

**Meeting: 13-01-2021 15.15-17.00**

**Online meeting – Zoom**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

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

**Observers:**

Simon Skaarup Axelsen (studievejledning), Louise Bjerregaard, Ann Carroll-Bøgh, Dominic Rainsford, Mejse Voss.

**New UN members:**

Antoinette Fage-Butler, Trine Susanne Johansen, Stephen Joyce, Christina Maria Møller, Pernille Højvang Nielsen, Laura Burkal Olsen, Mathilde Brogaard Pedersen, Sarah Christiane Zillgen.

**Apologies:** Mark Eaton.

**1. Konstituering of the new UN**

See documents *UN-Engl-1a* to *-e*.

According to the *forretningsorden* §8 (see *UN-Engl-1a*), the *konstituering* must be no later than the first meeting after new election. The UN English consists of 6 VIP and 6 student representatives. The two SN representatives from the English Department (Anne Schjoldager and Christina Maria Møller) must be members of the UN.

*a. Welcome and short introduction round.*

Chairman of the UN, Sten Vikner (SV), welcomed both new and old members of the UN to the meeting. It was pointed out that the meeting would begin with the *konstituering* of the new UN and then it would continue as a regular UN meeting for the old members. The people present at the meeting were introduced.

SV pointed out that any member of the UN who does not have access to the O-drive and/or who does not have the UN meetings in their Outlook calendar should contact Jane Lücke Didriksen. Furthermore, SV informed that everybody needed to switch on their cameras at the UN meetings.

*b. Brief account of the role of the UN within the structure of the School of Communication and Culture (IKK) (see UN-Engl-1b and -c).*

SV gave an introduction to the work of the UN. This included an introduction of the degree programmes represented in the UN, the collaboration with the UN German/Romance and the connection to the Board of Studies, IKK and Arts Studies.

**Referat**

**Uddannelsesnævn Engelsk**

Dato: 28. januar 2021

Ref: Louise Bjerregaard

Side 1/5

SV pointed out that all UN members and observers have to observe confidentiality (*tavshedpligt*) about anything to do with individual persons or personal data. Everyone can talk about UN matters to outsiders, but please keep it general whenever you are in doubt.

- c. *The UN has to decide which of the newly elected students should be members and who should be substitute members (see UN-Engl-1d).*

Prior to the UN meeting, the VIPs had decided on the following division between members and substitutes:

UN VIP members	UN VIP substitutes
Anne Schjoldager (member of <i>IKK studienævn</i> ) Sandro Nielsen Trine Susanne Johansen Mark Eaton Tabish Khair Sten Vikner	Ushma Chauhan Jacobsen Antoinette Fage-Butler Mathias Clasen Stephen Joyce Alan Firth Joseph Sterrett

The UN had no objections to this.

SV pointed out (as mentioned at the UN meeting in October 2020) that the practice for VIPs would continue to be that they try to ensure that all coordination areas are represented. In rare cases, this will mean inviting an observer to the UN meetings – a person who is not a substitute. Such an example will actually occur already from the next meeting: SV have a research semester in the spring 2021, and Anne Mette Nyvad will take part in the UN meetings instead, so that she can speak for SLK linguistics as well as answer any questions in this direction that might come up.

Prior to the UN meeting, the students had decided on the following division between members and substitutes:

UN student members	UN student substitutes
Christina Maria Møller (SLK) (member of <i>IKK studienævn</i> ) Pernille Højvang Nielsen (ICS) Sofie Lavall Nøjsen (IVK) Laura Burkal Olsen (SLK) Mathilde Brogaard Pedersen (SLK) Sarah Christiane Zillgen (IVK)	Nanna Egeberg Andersen (IVK) Emily Virginia Hus (SLK) Helene Fjeldsted Jensen (IVK)

The UN had no objections to this.

- d. *Election of a UN chair (from among the six academic staff members of UN) and a UN vice-chair (from among the six student members).*

The UN elected VIP Anne Schjoldager as the chair of the UN and student Sofie Lavall Nøjsen as the UN vice-chair.

## 2. Approval of the agenda

The agenda was approved.

## 3. Approval of the minutes from the previous UN meeting

See document *UN-Engl-3*, also found in O:\ARTS\_CC-ENG-UN\Archive\Referater.

The minutes were approved.

## 4. Newsletter from Arts Studies

See document *UN-Engl-4*. Link to the newsletter can be found here: <https://medarbejdere.au.dk/fakulteter/ar/til-undervisere-paa-arts/nyhedsbrev-fra-arts-studier/>

Louise Bjerregaard (LB) informed the UN about the most recent newsletter from Arts Studier, and explained that the faculty management team had decided to cancel the requirement regarding attendance in relation to *undervisningsdeltagelse* in the spring semester 2021. The rules which applied in autumn 2020 regarding attendance will continue to apply in spring 2021. The academic regulations will be updated on February 1, 2021. The teaching schedule for spring 2021 were published on December 18, 2020, at MyTimeTable (i.e. <https://timetable.au.dk/>) which is the new system that replaces the previous *Timeplaner* (i.e. <https://springschedule.au.dk/> and <https://autumnschedule.au.dk/>).

A project regarding the preparing of an online resource for academic staff with information about students' well-being has been initiated. The overall objective of the project is to support teachers in the interaction with students who are unhappy or struggling with personal issues. For more information about the project, please contact VEST.

Furthermore, a new report in Power BI on the labour market status has been produced.

