

**Meeting: 02-12-2020 14.15-16.00**

**Online meeting – Zoom**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Ushma Chauhan Jacobsen, Tabish Khair, Sandro Nielsen, Anne Schjoldager, Sten Vikner, Tenna Blindbæk, Amalie Kathrine Kjærulff, Emma Hundahl Kærsgaard, Sofie Lavall Nøjsen, Henriette Feldborg Olesen, Emilie Bak Sand, Emily Virginia Hus.

**Observers:**

Simon Skaarup Axelsen (studievejledning), Louise Bjerregaard, Ann Carroll-Bøgh, Alan Firth, Trine Susanne Johansen, Dominic Rainsford, Mejse Voss.

**Referat**

**Uddannelsesnævn Engelsk**

Dato: 8. januar 2021

Ref: Louise Bjerregaard

Side 1/6

**1. Approval of the agenda**

The agenda was approved.

**2. Approval of the minutes**

See document *UN-Engl-2*, also found in O:\ARTS\_CC-ENG-UN\Archive\Referater.

The minutes were approved.

**3. Newsletter from Arts Studies**

See document *UN-Engl-3*.

Louise Bjerregaard (LB) informed the UN about the most recent newsletter from Arts Studier, and explained that the guidelines for holding exams in winter 2020/2021 have been decided by the faculty management team with the following main features:

- The university management has decided that (as far as possible) exams in winter 2020/2021 will take place in person at the university and in accordance with the usual type of examination. [This decision was subsequently overturned by events when the university went into lockdown on December 9, 2020, along with a large part of the country.]
- Exams should be conducted with as much flexibility as possible in order to accommodate situations in which examiners, co-examiners or students are prevented from taking exams in person due to Covid-19.
- Students and examiners who have tested positive for Covid-19 or who suspect they might have Covid-19 could contact the Arts Studies administration and (where it is possible) their exams will be converted into online exams. If it is not possible to convert the exam into an online exam for academic reasons (e.g. in practical exams, written on-site exams and oral exams that only permit a limited use of materials), the exam will be postponed until a later point of time.

- Possible solutions are being discussed for examiners in at-risk groups (*risikogruppe*). Examiners in an at-risk group should contact the Head of Department and discuss this further. It is the Head of School (*instituteder*) who decides whether the relevant exams can be online, where this is possible.
- For students in at-risk groups, exams are being planned according to the current recommendations for distance. Visit the study portal for more information.
- In summer 2020, it was decided in advance to conduct exams in accordance with emergency academic regulations. As the university management team has decided that exams in winter 2020/2021 should take place in person at the university to the greatest extent possible, emergency academic regulations will only come into force if the university has to lock down. In other words, it is not possible to conduct exams according to emergency academic regulations in the current situation where in-person attendance is still possible.

It is possible to read more about the guidelines on the study portal and the teaching portal, which will be updated regularly during the exam period.

The UN discussed the practicalities if an exam should be held online, where Head of Department Dominic Rainsford (DR) informed that it is possible for students to inform that they are sick at the same day as the examination and examiners therefore are encouraged and obliged to bring their computers to the examination rooms. The further practicalities are yet to be informed about.

Based on the newsletter, LB informed the UN that student counsellors at all three schools have held guidance sessions with both BA and MA students who are more than 30 ECTS points behind in their degree programme in autumn 2020. As in previous years, students who only need to submit their Master's thesis were not included. At IKK the number of students delayed were 100 MA students and 193 BA students in autumn 2020. According to the students who have already been in touch with the administration, the two main reasons for the delay were illness and maternity leave.

Since the introduction of the new language policy at the Faculty of Arts, Arts Studies have received a number of questions from students and members of teaching staff. Art Studies have published answers to the most frequently asked questions from each group on the study portal and the teaching portal.

