Minutes from TB Study Board meeting, February

Date:	23-02-2023	Time:	12.15 – 15.00
Place:	AAL: RDB14 4.307 / KBH: ACM15 2.1.023 / Online via Teams		
Catering:	Please register for lunch by e-mailing to tb-sn@plan.aau.dk		
Minute-taker:	Study secretary Cilline Elene Mølkær		

Name	Rolle	Attendance
Study Board Members		
Maj-Britt Quitzau (MBQ)	Study Board Chair	Present (Online)
Lars Botin (LB)	Programme coordinator TAN CPH	Present CPH
Maurizio Teli (MT)	Programme coordinator TAN AAL	Present AAL
Andrés F. Valderrama Pineda (AVP)	Programme coordinator SD	Present CPH
Signe Pedersen (SP)	Programme coordinator BD	Present CPH
Maja E. Hultberg Rasmussen (MHR)	Student rep. TAN AAL	Present AAL
Mathilde Eie Nielsen (MEN)	Student rep. BD/SD	Present CPH
Martin Lunding Bentgtsen (MLB)	Student rep. TAN AAL	Present AAL
Sophie Skotte Worm (SSW)	Student rep. BD/SD	Absent
Mette Simonsen Abildgaard (MSA)	Rep. Department of Culture and Learning	Absent
Agnete Lund Freudendal-Pedersen (AFP)	Student rep. TAN CPH	Present CPH
Sebastian Husted Petersen (SHP)	Student rep. TAN CPH	Present CPH
Observers		
Janni Rise Frellsen (JRF)	Study board secretary	Present CPH
Cilline Elene Mølkær (CEM)	Study secretary and study board minute taker	Present CPH
Laura Telling Clausen (LTC)	Student study councillor BD/SD	Present CPH
Marc Dean Mejnert (MDM)	Observer (student study councillor TAN CPH)	Absent
Kristina Contaoi Nielsen (KCN)	Observer (student study councillor TAN AAL)	Absent
Astrid Oberborbeck Andersen (AOA)	Rep. Department of Culture and Learning CPH	Absent
Guests		
Tom Holmgaard Børsenn (THB)	TAN CPH	Present CPH
Christian Nøhr	TAN AAL	Absent

Abbreviations: TB-SN: Study Board for Techno-Anthropology and Sustainable Design
BD: Bachelor in Sustainable Design (Bæredygtigt Design)
SD: Master in Sustainable Design
TAN: Bachelor & Master in Techno-Anthropology (Teknoantropologi)
BDx/SDx/TANx: Semester within the named study programme (e.g., BD2 is the second semester of the bachelor of Sustainable Design)
AAL: Aalborg campus
CPH: Copenhagen campus

<mark>Follow-up for Cilline, Janni and Maj-Britt</mark>
<mark>Follow-up for others</mark>
Headings marked with **bold** are quality items, and main conclusions in the summaries.

Agenda:
1. Approval of agenda and meeting minutes from last meeting
2. Information from Study Board Chair and Secretary
3. Constitution of TB-SN (students elect a vice chair)
4. Launch of teacher of the year
5. Follow-up status
6. Presentation of the Study Board tasks and expectations for new representatives
7. Approval of the study board work plan
8. Recruitment panel meeting - follow-up and planning
9. Employability

10. Recruitment and retainment
11. Any other business

Minutes

1. Approval of agenda and meeting minutes from last meeting

Timeframe:	12.15 – 12.20 **Responsible:** MBQ/JRF
Presentation:	*Approval of the agenda and statement of the board's decision-making competence with regards to attendance and mandates for this meeting. Approval of the minutes from the last meeting.*
Appendix	Minutes from TB-SN meeting from January 2023 (appendix 1)
Quality assurance:	Legal formality
Discussion:	-
Conclusion:	The study board was competent to make decisions, as enough members were present or represented by mandates. The minutes from the January meeting were approved without further comments. The agenda was approved with the addition of an extra item in the form of a student case. The new study board student members were welcomed to the study board.

