



Minutes from TB study board meeting November 30th, 2021, 12.30-15:00

Members: Maj-Britt Quitzau (Head of Study Board); Lars Botin (Programme coordinator TAN CPH); Andreas Birkbak (rep. Dep. of Culture and Learning CPH); Signe Pedersen (Programme coordinator BD CPH); Ina Overgaard (student rep. BD CPH); Maja Elisabeth Hultberg Rasmussen (student rep. TAN AAL).

Observers: Laura Telling Clausen (student study councillor BD/SD CPH); Evie Marcelia Trappaud Rønne (online) (student study councillor TAN CPH); Rasmus Mølgaard Hansen (student study councillor TAN AAL); Sofie Rähr Graunbøl (student rep. SD CPH); Janni Rise Frellsen (Study Board secretary); Diana Wolff Bie (study secretary TAN AAL and minute taker).

Absent:

Members: Maurizio Teli (Programme coordinator TAN AAL) (mandate to Lars), Andrés Felipe Valderrama Pineda (Programme coordinator SD CPH) (mandate to Signe), Kista Bianco Kjær (student representative TAN AAL) (mandate to Maja).

Observers: Astrid Oberborbeck Andersen (rep. Dep. of Culture and Learning AAL).

Locations: CPH ACM15 2.1.025, AAL RBG14 4.307, online via Teams

Follow-up for Janni and Maj-Britt

Follow-up for others

Meeting minutes

1. Approval of agenda
Approved (with the correction that point 2 is postponed). The Study Board was competent.
The minutes from the October meeting were approved, with the corrections made by Janni.
2. Studentstudycouncillors – presentation and dialogue about representation of the educations (30 min.)
Postponed to the meeting in December.
3. Information from study board chair and secretary
 - a. Head of Studies has not granted more funds for students activities in the budget for next year.
Our application for increased funds was rejected, so we only have DKK 12.500 in the spring for the student project funds. The deadline for the Study Board funds (for coordinators) is 5 January 2022. This deadline will be postponed to 15 January 2022. The applications will then be assessed at the Study Board meeting in January. Janni will send out an email for the coordinators based on the one which has already been sent to the students.
 - b. TAN and SD revisions close to final accept and publication – delay in TAN external review
The Study Board secretary has just sent the revisions in for approval. The shift in external examination from TAN5 project to TAN5 course has created some problems for the amount of ECTS points of external examination for current TAN1 students, so this shift has been removed this year and will have to be changed during revisions next year.
NB! Please notice that the English word for censor is examiner.
The studentstudycouncillor (Rasmus) requested that the AAU pages will be corrected as soon possible, as he is already counselling future Master's students. Janni will communicate with our communications consultant, Sidse Lund Østergaard, will be contacted about the Master's pages.
 - c. Inventory purchase is on the way, based on HUM Lab
Inventory is being purchased. The list of purchases can be seen in the appendix. Head of Studies will provide a

procedure for how this inventory is led to the students. We need to send this information to the students, valid from the spring semester. **Janni will coordinate with Mette.**

