

Meeting: 7 December 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 Grønback, Rikke Oddershede Laursen, Christina Maria Møller, Emma Hove Petersen, Maria Hvidkær Christensen.

Observers:

Jane Lücke Didriksen, Ushma Chauhan Jacobsen, Lærke Orup, Amanda Victoria Ram-sing (*studievejledning*), Marianne Rasmussen, Mejse Voss, Louise Wennemoes Hansen.

Apologies:

Dominic Rainsford, Claire Isabel Hendrick, Kristoffer Kjersgaard Nohrs, Joseph William Sterrett, Ann Carroll-Bøgh.

1. Approval of the agenda

The agenda was approved.

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

The UN followed up on the approved minutes from the UN meeting on 16 November:

- Jane Lücke Didriksen (JLD) has sent out the invitations for the UN meetings in 2023, and the newly elected students have been given access to the UN o-drive.
- In relation to item 6 in the minutes, when the UN discussed the texts on the study guide (for AU, check: www.bachelor.au.dk, www.tilvalg.au.dk and www.kandidat.au.dk), UN Chair Anne Schjoldager (AS) and UN Secretary Louise Wennemoes Hansen (LWH) have been in contact with Inger Drivsholm Schytter (IDS), the local editor of the study guide about the comments from the UN:
 - IDS said that the logic of the study guide pages is that degree programmes that are accredited in Danish also have a Danish study diagram, just as the other texts are in Danish. However, IDS will, if it possible, link to the English version of the academic regulations and incorporate English titles for the courses. Furthermore, the department is welcome to make adjustments to the text in *undervisningssprog* for BA IVK English.
 - LWH and IDS will be in contact about adjustments for ICS, since LWH and the working group of the new academic regulations have been in touch about making adjustments to the text about ICS on the study guide.
 - IDS will make sure that the text under *en typisk uge* for BA English will be updated in accordance with the new study diagram as soon as possible.

The UN was pleased with the above-mentioned comments and will continue to insist that the English version of the academic regulations for BA IVK English should be included in the study guide.

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 14 December 2022

Ref: Louise Wennemoes Hansen

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3. Information: News from Arts Studies

LWH informed the UN about the newsletter from Arts Studies in November 2022 and mentioned the following points:

- The exam period at the Faculty of Arts starts on 12 December 2022.
- At the end of November and start of December, UVAEKA gave an online presentation for first-semester students on Bachelor's, Master's and professional Master's degree programmes about exams.
- Guidance sessions for students who have fallen behind with their studies in autumn 2022: Since the newsletter was sent just before the UN meeting, LWH did not have time to receive the specific numbers for the department of English, so LWH will follow up on this at the UN meeting in January 2023.
- The departments have just submitted their proposals for internationalisation electives (*IV-fag*) for autumn 2023 and spring 2024.
- The results of the hour count (*timetelling*) for autumn 2022 show that all degree programmes at the Faculty of Arts comply with the minimum requirements (to offer 168 lessons per semester on Bachelor's degree programmes and 112 lessons per semester on Master's degree programmes).
- In mid-November, in collaboration with the Centre for Educational Development (CED), Arts Karriere organised the first forum for teachers to focus on careers learning during the teaching. All teachers are welcome to take part in the next meeting on 25 May 2023.
- UVAEKA is collecting information for timetables in autumn 2023. Departments are asked to submit this information by 16 December.
- UVAEKA is collecting information about elective courses and courses with changing topics for autumn 2023, which will be approved by the UN in February 2023 and given to UVAEKA by 1 March 2023.

4. Discussion: The evaluation practice in the Department of English

The UN was to discuss the practice for teaching and course evaluations in the department, starting with the form that all teachers are asked to fill in and send to the department regarding the end-of-term evaluations of each course.

The UN was given a copy of a mail that was sent to all teachers to remind them of the end-of-term evaluations, an example of the evaluation form currently used by the department of English and the evaluation form used by the German-Romance department as from spring 2022. Inspired by the current form of the German-Romance, the UN was to discuss a suggestion for a new form for the department of English. This suggestion was given to the UN as a document for the meeting. In addition, the UN was informed of the evaluation policy at Arts and at the School of Communication and Culture, and the UN was given relevant links about teaching evaluation and policies:

- <https://medarbejdere.au.dk/fakulteter/arts/kvalitetsportal-for-arts/kvalitetspraksis-for-uddannelsesomraadet-paa-arts/3-udvikling-af-uddannelse-undervisning-og-laering-smiljoe/undervisningsevaluering>
- https://medarbejdere.au.dk/fileadmin/user_upload/Undervisningsevaluering_paa_Arts.pdf

- https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Studienaevn/IKK_evalueringspolitik.pdf

AS gave an introduction to the background for the item, and the UN discussed the item afterwards:

The UN discussed whether to remove the part of the process in which teachers are obliged to send a form with a student's signature confirming that the mid-term evaluation has been carried out. The UN was surprised to hear that there are no consequences if this form is not co-signed by a student and sent to JLD. This check might be carried out electronically or not at all. The UN finds that mid-term evaluations should be anonymous (at least, partly). It was pointed out that there is a question in the end-of-term evaluation questionnaire that mentions the mid-term evaluation, asking students to comment on this. Also, there should be clearer guidelines for the mid-term evaluations, including what is expected. The department will continue the discussion and how to implement the UN's suggestions.