2. Information from Study Board Chair and Secretary

Timeframe:	12.20 – 12.30 **Responsible:** MBQ/JRF
Presentation:	a. *Welcome round (new student representatives)* b. *Feedback from Pro-Dean regarding quality assurance reporting* c. *Mistake regarding Math requirement for TAN has been corrected* d. *December meeting moved to 18-12 and January meeting 30-1* e. *Information from Program Coordinators* f. *Information from Student Study Councilors*
Appendix	-
Quality assurance:	-
Discussion:	-
Conclusion:	a. A presentation round was planned, but as everybody seemed to already know each other the official presentation round was skipped. b. On February 9, 2023, a meeting with the Vice Dean and the Faculty about the study board quality reports was held. The meeting was very positive and constructive, and we received great feedback. Based on the quality reports and the dialogue at the meeting the action plans for our study programmes will be updated. c. MBQ informed us that there was an error at the TAN website regarding the qualifications of the applicants for the study programme. It was stated that applicants needed Math on level A in order to qualify for the bachelor in Techno-Anthropology. However, the mandatory Math level is B. Thus, our communication employee

has now made sure that the error has been corrected on the website.

 d. The study board members agreed to reschedule the study board meeting in December 2023 from December 22 to December 18. It was also agreed that the January meeting in 2024 will be scheduled for January 30. ==CEM will send out meeting invitations to the two meetings==.

 e. AVP informed that there will be a rearrangement of the coordinators at the SD study programme after Monia Niero resigned. The planned rearrangement is as follows:
1st semester: Jens Dorland, 2nd semester: Jens Iuel-Stissing, 3rd semester: Per Richard Hansen, 4th semester: Andrés Felipe Valderrama Pineda. Furthermore, Per Richard Hansen will be taking over the Carreer VIP position very soon, and next year Jens Dorland will be replacing Andrés Felipe Valderrama Pineda as SD programme coordinator.
At the BD study programme Søsser Brodersen and Signe Pedersen will both be attending the role as BD programme coordinator. Signe will still be the primary contact and will distribute the tasks between her and Søsser. However, in relation to meetings both Signe and Søsser must be invited. ==CEM will invite Søsser to the study board meetings.==
There were no news from the TAN programme coordinators.

 f. LTC mentioned that the Open House on campus Copenhagen went really well. She did four presentations during the day with great attendance. TAN CPH also had a good experience.

3. Constitution of TB-SN (students elect a vice chair)

Timeframe:	12.35 – 12.45	Responsible:	MBQ/MHR

Presentation:	*The students should constitute themselves and elect a vice-chair. The students do that by leaving the meeting and having a talk among themselves to discuss who will act as a vice-chair in the study board. MHR who has experience with this process will chair this session with the other students.*
Appendix	-
Quality assurance:	Legal formality
Discussion:	As new student members have entered the study board a new constitution must take place and the student members must choose a vice chairperson among themselves. MHR shared information about some of the tasks of the vice chairperson for the new student members to get an idea of the nature and extent of the position: attendance at DRU meetings four times a year, responsible for Teacher of the Year, distribution of the study board funds for students every semester. Everybody except the student members left the room for the student members to discuss and vote, and MHR was elected as vice chairperson for 2023 with applause.
Conclusion:	MHR was re-elected as vice chairperson for 2023.

4. Launch of teacher of the year

Timeframe:	12.45 – 12.50 **Responsible:** MHR
Presentation:	*The election process for selecting teacher of the year is outlined and discussed. Experiences from the last years are discussed.*
Appendix	-
Quality assurance:	Related to Quality area 5 (Research-based and pedagogical competencies)
Discussion:	Each year in the month of May a teacher is elected for Teacher of the Year in the Study Board. MHR mentioned that it is time to start the yearly procedure for nominating and choosing the Teacher of the Year at the study board. She explained that last year she chose to do a survey in order to gather the nominations which resulted in a larger number of nominations. Thus, she would like to do the same this year. She will make sure that the survey is sent out to the students through Moodle and Facebook very soon and following she will call for a meeting in early May where the study board student members can go through and discuss the nominations and a winner can be chosen.
Conclusion:	==MHR will initiate the procedure for Teacher of the Year through Moodle and Facebook very soon and call in the study board student members for a meeting in May where nominations will be discussed and a winner of the title as Teacher of the Year will be chosen.== The study board agreed on this procedure.

5. Follow-up status

Timeframe:	12.50 – 12.55 **Responsible:** MBQ/JRF
Presentation:	*Status on the most important items on the action list in order to ensure that we follow up on items from former TB-SN meetings. The list helps to ensure that all actions from the meetings are executed. At each meeting, the main deliverables and updates are outlined in the appendix. Study board members are asked to review the list and point out if there are remarks about lacking items or concerns about the lack of follow-up. The action list is inserted at the end of minutes from each TB-SN meeting.*
Appendix	Updated action list (appendix 3)
Quality assurance:	Follow-up and execution of decisions and items
Discussion:	MBQ went through the list of tasks and their status. There were no comments for the follow-up tasks.
Conclusion:	There were no comments for the follow-up status list.