4. Short recapitulation on points from meeting in September (informative)
 - a. Letter to TAN students about Cand.scient. has been sent out. IDA knows that it is a Cand. Scient. and are very open for continued dialogue.
The letter has been reviewed and is ready. It will be sent out along with the letter about what to do in a situation of offensive behavior. The latter is not quite finished.
 - b. All documents regarding TAN and BD/SD revisions have been uploaded. Implementation plan has been communicated to Head of Studies. Replies regarding hearing pending (to do).
 - c. Letter to Head of Studies about resources for teaching has been sent. Debate article for Navigator pending (to do).
 - d. Janni has sent out responses regarding semester evaluations spring 21.
Done
 - e. Follow up on the semester planning procedure with Lena/secretaries regarding exams pending (to do).
 - f. Violations in semester evaluations S21 has been followed up. Letter has been sent to all students (to do).
The intention was to have a coordinating meeting with Evie and Maja. However, as it is a Survey-Exact poll, we are not allowed to follow up, since students are have answered anonymously. In the semester evaluation it should be stated more clearly that the study board cannot act upon this survey. This has been communicated to Mette, who is responsible for updating the semester evaluation. We will also make this clear in the letter.
Rasmus informs, that the Student Wellbeing office has a guidance for this.
In Danish: <https://www.aau.dk/uddannelser/studievejledning/vejledning/kraenket/>
In English: <https://www.en.aau.dk/education/student-guidance/guidance/offensive-behaviour/>
 - g. Document describing the importance of steering group meetings and semester descriptions is pending (to do).
 - h. Delegation team for summer courses established (to do).
Maj-Britt informs that at a meeting in the BD education, the idea of linking the summer course for the masters with the study start was raised. From this summer, the study start will be anchored in PLAN, who will be hiring tutors and do the planning. **Maj-Britt and Signe will prepare a draft for a concept** of a brush up course for the new masters on TAN and SD, which could include social elements as well. It has to be TAN and BD together. Perhaps part of the financing can come from RUS, although the RUS financing does not have a sum allotted for the Master's.
Andreas points out that the original thought was to develop a full 5 ECTS course on anthropology to replace the elective course that has been removed in the discussion. There's a bit of doubt as to what was actually the agreement, but there is a general incline towards the need to cover also PBL, STS and design. Andreas argues for the importance of the anthropology and the lost 5 ECTS course. Rasmus argues that 5 ECTS on STS on the first master semester has also been lost to the new technical course. Maj-Britt underlines the importance of covering the entire e-learning course in the brush-up initiative. Lars called for a contents of the course, where responsibility for ones own academic competency and the sharing of this is part of the concept. **Maj-Britt will follow up** on this and be sure to have a dialogue with Andreas and Astrid about the expectations from HUM.
Comment from Andreas for item 4h in the minutes: My point was basically to bring attention to the fact that we have on previous occasions (including the revision workshop i August) identified the loss of an anthropological method course on TAN7 as a major problem with concerns to onboarding those masters students, who have no previous experience with qualitative or ethnographic methods.
This we should keep in mind in the planning process of the summer courses, as it opposes mixing it too much with PBL, STS and other elements, because it takes time away from establishing a fundamental methodological 'tool box' for the new masters students.
I recognize, of course, that we will probably have to find som kind of compromise in order to have enough ressources for the summer courses. So mostly I just want to point out that it is important not to have a loss of knowledge in relation to already identified point of attention.
 - i. Feedback to the students regarding hybrid teaching sent.
Letter with response was sent to the students on 23 November 2021.
 - j. Inventory inspection incorporated on yearly TB-SN plan in October
Done.
 - k. Signe has found af BD student that will join the study board as observer.
5. **Semester descriptions for 10th semester & semester evaluations for TAN2 AAL and TAN10 AAL** (appendix)
Semester description:
SD4 is approved.
TAN - both: The first paragraph on the second page could be moved to the section on the front page moved. There should be 4 types of semester evaluations included, not only 2. Otherwise, these are also improved.
Semester evaluations:
TAN2 looks fine, though there are som critique about updates of Moodle and lack of coordination. No comments on TAN10. None of them will receive a reply from the Study Board, since the evaluations have been received on so late a date. **Maj-Britt will contact the few semester- and course coordinators that have red marks to discuss development possibilities.**

6. Procedure for qualifications for studies abroad on the bachelor:

https://www.plan.aau.dk/digitalAssets/995/995221_procedure-for-applying-for-pre-approval-of-credit-transfer-tb-sn.pdf

Bachelor students have been much more interested in going abroad than usually, and this is good for employability. There has been a lot of dialogue with TAN3 students that are planning to go abroad on TAN5. The current rules are quite rigid, as there has to be a 1-1 merit. Janni explains that as long as we can describe the academic sufficiency and the relevance for the techno-anthropological education, we can grant the necessary merits for it. Lars has had a meeting with Evie and some of the students and is working on a draft for the Study Board describing what we need from recipient universities, when we send our students to them. The draft will also select 6 different (realistic) destinations in the world which are assessed to live up to necessary subjects. Andreas mentions that the project part is less important, but that the courses and academic focus should be covered. Rasmus mentions that some students are also very interested in going abroad for longer field studies during TAN5. It is important that the model will be available for both TAN and BD/SD students. Signe will make some similar work as Lars for BD/SD. Maj-Britt underlines that we should make it administratively easy for ourselves, e.g. by having a selection of universities, as Lars suggests, and also remind that it can have an economic consequence if many students take a semester abroad. There is a strong commitment to the ongoing work.

The study boards decides that the current rigid procedure is dismissed and awaits the **drafts from Signe and Lars** to approve a new more specific procedure. In the mean time, the program coordinators will have to make the academic assessment of applications for merits from semesters abroad.
7. **Self-evaluation action plan** – status for 4th quarter and 2021 (appendix)

Overall, we have achieved most of the promised deliverables. There is a point about dialogue with project supervisors that we have not started yet. **Maj-Britt will try to see if it is possible to do something** before the end of the year. We are lacking resources for some of the follow up on the e-course and regarding the PBL module, we have agreed with UCPBL to first understand the well-being challenges better. The ones that are pending will be transferred to next year.

