Minutes from Media Technology Study Board Meeting 2024.7
Wednesday, October 9th, 2024

Study Board of
Media Technology

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Present members: **Secretary:**
Claus B. Madsen, VIP AAL (CBM)   Trine Dalgaard (TDAL)
Carlos Diaz, VIP CPH (CD)
Jesper Rindom Jensen, VIP AAL (JRJ)
Ali Adjorlu, VIP CPH (AA)
Lukas Gade Ravnsborg, MED8 CPH (LGR)
Joan Toribio Aquarales, SSD8 CPH (JTA)
Vanilla Riis Mortensen, MED4 AAL (VRM)
Mads Nyborg Jespersen, MED4 AAL (MNJ)

Present observers:
Trine Dalgaard (TDAL), observer, secretary, Quality assurance
Mathilde Maria Stanborough (MMS), observer, study counselor CPH

Absent:
Georgios Triantafyllidis, VIP CPH (GT)
David Meredith, VIP AAL (DM)
Julius Ebenau Winther, MED8 CPH (JEW)
Nicolai Reinhold Schøler MED4 AAL (NRS)
Markus Löchtefeld (ML), observer, Head of Studies
Martin Tran Pham (MTP), observer, study counselor AAL
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH
Anne-Marie Rasmussen (AMR), observer, secretary

Agenda		Enclosure
1.	Approval of agenda and minutes from last meeting	2024-7-1
2.	Information from the Chairman	
3.	Information from the Vice Chairman	
4.	Status on the action plan from meeting no. 2024.6	2024-7-2
5.	Study plan revision • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. (**enclosure**) • Medialogy MSc. (**enclosure**) • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	2024-7-3
6.	Self-evaluation action plan • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	
7.	Evaluation of Study Activities, Spring 2024	2024-7-4
8.	Evaluation of Study Programs, Spring 2024	2024-7-5
9.	Students falling behind on ECTS points, October 2024	2024-7-6
10.	POSEO contracts, Fall 2024	2024-7-7
11.	Minutes from semester group meeting minutes, Fall 2024	2024-7-8

13.	Any other business	
14.	Dispensations • Information from the study board secretariat • 1 case (info via mail)	

1.   Approval of agenda and minutes from the last meeting

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

2.   Information from the Chairman
Nothing for this meeting.

3.   Information from the Vice Chairman
Nothing for this meeting.

4.   Status on the action plan from meeting no. 2024.6

Information from the Chairman - generative AI in project and courses
CBM will author a mail to be sent to all coordinators to address the matter with regards to all the project units. And CBM will author a mail to all our students with regards to the courses. It is very important that this is handled very soon.
09.10.24: CBM has sent an email to all coordinators. Email to students will be sent out as soon as possible. **Remains in the action plan**

Information from the Vice Chairman – alumnus for former Media Technology students
LGR will try to bring something more about this in the next meeting.
09.10.24: **Remains in the action plan**

Dispensations:
DM and CD start planning a couple of lectures on proper citation etc.
03.04.24: Not handled yet.
08.50.24: Not handled yet.
15.08.24: DM is quite busy this semester and has no time to focus on this. CD is preparing some workshops for Master students in CPH this semester. One of the topics will be proper citation. It is optional for the students to participate. Maybe it could be beneficial to offer this to the Master students in AAL as well.
11.09.24**:** Not handled yet.
09.10.24: CD has sent emails to many people regarding the issue but has not received any replies from the semester coordinators, except from CBM. CD has spoken to the library, and they are happy to conduct a workshop for first-year students on citation. The workshop on ethics will be handled by CD. CD has spoken to Emil regarding a workshop on diversity. It is not possible to make participation mandatory.
To be removed from the action plan

Semester group meeting minutes, spring 2024
MED8C: Challenges with a course: CBM will contact the 7th semester coordinators and ask them to present the elective courses on 8th semesters and give the presentation as an annual task.
11.09.24: CBM needs to contact the MED7 coordinator in Copenhagen.
09.10.24: CBM has contacted MED7 coordinator in Copenhagen. **To be removed from the action plan**

Study plan revision - Medialogy BSc.
Division of project and course exams in 2nd, 3rd, 4th and 5th semester, and the timetable for the change. CBM will prepare a mail to the Study Board members and ask for approval so the secretariat can apply for a change of this in the involved Study Plans.
09.10.24: Has been dealt with. **To be removed from the action plan**

Study plan revision - Medialogy MSc., CPH
CBM will ask Stefania and Cumhur to prepare a document with the missing information regarding the competence profile.

CBM will ask DM and Luis to finalize the document with admission requirements.

CBM will prepare a mail for the Study Board for approval of this new study plan, when the final documents are ready.