6. Presentation of the Study Board tasks and expectations for new representatives

Timeframe:	12.55 – 13.05 **Responsible:** MBQ/JRF
Presentation:	*The study board secretary has prepared a welcome package for the new representatives on the study board. A short overview of the elements of the package and the expectations are outlined. Questions and input are*

	welcomed. The new representatives are expected to read the welcome material and can always contact MBQ and JRF about questions.
Appendix	Welcome package for new representatives (appendix 6)
Quality assurance:	Onboarding
Discussion:	JRF and MBQ presented the material in the study board welcome package for new members. The package consists of two different documents.
	The first document is a set of guidelines for study board members describing their role as a study board member, the rules and declarations that apply in the study board work and a list of relevant subjects for the study board members to be aware of. The other document describes the case handling of the study board in order to explain and make visible how cases are handled, and decisions are made in the study board. JRF and MBQ have the mandate to process certain types of cases so that not all cases must be handled at study board meetings.
	The study board members are expected to communicate information from the study board meetings and are also encouraged to discuss relevant study board issues and challenges with the target group they represent. However, MBQ emphasized the importance of not sharing personal and confidential information outside the study board. We will make sure to emphasize if agenda points are confidential so that there is no doubt about what can and cannot be shared.
	SHP raised a question about the extent of the responsibility of a student member for sharing study board information among students as not all student members have a lot of contact with students outside their own semester. MBQ and JRF replied that the responsibility does not go beyond informing fellow students at one's own semester. However, we do encourage spreading the word about the study board and the work that we do as widely as possible, and we would also like the student members to bring topics, questions, concerns etc. from their fellow students to the study board for us to be aware of, discuss and handle possible challenges or wishes from the students.
	Furthermore, MBQ encouraged the new student members to participate actively in the dialogue and discussions at the study board meetings, as we really value information and input from our students.
	All student members are welcome to ask MBQ, JRF and CEM if they have any questions in relation to their participation on the study board.
Conclusion:	The documents in the welcome package were presented. The new members are expected to make themselves familiar with the documents in the welcome package. Students are encouraged to take part in TB-SN discussions. In case of doubts/questions MBQ, JRF and CEM can be contacted.

7. Approval of the study board work plan

Timeframe:	13.05 – 13.15	Responsible:	MBQ/JFR

Presentation:	*The yearly work plan of the study board is looked over and approved. The study board discusses which of the items on the work plan that would be good to prioritize in terms of deeper conversations. It is also discussed which other – more general and acute items – could be relevant to incorporate, when there is time at the meetings.*
Appendix	TB-SN work plan (appendix 7)
Quality assurance:	Formality
Discussion:	MBQ presented the study board work plan for 2023 for us to get an overview of the items and tasks that we will be working with during the year. Some items are formal and mandatory and follow an annual administrative cycle of work. Other items have been added as we find them relevant and interesting to address. MBQ has added an item about SPS-students in May for us to get a yearly overview of these students. The same applies to PBL.
Conclusion:	The 2023 study board work plan was approved by the study board.

8. Recruitment panel meeting - follow-up and planning

Timeframe:	13.45 – 14.15	Responsible:	MBQ/PK/KVIP

Presentation:	*The minutes from the two recruitment panel meetings in the autumn are discussed. It is discussed in the study board which of the points from the recruitment panel that are important to follow-up on, and how. The role of the recruitment panel is generally discussed and potential challenges to address with the recruitment panel for our educations are raised and discussed. Agenda items for the coming recruitment panels in the spring 2023 are pointed out for each education and decided.*
Appendix	Minutes from recruitment panel meeting in TAN and BD/SD (appendix 8)
Quality assurance:	Quality area 6 (Job and career)
Discussion:	The yearly recruitment panel meetings for both BD/SD and TAN were held in November 2022, and new meetings are to be planned for May 2023. Thus, we need to start preparing the agenda for the new meetings, based on the dialogue and feedback from the 2022 meetings and relevant inputs and topics from the study board.
	Tom Holmgaard Børsen (THB) joined the study board meeting for this agenda item, as he is Career VIP for TAN CPH. The Career VIP for TAN AAL; Christian Gradhandt Nøhr was also invited to the study board meeting for this agenda item, but unfortunately, he was not able to attend. As member of the study board AVP who is Career VIP for SD, was already present at the meeting.
	As a short follow-up on the meetings in November MBQ mentioned that the recruitment panels would like to engage more in dialogues about relevant topics and challenges related to our study programmes instead of the meetings being very informative.
	AVP agreed and pointed out that the BD/SD recruitment panel was not at all happy about the meeting format which they found to be too informative, and he emphasized the importance of the future meetings including discussions and constructive dialogue, allowing the members to contribute

