

Meeting: 17-02-2021 14.15-16.00

Online meeting – Zoom

Uddannelsesnævnsmøde Engelsk

Participants:

UN members:

Mark Eaton, Trine Susanne Johansen, Tabish Khair, Sandro Nielsen, Anne Schjoldager, Emily Virginia Hus, Christina Maria Møller, Pernille Højvang Nielsen, Sofie Lavall Nøj- sen, Laura Burkal Olsen, Mathilde Brogaard Pedersen.

Observers:

Ida Chalmer Hansen (studievejledning), Louise Bjerregaard, Ann Carroll-Bøgh, Anne Mette Nyvad, Dominic Rainsford, Mejse Voss.
Alan Firth.

Apologies:

Sten Vikner, Sarah Christiane Zillgen.

Referat

Uddannelsesnævn Engelsk

Dato: 8. marts 2021

Ref: Louise Bjerregaard

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1. Approval of the agenda

The agenda was approved.

2. Approval of the minutes from the previous UN meeting

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*. 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 newsletter comprises a reminder of the Language policy, which came into effect for all academic regulations at Arts on September 1, 2020. LB referred to [the minutes from the UN meeting September 23, 2020](#) in relation to the rules that apply for the UN's degree programmes regarding the language of teaching.

In short, all SLK degree programmes, MA ICS and BA TV CCE, are English-accredited. BA IVK and MA CLM are Danish-accredited, but in a foreign language: English. BA TV Strategic Communication has both a Danish track and an English track; the Danish track is Danish-accredited and the English track is English-accredited. In the Danish track, students are taught in both Danish and English within the same course, while students in the English track are only taught in English.

Furthermore, LB explained that the planning of the introduction week in 2021 has started in collaboration between the schools and VEST. The introduction week will be August

23-27, 2021. The newsletter also gave a list of Career events for students from February to Easter held by Arts Karriere.

Lastly, the newsletter mentioned Power BI concerning reports on 'Bachelor admissions in relation to average grades' and 'Drop-out rates on Bachelor's degree programmes in relation to average admission grades, quotas and priorities'.

4. Update: the study portal now with new UN members

LB informed the UN that the study portal was updated with the new UN members. If the UN notices any mistakes, please write to LB about it, and it will be corrected. See the link here: <https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/uddannelsesnaevn/kommunikation-og-kultur/>

5. Approval of electives for autumn 2021 (decision)

See documents *UN-Engl-5a/b/c*.

UN chairperson Anne Schjoldager (AS) informed the UN that the BA English SLK electives will be forwarded as soon as possible for a written hearing by the UN. Head of Department Dominic Rainsford (DR) gave an oral update regarding the titles of the BA English SLK electives. There will be four electives for both *focus area* and *the bachelor's project* with focus on 1) linguistics, 2) literature, 3) history, society and culture, and 4) a mix between the literature and history, society and culture.

The UN approved the BA IVK electives called *Ethics and Communication*, *Risk Communication* and *Workplace Training and Professional Competence*.

It was pointed out that these are courses that have been offered before, but there is a small change to the title of the elective *Workplace Training and Professional Competence*. Furthermore, it was pointed out that there is a limit of 45 students in two of the courses, but this would still mean a large number of students in each of the three electives. DR suggested that the IVK group examines the IVK budget to see if resources may be moved from other courses.

Decision: The UN approved the three BA IVK electives at the UN-meeting.

After the UN-meeting, DR sent an e-mail to the UN with the eight SLK proposed elective courses for autumn 2021: four electives for *focus area* and four electives for *the bachelor project*. The UN approved the SLK elective courses by e-mail.

6. Update: changed academic regulations (*studieordninger*) (effective from September 1, 2021)

See documents *UN-Engl-6a/b/c/d/e*.

The UN was informed about the changed academic regulations which will be effective from September 1, 2021:

6a: Digital communication in BA TV Strategic communication in organisations (2019):
Changes: Specification of the exam format and clarification of academic objectives.
Approved by the Dean's Office without comments.