Despite the Corona challenges, the desire for study abroad were seen at our students. At the Faculty of Arts, 442 students had applied, which is the largest number of applicants registered at Arts. The students will know in January whether their application has been approved. Based on the received applications, approx. 350 students will be accepted to the exchange programme in 2021-22. However, the UN discussed that AU strongly recommends that students do not go on exchange in 2021 due to the Corona situation. Although, the possibility for online teaching were discussed as an good option for the students to continue their exchange semester from home, and most of the students would know by now if the exchange-universities offer this opportunity.

As for events, LB informed the UN that the online event Master's Programme Day had the highest number of participants so far, and half of the participants were not students at AU. U-days will take place online in 2021 and the planning work has started. Arts Company Dating goes online in week 8, 2021. Every day, the students can meet eight different companies, all of whom are looking for a collaboration with a student.

## 5. Orientation about the 2021 degree programme evaluation (*uddannelsesevaluering*) of BA IVK English

See document *UN-Engl-5a* and *-b*, and for more information: <https://medarbejdere.au.dk/fakulteter/ar/kvalitetsportal-for-arts/kvalitetspraksis-for-uddannelsesomraadet-paa-arts/>

The UN was informed about the BA IVK English, which according to the *turnusplan* (in document *UN-Engl-5a*) will be undergoing a degree programme evaluation in 2021. LB gave a brief orientation about degree programme evaluation based on the document *UN-Engl-5b*:

Degree programme evaluations are part of Aarhus University's internal quality-assurance system. The evaluations are conducted every five years for each degree programme. The evaluation includes an academic and a social perspective on the degree programme.

The aim is to support and ensure the continued development of the degree programmes' high quality and relevance through dialogue and educational actions.

At the beginning of the spring semester, a start-up meeting will be held for the relevant people (e.g. Head of Department, degree programme coordinators and others) with a more in-depth orientation on the evaluation and the preparation of the evaluation report, and where the choice between "fast track" and "standard track" is discussed (and recommended for approval by the Dean's Office). SNUK will send out invitations to the start-up meeting – and BA IVK English's SNUK-contact is Birgitte Svenstrup Klostergaard. As part of the process, data from the annual data material is used with indicators and supplementary key figures. The data material is discussed at UN in April/May, and any input to the action plan resulting from this discussion is formulated as actions for the action plan, which will be written parallel with the evaluation report.

The evaluation meeting which includes two external experts will take place in the autumn of 2021. At least two external experts are involved: an academic expert and a representative for the employers (*aftagere*). The choice of experts are discussed in the UN, where a list of potential experts is presented by the degree programme coordinator and the Head of Department, and UN recommends experts to the School management team, and the Vice-Dean will finally decide which external experts should be involved. The systematic involvement of external experts, chair of external co-examiners, employers and a broad inner circle of academic participants ensures that the stakeholders involved are challenged in their thoughts on quality assurance and quality enhancement of the degree programme. The aim is for the action plans to be feasible and realistic. In October/November, the action plan is revised based on the evaluation meeting and the implementation of the actions described.

## 6. Initiating deliberations concerning external experts for the degree programme evaluation of BA IVK English

SV and Head of Department Dominic Rainsford (DR) informed the UN that everybody needs to start thinking about which external experts could be relevant to the degree programme evaluation of the BA IVK English where at least three suggestions for each expert role would be preferable. It was pointed out that suggestions should be sent to the degree programme coordinator Sandro Nielsen.

## **7. Advance warning of next month's discussion of the end-of-term teaching evaluations from autumn 2020**

SV pointed out that by February 1, 2021, the coordinators should submit their evaluation summaries to DR (and to the new UN chair) so that DR can prepare his Head of Department summary in time for the next UN meeting on February 17, 2021.

## **8. The current corona situation**

DR informed the UN about the current corona situation and explained that it is expected that the current lock-down will be extended.

DR pointed out that if VIPs are able to conduct online exams from home this was preferable, but if necessary VIPs would be allowed to can conduct online exams in their office provided they consult with DR first.

For now, all teaching has to be fully online until the end of week 7. All lectures (*forelæsninger*) are fully online for the whole semester regardless of the Corona situation and restrictions from the government, but it is possible that seminars (*holdundervisning*) can return to campus at a later point in time depending on restrictions imposed by the government. If the university opens up in the spring semester, the plan with one meter distance will be adhered to. Otherwise, teaching online would continue.

DR pointed out that at different levels of the university, there is an understanding of the difficult situation that the academic staff and students are in, but of course everyone have an interest in avoiding the outbreak of Corona at the university.

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

None of the following points was discussed by the UN:

- Item §4. *Godkendelse af IV-fag (beslutningspunkt)*
- Item §5. *Uddannelsesevalueringer 2020 (drøftelsespunkt)*
- Item §6. *Coronasituationen*
- Item §7. *Mulige emner til drøftelse (beslutningspunkt)*

## **10. Any other business**

It was suggested that the new UN should look into the possibility of setting up an academic advisor system at IVK and at ICS along the lines of how it has been working for SLK for many years.

Furthermore, it was suggested that the new UN should look further into the possibility of setting up a mechanism as the one currently used in the Department for German/Romance, where first year students who have been absent three times in a row receive a phone call from a student councillor to discuss what can be done to prevent them from dropping out.

SV ended the UN meeting by thanking the 'old' UN for their work and for putting up with him as the chairman of the UN for the last three years.