

Mødedato: 04-12-2019 15.15-17.00

Mødested: 1481-324

Mødeemne: Uddannelsesnævnsmøde Engelsk

Participants:

Tabish Khair, Sandro Nielsen, Sten Vikner (UN chair), Tenna Blindbæk (UN vice chair), Katherina Cornelia Plenter Vowles-Sørensen (Interkulturelle studier), Emily Virginia Hus (Engelsk), Sofie Lavall Nøjsen (IVK Engelsk), Mathilde Nisbeth Brøgger, Dale Carter.

Observers:

Ann Carroll-Bøgh (international coordinator), Dominic Rainsford (head of Dept. of English), Anne Schjoldager, Emma Kærsgaard (Engelsk), Mejse Voss (afdelingskonsulent, engelsk & tysk/romansk), Simon Skaarup Axelsen (Studievejledning), Amalie Katrine Kjærulff (IVK Engelsk), Martin Skovsgaard Nielsen (SNUK).

Apologies: Sara Dybris McQuaid, Ushma Chauhan Jacobsen (member of IKK studienævn). Trine Susanne Johansen (koordinator, IVK-tilvalget i strategisk kommunikation)

1. Approval of the agenda

Approved

2. Approval of the minutes

Approved

3. Introduction of course coordinators for every course taught by more than one teacher

(Tabish Khair, Anne Schjoldager). Discussion of course coordinators and how they should be remunerated. You may also wish to consult various agreements concerning Vip-o-matic hours:

<https://medarbejdere.au.dk/administration/hr/lonadm/loenforhandling/loenforhandling-paa-arts/vip-loenkataloger/>, and <https://medarbejdere.au.dk/fakulteter/ar/hr-portalen/loenkataloger/>.

At the last meeting in the UN, Tabish Khair and Anne Schjoldager proposed to write a suggestion for coordination of courses (cf. pt. 12 in the minutes of the meeting on November 20, 2019). The suggestion was sent as a *bilag* for this UN meeting:

Salient points of the suggestion:

- Every course with more than one teacher should have a course coordinator – the responsible coordinator should be mentioned in the course catalogue.
- Remuneration: Course coordinators should get hours for the work.
- This is not a suggestion to abolish the system as it is now but to add to it.

Discussion:

The hours must come from somewhere. Either from the institute or from somewhere else.

In some cases, it may be covered from the area coordinator, in some cases it may be covered in the coordination hours.

If hours are involved Strategic Communication must not be forgotten.

At IVK there is a coordinator for everything. It will not make sense to take hours away from the coordinator.

Students will appreciate having course coordinators. They do not always know who is responsible for a course and who to contact. It would make things easier if the responsible teacher/coordinator is named in the course catalogue.

The impact it could make on evaluations also needs to be considered. Good coordination will also give better evaluations.

It may make sense to investigate how coordination is done at German/Romance. At IVK it is the same system as IVK English. It would also make sense to look at other studies with parallel courses – e.g. History. Nordic does not do things in the same way and is not suitable for comparison. If others are doing something similar, it can be used to make the case to the institute regarding financing.

There has always been course coordination and course coordinators. It has been done for years. But it is not being recognised.

The positions should be rotated and distributed fairly and transparently.

Decision:

The UN approves of the idea of a designated coordinator for every course with two or more teachers but see potential problems with financing. It should be investigated how course coordination is done at other relevant studies.

Course coordination will be taken up in the UN during the spring semester when the discussed suggestions and financing have been investigated.

4. Questions for the end-of-term teaching evaluations, spring 2020

(Sten Vikner). The AU and SN questions for autumn 2019 will also be valid for spring 2020. The UN may decide to add one or more questions, e.g. if we feel it to be necessary in order to comply with the IKK minimum requirements from 2016. Such added questions must however be chosen from *spørgsmålsbanken*, 'the bank of questions'.

As a result of the meeting in August 2019, the UN added three questions from the bank to the questionnaire for Autumn 2019:

- AR-IKK-VF-001
How do you rate the academic level of the course in relation to your own level?
Far too high | Too high | Suitable | Too low | Far too low
Hvordan vurderer du kursets faglige niveau ift. dit eget niveau?
Alt for højt | For højt | Passende | For lavt | Alt for lavt

- AR-DPU-SN 009

How many hours have you typically spent preparing for this course/module including meetings with study group and assignments?