6b: *Local representations* in MA ICS (2018):

Changes: Specification of the exam format and a clearer individualisation of group exams as well as clarification of academic objectives.

Approved by the Dean's Office without comments.

6c: *Philosophy of science and scientific methods* in BA IVK (2017) (both for English and German-Romance):

Changes: Clarification of the content in the purpose description.

Approved by the Dean's Office without comments.

6d: *Bachelor's project* in BA English (2018):

Changes: Correction of the description regarding the summary in the BA project, as there has been doubt concerning whether the required number of pages for the paper is inclusive or exclusive of the summary. This sentence has therefore been added: **“The summary is not included in the overall length of the paper.”**

Normally, academic regulations must have been completed by at least one year-group of students before being changed (*fuldt gennemløb*), but this is an exception. Due to some confusion and doubts about the summary, it was necessary to make this change. The change complies with a general rule for IKK established by the Board of Studies (and approved by the Dean's Office) that the summary is *not* included in the page count (required number of pages for the paper).

6e: *Bachelor's project* in BA IVK English (2017):

Changes: Correction of the description in the following passages by adding the following clarifications marked by bold:

- “The required number of pages **for project papers** is exclusive of summary, front page, list of contents, list of references and **any** appendices.”
- “A project paper written by a group of students must take the form of a single, coherent paper. The group members are all responsible for **summary**, introduction, thesis statement and the conclusion, but must specify clearly who is responsible for each of the other parts of the paper, so that each student can be assessed individually.”

Due to some confusion and doubts about the summary and appendices, it was necessary to make the above clarifications, which comply with general IKK rules.

UN showed their support for and approved the changes/clarifications in 6d and 6e.

7. Suggested change in the academic regulations for CLM (decision)

See 1.1. of the academic regulations here (English version, 2020): <https://ed-diprod.au.dk/EDDI/webservices/DokOrdningService.cfc?method=visGodkendtOrdning&dokOrdningId=16357&sprog=en#struktur>

The UN for German/Romance has become aware of a flaw in the translation of the academic regulations for CLM (both from 2017 and 2020). In the description of the Academic direction of the programme it is mentioned that students obtain the right to use the

title “formally qualified translator”. The UN for German/Romance believes this should be ”university trained translator”, which is also the translation used in the diploma supplement for the degree programme.

The UN for German/Romance has approved this change, and the UN for English was asked to do the same. If approved, it will be corrected right away, so that there is no disagreement between the diploma supplement and the academic regulations.

Decision: The UN discussed the issue and also approved that the title should be corrected to ”university trained translator” in the academic regulations.

8. Requests for new academic regulations for the following year (implementation on 01.09.2022) (discussion and decision)

See document *UN-Engl-8* for more information.

Since the processes for producing and revising academic regulations start in the spring, the UN is requested to take stock of ongoing revisions and begin future processes if necessary. All current degree programmes in the UN can, in principle, be allowed to revise their academic regulations, except for the KA CLM, the BA Supplementary Subject in Strategic communication, and the BA Supplementary Subject in Contemporary Communication in English.

The UN discussed the need for revision of their current academic regulations that have been completed by at least one year-group of students (*fuldt gennemløb*). Reasons for revising the academic regulations (and the general nature of the revisions) must be stated. To request revisions of academic regulations, the UN (Head of Department or the UN chair) must write to SNUK no later than on April 1, 2021, at this address: arts.uddannelseskvalitet@au.dk.

The academic regulations for BA IVK English should be revised, and the UN will request this in April 2022 for implementation September 1, 2023.

Decision: The UN decided to request the revision of the BA English SLK and the associated BA TV/MA TV in English. DR will write this to SNUK.