09.10.24: Will be handled at topic 5 in this meeting. **To be removed from the action plan.**

Employer panel meeting, Media Technology, 2024 - career and employability
CBM will take steps to improve our communication about what we do for the students regarding career and employability.
09.10.24: The employer panel meeting will be discussed at next quality assurance meeting in November. **Remains in the action plan.**

5.   **Study plan revision**

   - **Artificial Intelligence Engineering, B.Eng**
   - **Medialogy BSc. (enclosure)**
   - **Medialogy MSc. (enclosure)**
   - **Sound and Music Computing, MSc.**
   - **Service System Design, MSc.**
   - **Lighting Design, MSc.**

Medialogy BSc.
An email has been sent to the Study Board members regarding the approval of changes to the B.Sc. MED study plan. The plan has been approved by the members of the Study Board.

Medialogy + Sound and Music Computing M.Sc., Copenhagen
An email has been sent out to the Study Board members regarding approval of changes to M.Sc. MED CPH study plan with an SMC specialization. The plan has been approved by the members of the Study Board.

CBM outlined the preliminary study plan for Medialogy CPH (enclosed), where students choose a main track or a specialization (SMC). The competence profile of MED MSc is supplemented with some bullet points for SMC, and some modules have been added: a course on Sound and Music Perception and Cognition, a course on Sonic Interaction Design, a project unit (Immersive Sonic Experiences) and a master's thesis, which is similar, but with an emphasis on SMC. The Study Board has approved the outline of the new curriculum.

Admission requirements in Medialogy M.Sc study plans in general

CBM has asked DM and LB to draft a new set of requirements for admission of students without a Medialogy bachelor (enclosed). The enclosure shows the current minimum requirements for students without a Medialogy bachelor. The experience has been that these requirements were not specific enough. Therefore, a proposal for new minimum admission requirements has been drafted. The Study Board has approved the new requirements. The new requirements will not be applied before 2026, as changes to admission requirements must be announced one year in advance (1/9/24).

6.   **Self-evaluation action plan**

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc. CPH**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

Nothing new.

7.   **Evaluation of Study Activities, Spring 2024**

The Study Board went through all evaluations. Overall, there is a big difference between the way coordinators handle and fill out the evaluations. **ACTION:** CBM will speak to all coordinators about how much effort needs to be put into filling out the reports**.**

AAL:

DAKI2:
Response rate is 15 out of 20 (75%). Grade distribution is fine. Overall, there is good feedback from students, except the AI and Data course where some students express frustration. JR informs that a meeting has been held at the end of the semester to reduce the frustrations before the course is held again.

MED2A:
Response rate is 18/30 (60%). Grade distribution is fine, although there are very low grades in the PMA course. The students' responses to the semester are mixed, with some complaints and suggestions for the PMA course. Additionally, the group formation process should be changed. The coordinators seem to be in tune with actions to overcome the challenges. **ACTION:** CBM will have a dialogue with the coordinator about the PMA course and how it can be improved.

MED4A:

Response rate: 23/27 (85%). Grade distribution is fine. The survey shows some misalignment between the course and project. JR and DM will have a dialogue about this. **ACTION:** CBM will conduct a debriefing of the semester with coordinators, students and other relevant individuals to discuss learning outcome for next year. CBM takes initiative on this in good time for next semester.

MED6A:

Response rate 8/20 (40%). Grade distribution is fine. The semester worked well in general, although the course AI programming has had some challenges. CBM has talked to Head of Section in Aalborg about having an extra teacher for the course next year. AI programming needs to coordinate with Copenhagen and steps have already been taken to improve the course by adding one more lecturer

MED8A:
Response rate 5/13 (38%). Grade distribution seems fine. The semester worked well, although there has been some misunderstanding among the students regarding that immersive experiences does not have to be VR/AR. The coordinator and others involved in the semester should ensure that the students understand that immersive experiences can be something other than VR. There is a comment that the course on gaming was not offered in Aalborg, and the coordinator must make sure there is actual electiveness in the semester.

CPH:

MED2C:
Response rate 17 out of 50 (34%). PMA has very high grades compared to Aalborg, the two courses need some harmonization. There are a few comments for the study board in the report. **Action:** CBM will contact coordinator for details on the comments on the UX course and the comment on project supervision.

MED4C:
Response rate is 7/43 (16%). Grade distribution seems fine. The semester worked well.

MED6C:
Response rate 11/41 (27%). Grade distribution seems good. Well-functioning semester, although evaluation of mini projects seems to be a continuous frustration for the students. **ACTION:** CBM will contact the coordinator to get more information on examination criteria for the mini projects.

MED8C:
The coordinator has not filled out a report. Response rate is 11/32 (34%). Grades are very high. **ACTION:** CBM will contact Head of Section and Head of Studies to inform them that the report was not handed in on time**.**

LID8:

Response rate 5 out of 26 (19%). Grade distribution looks fine, although there are very high grades in two subjects (Light and Context and Intelligent Lighting Design). Good observations

from coordinator concerning changes for next semester. **Action:** There is a comment about challenges arising from an increase in students without a corresponding increase in teachers. CBM will discuss this with Head of Department.

