



AALBORG UNIVERSITET

Minutes

Subject: Study board meeting – No. 2023.5
Date: 10 May 2023
Minute taker: Tatiana K. Madsen
Participants: Tatiana K. Madsen, Peter Koch, Henrik Schiøler, Troels Bundgaard Sørensen, Thomas B. Moeslund, Heidi Sørensen, Thomas Gundgaard Mulvad (CE), Mads Steentoft (COMTEK), Miad Anbari (ROB), Marianne Enslev Mikkelsen (EIT), Daniel Vitagliano (CCT)
Observer:
Cancellations: Henning Olesen, Rikke Skov Udengaard (EIT)

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in April 2023
3. Use of Linux for the exams in June 2023
4. Action plan (Handlingsplan)
5. Minutes from semester group meetings Spring 2023
6. Repetitive critical comments about courses
7. Dispensation
8. Messages
9. A.O.B.

Minutes

Ad. 1. Approval of agenda

Agenda is approved.

Ad. 2. Approval of minutes from meeting in April 2023

The minutes were approved.



Ad. 3 Use of Linux for the exams in June 2023

For written exams in June 2023 all students have had an opportunity to apply for permission of using Linux machines. The number of applications received can be seen in the table:

Course	Education	# of applicants
Probability and Statistics	COMTEK6/ EIT6	9
BIE2	EIT4	1
Fundamental Acoustic and Sound	CE/AVS8	1
Digital signalprocessing	ROB6	1

Conclusion: the applications are approved by the Study Board. For Probability and Statistics course, the section at ES responsible for giving this course is providing a person who will be present in a room where the students using Linux laptops are sitting during the exam and this person will be observing that only allowed tools are used by the students. Given that there only a single student using Linux for other exams, no extra persons will be called to be present at the exam, however the exam observers will be provided the guidelines how to handle the situation when a student is using a Linux machine.

Ad. 4. Action plan (Handlingsplan)

The updated document with new action plan has been approved by the pro-dean. A number of action points has been closed; and some new action points have been added. During the meeting remaining and new items have been discussed, with a special attention to the items marked "Responsible ESN". The following has been mentioned:

- **HP 1.15:** update on status. The Programming crash course run for the first time in Fall 2022. Based on the gained experience, it has been concluded that for COMTEK it was functioning well and it can continue to run in this form also in Fall 2023 semester. For ESD it was difficult for student to work with two programming languages and PK and HDN has prepared a suggestion where implementation of Imperative Programming course on ESD1 is adjusted (start on a low level to make it easier for students without programming experience to follow; adapt to the students' level in the process of the course). The ESD education group has approved this suggestion. Similar challenges have been encountered in the course Computer Engineering (COMTEK1; run in Fall 2022 for the first time after the curriculum revision). The course holders (JDN+HS) are aware of the challenge and their suggestion is to divide the students according to their experience and have more focus on students without previous experience. This adjustment will be implemented in Fall 2023.



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- **HP 1.25:** a detailed discussion is planned for June 2023 ESN meeting
- **HP 1.26:** update on status. ESN suggests that an introduction presentation is organized for all new master students (somewhat similar to the general intro meeting for 1st semester bachelor students), including welcome from department, welcome from study board, introduction to different student organizations, DE-club. **Action point:** discuss with OA and study secretariat and implement it in Fall 2023. **Responsible:** TKM
- **HP 5.04:** status update. PK and education group are working on it.

Ad. 5. Minutes from semester group meetings Spring 2023

Minutes from 2nd semester group meetings have been considered for the following educations: COMTEK2, ROB2, PDP4, COMTEK4, ROB8, ICTE2. There are no major points for ESN attention.

Students on different semester mention that they would like to have more water stations. **Action point:** investigate about the possibilities with the department. **Responsible:** TKM

Ad. 6. Repetitive critical comments about courses

In semester evaluation reports and in the minutes of semester group meetings, some (minor) critical comments from students repeat and remain the same over several years. When students experience that the same (may be minor) problem occurs again and the comments received previously have not been taken seriously or addressed by a course-holders, it results in students' frustration, and they don't see the reason for proving their comments. It should be pointed out that not comments can be accommodated, or proposed changes are feasible, therefore it is of high importance that course-holders provide feedback and explanation to the students on how these comments are addressed and what changes are implemented/ not implemented. Such loop feedback will help with communication.

Currently, the procedure of handling the critical comments regarding teaching is the following: in the case of severe comments TKM would bring it to the department and a meeting with a course-holder would take place (with TKM and OA). In case of minor comments, there is an expectation from ESN side that course-holders read the documents and reflect over received comments and make the necessary adjustments. The Study Board concludes that this procedure is adequate, and we proceed with it. During the meeting there was a discussion on what can be considered a minor comment and it was concluded that it is difficult to give a precise definition. TKM will find examples from semester evaluation reports and these examples will be discussed on one of future meetings.

One of the reasons why repetitive comments are observed can be in the fact that time allocated for teaching tasks is reduced and there are some indications that teaching tasks are down prioritized (compared with research tasks and applying for funding tasks). This potentially can lead to decreased teaching quality. This problem will be further discussed on ESN meeting in June. **Action point:** include the respective item to agenda. Invite OA. **Responsible:** TKM, HS



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Ad. 7. Dispensation

One dispensation application has been processed.

Ad. 8. Messages

- TKM has informed about adjustments in the procedure for handling of semester descriptions.
- DV has informed that the process of election of Teacher of the year is ongoing. The call for nominations is sent around. DE-club and ESS help in promotion. ESN pays a little prize for the best nomination.

Ad. 7. AOB

None.