Minutes from Media Technology Study Board Meeting 2020.4
Aalborg, Wednesday May 20, 2020

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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)
Louise Dørr Nielsen (LDN)
Victor Stan (VS)
Sára Janácková (SJ)

Secretaries:
Annette Erichsen
Anne-Marie Rasmussen

Present non-members:
Ingeborg Goll Rossau (IR), observer, study counselor
Marlene Geer Lomborg (MGL), observer, study counselor
Mikkel Gede Hansen (MGH), observer, study counselor
Dimitra Hadji-Popovski (DHP), observer, student

Absent:
Nick Boe Elsborg (NBE)
Hamzah Ziadeh (HZ)
Nis Ovesen (NOVE), observer
Maria Timis (MT), 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. 2020.3
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	Covid-19 • Lockdown survey findings (SNE) • Handling exams during the Lockdown
7	Semester group meeting minutes, spring 2020
8	Teacher of the year 2019-2020 (SNE)
9	Annual report: Computer Science censor corps
10	Coordinator list, fall 2020
11	Student population monitoring
12	Any other business

1.   Approval of the agenda and minutes

Approval of agenda: Approved.

Approval of minutes: Approved.

2.   Information from the chairman

There is still a steady stream of students applying for extentions in connection with the Covid-19 situation. All applications have been supported by supervisors.

The study board has applied for exemptions for two of the learning goals in the MED4 semester project. They are related to physical work in laboratories, which is not possible at this time.

We have also revised 5 course descriptions, mainly MED2 courses in both AAL and CPH, and the changes were related to the exam formats and pre approved aids, also with focus on the lockdown period and what is possible right now.

3.   Status on the action plan from meeting no. 2020.2

Course / project grade statistics

CBM will prepare some text to a document that includes a reply related to revision of study plans. The study board requested some changes. CBM has received a document from Hendrik Knoche recently with the requested changes.

040919: CBM will soon meet with NOVE to discuss status on all MTSB SEAPs, and this topic will also be addressed there.

131119: Not handled yet.

041219: Not handled yet.

090120: Not handled yet.

120220: Not handled yet.

150420: Not handled yet.

200520: We did the statistics but have never made a conclusion. We expect the link between courses and projects will be better in the revised study plans. This topic will not be handled further right now **To be removed from the action plan.**

Where are MED graduates employed, by study counselor EN

CBM will figure out whether it is a study board matter or a departmental matter to ask Henrik Schønau Fog and Kasper Rodil, the two department career VIPs, to arrange future meetings for MED5 students and the industry.

120220: Not handled yet.

150420: Not handled yet.

200520: Not handled yet.

Remains in the action plan.

4.   Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy M.Sc. CPH**
  There is currently work going on towards revising the B.Sc. and the M.Sc. in both AAL and CPH. A first draft of the study plans will hopefully be presented in the June meeting. There are some concerns regarding the coming intake of Medialogy bachelors in September 2020, because of that the department has made some new PR related initiatives.

The new studyplan for the Medialogy B.Sc. will have more direct links between project and courses; a positive side-effect is that it will also reduce hand-in of miniprojects.

- **Sound and Music Computing MSc. AAL**
  The department has applied for a new title. See the application attached to this meeting.
  The new English title is: Audio, Speech, and Music Technology (ASMT).
  We do not have open seats for this study plan yet and we do not currently have any plans for admission in the near future.
- **Sound and Music Computing MSc. CPH**
  There will be a minor adjustment in this study plan with regards to Medialogy M.Sc. revision. And this program will keep the title.
- **Service System Design MSc.**
  There will be a minor adjustment in this study plan with regards to Medialogy M.Sc. revision.
- **Lighting Design MSc.**
  Nothing new

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.**
  There is a lot of effort going on by promoting the program at webpages, highschools etc.
  MED6 students will promote some of their projects as well.
  Some miniprojects could also be of interest to this work.
  CBM suggests that we could make a forum where students could upload some of the nice material, but it would require energy and time.
  There is going to be a new Medialogy website, where promotion material would be good to have.
- **Sound and Music Computing M.Sc.**
- **Service Systems Design M.Sc.**
- **Lighting Design M.Sc. (encl.)**

No other news for this topic right now.

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

6. **Covid-19**

Lockdown survey findings (SNE)
As an outcome of a meeting in April with the vice dean of education at TECH our vice chairman (SNE) has run a student survey to investigate the consequenses of the lockdown for our students. The results of the survey can be found attached to this agenda. It was a short notice but it actually gave a lot of responses and valid data. Students were worried about exams, stress, family issues etc. that could influence on the study. On MED2 in CPH the course MMA was struggling to find a functional way regarding online teaching. The outcome was that the teacher arranged online sessions twice a week where the students could ask questions. There are still some concerns from students that they are not fully dressed for the exam, and they might want to retake the course next year. We also hear that some students have made minor teams where they help each other. Very positive.
SNE is concerned about the online MMA course. Will the students be able to implement the curriculum from that course in the next semesters.
CBM looked at the semester group meeting minutes from MED2C and they show some frustration.

