

Meeting: 12 October 2022, 14:15-16:15
Building 1481, Room 366
Uddannelsesnævnsmøde Engelsk

Participants:

UN members:

Mark Eaton, Trine Susanne Johansen, Sandro Nielsen, Anne Schjoldager, Sten Vikner, Majbritt Kastberg Grønbæk, Rikke Oddershede Laursen, Christina Maria Møller, Emma Hove Petersen.

Observers:

Ann Carroll-Bøgh, Jane Lücke Didriksen, Emma Schmith (*studievejledning*), Dominic Rainsford, Matthias Stephan, Joseph William Sterrett, Camilla Mark Thygesen.

Apologies:

Maria Hvidkær Christensen, Claire Isabel Hendrick, Lærke Orup, Mejse Voss, Marianne Rasmussen

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 31 October 2022

Ref: Camilla Mark Thygesen

Side 1/6

1. Approval of the agenda

The agenda was approved. Item 8 is postponed to an extraordinary meeting on 31 October 2022 on Zoom.

2. Any follow-ups on the approved minutes of the last meeting

See document *UN-Engl-2-Minutes UN meeting English 21 September 2022*, also found in *O:\ARTS_CC-ENG-UN\Archive\Referater*. For information about UN English, including approved minutes, see the link: <https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/uddannelsesnaevn/kommunikation-og-kultur#c2498337>

The UN followed up on the approved minutes from the UN meeting in September:

- In connection with item 8 (Discussion of end-of-term evaluations), the degree programme coordinator for strategic communication, who could not be present at the meeting and therefore had submitted written remarks, has noted a few oversights and mistakes. Since the minutes of the September meeting have been approved, the text cannot be changed. However, the corrections are mentioned here. Firstly, the coordinator would like to add that generally students evaluate the course positively when it comes to e.g. alignment between course goals and teaching activities, course structure, alignment between lectures and seminar classes, and alignment between teaching and exams. There are problems with low response rates, and potentially also student motivation. However, there is no indication that the lack of motivation is due to “many students prioritise taking jobs over studying and going to classes at AU” (minutes, p. 7). The coordinator for strategic communication said that this is not their experience in the supplementary subject, and that she did not mention this in her written comment for the meeting. UN Chair Anne Schjoldager (AS) mentioned that this point was actually

mentioned at the meeting, but it was meant as a broader comment, and not directed at a specific degree programme.”

Side 2/6

- Also as a follow up on the item regarding the end-of-term evaluations, it was mentioned that the UN has previously recommended that coordinators’ reports should be more similar, and that the response rate and number of students in the group/class should be mentioned in the reports. To this, Head of Department Dominic Rainsford (DR) explained that to him it is alright that the reports are different, but that it would be good if they all contain both statistics and reflections. The UN will follow up on this when discussing the end-of-term evaluations for the autumn semester.

3. Information: News from Arts Studies

See document *UN-Engl-3-Newsletter Arts September August 2022* or link: <https://medarbejdere.au.dk/fakulteter/arts/til-undervisere-paa-arts/nyhedsbrev-fra-arts-studier>

Camilla Mark Thygesen (CMT) from SNUK informed the UN about the most recent newsletter from Arts Studier and mentioned the following points:

- Action plans from the annual status review 2022 are approved (more about this under item 5 on the UN agenda)
- Meetings in October about studying abroad in the supplementary subject year
- It is now possible to submit proposals for internationalisation electives to be offered in the autumn 2023/spring 2024. This year, each head of department is responsible for registering:
 - 2 courses in the autumn if the department’s degree programmes include internationalisation electives in the autumn.
 - 1-2 courses in the spring if the department’s degree programmes include internationalisation electives in the spring.
 - 1 + 1 courses in the spring and autumn semesters, respectively, if the department’s degree programmes include internationalisation electives in both autumn and spring.

It was asked if there is a coordination between the English department and German-Romance department with regard to which internationalisation electives might be relevant for their students, who share many interests. It has been experienced that especially IVK students lack possibilities to choose from that are interesting for them. DR answered that such coordination is not currently taking place, but it might be a possibility to talk to the German-Romance about this.

The reduction of the number of internationalisation electives was discussed, and it was mentioned that it is possible for the department to double a course, if there are enough students and resources for this at the department.

4. Update: Head of Department summary report regarding the end-of-term evaluations from spring 2022

See document *UN-Engl-4-Head of Department summary report regarding spring 2022 (in Danish)*.