< 5 hours | > 5 hours | > 10 hours | > 15 hours | > 20 hours

Hvor mange timer har du typisk brugt på dette kursus/modul om ugen på forberedelse, inklusiv læsegruppe og opgaver

< 5 timer | > 5 timer | > 10 timer | > 15 timer | > 20 timer

- ST-50

There was a suitable amount and level of homework, assignments, etc.

Strongly agree | Agree | Neither agree/disagree | Disagree | Strongly disagree

Forberedelse, opgaver, mm. var af passende omfang og niveau

Helt enig | Enig | Hverken enig eller uenig | Uenig | Helt uenig

One possibility could be to replace the first of these three by

- AR- DPU-SN-031

How do you rate the academic level of the teaching?

Far too high | Too high | Adequate | Too low | Far too low

Hvad synes du om det faglige niveau af undervisningen?

Alt for højt | For højt | Passende | For lavt | Alt for lavt

The first question (AR-IKK-VF-001) seems to be confusing to some students. The phrase “in relation to your own level” is difficult to answer and may actually be understood in a way that is not intended. However, in the translation of the answers, “suitable” in the currently used question is more correct than “adequate” in the suggested replacement question (AR- DPU-SN-031).

“Course” vs. “teaching” in the questions may also be problematic. When asked about “teaching”, students will probably answer about the teacher instead of about the course.

The UN is not allowed to formulate their own question or make corrections in the questions from the *Spørgsmålsbank* but individual teachers can add their own questions to the evaluations. It is possible to compose a question that the teachers can add themselves.

The UN formulated a teacher’s question:

How do you rate the academic level of the course?

Far too high | Too high | Suitable | Too low | Far too low

Hvordan vurderer du kursets faglige niveau?

Alt for højt | For højt | Passende | For lavt | Alt for lavt

Decision:

The question formulated by the UN will be brought to the next staff meeting and it will be strongly recommended to teachers that they add it to their evaluation.

The UN will add two questions from *Spørgsmålsbanken* to the evaluation:

- AR-DPU-SN 009

How many hours have you typically spent preparing for this course/module including meetings with study group and assignments?

< 5 hours | > 5 hours | > 10 hours | > 15 hours | > 20 hours

Hvor mange timer har du typisk brugt på dette kursus/modul om ugen på forberedelse, inklusiv læsegruppe og opgaver

< 5 timer / > 5 timer / > 10 timer / > 15 timer / > 20 timer

- ST-50

There was a suitable amount and level of homework, assignments, etc.

Strongly agree | Agree | Neither agree/disagree | Disagree | Strongly disagree

Forberedelse, opgaver, mm. var af passende omfang og niveau

Helt enig | Enig | Hverken enig eller uenig | Uenig | Helt uenig

5. Items from the Agenda of the School of Communication and Culture Board of Studies (*IKK Studienævn*)

(Dominic Rainsford, Emily Hus).

No discussions on items on the agenda from the board of studies.

Points from previous meeting:

The new academic regulations were rated by the board of studies on a scale from 1-4, where 1 is best. The new academic regulations from English were given good ratings:

Contemporary Communication in English is rated 1.

CLM is rated 2 - a few questions have been sent to the working group.

6. Any other business

(Sten Vikner).

Process for choosing thesis supervisor:

A meeting was held in the student organisation “Anglia” where the process were discussed and suggestions were formulated.

A discussion will be held with other school leaders about the processes in the different schools, probably in January or February.

The process will be put on agenda for the UN in February.

The newsletter from Arts Studies came out shortly before the meeting and was therefore not sent out as a *bilag* before the meeting. The main points from the newsletter are:

Uddannelsesdagen 2020 is held on February 25, 10:15 – 16:00 at Centralværkstedet. Links for registration will be put up on the *Arts Studieportal* and *Arts Medarbejderportal* soon.

Collection of descriptions for electives for the autumn of 2020:

In December, UVAEKA sends out templates for the collection of electives and courses with changing topics to be filled in by the Heads of department/teaching staff no later than March 1.

Next meeting is Wed, January 15, 2020, 14:15 - 16:00, in the usual room, 1481-324.