Inaam to send the former DADIU process description during this meeting.

11.11.21: Inaam has informed the students about project hand in requirements. The DADIU and POSEO meetings are not initiated yet. **Remains in the action plan.**

#### **Semester and teaching evaluations, spring 2021**

The mail with the survey was not optimal. See picture in the teams room for this meeting. AMR will send it to Anne C.

MED4C SER 2021: A challenged semester.

CBM will consider if we need to arrange a meeting with the coordinator, study secretary, sectionleader and HJD to focus on the spring 2022 semester.

MED6C SER 2021: Students lack information regarding MT master possibilities.

CBM will contact relevant coordinators regarding Master presentations.

MED6A TER 2021: Lacking external collaboration and Survey question 8 needs focus.

CBM will inform the coordinators, that it is important with external collaboration.

CBM will contact NOVE and Anne C. to inform that we would like to change the survey regarding question 8. The study board cannot measure anything with the replies.

#### **Semester group meeting minutes, fall 2021**

Med7A SGM1 2021:

Issues with the MLMT course. Especially the TA situation.

CBM will contact the teacher.

The UXD course reflection is a bit confused.

Lecture room and high drop-out rate from the teaching.

CBM will contact the teacher.

DCT asked to the minutes from Lighting Design.

CBM will contact Lighting Design coordinator/secretary to hear when we can expect to handle the LID minutes.

#### **Topics/actions to the next meeting agenda:**

- Study plan revision and self-evaluation
- Mandatory miniprojects (in a future meeting)
- Project proposals