

**Meeting: 16 February 2022, 15:15-17:00**

**Building 1481, Room 366**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Tabish Khair, Trine Susanne Johansen, Sandro Nielsen, Anne Schjoldager, Sten Vikner, Joseph William Sterrett, Christina Maria Møller, Mathilde Brogaard Pedersen, Emma Hove Petersen.

**Observers:**

Ann Carroll-Bøgh, Jane Lücke Didriksen, Hannah Færge (studievejledning), Louise Wennemoes Hansen, Dominic Rainsford, Marianne Rasmussen, Mejse Voss.

**Apologies:** Mark Eaton, Majbritt Kastberg Grønæk, Claire Isabel Hendrick, Rikke Od-dershede Laursen, Helena Fjeldsted Jensen.

**Minutes (referat)**

**Uddannelsesnævn Engelsk**

Date: 21 February 2022

Ref: Louise Wennemoes  
Hansen

Side 1/6

**1. Approval of the agenda**

The agenda was approved.

**2. Approval of the minutes and any follow-ups**

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

*The minutes were approved with one adjustment regarding item 6 about Strategic Communication:*

It was pointed out that a formulation should be changed – from “...and this would not meet the needs of IVK students” to “...and then the programme might not be as attractive for IVK students as it is now, when it is custom-made for IVK students.”

*Follow-up in relation to item 3 about delayed students:*

UN secretary Louise Wennemoes Hansen (LWH) has added specific numbers to the minutes for delayed students in the Department of English, as requested by the UN at the January meeting. The UN wishes to receive specific numbers for delayed students at the Department of English when the newsletter from Arts Studies mentions delayed students at IKK.

*Changes to the approval procedure of the minutes:*

UN chair Anne Schjoldager (AS) informed the UN that the approval of minutes, as from this meeting and onward, will be approved by mail. Members will then have 5 working days to send adjustments or comments. The approved minutes will be uploaded on the O-drive in good time before the next meeting. Item 2 on the agenda will continue as a follow-up on the minutes from the last meeting. The UN was in favour of changing the procedure.

**3. Information: News from Arts Studies**

See document *UN-Engl-3* or the link: <https://medarbejdere.au.dk/fakulteter/ar/til-underviserere-paa-arts/nyhedsbrev-fra-arts-studier>

LWH informed the UN about the most recent newsletter from Arts Studier and mentioned the following points:

- In November, students from the Arts Student Panel gave a presentation about what it was like to return to campus after the Corona lockdowns.
- The faculty management team has decided that the attendance requirement associated with active participation will not apply in spring 2022. Consequently, the rules that applied to active participation in autumn 2021 continue in spring 2022.
- The study portal has been updated to include the new UN members, see link here: <https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/uddannelsesnaevn/kommunikation-og-kultur/>
- Staff and students at the Faculty of Arts are invited to the Arts Education Fair 2022 (*Arts Uddannelsesdag*), which will focus on ways of presenting the humanities to the business community and society as a whole. It will be held on 15 March 2022 at *Godsbanen* in Aarhus. You will find the registration link and a description of the event here (deadline for registration: 1 March 2022): <https://events.au.dk/uddannelsesdag22/conference>

#### 4. Decision: Approval of course descriptions for electives

See documents *UN-Engl-4a* to *-4k*.

The UN was to approve the course descriptions for electives in autumn 2022:

- 4 *Bachelor's project* electives for BA English (SLK)
- 4 *Focus area* electives for BA English (SLK)
- 3 *Focus area* electives for BA IVK English.

It was pointed out that, with minor changes, the IVK Focus area electives have been offered before. Some SLK electives (both Focus area electives and Bachelor's projects) are new, while some have been offered before. The UN discussed the number of exchange students that could participate in the courses. For one of the SLK Focus area electives, it was pointed out that the content description was included in the course title box in the template: this should be moved further down. The Head of Department Dominic Rainsford (DR) will edit the course description in question after the meeting.

*Decision:* The UN approved all suggested electives and DR will send the course descriptions to UVAEKA before 1 March.

#### 5. Discussion: End-of-term evaluations from the autumn 2021

See documents *UN-Engl-5a* to *-5r*. Documents *-5a* to *-5f* are coordinators' summaries; *-5g* to *-5o* are degree programme evaluations; *-5p* lists answer categories; *-5q* is a template for the head of department's summary report; *-5r* concerns the IKK evaluation policy.

The UN was to discuss the end-of-term evaluations from autumn 2021 and to give input to the Head of Department's summary report.

The Board of Studies (SN) has decided to continue with the simplified reporting format. Based on the discussion in the UN, the Head of Department is to write a summary report (approx. one page) on the evaluations from autumn 2021, using the reporting format that was tested for the evaluations in spring and autumn 2020 and spring 2021 (see document *UN-Engl-5q*).

The report should be written on the basis of the discussion in the UN. The summary must be formulated in a way that is appropriate for publication on the AU website (see [here](#)). The finalised report will also be available for the UN on the o-drive.