The UN was informed of the Head of Department summary report regarding the end-of-term evaluations from spring 2022 (document *UN-Engl-4*). The report is based on input

from the UN September meeting, and the main issue in the report is the experienced lack of motivation from the students. The report has been approved by the Director of Studies and the Board of Studies will receive the report. In regard to the form of the report and the balance between mentioning positive things and potential challenges, it was mentioned that it could be interesting to see how other departments deal with this balance. The reports will also be available on the AU website – here: <https://stederende.au.dk/studier/fagportal/arts/undervisning/undervisningsevaluering>.

5. Discussion and decision: Status of action plans from annual status review

See documents:

- *UN-Engl-5a-Plan of action BA IVK English 2022*
- *UN-Engl-5b-Plan of action BA English 2022*
- *UN-Engl-5c-Plan of action MA ICS 2022*
- *UN-Engl-5d-Plan of action MA English 2022*

DR gave a status of the action plans after approval by the Board of Studies and the Director of Studies. A lot of actions are actions that the department is already in the process of carrying out. Some actions will be implemented in the revised academic regulations taking effect in 2023.

The UN discussed a course guide that is used by SLK and to some extent also by ICS. This is a document with a list of items that should be mentioned to students at the beginning of the semester, e.g. how many hours are expected for the ECTS points in question. It was mentioned by teachers at SLK and ICS that they use the document, but often in their own ways. The practice at IVK is similar, but not as formalized. It was decided that the IVK teaching group should have a look at the document and discuss its usefulness for IVK. Afterwards the document should be discussed by the UN again. After the meeting the document was found under the name “Course minimum Information Requirements” on the department O-drive and was sent to the UN members. The document was subsequently uploaded on the UN O-drive for the October meeting.

The UN was informed that BA SLK has had a fairly large drop-out rate, especially after the first year. DR explained that other BA degrees have experienced the same, and that it might be an after effect from corona, which will probably continue for the next couple of years. This issue is a main focus point in the action plan.

DR informed the UN that, due to the current financial situation, encouraging students to stick around and progress in their studies has become even more important. The UN was informed that the department has been asked to economise even more, and especially the use of part-time teachers/D-VIPs may have to be reduced significantly. This means that the teaching schedule for the spring will have to be looked at again and that this might mean more work for the permanent staff/VIPs. It was mentioned that alternative ways of activating students should be explored since groups/classes (*hold*) might be bigger from now on.

It was explained by AS and DR that students should not be worried about their education, as the department will do everything it can to keep up teaching and examining standards, though it might not always be possible to do everything exactly as we have been used to.

The UN discussed what to do about students who are enrolled, but do not attend classes. The participating student counsellor explained that they have previously contacted such students, but it is uncertain how helpful this was. It was agreed that Jane Lücke Didriksen will try to contact students that she knows do not attend classes and find out what we can do to help them come to class.

Decision:

The UN decided that the following actions should be followed up by the UN in the coming year.

- The course guide will be discussed again at the November meeting.
- The UN will be kept in the loop regarding information about The Writing Centre, which has been approved and is to be set up in spring or autumn 2023.

6. Status: AU elections in November 2022: student candidates for the Board of Studies (SN) – and the UN

Link to the election page: <https://medarbejdere.au.dk/strategi/universitetsvalg/>

The UN was given a status on student candidates for the Board of Studies (SN) and the UN by the student responsible for the list.

The list has been made and contains six students in total - three UN members and three substitutes. The person at the top of the list has accepted to be the representative for the Board of Studies (SN). It was mentioned that there are no students from ICS on the list, but it was mentioned that if any student should be interested later on, they would be very welcome to attend UN meetings as observers.

The deadline for listing/nominating candidates was 14 October 2022 at 12:00. See the time plan here: <https://medarbejdere.au.dk/strategi/uni-versitetsvalg/tidsplan-2022>

7. Update: Degree programme evaluation (uddannelsesevaluering) of MA CLM English

The UN received a short status of the degree programme evaluation of MA CLM English.

The degree programme evaluation meeting is planned for 14 November 2022.

The department has found three students to attend the meeting, and is in dialogue with Head of Department at German-romance department in order to coordinate with them.

8. Decision: Approval of new academic regulations (to be postponed to an extraordinary meeting on 31 October 2022)

This item will be postponed to an extraordinary meeting on 31 October 2022 at 15:15-16:15.