The UN also discussed the form currently used at the department of English by teachers for end-of-term evaluation summaries, which are to be summarised by the coordinators. The UN then briefly discussed the form used at the department of German-Romance and a suggestion for a new form to be used at the department of English. The suggestion for a new form attempted to ensure that summaries from coordinators could more easily be compared with each other and those of previous years. The coordinators thought it was a good suggestion, but the form should also ask teachers to include answers to the question about the mid-term evaluation and the dialogue about this. The department will look at it and make changes before the form may be used for the end-of-term evaluations in spring 2023 or autumn 2023. It was pointed out that if the UN had any comments or adjustments for the suggested form, they should contact Sten Vikner before Christmas.

The UN will follow up on this discussion at the meeting in January.

5. Decision: Removal of prerequisites (*forudsætningskrav*)

In June, the UN was informed that a new examination order (*eksamensbekendtgørelsen*) was to take effect as from 1 September 2022 and that this contains major changes in the description of and requirements for prerequisites (*forudsætningskrav*).

On this basis, the department was to implement changes to the academic regulations regarding exam prerequisites. In connection with the item, the UN therefore received an overview of the courses concerned at the department, in which it was stated if other changes than the removal of the prerequisite had been introduced. In addition, the UN received a document that specified the changes in the academic regulations in question. In connection with the review of the academic regulations, there could also be changes to courses with oral exams with a synopsis, due to the fact that synopses are no longer remunerated separately. The courses in question were also mentioned in the overview given to the UN before the meeting.

The UN was asked to approve of and recommend the proposals for changes to the academic regulations based on the suggestions from the department.

The UN discussed the proposals from the department and pointed out some missing parts in the overview regarding some information in the academic regulations documents. For instance, though the prerequisite has been removed from most of the courses, as mentioned in the academic regulations documents, this information was lacking in several places in the overview. Additionally, some semester placements were missing in the overview. LWH will give this information to SNUK. It was pointed out that if the UN finds other mistakes in the overview, LWH should be informed of this before 14 December.

Decision: The UN approved and recommended the proposals for changes to the academic regulations for consideration at the Board of Studies (SN) meeting in January, with the adjustments to the overview mentioned above.

6. Information: Titles and teachers for electives in autumn 2023

The UN was to be informed about the titles and teachers for electives in autumn 2023. This procedure was decided at the UN meeting on 24 August 2022, [see item 4 the minutes from the meeting here](#).

The UN was informed of the teachers and titles for the BA IVK English elective *Focus area* in autumn 2023:

- Title: Risk Communication. Teacher: Carmen Daniela Maier.
- Title: Narratives, Values and Communication. Teacher: Antoinette Fage-Butler.
- Title: Effective Communication. Teachers: Karen Korning Zethsen and Matilde Nisbeth Brøgger.

It was not possible to inform the UN about the titles and teachers for the BA English elective *Focus area* and *Bachelor's project* in autumn 2023, as the number of electives for each category was still uncertain. Titles and teachers will be given to the UN at the January meeting.

In February 2023, the UN will see and approve the course descriptions of all autumn 2023 electives.

7. Discussion: The use of Employer Forums (*aftagerfora*)

Since there was both apologies from Dominic Rainsford and Kristoffer Kjersgaard Nohrs, who were responsible for this item, the discussion was postponed to another meeting – probably the UN meeting in January 2023.

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

The UN was given the agenda for the Board of Studies (SN) meeting on 14 December and had the possibility of seeing some documents for the meeting.

Potential points from the SN agenda to be discussed in the UN included:

- *Item § 4 Behandling af foreslåede studieordningsændringer (beslutningspunkt)*
- *Item § 5 Godkendelse af IV-fag (beslutningspunkt)*
- *Item § 6 Uddannelsesevalueringer 2022 (drøftelsepunkt)*

6.1 Afdelingsledere, der har haft uddannelsesevaluering i 2022, fremlægger fokuspunkter, som studienævnet kan have interesse for at høre om – af generel karakter.

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6.2 Studienævnsforpersonerne kommer med supplerende kommentarer fra gennemlæsning og kommentering af uddannelsesevalueringssrapporterne.

- Item § 7 Turnusplan for uddannelsesevaluering (orienteringspunkt)

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

9. Messages

The UN received updates and news from:

- *Head of Department*: No new messages.
- *Academic and administrative staff*: No new messages.
- *Students*: The newly elected students have been invited to the UN meeting in January by the UN Vice-chair Emma Hove Petersen. Furthermore, the student organisation *Anglia* will soon elect a new board.
- *Arts Studies*: No new messages.
- *Student counsellors (Studievejledning/VEST)*: The student counsellors had finalised the programme for U-days and thanked the people involved from the department for their help in this regard. Furthermore, the UN was informed that the student counsellor Laura Bøgedal will stop in the *studievejledning* in January and it is unknown who will take her place. The UN will be introduced to the new student counsellor at a UN meeting next year.
- *Internationalisation coordinators*: No new messages.

10. Any other business

None.