

**Meeting: 21-04-2021 14.15-16.00**

**Online meeting – Zoom**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

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

**Observers:**

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

**Apologies:**

Tabish Khair, Sarah Christiane Zillgen.

**Referat**

Uddannelsesnævn Engelsk

Dato: 3. maj 2021

Ref: Louise Bjerregaard

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**1. Approval of the agenda**

The agenda was approved. Item 13 would be discussed after item 2 in the agenda.

**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.

Louise Bjerregaard (LB) explained to the UN that since both BA SLK and IVK English have Danish A as an admission requirement, the bachelor.au.dk website has not translated the two descriptions into English because they are marketed for people with Danish on an A level. This is explained further in the minutes from the March UN meeting.

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/>

LB informed the UN about the most recent newsletter from Arts Studier and mentioned:

- Changes in autumn courses for 2021 can now be seen in the course catalogue. These changes come into force and can be seen in the academic regulations by September 1, where changes in spring courses can also be seen. All elective courses in the autumn of 2021 can now be seen in the course catalogue.
- The Analysis and Reporting team has published the Power BI report containing degree programme data for the second half of 2020.
- The faculty's new well-being coordinator, Amanda Krogsgaard Timmermann, has started a network called *Arts ForeningsForum*. This is a network for all clubs

and societies run by students at the Faculty of Arts. The aim of the network is to create a forum for sharing information and experiences. It will also create a direct line between the well-being coordinator and all the clubs and societies. If a club or society has not been invited to join the network and would like to know more about the forum, then they should get in touch with Amanda Krogsgaard Timmermann.

- Arts Careers Week was held online in February which received positive feedback. In April, *Arts Karriere* will hold various events for students with the theme “where and how graduates from Arts can contribute to a transition to a greener economy”.

#### 4. Update on and input to a possible internal reorganisation of the Faculty of Arts (initiative launched in February 2021).

It was pointed out that departments are to send a reply to the faculty management team about the possible internal reorganisation of the Faculty of Arts by May 4, 2021. UN discussed the issue at the March UN meeting.

Head of Department, Dominic Rainsford (DR), mentioned the various meetings which have been held in the department and at the school. The English department would not want to be part of a school defined narrowly by language, and it is better both for the English and German-Romance departments to be part of a bigger school. DR pointed out that language is not the only aspect in the degree programmes in the department. The UN discussed the possibilities for a 4<sup>th</sup> school and the strong need for the English department to stay together.

The English department will respond before May 4, 2021. DR will draft a respond and send it to the staff for feedback.

#### 5. Decision: Annual status review (*årlig status*) 2021

See the documents in the folder *Annual status*, especially the plans of actions from 2020 (SLK: *UN-Engl-5.2A*, *-5.2B*, CLM: *-5.3A*, ICS: *-5.4A* and IVK: *-5.5A*) and the indicator cards (All: *UN-Engl-5.1G*, SLK: *-5.2C*, *-5.2D*, CLM: *-5.3B*, ICS: *-5.4B* and IVK: *-5.5B*).

UN chair Anne Schjoldager (AS) introduced the annual status review to the UN. The UN was to decide which actions should be given priority in the plans of action for 2021, based on last year's plans of action and the current status of the degree programmes concerned, and then submit the plans of action for 2021 for discussion by the Board of Studies. The aim of the discussion at this meeting was to give input to the plans of action for 2021. The UN should focus on discussing the indicator cards and the plans of action from 2020. AS pointed out that BA IVK English is to be evaluated during the spring (*uddannelsesevalueringen af bacheloruddannelsen IVK engelsk*), and this means that the UN is not to give input to a plan of action for BA IVK English, but will concentrate on giving input to the evaluation process and the provisional plans of action (see also item 6 of this meeting).

**Background information:**

The annual status review is part of the ongoing quality assurance process at the Faculty of Arts relating to our degree programmes, and is described in greater detail in *uddannelses-kvalitetsprocesser på Arts*. The purpose of the annual status review process is that the UN, the Board of Studies and the school should prioritise the areas on which the UN will focus in the upcoming quality year to ensure the quality of our degree programmes in accordance with AU's quality policy, based on a systematic review of these degree programmes in their entirety.

When the UN revisits the plans of action for the last quality year, the vice-dean for education encourages the UN to take its point of departure in what it is possible to achieve during a period of great pressure on both teachers and students owing to the coronavirus situation. The UN is also encouraged to make the plans of action as specific as possible, and to consider a realistic timetable for implementing and achieving the actions desired.

**Tasks of the UN:**

- 1) Review the status of last year's plans of action, based on proposals submitted by the Head of Department:

Actions that have been completed should be entered under "Status of completed actions from the last quality year". On this basis, the UN discusses whether there are any derived actions which need to be continued. Derived actions should be added to the plan of action for 2021.