It is important that the UN discussion and the summary report relate to themes that are specific to the UN's degree programmes as well as to any relevant cross-disciplinary themes. The report provides an opportunity to adopt a comprehensive, managerial perspective on the challenges/opportunities/best practices identified in the evaluations. It is therefore important to mention any themes that could be discussed across degree programmes in the Board of Studies (SN). This work will hopefully result in suggestions for specific follow-up initiatives to be included in the action plans and/or inform annual collective didactic initiatives of the department.

These questions may be useful for the discussion in the UN:

- What can the department learn from the evaluations?
- What will the department/UN work with on the basis of the evaluations?
- What will the department/UN pass on to the Board of Studies (SN) for discussion?

The IKK evaluation policy is available as document *UN-Engl-5q* and may also be found on the AU website ([here](#)). The document has not yet been fully updated, but it mentions the new evaluation procedure.

#### *Discussion:*

The UN discussed the end-of-term evaluations from autumn 2021 and gave input to the Head of Department's summary report:

#### General comments:

- It was pointed out that the response rates are wrong for some of the degree programmes, and that teachers and students have experienced a lot of problems with the evaluations. For example, some questionnaires had not included all UN questions, and in general there were many technical difficulties with the evaluations on Brightspace. All of this affected the evaluation process negatively.
- It was pointed out that packed timetables for students seem to have influenced the evaluation results negatively. For instance, it was mentioned that a lot of courses were scheduled for late Fridays, and that, for some students, all courses were placed on the same day.
- It was pointed out that the content of coordinators' summaries varied considerably. Thus, for instance, some did not mention response rates and teachers' names, whereas others did. The UN wishes both to be included in the coordinators' summaries. Sten Vikner informed the UN that he has made a guide for the Linguistics teachers and that this could be presented to the UN at the next meeting and used as a base for future coordinator summaries in the Department. The UN will also discuss the policy at the Department for end-of-term evaluation procedures.

#### Specific degree programme comments:

- CLM: Lectures, which are co-taught with German-Romance, were evaluated but not the language-specific seminars. This is most unfortunate.
- IVK: Comments about the course *English language in theory and practice* could be beneficial for the ongoing revision of the academic regulations. It was pointed out that BATV students have expressed an interest in taking the 10 ECTS version of the course. As it is now, BATV students take the course in a 5 ECTS version, but they attend some of the lectures that are given for BA IVK students. It was suggested that BATV IVK students should have their own lectures, just as the BA TV SLK have. BATV IVK students also complained about the timing of the

exam (an on-site exam): This year it was placed the day before with the Bachelor's projects' deadline.

- ICS: No comments.
- SLK – HSC courses: It seems that students need or, at least, expect more support and guiding through the readings and exam preparations than they are currently getting. This might be problematic. The UN also discussed some issues with study groups in one of the seminar groups (*hold*). The Department is currently looking into the procedure for dividing students into study groups. Students receive a questionnaire before study start and are placed into a study group based on their answers. It was pointed out that the study groups should be integrated more into the teaching. The UN will follow up on this at the next meeting, when the UN will also see the questionnaire.
- SLK – Linguistics courses: It was pointed out that while HSC only make seminar evaluations, Linguistics only carry out evaluations at the lecture (course) level. There may be positive effects of both methods. In addition, the UN was informed that BATV students were prevented from carrying out the evaluations because of technical problems in Brightspace.
- SLK – Literature courses: There was some confusion regarding the evaluation results regarding whether the mid-term evaluations had been carried out and if teachers had followed up on these. AS pointed out that a new and less specific version of this SN question has already been approved for spring 2022, which may solve the problem.
- Strategic Communication: Balancing the exam portfolio with the Bachelor's projects has previously been an issue, but now there seems to be a better balance because portfolio assignments are better integrated into the teaching and more students write the portfolio in groups.

The Head of Department (DR) must submit the summary report to the School of Communication and Culture (to Katharina Juhl Haslund and Lars Kiel Bertelsen via [studieleder@cc.au.dk](mailto:studieleder@cc.au.dk)) by 7 March 2022, after which it will be handed over to the Board of Studies (SN).

## 6. Information: The current corona situation

The UN was given a briefing on what is currently known about the Covid-19 situation and how this may influence the degree programmes. Some students had contacted the Head of Department asking for on-campus teaching to be recorded, which is not allowed at the department. If the teacher and all students present agree, students may be allowed to stream the teaching to fellow students who at home due to a Covid-19 infection, but they are not allowed to record the teaching, let alone post such a recording online. Similarly, some teachers give students a Zoom-link and allow them to listen to some of the teaching, but cameras are not turned on. Students are encouraged to help each other when students are infected by Covid-19 and have to self-isolate. Teachers should not offer to stream or record on-campus teaching.