with valuable inputs. Thus, information of relevance must be sent out to the recruitment panel members beforehand, so that their time can be prioritized in the right way. AVP would also very much like AAU to pay the recruitment panel members for their time, but Head of Studies has turned that suggestion down. Thus, AVP would like us to find some other way to honor the volunteer work that the recruitment panel members do for us.

A topic for the coming BD/SD meeting could be a revision of the curriculum for the master's programme in Sustainable Design. In relation to that MBQ emphasized that the panels play a strong part in the work of developing PLAN's study programmes as they represent the current demands and needs of the labor market ensuring that our study programmes stay relevant. However, the recruitment panels represent and focus primarily on the corporate world, so we also need to be clear in identifying in which specific directions that we would like our study programmes to go.

MT thinks that the TAN recruitment panel meeting was very good. Some of the new members seemed very interested in receiving interns, which is very positive. However, we need to address how to facilitate this process. Emilie Stenberdt who is the department's employability employee, would be a good contact point as she is already in close contact with the students about their internships, and it would make sense to have her contact the given companies/organizations.

THB mentioned that Emilie and he are working on an overview of the companies/organizations where students have been doing their internships. Furthermore, THB would like to focus on establishing a collaborative stage between students and companies, e.g., in the form of a workshop, as right now the process of connecting students and companies is different from study programme to study programme and is very much dependent on the semester coordinator. Maybe this topic could be relevant for the coming recruitment panel meeting in May.

LTC added that Emilie has already posted information about internships and a referral to an event on March 16. She found that the students should be encouraged to take initiatives themselves in order to create collaboration with a company/organisation, and maybe focus on this part should be initiated at an earlier stage so the students have more time to network and create their own connections. MT agreed that the students should be encouraged to do the networking themselves. He has put a lot of effort into creating connections between companies and students, but he has now stopped doing that as proactive students can do that themselves. Thus, his contacts ended up with the 'lazy' students. However, instead it would be a great idea for us to focus on putting together a professional catalogue for inspiration and for students to refer the companies to. MBQ added that Graduateland could be a good platform for that.

MBQ suggested that we could invite students to present a student project at the recruitment panel meetings, and THB added that it could very well be an internship project. AVP liked the idea of bringing in students to the meetings in order to bring together academia with the corporate world, creating a better dialogue between the university and labour market.

	LB would like the recruitment panel to reflect on what to do if TAN is reduced to a one-year master in order to ensure the quality of the study programme.
Conclusion:	The Study Board decided that future recruitment panel meetings must be based on constructive dialogue and inputs from the recruitment panel members. Information of relevance for the meetings must be sent out to the members beforehand. Some ideas for themes and formats were raised that the program coordinators follow up on: ▪ Invite students to the meetings to present a student project, as a way of creating a dialogue between the academic and the corporate world. ▪ SD curriculum revision ▪ Ensuring the quality of the master's programmes if they are reduced to 1-year programmes. It was agreed that the ==programme coordinators will follow up on these themes and develop a draft for the agendas== for the TB-SN meeting in March. Regarding improvement of the collaboration between students and companies/organisations and a professional catalogue for inspiration and referral, ==MBQ will reach out to Emilie to contact the companies that expressed interest in receiving interns.==

9. Employability

Timeframe:	14.15-14.30	**Responsible:**	Andrés

Presentation:	*Andrés has requested that TB-SN follow up about how we can improve our support to students that face challenges with employability. Often, we have some ideas about which students that might have difficulties in terms of employability and the question is, whether we can be better at identifying them during their time at AAU. The intention is to point out those with difficulties and to have initiatives that help them to address these difficulties. Some of this dialogue might fit with the follow up on well-being, where a target area concerns developing a sound study culture, where the students better thrive in terms of developing their academic profile.*
Appendix	-
Quality assurance:	Quality area 6 (Job and career)
Discussion:	AVP is preoccupied as he finds that we plan a lot of relevant activities to help the students in relation to their employability (finding internships, identifying their competences etc.), but his experience is that typically only the engaged and very active students show up for these events, whereas the weaker and more passive students who could really benefit from the given activities do not attend. Thus, AVP would very much like us to find a good way to reach out to the more passive students for us to assist them in relation to their future employability. He has talked to Louise (TECH pro-dean of teaching) and

employability employee Emilie Stenberdt about a pilot project at SD2, where Emilie participates at a supervisor meeting for each of the project groups. Emilie could then have a talk with the students in an informal and smaller setting, and at the same time the project supervisors would be informed about the different offers and possibilities for the students related to the corporate world.