- 2) Provide input for and approve plans of action for each degree programme, based on proposals received from the Head of Department:

The plans of action for 2021 are an extension of the quality work done in previous years, so the experience gained in each degree programme can be carried forward to the new quality year.

The UN discussed the plans of action from 2020 and the data for this annual status review and the necessary actions for the plans of actions for 2021:

The data for the annual status review shows:

- BA English (SLK) has green indicators except for a yellow indicator 6c (*VIP-dækning*) and a red indicator 7 (*studieintensitet*).
- MA English (SLK) has green indicators except for a yellow indicator 1 (*førsteårsfrafald*), a yellow indicator 7 (*studieintensitet*) and a red indicator 8 (*ledighed*).
- MA CLM has green indicators except for a red indicator 1 (*førsteårsfrafald*), a yellow indicator 5b (*studiemiljø*), a yellow indicator 7 (*studieintensitet*) and a red indicator 8 (*ledighed*).

DR pointed out that most of the plans of action from 2020 could not be implemented and will therefore have to be carried over into the new plans of action for 2021. However, there are some new initiatives that the UN discussed:

- The academic advisor programme, which will be reinvigorated for BA SLK and initiated for BA IVK English and also for MA ICS (because this MA does not have its own BA).

- Students are changing and this is creating different points of awareness and priorities in the department: for instance, there is now a need for discussions in the UN on issues such as trigger warnings and gender fluidity/non-binary personal pronouns (see item 9 of this meeting).
- It was suggested that the revision of the academic regulations for BA SLK could help on the indicators as well.
- MA ICS has green indicators except for a yellow indicator 7 (*studieintensitet*) and a red indicator 8 (*ledighed*).
- BA IVK English has green indicators except for a yellow indicator 1 (*førsteårsfrafald*) and a red indicator 7 (*studieintensitet*).

The annual status review will be carried out at the UN meetings in April and May. DR collects the UN's input to the plans of actions for 2021, which are to be approved at the next meeting. The plans of action proposed by the UN are to be discussed by the Board of Studies in June. Provisional plans of action are prepared alongside the evaluation report for all the degree programmes which are to be evaluated.

***Degree programme which is to be evaluated: BA IVK English:***

The data must be dealt with in the same way as data for all other degree programmes. But the focus is placed not on plans of action, but on discussing qualitative evaluation focus points for use in connection with the evaluation. These focus points must be linked to the five sub-policies of the quality policy and the indicators. During its discussions, the UN should also be aware of whether there are any general issues in the department's other degree programmes that need to be included in the analysis work connected to drawing up the evaluation report and provisional plans of action. Plans of action for degree programmes which have been evaluated are defined after the evaluation meeting in the autumn, and are subject to the approval by the vice-dean for education. For further descriptions of procedures and guidelines for degree programme evaluations, please see [degree programme evaluations at Arts](#).

**6. Presentation and discussion: Evaluation focus and input for the evaluation of BA IVK English**

The evaluation focus areas for BA IVK English were presented. The following points were decided at the start-up meeting for the evaluations process (April 13, 2021):

- Stress and time pressure for students in the first year, reshuffling hours and resources between semesters
- IVK identity: the academic content of the degree programme and the coherence of the study environment, the academic profile and careers prospects
- How to make communication between students, teachers and the department even better and more efficient.

The UN discussed the degree programme. The UN discussed whether there are any general observations from the other degree programmes that should be included in the analysis work in connection with the preparation of the evaluation report and the provisional plans of action for BA IVK English:

- A student suggested that communication content should be spread more evenly between the various courses; in the current academic regulations, communication content is not in focus till the 5th semester.
- DR mentioned that BA IVK will have to balance group sizes better within the budget to avoid such large groups as we have seen recently.
- A student mentioned that it would be a good idea to introduce more and longer free take-home assignments earlier as many students find it challenging when, for instance, they have to write a whole bachelor's project report on their own.

AS pointed out that the UN can write feedback and points to IVK English coordinator Sandro Nielsen (SAN).

### **7. Decision: A recommended list of possible external experts to be involved in the evaluation of BA IVK English**

At the meeting, SAN presented the UN with a list of six possible external experts to be involved in the evaluation process of BA IVK English. SAN mentioned that the list included three research representative and three employer representatives (*aftager*), including some from the employer panel (*aftagerpanel*). The list will be subject to nomination by the Head of School. The list has been set up by SAN in collaboration with DR and the academic staff.

*Decision:* The UN approved the list of external experts for approval by the Head of School. SAN will prioritise the experts and send it to the study administration.

