AALBORG UNIVERSITY

Minutes from Media Technology Study Board Meeting 2022.10
Wednesday, November 8, 2022

Present members: **Secretaries:**
Claus B. Madsen (CBM)   Anne-Marie Rasmussen (AMR)
Jesper Rindom Jensen (JRJ)   Signe Sølgaard Garp (SSGA)
Rodrigo Ordonez (RO)
Niels Christian Nilsson (NCN)
Olga Timcenko (OT)

Present non-members:
Kit Valentin (KV), observer MED student AAL
Jens Lindberg Hammer (JLH), observer, study counselor AAL

Absent:
Nis Ovesen (NOVE), observer
Cumhur Erkut (CER)
Julius Ebenau Winther (JEW)
Doğa Gürler (DG), observer LID student
Atle Søeborg Nyhus (ASN), observer, study counselor CPH
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH

Minutes keeper:
Anne-Marie Rasmussen

Agenda		Enclosure
1.	Approval of agenda and minutes from the last meeting	2022-10-1
2.	Information from the Chairman	
3.	Information from the Vice chairman	
4.	Status on the action plan from meeting no. 2022.9	2022-10-2
5.	Study plan revision • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	
6.	Self-evaluation action plan • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	
7.	Evaluation of Study Activities (ESA reports from AAL and CPH)	2022-10-3
8.	Semester group meeting minutes, fall 2022 + decision about future process	2022-10-4
9.	Students falling behind on ECTS points, October 2022	2022-10-5
10.	Any other business	
11.	Dispensations • Information from the study board secretariat • Cases (one)	2022-10-6

1.   Approval of the agenda and minutes

Approval of agenda: Agenda approved
Approval of minutes from the previous meeting: Minutes approved.

2.   Information from the Chairman
Spring 2023, the Moodle pages will have a new "design" for programs under Media Technology. CBM showed MED8 Moodle pages regarding both project, semester, and courses. The plan is to remove the old process regarding semester descriptions and add them in a new way on Moodle.

Election 2022 – we will soon be informed about how many students we can expect in the study board from February 1, 2023.

HDJ (former vice chair) participated shortly in the study board meeting today. CBM gave thanks to HDJ for his work for the study board. We will soon send a diploma to him regarding the fine study board work that he has delivered. If HDJ will return as a master student in the future, he is most welcome to join the study board again.

3.   Information from the Vice chairman
This topic is skipped as the vice chairman is absent.

4.   Status on the action plan from meeting no. 2022.09

Re-visit the DADIU exam due to CBMs experiences
Maybe HSF can join a SN meeting where we can discuss this.
09.02.22: Not handled yet. Maybe we can have it as a point in an agenda at a meeting where we don't have a lot of other stuff.
09.03.22: CBM and HSF will arrange a meeting to debate DADIU exam experiences. And will they have to change anything in the future?
06.04.22: Not handled yet.
09.05.22: Not handled yet. We will look at it in the fall.
08.06.22: Not handled yet.
17.08.22: Not handled yet.
14.09.22: Not handled yet.
12.10.22: Not handled yet.
09.11.22: In CPH we have 3 students on DADIU and in AAL around 20 students. CBM and Henrik S. Fog will have a meeting after the exam period in January 2023, where they will evaluate the exam process. **To be removed from the action plan.**

Annual report: Computer Science censor corps
CBM will contact censors at AAU and investigate how the feedback works at AAU.
08.06.22: CBM has not handled this topic yet.
We had a minor debate about feedback from the reports.
17.08.22: Not handled yet.
14.09.22: Not handled yet.
12.10.22: It is possible to get more information, but now it is only as an XML-file. KV offers to try to make the XML-file readable.

09.11.12: CBM showed a file with a lot of information. Also, personal information. The plan is to contact the staff that can create these files and get the information that relates to our study board. We will see more of this in the next meeting.
Remains in the action plan.

Formalized guidelines on the coordinator meeting
CBM will introduce the formalized guidelines for reports and papers that NCN and Sofia Dahl have prepared, on the next coordinator meeting. **Remains in the action plan.**

Guest lectures
CBM will contact the career VIP and ask them to arrange some guest lecture activities. Not handled yet. The career VIP in AAL is right now abroad, so we will push the activity to spring 2023. **To be removed from the action plan.**

Minimum admission requirements 2.0 for the 2024 intake
All master programs must make new, more specific admission requirements for the 2024 intake. Not handled yet. **Remains in the action plan.**

5. Study plan revision

- **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.**

The new MSc. in Service System Design study plan, 2023 is now handed in to the faculty. We expect it to be approved.

The MSc Sound and Music Computing (SMC) study plan, 2022 is still active up to the last intake, fall 2024. We will in the future look into how some of the SMC modules perhaps can be implemented in the Medialogy study plan. We expect the work will take place spring next year.

6. Self-evaluation action plan

- **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.**

Starting from next week NOVE and CBM will have the yearly meetings with the program responsible staff for each program under Media Technology. Some of the topics will be related to evaluations, new initiatives, quality work and key figures (dropout, exceeded study time, employability etc.).