MBQ thought that it was a great idea to introduce the students to Emilie and the different employability offers in this way and found that it would be great to incorporate this procedure on TAN as well. MBQ will contact Emilie to have a talk about it.

MT raised a concern about the students feeling pressured by the university to get a job quickly. Thus, he feels that if we put into effect the above model, maybe we should tone down the communication through other channels.

AVP emphasized that we are dealing with people who genuinely want to help the students with professional development, letting them know that there is support and that they are not alone with the challenge. They help them understand what they have to offer to the corporate world.

LTC said that we need to take into consideration that some students are not ready to have a job and take longer. Thus, it can be stressful to be confronted with questions about why they do not have a job during their studies. They will find their path eventually. Thus, we should consider which narrative we would like to create. MT added that finding a path also includes exploring paths that turn out to be dead ends.

MBQ mentioned that this suggestion does not need to be focused on the job market but the overall perspective about what the students are doing in the education and what they want to do with the education in generel.

SHP added a comment that he does not find these activities stressful or pushing the students too much. He also asked about the possibility for the graduates to get help from the university after graduation. We are unfortunately not able to do that, as we are not allowed to contact them, but the alumni network could be a relevant channel. Emilie has also put into action a mentorship where employed graduates mentor students. This offer is in process.

MBQ thought it would be great if we could create an atmosphere among the students where they look after, help each other and help us help them – like a community.

There is a focus group interview in Copenhagen on March 6, where MBQ, Marc and Laura will talk about well-being with the students in CPH. It is agreed to include this point about employability in the dialogue with the students for follow-up.

Conclusion:	It was agreed that AVP raised an important issue and that the pilot on SD2 represented a good model.
	MBQ will talk to Emilie and investigate whether we can employ it on TAN too.
	MT shared his concerns about two students and will be contacting JRF to figure out how we can help them.

10. Recruitment and retainment

| **Timeframe:** | 14.20 – 14.50 | **Responsible:** | MBQ |

Presentation:	*The study board discusses generally the recruitment and retainment challenges and how to address these through initiatives. Are there some analyses that we need to launch to understand the situation better and what are our experiences about addressing such issues? Can the two educations learn from each other in this respect?*
Appendix	-
Quality assurance:	Related to Quality area 1 (Recruitment and study start), Quality area 2 (Development, organization and implementation of programmes), Quality 4 (Study environment), Quality area 5 (Research-based and pedagogical competencies).
Discussion:	The discussion was partly merged with agenda item nr. 9.
Conclusion:	See item nr. 9. Follow up through future discussions about well-being initiatives.

11. Any other business

Timeframe:	14.50 – 15.00	Responsible:	All
Presentation:	*Participants at the TB-SN meeting are invited to share information and issues that are relevant for TB-SN. No formal decisions can be taken on this item.*		
Appendix	-		
Quality assurance:	-		
Discussion:	Nothing to share.		
Conclusion:	There was no other business.		

12. Student case - confidential

Timeframe:	14.50 – 15.00	Responsible:	All
Presentation:	███		
Appendix	Student case presentation		
Quality assurance:	Student case		
Discussion:	███		

Conclusion:

Action list from TB-SN meetings 2023

Last updated 02-02-2023

Done

- Maj-Britt has sent the application from TAN2 AAL to visit CPH for the celebration event to the Head of Studies.

- Maj-Britt has scheduled a meeting with TAN CPH tutors and Agnete to follow up on their plans and the situation.

- An agreement with the BD2 coordinator and a tutor from BD function as pilot for a better procedure for student for a day concept. Frederik has also been involved and will follow up in relation to recruitment processes.

- Celebration of Jorge has been prepared.