### **8. Briefing: Initiating the process for the development of new academic regulations to take effect from September 1, 2022**

The UN has requested revisions for the following academic regulations, which will be initiated with effect from September 1, 2022:

- BA English (SLK) (2018)
- BA-TV English (SLK) (2018)

The UN can see an [overall process plan for the development of new academic regulations](https://udarbejdstudieordninger.au.dk/proces/) at <https://udarbejdstudieordninger.au.dk/proces/>. Here it is also possible to find relevant material and guidance for the work.

LB explained that the process for the development of new academic regulations is supported by SNUK, who will make a process facilitator available, and that this facilitator from SNUK will be LB.

DR and other relevant academic staff will be invited by LB to a start-up meeting about the process in April/May 2021.

The UN will provide ongoing feedback for this. In October to December 2021, the UN is to approve the new academic regulations for approval by the Board of Studies and the Dean's Office.

### **9. Discussion: The use of binary personal pronouns in our degree programmes**

See document *UN-Engl-8*.

The IVK student Johanna Lea Meyer (JLM) was present for this item and made a PowerPoint presentation for the UN about gender identity with the aim to talk about the use of binary personal pronouns in the degree programmes at the English department.

JLM explained that gender differs from physiological sex traits and that gender is not defined by external genitalia. Gender identity comes from within. JLM proposed that the department used they/them/theirs as inclusive pronouns also in the teaching. JLM gave examples of how to make the degree programmes more gender inclusive:

- A sentence “One could discuss which type of language *he or she* is using” can be made more gender inclusive when the sentence is transformed to: “One could discuss which type of language *they* are using.” This includes people with all types of pronouns.
- In a document called “How to make a good presentation” on how to form a conclusion, this sentence is mentioned: “...well that's all I've got to say so thank you very much for listening *ladies and gentlemen*”. A more inclusive language would be: “...well that's all I've got to say so thank you very much for listening, *distinguished guests*”.

JLM mentioned that the department can listen to non-binary voices and educate themselves, but there can be no doubt that such changes take time and effort. JLM ended the presentation with links about more info about gender neutral pronouns:

- <https://www.theguardian.com/world/2020/jan/14/janelle-monae-non-binary-pronouns-they-them>
- <https://www.mypronouns.org/they-them>
- <https://www.them.us/story/coming-out-they-them-pronouns>
- <https://www.mtu.edu/policy/development/how-to/19-gender-sensitive-language.pdf>
- Instagram accounts such as *Unite\_UKI* and *tankeromkon*.

The UN briefly discussed the topic. It was pointed out that teachers could incorporate pronouns in an introduction and name round with the students at the start of the semester. Head tutors and *studiestartskoordinatorer* could use this as a way of creating a safe space at the beginning of the degree programme for new students. DR would encourage the teachers in the department to use non-binary pronouns in the teaching. The academic staff will have a further discussion to create a higher awareness, and students will discuss this further in their societies, such as *Communitas*.

As SN-representative, AS will report on this item at the Board of Studies meeting in April. The topic will also be on the agenda again for the next UN meeting in May.

#### **10. Discussion: Project placement requirements in MA English (SLK and IVK/CLM) and ICS**

See document *UN-Engl-9*.

The UN discussed the number of contact hours for project placement at MA CLM, SLK and ICS. MA CLM has minimum 444 hours, while MA ICS has 670 hours. It was suggested that ICS should have the same hour system as CLM since this would give more flexibility. DR and Mark Eaton will discuss this further after the UN meeting. The UN will be given an update about this at the next UN meeting.

### **11. Briefing: Information about the language of exam assignments in the Danish version of BATV Strategic Communication in Organisations**

The issue of language use for teaching and/or exams in BATV Strategic Communication in Organisations (which is Danish-accredited and English-accredited) was touched on in the February UN meeting. For further information about the degree programme, please check [the academic regulations for Bachelor's supplementary subject in strategic communication in organisations \(2019\)](https://studerende.au.dk/en/studies/subject-portals/arts/academicregulations/) at <https://studerende.au.dk/en/studies/subject-portals/arts/academicregulations/>.

Trine Susanne Johansen (TSJ) explained that a language compromise has been found regarding exam questions in the BATV in Strategic Communication in Organisations: In the English version of the degree programme, exam questions will be in English; in the Danish version, exam questions will be in Danish.

The BATV Strategic Communication in Organisations formally belongs to the English department, but students in the Danish version come from the German-Romance department. Therefore, it has been decided that items regarding the BATV should be discussed in the German-Romance UN before the English UN makes a decision on such items. In addition, TSJ will participate in a German-Romance UN meeting to discuss such items before the same items are to be discussed by the English UN. The UN hopes that this will facilitate a good dialogue between the two departments about the BATV. After the UN meeting, Head of Department of German-Romance Kirsten Wølch Rasmussen has confirmed (April 22, 2021) that the German-Romance UN agrees with the above mentioned compromise regarding languages and the decision that items regarding the BATV should be discussed in both UNs.