Two employer panel meetings are also arranged and will be held in Copenhagen. Lighting Design meeting will take place in the end of November and Service System Design meeting in

the beginning of December. Some of the same topics as in the yearly meetings will be on the agendas.

7.   Evaluation of Study Activities (ESA reports from AAL and CPH), Spring 2022

Due to the upgrade of the AAU quality system last year the report name has changed to "Evaluation of Study Activities" (ESA). CBM mentions that it would be great, if we could have a better survey for the students.

CPH:

MED2C Response rate: 31/60.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is concerned with the low self-reported weekly workload
- MSN encourages AAL and CPH teachers of the Programmering af Mobile Applikationer course to connect and work on joint development of the course.

MED4C Response rate: 13/47.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is concerned with the EXTREME low self-reported weekly workload
- MSN is concerned with the problems regarding getting students to physically participate in the semester to create a sound study environment
- MSN is concerned with the overall evaluation of the semester
- MSN notices that the students struggled to keep up with the material in the Audio Processing course, a problem most of the theory-heavy courses face

MED6C Response rate: 8/34.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is concerned with the low self-reported weekly workload
- MSN is highly surprised by the grade statistics for the project module; not at least as the grades for the same semester in AAL were significantly lower. Some cross-campus comparisons could be very interesting
- The Programming Artificial Intelligence course did not get good review by the responding students; hopefully in a future version can be easier for students to digest the studied material

MED8C Response rate: 5/44.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is concerned with the low self-reported weekly workload

SMC8 Response rate: 3/14.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is extremely concerned with 7/13 not qualifying for participation in the ordinary exam in Physical Models for Sounds Synthesis. And 11/13 not for the Sound and Music Signal Analysis course. It should not be a viable strategy for students to "buy more time" by forfeiting the ordinary exam

SSD8 Response rate: 6/36.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is concerned with the low self-reported weekly workload
- The poor evaluation of the PBL course appears to be a general thing across all 8th semesters. MSN will follow up

LID8 ESA report is missing due to illness.

AAL:

MED2A Response rate: 12/29.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is concerned with the low self-reported weekly workload
- MSN is pleased with noting that student group project prototypes were judged to be of good quality; hopefully the new study plan and introduction to digital development on MED1 has something to do with that
- MSN encourages AAL and CPH teachers of the Programmering af Mobile Applikationer course to connect and work on joint development of the course

MED4A Response rate: 12/17.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is concerned with the low self-reported weekly workload
- MSN is pleased to note that the group forming process was given some constraints (at least 1 new member); group forming is a focus area for the Medialogy studies going forward
- MSN encourages the semester team to give joint supervision another go next year,- obviously in an updated form. The idea definitely has potential
- The semester will according to a new study plan in spring 2023

MED6A Response rate: 17/33.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN notices the relatively low grades in the project module. In particular, it is interesting to note that the same semester in CPH had extremely high grades. Would be interesting if some sort of explanation could be hypothesized. Some cross-campus comparisons could be interesting

MED8A Response rate: 6/29.
- MSN is going to actively push for a modernization of the survey to achieve much higher response rates
- MSN is concerned with extremely poor student performance at the ordinary exam in the Algorithms, Data Structures and Software Engineering course
- MSN will follow up on apparent overlap between Embodied Interaction and Machine Learning

8. Semester group meeting minutes, fall 2022 + decision about future process

AAL:

MED1A SGM1 - No comments.

MED3A SGM1 – No comments.

MED5A SGM1 – The students approve the project proposals. No further comments.

MED5A SGM2 – Hand in dates for miniprojects needed coordination. It is handled. The students would like to know about MEDCON on MED7. CBM has informed the students, that it is a voluntary but important activity, that they are welcome to participate in.

MED7A SGM1 – No comments.

CPH:

MED1C SGM1 – PBL issues. We expect to see a solution for that. No further comments.

MED7C SGM1 – Machine Learning course a bit challenging. No further comments.

SMC7 SGM1 – No comments.

SSD7 SGM1 – No comments.

Decision about future process:
AMR has participated in a meeting where other study board secretariat persons were present. Some of those did only handle semester group meeting minutes, if any topics were directly pointed towards the study board. We had a small debate about the process in our study board. It was decided that we will continue the good work and handle the meeting minutes in the future as we do now. However, it would be very nice, if a new and better designed template for both the agendas and minutes could be invented.

9.   Students falling behind on ECTS points, October 2022

SSGA has had approx. 9 meetings with students within the last week. No arranged meetings with "red" students in AAL. Meetings with bachelor CPH students were fine. Almost all master students did not show up for the meetings that were arranged. In general, we have fewer students in this activity compared to last year.

10.   Any other business
Nothing.

11.   Dispensations
- **Information from the study board secretariat**
  None.
- **Cases**
  Two – closed point

Scheme of delegation:

The study board approves that the secretariat can grant dispensation to digital project exams when the student is on POSEO and not able to be in a physical exam in house. It can be added to the scheme of delegation.
Action: AMR will update the scheme of delegation with digital project exams for students on POSEO.

Actions:

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Minimum admission requirements 2.0 for the 2024 intake
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Scheme of delegation:
AMR and SSGA will update the scheme of delegation with digital project exams for students on POSEO.

Topics/actions to the next meeting agenda:

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)