Rasmus mentions that it was considered to move the Master's day for 4th and 6th semester, but it seems to be best to keep it at the 3rd and 5th semester, as we do now. It is best to do it physically. The most important one is the one done by the studentstudycouncillors, but the teachers also have one. **Maj-Britt notes on the work plan for 2022** that we should discuss and develop a concept for the Master day. It is an important part of increasing the transfer of students from the bachelor to the master. Laura and Evie can contact Rasmus to get some inspiration of how he does it. It would be a good idea for them to arrange something for the 4th and 6th semester in February.
8. **Preparation for Study Board Note – data package orientation** (appendix)

Maj-Britt shortly explains that we have received that data package and that it will be handled in detail at our December meeting. The red numbers under teaching hours is probably an administrative error, which **Janni will look into**. The STUD/VIP is a bit yellow, which could indicate our staffing challenges. **Maj-Britt will take a closer look at the numbers** and will make a status brief for the December meeting **in coordination with Janni**. **Program coordinators are asked to look at the numbers and provide inputs to Maj-Britt and Janni**.
9. **Preliminary action plan for TB-SN for 2022** (appendix)

Maj-Britt described the preliminary action plan. One of the ideas is in relation to TAN9 and SD9 to develop a better project database together with CDUL. We also need to improve the recruitment panel for TAN. Lars mentions that Nanna should be included in this work. Otherwise, it is very much follow up on the TAN revision and some points from the agreements for the entire 6 year period that we have committed to. It is important for Maj-Britt that we try to formulate initiatives that are both addressing pressing quality issues and to establish a strong connection to the work that we have focus on (as e.g. the TAN revision). So being both strategic and integrative. We will talk about this again either in December or January.
10. Status for external examiners (appendix)

Suggestions for future external examiners have been sent to the corps for anthropology and a meeting has been planned. TB-SN has received several suggestions for the corps for engineers and invitations will be sent to the possible examiners in week 49. These possible examiners then have to send an application (if they want to become examiners, that is) to the head of the corps, and will then be assessed. The external examiners, which are yellow on the list, are for both TAN and BD/SD.
11. Procedure for Teacher of the Year (Maja)

The process in the spring of 2021 was not good, as not enough names were entered by the students. We need an open dialogue with the students, as we will not have enough for the fall semester either. It would be a good idea to have on the agenda of the steering group meetings just before the deadlines in the fall and spring. It is emphasized that we need to integrate this more clearly in the proposed agenda, so that semester coordinators follow this. Or it could be a part of the Survey-Exact evaluation. This wish has already been conveyed to Mette, who is updating the semester evaluations.
12. TB-SN position on employability (open dialogue about our vision and philosophy)

Was postponed for the December meeting.
13. Challenges with teaching Mapping controversies (appendix)

The Study Board has received an email concerning the challenges for the TAN8 course *Mapping controversies*, as it is not possible to get enough qualified teachers in Aalborg. The email contained a request to make the course online so it can be streamed from CPH. However, according to the studentstudycouncillor, this result in poor teaching and will be bad for the students. A similar solution was made for a course on TAN7 and the students didn't feel they learned much from this course. We also risk 'an A and a B team' this way, where Aalborg is the loser in it. The most optimal solution for the students would

be if the teachers could teach in both Copenhagen and Aalborg (physically), so there will be no online classes. We have the budget for it.

Decision in principle was made by the Study Board of at least one teacher being present at each campus if the course is to be online. The study board will not define what kind of teacher (e.g. VA or senior VIP), as this should be up to the course responsible.

14. Prioritization of TB-SN funds (appendix)

Relocation of funds as we have some left-overs. Maj-Britt suggested that we do a status each year in case of leftover funds, so they can be relocated. They have to be used in the current year.

The Study Board decided on DKK 10.000 for Peter-Paul Verbeek og DKK 5.000 for Alexander Lindeburg.

Maj-Britt will put on the SB annual work plan that we have to check twice a year whether all the funds have been allocated.

15. Any other business (AOB)

There is a consideration as to whether we should expand the time of the meetings with 30 minutes, because it is often very rushed. Maj-Britt would like to see if it is possible to avoid this.