For updated information, please check these AU websites:

- <https://medarbejdere.au.dk/en/corona>
- <https://studerende.au.dk/en/studies/subject-portals/arts/coronainformationfromthefacultyofarts>

## 7. Information: Changes to academic regulations approved by the Dean's Office to take effect on 1 September the current year

See document *UN-Engl-7*.

The Vice-dean has reviewed the proposals received for changes to academic regulations. On this basis, the UN is informed about changes to academic regulations that will take effect on 1 September 2022:

The changes for the course *Internal communication* in the [BATV Strategic Communication in Organisations \(2019\)](#) has now been approved by the Board of Studies and the Dean's Office. The length of the portfolio will be changed from 15-20 pages to 12-15 pages. The change will come into force in the academic regulations on 01.09.2022.

## **8. Information: Official information to the UN about revisions for academic regulations in the Department of English with effect from 01.09.2023**

The UN is to be informed about revisions of academic regulations in the Department of English with effect from 01.09.2023:

### ***BA and BATV English (SLK):***

The revision was first planned for 01.09.2022, but this has been changed to 01.09.2023. Most work for this revision was finished in 2021 by the working group (the three coordinators from the different legs and the Head of Department). The revision process continues in spring 2022.

### ***BA and BATV IVK English:***

The revision started in January 2022 with a working group of all VIPs to ensure that all course areas and disciplines of the degree programme are taken into consideration. The revision process will continue in spring and autumn 2022.

### ***MA ICS (at English and the three degree programmes at German-Romance):***

The revision of the MA ICS will start in February/March 2022. The revision process will take place in spring and autumn 2022. The revision process of MA ICS will run in parallel with the revision processes of all MA degree programmes at German-Romance.

An overall process plan for the drawing up of new academic regulations can be seen at <https://udarbejdstudieordninger.au.dk/proces/>. Here you will also find relevant material and guidelines for the work.

SNUK provides a process facilitator to support the drawing up of the new academic regulations. Louise Wennemoes Hansen is appointed to be the SNUK facilitator for all above-mentioned revisions.

The UN will provide feedback to the revised academic regulations on a regular basis. In October 2022, the UN will submit the new academic regulations to the Board of Studies (SN). SN will submit the academic regulations to the Dean's office in November/December 2022. The Dean's Office is to approve the regulations in January 2023.

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

See the folder 'UN-Engl-9 Board of Studies (SN) documents for meeting 23 February 2022' on the o-drive.

Potential points to be discussed included:

- **Item § 7. Godkendelse af ændringer i profilmag (beslutningspunkt)**
  - 7.1 Underviserprofilen
  - 7.2 Humanistisk innovation
  - 7.3 Nye profilmag fra efteråret 2022 som en del af pilotprojekt – Udvalgte af udbudsportefølje for KA 3. semester

- **Item § 8. Orientering om studieordninger og studieordningsændringer efter behandling i dekanatet**
  - 8.1 Orientering om nye studieordninger efter behandling i dekanatet
  - 8.2 Orientering om studieordningsændringer efter behandling i dekanatet

The UN was informed of the SN items, but none were discussed.

## 10. Messages

The UN received updates and news from:

### *Head of Department:*

DR informed the UN about a legacy of several million DKK that the Department will receive. DR has informed Head of School Unni From about this, and DR will also consult with the AU lawyers about possible ways to use the money. If allowed, the money may, for example, be used to open a writing centre.

### *Academic and administrative staff:*

AS informed the UN that she has invited representatives from AU Law and full-time student counsellors from VEST to the March UN meeting to present rules and procedures in connection with exam cheating (such as plagiarism). This may draw attention to the nature and seriousness of the issue of exam cheating for students and VIPs in the Department of English. AS encouraged the UN to consider questions relating to this issue.

It was pointed out that the annual boat race (*kapsejlad*s) will be held on 29 April and, as always, it would have been nice if this had been known much earlier and if it had not been planned for a teaching day. However, within a day or two, UVAEKA has been able to reschedule classes on the day, which is very positive.

Tabish Khair informed the UN that he is stopping as the coordinator for literature at SLK after this spring semester. From the autumn semester, Joseph William Sterrett will be the new coordinator.

*Students:* No new messages.

*Arts Studies:* No new messages.

### *Student counsellors (Studievejledning/VEST):*

At the January meeting, the UN asked if students are allowed to retake a course and attend classes again. The answer is that students are allowed to retake a course and attend classes again if there is room for them in the classes in question. When students contact the student counsellors about this, they are advised to contact the study administration (UVAEKA) and ask to be signed up for the course in question. As the process to sort out all formalities may take quite some time, students are encouraged also to contact the teacher(s) of the course and ask if they may follow the classes right away. When all formalities are sorted out, students are allowed to take the ordinary exam of the course and will therefore not have to wait for the re-exam. The UN was grateful for this update, which was very useful.

*Internationalisation coordinators:* No new messages.

## 11. Any other business

None.