The UN is to discuss and approve of revised academic regulations for BA English, BATV English, BA IVK English, BATV IVK English and MA ICS English. The extraordinary meeting will take place on Zoom. Before the extraordinary meeting, the documents for this item (the academic regulations) will be placed in the o-drive folder for the ordinary meeting. See documents:

- *UN-Engl-8a-Revised academic regulations for BA English*
- *UN-Engl-8b-Revised academic regulations for BA TV English*
- *UN-Engl-8c-Revised academic regulations for BA IVK English*
- *UN-Engl-8d-Revised academic regulations for BATV IVK English*
- *UN-Engl-8e-Revised academic regulations for MA ICS English*

9. Information: Rules for applying to the study administration to be allowed to change class (*hold*)

AS informed the UN of rules regarding how students may be allowed to change classes (*hold*). Students can send an application to the study administration arguing for a change of class. The deadline for the application is the last Friday before semester start. If students apply after the deadline it is very difficult to be allowed to change classes, but if

they are very unhappy they might be allowed to change. See: <https://studerende.au.dk/en/studies/subject-portals/arts/teaching/teachingatarts>.

AS informed the UN about the rules since she had been unaware of these herself, and expected that others might not know them either. Members of the UN were encouraged to suggest similar topics for the agenda if they become aware of rules that they think the UN could benefit from knowing or discussing.

It was mentioned by a teacher that teachers are not always informed by the study administration if a student has been allowed to change classes during a semester. In one particular case, this has caused some quite difficult situations because the teacher was not aware of the student being present. Especially if the class is focused on group work, it can be a problem if groups have already been formed and, for instance, have started to work on a project/assignment for the exam. This is also a problem for the MA thesis preparation course, in which students are divided into classes on the basis of their subjects. Students do not know about their classes until quite late, and then it is often too late for them to apply for being allowed to change classes. For the IVK bachelor's course, in which students are divided into classes based on their project ideas, AS explained that she was surprised to find that even when, for academic reasons, teachers and the department actively supported a student's application for a change of classes, students were told by the study administration that this was not possible during the semester.

The UN agreed that teachers should always be told when students are moved to their classes. The UN also agreed that the study administration should lighten the working load of teachers by being more flexible during the semester and allow certain class changes for academic reasons. Department consultant Mejse Voss will take this up with the study administration at an upcoming meeting, and then report back to the UN.

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

See document *UN-Engl-10-Board of Studies (SN) agenda for meeting on 26 October 2022*. For information about the SN, including agendas and approved minutes, see the link: <https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgnaevn/studienavn/kommunikation-og-kultur>

The preliminary agenda and documents for the SN meeting were not available before the UN meeting and therefore were not discussed. After the UN meeting, the SN agenda and documents were uploaded for the UN on the O-drive.

11. Messages

The UN received updates and news from:

- *Head of Department*: No new messages.
- *Academic and administrative staff*: No new messages.
- *Students*: No new messages.
- *Arts Studies*: No new messages.
- *Student counsellors (Studievejledning/VEST)*: The *Studiepraktik* in week 43 was being arranged. Student counsellors have experienced that some students do not know what their first-year exam is and which courses are included in this. For the

courses in the second semester, students only have two attempts, but not all students know this. It was mentioned that not all teachers are aware of this either, and that the first-year exam should be considered in the ongoing work on revising the academic regulations of the Bachelor's degree programmes at IVK and SLK. This point was also mentioned at previous UN meetings in connection with the revised academic regulations for BA IVK English.

– *Internationalisation coordinators:*

The internationalisation coordinator informed the UN that information meetings have been held about outgoing exchanges.

- Inspiration to Study Abroad in 2023-24 - approx. 247 students participated from Arts.

- AU Pre-departure meeting for spring exchange 2023. - 125 Arts students took part in a follow-on Q&A.

SLK student counsellors held on-site study abroad information sessions for each of the following study programmes: English BA, MA, Intercultural Studies, SLK French, German & Spanish. Overall attendance was very positive.

A total of 555 students from AU will go on exchange to universities in thirty-eight different countries next spring 2023.

(Arts 298 / BSS 129) (Eng. BA 42)

Incoming Exchange / spring 2023

450 new incoming exchange students expected at AU

127 accepted at Arts

60 planned at English at this point in time. Students will select courses during Week 43

12. Any other business

It was suggested to discuss the use of Brightspace in connection with assignments and teachers' feedback. The UN discussed the need for such an item on the UN agenda and concluded this will not be necessary since it does not seem to be a problem at the department. AS mentioned that it is on the agenda for the UN meeting at German-Romance, and that she will follow their discussion to see if some issues might be relevant for the English UN after all.

It was mentioned that this year there were some issues regarding the taking of pictures of new students, which is a yearly event. The pictures are used by teachers to make it easier for them to remember students' names. This year some students seemed to be unaware of the time for their photo session. Student counsellors mentioned that they send information about this to all first-semester students via Facebook.