All departments at IKK and IKS have now submitted proposals for *IV-fag* for autumn 2021 and spring 2022. SNUK has quality assured the proposals. The next step is for the Directors of Studies (*studieledere*) to approve the range of courses available, after which the Boards of Studies will approve entirely new *IV-fag* in January. The courses will then be set up in the relevant systems and the course coordinators will be given the chance to proofread the course description. Students register for *IV-fag* for autumn 2021 on May 1-5, 2021. DR informed the UN that he had submitted the same three *IV-fag* for the academic year 2021-22 as for 2020-21, and that this might be the last time that this particular combination of *IV-fag* would be offered.

In December, UVAEKA will start collecting information about elective courses and courses with changing topics for autumn 2021 for those degree programmes that continue to submit this information every semester. The descriptions are collected using a template that is filled out with information from the academic regulations, so the frameworks for

course development are known and it is easy to see which details need to be filled in. The templates must be completed by the Head of Department and the members of teaching staff and returned to UVAEKA no later than March 1, 2021. This deadline allows the courses to be published in the course catalogue no later than April 1, so students can access the courses one month before the registration period of May 1-5, 2021.

In addition, LB told the UN that the Board of Studies at their November meeting had discussed the changes made to the academic regulations approved by the UN and the Board of Studies approved them as well, and the changes to the academic regulations will therefore be sent to the Vice-Dean for his approval in January.

#### **4. Letters of reference for UN student representatives who are leaving the UN**

Chairman Sten Vikner (SV) and LB informed the UN student representatives that in connection with the last UN meeting of the current UN in January, it is possible for students who are leaving the UN to be given a letter of reference (*udtalelse*). If the students would like to have a letter of reference, they should write to LB by e-mail [lwbj@au.dk](mailto:lwbj@au.dk) and state their full name, date of birth and the period of time they have been a member of the UN. Normally, the letters of reference are written in Danish, so please inform if they instead should be written in English.

#### **5. Plans for the 2021 roll out of Brightspace, the virtual learning environment and learning management system replacing Blackboard**

See the links <https://newsroom.au.dk/en/news/show/artikel/frablackboard-til-brightspace-et-skridt-taettere-paa/>, <https://newsroom.au.dk/en/news/show/artikel/aarhus-university-to-switch-from-blackboard-tobrightspace/> and <https://medarbejdere.au.dk/strategi/itgovernance/projekter/prioriteredeprojekter/learning-management-system/>.

SV informed the UN about the new virtual learning management system replacing Blackboard, which will be called Brightspace. Members of the teaching staff will gain access to the system in spring 2021, and Brightspace will be implemented and used in connection with teaching in autumn 2021. It is therefore expected that students will be given access to the system in August 2021.

A student asked if Blackboard will be accessible in autumn 2021 and if the students will receive an e-mail about the change of systems, so that they would be given a chance to save materials from Blackboard. SV expects that such an e-mail will be sent to students. However, SV and DR expected that the overlap between the two systems will be relatively short, but they had also heard that materials from Blackboard would be transferred to Brightspace for the most recent semesters. Students were encouraged to inform their teachers if some materials were seen as particularly deserving of a transfer to the new system.

#### **6. Very large groups sizes in spring 2021 in the BA 4th semester (both IVK and SLK)**

SV and DR informed the UN that the 4th semester of the BA IVK English and BA SLK English will have large groups in the spring 2021 due to the fact that many students are

not abroad in this semester as usual because of the Corona situation. Therefore, DR had asked the Director of Studies to allow the department to have more groups, so that the sizes of the groups would not be as large as they are expected to be now.

For BA IVK English there are 198 students in the three groups which means 66 students per group, and for BA SLK English there are 90 students in the two groups, which means 45 students per group. DR have asked for three extra groups for IVK and one extra group for SLK. It was pointed out that this probably still meant blended teaching but the blended teaching would be more manageable with smaller groups and maybe some of the groups could even be taught on campus only.

DR was expecting an answer from the Director of Studies soon. When DR receives the information whether this is possible or not, he will write to the teaching staff. [This answer arrived on December 7, 2020, and did indeed allow for the extra groups that the department had asked for.]