9. Discussion of the end-of-term teaching evaluations from autumn 2020

See documents *UN-Engl-9a to 9o* (9a-9e: Coordinators’ summaries, 9f-9n: Report details, 9o: Head of Department’s short general summary).

The Board of Studies (SN) has decided to continue with the simplified reporting format (see the minutes of the SN meeting on [28.10.2020](#)). Based on the discussion in the UN, the Head of Department is to write a summary report (approx. one page) on the course evaluations for the autumn of 2020 in the reporting format that was tested for the evaluations for the spring of 2020. Evaluation reports are to be sent to Trine Kaalby Bjerre (*uddannelseskonsulent, IKK*) no later than on March 8, 2021, after which they will be forwarded to the Board of Studies (SN).

The summary must state:

- *Afdeling*
- *Uddannelser diskuteret på UN-møde (dato):*
- *Afdelingsleders redegørelse for semesterets evaluering (tilføj evt. referatuddrag fra UN-mødet)*
- *Hvilke erfaringer, spørgsmål og/eller problemer kan/bør tages til drøftelse i SN?*
- *Evt. andre kommentarer*

The summary must be formulated in a way that is appropriate for publication on the AU website. The report is to be written on the basis of the discussion in the UN. It is important that both the UN discussion and the summary are related to the cross-disciplinary evaluation themes (*tværgående evalueringstemaer*) in the Department as well as to any specific degree programme discussions.

The summary provides an opportunity to adopt a comprehensive, managerial perspective on the challenges/opportunities/best practices identified in the course evaluations. It is therefore important to mention if there are themes that could be discussed across degree programmes in the Board of Studies (SN). The work with the end-of-term teaching evaluations could hopefully result in suggestions for specific follow-up initiatives, which can be included in the action plans and/or form the basis for the annual collective didactic initiatives of the Department.

Here is a link to the IKK evaluation policy (not updated yet with the new procedure):

https://cc.medarbejdere.au.dk/fileadmin/user_upload/IKK_evalueringspolitik_2016__godkendt_version.pdf

The UN discussed the summary from DR and the evaluations:

In the evaluations, students reported that they definitely prefer on-campus classes. Students are generally critical of blended learning; if given a choice between this and teaching that is fully online, they appear to prefer online teaching. However, it was also pointed out that this depends on how the blended and the online teaching was practised. DR would incorporate this point in the Head of Department summary.

VIP asked if it was okay that some coordinator summaries mentioned teachers' names, and DR confirmed this is fine, since only he as Head of Department and the UN see the coordinator summaries.

UN noticed that the grammar course *English language in theory and practice* in the 1st semester of BA IVK was mentioned as having too high of a level, and that it is unfortunate if a 1st-semester course is generally perceived of as too demanding. However, as pointed out by some students and VIPs, university grammar courses tend to be rather difficult for most 1st-semester students, who have not been given much grammar training at the high school level. The UN pointed out that it was important to be aware of this issue. This might be a focus point in a future revision of the BA IVK. The UN will therefore follow the development of this course.

The UN approved the comments made by DR in document 9o “Head of Department’s short general summary”.

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10. Discussion of the evaluations of Project placement (*projektorienteret forløb*)

See documents *UN-Engl-10a/b/c/d/e* (*10a-10c: Project hosts reports, 10d-10e: Students report*). Please note that the documentation for this item is confidential.

UN discussed and commented on the evaluations of project placement (*projektorienteret forløb*) for the autumn of 2020 from students and project hosts, paying special attention to the general cohesion of the entire semester as well as to the three elements of the project placement and their interconnections: 1. supervision and/or teaching; 2. how things worked out with the project host; 3. the form of the exam.

If very few responses have been received, some evaluation reports have been cancelled and others have been merged. For the UN, this means that the students’ evaluation report for CLM concerns both English and German/Romance, and that the students’ evaluation reports for ICS has been merged with SLK. The project hosts’ evaluation reports are specific for the degree programmes.