- The point about sending out an e-mail to TAN semester coordinators to remind about the new curriculum is outdated. It seems that it could have been a good idea to have the resources to do that, since there have been some minor issues. It would be good to follow up with the coordinators, when beginning the planning in summer. Point about that is made.

- Janni has written to Maurizio regarding discrepancy in exam planning for TAN8 AAL between the semester description and the scheduled exams.

- Information about harassment episodes posted on Moodle for F22 in relevant semester rooms.

In progress

- Lars develops conceptual draft for studying abroad (to do).

- A focus group interview in CPH has now been planned.

- Janni has raised the issue of formulations regarding requirements of a doctor's note in order to ensure that it is clear to ask the doctor to write that it is based on a physical examination.

- All the inventory has been purchased now. Follow up with Mette about how to communicate it to the students.

- Regarding student well-being, a focus group has been held in AAL and some focus areas are beginning to form. More follow-up is needed in terms of developing some initiatives for our action plan.

- Maj-Britt has contacted the TAN task force regarding how to follow up on discussing further support from Louise regarding the TAN CPH closure.

- Maj-Britt has sent an e-mail to semester coordinators to follow up on the idea about having funds to make TAN2 and TAN3 groups from AAL collaborate with students in CPH.

- Janni has followed up, but there are some challenges with the sytem. Jan has taken over and will look into the ITX-FLEX challenges with an overview of courses with 'stedprøve' and dialogue with course coordinators about the challenge. We await further information. Marc has some interesting guidelines from another department.

- Maj-Britt has followed up with Frederikke in relation to map out where kitchen facilities could be placed and what is needed.

- Janni is preparing the letter regarding funding and the guidelines have been updated.

- Cilline and Maj-Britt will have meeting and look through TAN semester rooms in Moodle with regard to:

  o Information about funding for students.

  o Guidelines regarding ITX-Flex (send mail til Imad)

  o Cilline will follow up and check that all semester rooms have information about how to handle episodes of harassment.

  o Lægge en progressionsbeskrivelse op for uddannelserne I semesterrum for Moodle med afsæt I den reviderede studieordning for TAN. (PK – sende)

  o All the inventory has been purchased now. Follow up with Mette about how to communicate it to the students.

  o Maj-Britt will follow up on discussing the application of the new template for all of our educations with the administration. (CDUL – template i Teams)

  o New Moodle format? (TAN1/BD1 som pilot)

  o Info om ansøgning om midler samt link til retningslinjerne TB-SN's hjemmeside

  o Præsentation af studienævnet (den vi gennemgik, da vi var ude og hilse på) samt præsentation fra studenterstudievejlederne.

  o Status på semesterbeskrivelser

  o Cilline will improve the information to students that they should actively inform us in the system if they are leaving the study.

- Emilie will arrange a meeting between TREF, Maj-Britt and the study student councillors to discuss and coordinate initiatives:

  o Master's day

  o Systematize advertisements of jobs through Facebook groups

  o Recruitment ideas – how can we make it better.

Pending

- Debate article for Navigator (to do).

- The format is 3-4 pages. Deadline within a month, if we can make that.

- When Mette has produced a list with an overview of digital tools, Maj-Britt should take this up at a DSUR meeting to coordinate across study boards.

- Economic budget for alumni activities?! (Andrés is frontrunner)

- Maj-Britt discusses follow up on pedagogical initiatives so it becomes more systematic. Also issue in terms of hours for that.

- Maj-Britt will look into ways of finding data about students' expectations of the study programme in the study start tests to see if this can help to elaborate the quantitative data from the evaluations.

- Follow up with TAN semester coordinators regarding revision process and status, when planning for autumn semester begins.

- Maj-Britt will follow up on discussing the application of the new template for all of our educations with the administration.

- A new member of the recruitment panel for BD/SD should be found and also follow-up in relation to that for TAN.

- Maj-Britt and Janni will follow-up with Mette about the educational evaluation.

- Maj-Britt and Janni will plan a work meeting to go through this list to sort it out.

- Maj-Britt sætte punkt om fremtidig revision af SD på agendaen for aftagerpanelmøde samt drøfte specifikt spørgsmål om teknologier og værktøjer.

- Maj-Britt følge op på selvevalueringsrapport og referat fra selvevalueringsmødet I 2020 og se på punktet om visualiseringer af progression ift. BD.

- Janni will make a diploma for the students leaving TB-SN

- Maj-Britt sends out a response to the censor chairmanship for engineering – include relevant vice-chairs.

- Cilline sends out TB-SN meeting invitations for 2023