SSD8:
Response rate is 7/31 (23%). Grade distribution looks good, in the high end for some activities. The semester appears to have run well. There are specific comments from the semester coordinator for improvements next time. Coordinator has done an excellent job of listing in bullet form what went well and what did not.

SMC8:
Response rate 6/10 (60%). Coordinator notices that grades are on the high side**.** Otherwise, no comments.

8.   Evaluation of Study Programs, Spring 2024

The study board comments that the response rate generally is very low in the evaluation of study programs.

MEDAAL BA: Response rate 4/20 (20%). The study board notes that 3 out 4 respondents have had some projects in collaboration with external parts.

MEDCPH BA: Response rate 4/41 (10%). 2 out of 3 respondents finds the level of education average, which could be better – but the number of respondents is very low.

LID: Response rate is 3/13 (25%). Quality of supervision is reported poor by one respondent. **ACTION**: CBM contacts the coordinator to make him aware of this.

MEDAAL MSc: Response rate 3/22 (14%). The level of study load is evaluated negatively (bad/very bad), but 2 out of 3 respondent's asses the workload to be between 35-40 hours per week. One respondent has collaborated with external partners all four semesters.

MED 10 CPH: Response rate is 5/28 (18%). The study board comments that the weekly workload is reported very low (2 respondents estimate the workload to be 25-30 hours/week).

SMC: response rate is 3/11 (27%). One respondent reports that the quality of supervision is low. **ACTION:** CBM contacts the coordinator to make her aware of this.

SSD: Response rate 12/24 (50%). The survey shows a little dissatisfaction with the quality of supervision. CBM contacts the coordinator to make him aware of this. Self-reported study load is very low (item nr 14). **ACTION:** There seems to be a discrepancy between the "Uddannelseszoom" self-reported workload and the reported workload on this survey. CBM will raise the issue with the Head of Studies

9.   Students falling behind on ECTS points, October 2024

The report shows that we have 19 students in category "Yellow" and 53 students in category "Red". There is a plan for most students on red or yellow with the Study Board secretariat or

study secretaries. There does not seem to be any systematic tendencies on what causes students to fall behind, and there is a system that follows up on the students if they fall behind.

10. POSEO contracts, Fall 2024

The attachment presents an overview of POSEO contracts, fall 2024. The study board has no further comments.

11. Minutes from semester group meeting minutes, Fall 2024

The topic has been postponed to next meeting

12. Any other business

None

13. Dispensations
- **Information from the study board secretariat**
  None.
- **Cases (closed point)**
  One case – result: a fifth attempt is granted with a comment on the it should be used wisely as a sixth attempt will be difficult to grant.

Actions:

Information from the Chairman - generative AI in project and courses
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09.10.24: CBM has sent out an email to all coordinators. Email to students will be sent out as soon as possible. **Remains in the action plan**

Information from the Vice Chairman – alumnus for former Media Technology students
LGR will try to bring something more about this in the next meeting.
09.10.24: **Remains in the action plan**

Employer panel meeting, Media Technology, 2024 - career and employability
CBM will take steps to improve our communication about what we do for the students regarding career and employability.
09.10.24: The employer panel meeting will be discussed at next quality assurance meeting in November. **Remains in the action plan.**

Evaluation of Study Activities, Spring 2024

- CBM will talk to all coordinators about how much effort has to be put into filling out the reports**.**

- MED2A: CBM will have a dialogue with the coordinator about the PMA course and how this can be improved.
- MED4A: CBM will do a debriefing of the semester with coordinators, students and other relevant individuals to discuss learning outcome for next year. CBM takes initiative on this in good time for next semester.
- MED2C: CBM will contact coordinator for details on the comments on the UX course and the comment on project supervision.
- MED6C: CBM will contact the coordinator to get more information on examination criteria for the mini projects.
- MED8C: CBM will contact Head of Section and Head of Studies to inform them that the report was not handed in on time.
- LID8**:** There is a comment about challenges arising from an increase in students without a corresponding increase in teachers. CBM will discuss this with Head of Department

Evaluation of Study Programs, Spring 2024

- LID: Quality of supervision is reported poor by one respondent. CBM contacts the responsible behind the education and make them aware of this.
- SMC: One respondent reports that the quality of supervision is low. CBM contacts the coordinator to make her aware of this.
- SSD: Self-reported study load is very low. There seems to be a discrepancy between the "Uddannelseszoom" self-reported workload and the reported workload on this survey. CBM raises the issue with the Head of Studies

Topics/actions to the next meeting agenda:

- Minutes from semester group meeting minutes, Fall 2024
- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps - the report is still not available (31-10-2024)
- Student exchange agreements available for MTSB students