The UN also discussed whether evaluation results give rise to suggestions for quality improvements or any other issues for the Board of Studies (SN). Such proposals or issues would be collected and forwarded by the Board of Studies to the Dean’s Office and the Arts Forum for Education/*Uddannelsesforum Arts* (UFA).

The UN discussed the reports from both students and project hosts, which were all positive, and found no issues with the *Project placement*. It was pointed out that some students were not able to do the activities as planned due to corona. Nevertheless, despite the corona situation, students seem happy with their project placements.

11. Briefing: large sizes of KA and BA seminar groups (*holdstørrelser*)

AS informed the UN that she has been in touch with VIPs who have experienced problems with large sizes of KA and BA seminar groups. The UN briefly discussed this issue:

It has previously been pointed out that the budget for the English programmes is more less the same as that for the other languages. This seems unfair considering that the number of students of English equals that of all German, French and Spanish students together. However, DR pointed out that if the UN were to look at the faculty as a whole, there is a general problem with too large sizes of seminar groups, but he understood the comparison with the other language degree programmes in IKK. DR explained that smaller groups may only be allowed in extraordinary circumstances or if resources are reshuffled and redistributed between courses in the budget in question.

UN will discuss this more thoroughly next time.

12. Briefing: KA 3rd semester, especially Thesis preparation and Project placement

See the links to the academic regulations for KA CLM and KA SLK, respectively:

KA CLM English (Danish version): <https://eddiprod.au.dk/EDDI/web-services/DokOrdningService.cfc?method=visGodkendtOrdning&dokOrdningId=16357&sprog=da>

KA CLM English (English version): <https://eddiprod.au.dk/EDDI/web-services/DokOrdningService.cfc?method=visGodkendtOrdning&dokOrdningId=16357&sprog=en>

KA SLK English: <https://eddiprod.au.dk/EDDI/webservices/DokOrdningService.cfc?method=visGodkendtOrdning&dokOrdningId=12928&sprog=en>

The UN briefly discussed the confusion with the Thesis preparation and Project placement at CLM. The confusion seems to concern the thesis supervision of students staying at the university in their 3rd semester of their MA and therefore taking the Thesis preparation course. It was asked if their thesis supervisors have to be involved in this without any compensation. In principle, thesis supervision should not start until the 4th semester. DR suggested that the CLM group should compare how things have been done in MA SLK English, allowing for a sharing of ideas between MA SLK and CLM.

UN will discuss this more thoroughly next time.

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

See the folder entitled *UN-Engl-13 Board of Studies documents for meeting 2021 02 24*

None of the following points was discussed by the UN:

- § 5 *Orientering om studieordninger og studieordningsændringer efter behandling i dekanatet*
- 5.1 *Orientering om nye studieordninger efter behandling i dekanatet*
- 5.2 *Orientering om studieordningsændringer efter behandling i dekanatet*
- § 6 *Coronasituationen*
- 6.1 *Status for proces vedr. nødstudieordninger*
- 6.2 *Generel snak om coronarelaterede emner*
- § 7 *Behandling af høringer (beslutningspunkt)*
- § 8 *Mulige emner til drøftelse (beslutningspunkt)*

14. Any other business

DR pointed out a problem with the concept of “trigger warnings” (for instance, warning readers about what is going to happen in a novel), which in severe situations can lead to legal cases. DR did not think that the teaching staff should give trigger warnings about the teaching content, but teachers should be aware that some students might wish to have such trigger warnings. Students expressed that trigger warnings could be useful depending on the topic. It was suggested that teachers could give a general picture at the start of the semester and mention that it was possible for students to contact them in case any top-

ics might be sensitive for them. In this way, teachers would be able to offer trigger warnings to specific students. DR would take this discussion further at an upcoming staff meeting in the department of English. It could also be discussed further in the UN as well.

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AS pointed out that the UN should be given an update at the next UN meeting about the SLK academic advisor system, which should also apply to IVK and ICS.