On the basis of this, the UN noted that the budgets did not really take account of the group sizes. DR hopes there will be a temporary solution for now but he agreed that the department and the Director of Studies need to review the budget, since the budget as it is for now is out of date and the situation in the department has changed. VIP mentioned that there are several budget challenges in relation to class sizes in other of the department's degree programmes as well.

#### **7. 2021 Revision plans for the academic regulations of the BA English SLK and the BA English IVK**

SV informed the UN that there are plans to revise the academic regulations of the BA SLK English in 2021 to take effect from September 1, 2022.

At the previous meeting, the UN had discussed the possibility of similar revision plans for the BA IVK English. However, SV pointed out that in 2021, the BA IVK English will undergo a degree programme evaluation (*uddannelsesevaluering*). SV explained that the UN might consider whether revising the BA IVK English a year later might be preferable, as this would allow an inclusion of input from the degree programme evaluation procedure and report in 2021, even though this would also mean that the revised academic regulations would only apply from September 2023. If on the other hand the UN were to submit a revision of the BA IVK English in time for it to apply already from September 2022, then this would not allow for inclusion of input from the degree programme evaluation, and then any changes resulting from the degree programme evaluation would have to wait for the end of a complete cycle of the 2022 BA IVK English, i.e. such changes could only take effect from September 1, 2026, at the earliest.

The VIPs from IVK had been thinking about starting the revision process in spring 2021. The UN discussed what kind of feedback the degree programme evaluation could bring and it was agreed that the structure of the BA IVK English and BA SLK English should be in sync but they did not need to be revised at the same time, since the two degree programmes are also different in the current academic regulations. The UN agreed that a larger discussion of the BA IVK English was needed and that a submission of a revised

BA IVK English should therefore include input from the degree evaluation procedure, even if this meant that it would only apply from September 2023. It was further underlined that input from student representatives would be very welcome.

## 8. Strategic aims 2021-2024

DR informed the UN about his thoughts concerning Strategic aims and the structure for the department in 2021-2024. DR presented some focus areas for the coming 6 semesters:

- Students' writing and language skills:  
DR pointed out that the department need to provide support for this. A writing centre had been suggested, which probably would be too expensive. However, DR wished to support the students' writing and language skills and would further look at this in connection with the BA academic regulations revisions and the BA IVK degree programme evaluation.
- Departmental leadership/organisational structures (including Head of Department, the secretary, coordinators, etc.):  
DR wanted to make the internal roles of the department more visible. This would be addressed in the spring 2021.
- Student organisations and how the administrative staff relate to them:  
DR would like to support the student organisations and look further into how they could be more involved in various aspects of the everyday life of the department. Also part of this focus area is the alumni organisations and the relation to them.
- Diversity and equality (concerning both personnel and curricula):  
DR wanted the department to be more aware of these matters, e.g. inclusiveness and diversity in the literature according to gender.
- Environmental and sustainability policies
- Relations with English departments elsewhere in Denmark (and the world):  
DR said that it could be good to coordinate more with English departments from other universities in Denmark and in the world, e.g. a Nordic collaboration.
- The department's internal research culture:  
DR would like the teaching staff to know more about their colleagues' research and thereby improve the internal research culture in the department.

DR would welcome reflections on these topics in the coming years both in staff meetings and in the UN, where DR very much would like to have the students' input as well. DR observed that some of the topics are more conducive to discussion and debate than others and that he wished it to be a democratic process with the interests of the department as a whole and not just his own interests. DR expects working groups to be set up in order to coordinate the different topics and to determine a specific focus for each semester to avoid all topics being discussed simultaneously.

The UN welcomed and supported the ideas and looked forward to plan the future and not just talk about the Corona situation.

A student suggested that this should be a discussion at the UN meeting in January where both new UN student representatives and the current UN student representatives would be present. Therefore, DR would have a large number of students to take part in the discussion of some of the topics.

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

Side 6/6

SV informed the UN that the agenda from the Board of Studies was not yet ready, as their next meeting is December 16, 2020.

**10. Any other business**

SV informed that the next UN meeting January 13, 2021 would at the same time be a *konstituerende* meeting for the new UN and the last meeting for the current UN.