For some students it has been a very stressfull semester due to the lockdown. We had a debate about how students can plan a semester with both project work and courses especially miniproject hand in without being stressed. In some semesters this is in a line.

In Lighting Design the deadlines worked fine. In two courses the deadline was extended.

Handling exams during the Lockdown
As you know there are new updates coming quite gradually. We hope this is going to work well.
It is decided that the online exams will run by using MS Teams. The study secretaries are right now scheduling all exams in this system.
OT finds that MS Teams is working fine. What about the course exams? They will also be handled by using MS Teams.
We had a debate about how to handle the exams in general.

7.   Semester group meeting minutes, Spring 2002

AAL

MED2A SGM1 - Old meeting before Covid-19 lockdown. Some course exam formats might have changed. No further comments.

MED2A SGM2 – No comments.

MED4A SGM1 – No comments.

MED4A SGM2 –Some students were worried about not having acces to labs.
SNE – everything that relates to physical work is of course a problem and also part of the survey outcome. No further comments.

MED6A SGM1 – No comments.

MED6A SGM2 – No comments.

MED8A SGM1 – A joint demo day. An attempt to do an online version, but it was cancelled. No further comments.

MED8A SGM2 – issues with info about online exams. But it is handled now.
JRJ: will there be an evaluation on this period, so we can gather the best of it?
CBM: Yes, all levels in the organization should look at both positive and negative aspects of this period. Debriefing - experience gathering can only be positive for the future.
SNE: The vice dean of education approves the online PBL outcome of the lockdown.

MED10A SGM2 – No comments.

CPH

LID8 SGM1 – No comments.

LID8 SGM2 – A comment about internship contracts could be a bit late due to the lockdown.

MED2C SGM1 – No comments.

MED2C SGM2 – MMA comments shows some frustrations. No further comments.

MED2C SGM3 – Issues about exams. TA through Zoom. No further comments.

MED4C SGM1 – No comments.

MED4C SGM2 – No comments.

MED6C SGM2 – No comments.

MED8C SGM1 – Group formation during a lunch meeting (MED6 eller MED8?). Very interesting. No further comments.

MED8C SGM2 – No comments.

MED8C SGM3 – No comments.

SMC8C SGM2 – Online lectures are like monologues. No further comments.

SSD8 SGM1 – No comments.

SSD8 SGM2 – Uncertainty about exams. Hopefully it is fixed now. No further comments.

8.   Teacher of the year, 2019-2020
This year 11 teachers/supervisors were nominated as teacher of the year and among them Luca Simeone was elected. SNE will prepare the nomination document and send it to the other student members of the study board for approval. SNE will send the final document to AMR before the June meeting. CBM will inform head of department and head of section. AMR will inform the faculty.

Action: Outcome of the election, nomination document and information to department and faculty.

9.   Annual report: Computer Science censor corps
We have received the annual report from the Computer Science censor corps.
The report could focus on grade levels or which censors that we can use. In this report we see that the same censors are used again and again. The censor corps recommends that the studies will use more different approved censors from the corps.
RO: A scheme shows that AAU has doubled the use of external censors.
CBM: We are on the high side of how many censors we should use. It might change in the future.

10.   Coordinator list, fall 2020

A list of the coming coordinators in the fall was attached to this subject. We have two new coordinators in the fall: MED3A = Andreas Møgelmose and LID9 = Michael Mullins.
The study board approves the list.

11.   Student population monitoring

This topic has something to do with students in risk of dropping out or actually never started at AAU in the first place. AMR and ANE informed about the figures relating to the controls that are handled during spring 2020:

- Students with exhausted exam attemps – 3 in CPH and 5 in AAL.
- Inactive students within 1 year or more – 18 in CPH and 5 in AAL.

We often see names of students that are signed up for our programs, but never shows up at semester start.

1st year drop out has just entered yellow in AAL and not in CPH. Compared to other bachelor programs they are positively low.

12.   Any other business

Nothing.

Actions:

Where are MED graduates employed, by study counselor EN
CBM will figure out whether it is a study board matter or a departmental matter to ask Henrik Schønau Fog to arrange future meetings for MED5 students and the industry.
120220: Not handled yet.
150420: Not handled yet.
200520: Not handled yet.

Teacher of the year 2019-2020:
Outcome of the election, nomination document and information to department and faculty.

Topics/actions to the next meeting agenda:

- Study plan revision
- Self-evaluation action plan