The UN will be given an update about this at the next UN meeting.

### **12. Briefing: A collection of good papers: previous bachelor's projects from BA IVK (English, German, French and Spanish) and master's theses from CLM (English, German, French and Spanish)**

AS mentioned that they are making a collection of good papers on Blackboard with previous bachelor's projects from BA IVK (English, German, French and Spanish) and with master's theses from CLM. The aim of the collection is to allow current students to be inspired by previous bachelor's projects and master's theses. Students whose papers are available in the collection have consented to this, and everything is in accordance with GDPR regulations. It was pointed out that the collection will be moved to Brightspace in the autumn. AS will inform 4<sup>th</sup>-semester BA IVK English students, who will write their bachelor's projects in the autumn, of this collection.

### **13. Update: The corona situation and the gradual campus reopening**

DR gave an update on the situation and explained about the discussion over Easter and just after regarding whether and how to teach 1<sup>st</sup>-year BA SLK and BA IVK English students on campus. This proved to be too difficult because most rooms allocated are not large enough for students and teachers to keep the required two-metre distance. It was therefore decided not to offer on-campus teaching for these two degree programmes. In

the department of English, only one ICS course is currently taught on campus, namely Transcultural Communication. Instead, the department will organise other on-campus activities. For instance, DR and the Director of Studies are looking into the possibility of finding rooms for master's thesis students to use. Furthermore, DR pointed out that the libraries are now opening as well.

DR referred to the corona pages for both VIP and students:

- <https://medarbejdere.au.dk/fakulteter/ar/til-undervisere-paa-arts/information-til-undervisere-paa-arts-i-forbindelse-med-coronasituationen/>
- <https://studerende.au.dk/studier/fagportaler/arts/corona-informationfraarts/>

Furthermore, DR informed the UN that oral exams will be online, and that referred to the link for summer exams and emergency regulations here:

- <https://studerende.au.dk/studier/fagportaler/arts/eksamen/dato/>
- [https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Coronainformation/Oversigt\\_over\\_proeveskrivelser\\_for\\_noedstudieordninger\\_sommereksamen\\_2021.pdf](https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Coronainformation/Oversigt_over_proeveskrivelser_for_noedstudieordninger_sommereksamen_2021.pdf)

#### **14. Update: Additional UN questions to the end-of-term evaluation questionnaires for the spring of 2021**

See document *UN-Engl-14*.

As for the spring and autumn semesters of 2020, the English UN had decided to encourage teachers in the English department to add two questions to the end-of-term evaluation questionnaires for the spring of 2021. Although the UN has power to make a particular question obligatory in all evaluation questionnaires in the department, we can only choose questions from 'the question bank'. As none of the questions in the 'bank' are exactly what the UN wanted, the UN decided to ask colleagues to add the following questions:

1) Add this question in this exact wording:

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*

2) Add this corona-related question along these lines:

Would you like to comment on the mix between online sessions and on campus sessions or on any other corona-specific aspects of the course?

*Har du nogen kommentarer til fordelingen af online undervisning og almindelig campus-undervisning eller til andre corona-specifikke aspekter af kurset?*

As the spring semester has been taught (mainly) online (and not as 'a mix between online sessions and on campus sessions'), *question (2)* would not be relevant for this semester's evaluations. Unfortunately, as this was only discovered at the end of week 15, there will not be time to discuss this question in the UN before the first end-of-term evaluations will be carried out in week 16. UN chair AS therefore decided to send a mail (April 16, 2021) to all colleagues in the department suggesting a question along these lines:

Would you like to comment on some corona-related aspects of the course, including the online teaching format?

*Har du corona-relaterede kommentarer til undervisningen, herunder implementeringen af online-formatet?*

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The UN showed their support for this question.

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

See separate folder called *SN meeting 28 April 2021*.

The potential items from the Board of Studies agenda:

*Item § 4. Obligatoriske SN-spørgsmål til undervisningsevaluering (beslutningspunkt)*

*Item § 5. Drøftelser vedr. intern organisering*

*Item § 6. Coronasituationen*

*6.1 Særligt med henblik på genåbning og eksamen*

*6.2 Efteråret 2021 inkl. studiestart*

*6.3 Øvrige coronarelaterede emner*

*Item § 7. Evt. opfølgning fra ENGELSK om diskussion i UN (orienteringspunkt)*

*Item § 8 Mulige emner til drøftelse (beslutningspunkt)*

AS briefly mentioned that the Board of Studies will also discuss a possible reorganisation of the Faculty of Arts, but the focus will be on UN and Board of Studies aspects of this. AS also drew attention to item 7 of the preliminary agenda, which concerns item 9 of today's meeting.

### **14. Any other business**

None.