

**Meeting: 11 January 2023, 14:15-16:00**

**Building 1481, Room 366**

**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Trine Susanne Johansen, Sandro Nielsen, Anne Schjoldager, Maria Hvidkær Christensen, Majbritt Kastberg Grønbæk, Claire Isabel Hendrick, Rikke Oddershede Laursen, Christina Maria Møller, Emma Hove Petersen.

**New UN students:**

Martin Engelsborg Schwartz, Lotte Gawol, Peter Katballe-Kristensen, Freja Helene Kjærby.

**Observers:**

Ann Carroll-Bøgh, Ken Ramshøj Christensen, Louise Wennemoes Hansen, Marianne Rasmussen, Matthias Stephan, Mejse Voss.

**Apologies:**

Sten Vikner, Joseph William Sterrett, Dominic Rainsford, Nadia Schalipp, Lærke Orup, Darius Hornschuh, Yasmin Solveig Tvede, Camilla Jytte Kær Kønig.

**1. Approval of the agenda**

The agenda was approved.

**2. Decision: Establishment of the new UN (*konstituering*) as of 1 February 2023**

According to the rules of procedure (*forretningsorden* §8), the UN must be established no later than at the first meeting after a new election. The School of Communication and Culture has specified the number of members of each UN. The UN English consists of six VIP and six student representatives.

The two SN (*studienævn*) representatives from the English Department (Anne Schjoldager and Nadia Schalipp) must be members of the UN.

*Procedure for the UN establishment and decisions:*

a. Welcome and short introduction round:

UN Chair Anne Schjoldager (AS) welcomed both new and old members of the UN. It was pointed out that the meeting was to begin with the establishment of the new UN, and then it would continue as a regular UN meeting for the old UN. Newly elected members were welcome and encouraged to participate in both parts of the meeting.

The people present at the meeting were introduced.

**Minutes (referat)**

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- b. Brief account of the role of the UN within the structure of the School of Communication and Culture:

The UN was given a PowerPoint presentation with an introduction to the UN role and work, and the *årshjul* with items for the UN throughout the current year. Based on these documents and the rules of procedure for the item, AS gave a brief introduction. It was pointed out that all UN members and observers have to observe confidentiality (*tavshed-spligt*) about anything to do with individual persons or personal data. It is all right to talk about UN matters to outsiders, but members, substitutes and observers are bound to speak in general terms whenever they speak of UN items involving any type of personal information.

The UN was also informed of the key semester dates for the spring of 2023 in a document for this item.

- c. The UN has to decide which of the newly elected students are to be members and substitute members:

*Decision:* The UN decided on the following student members and substitutes:

UN student members	UN student substitutes
Nadia Schalipp (SLK) (member of IKK studienævn)	Lærke Orup (IVK)
Martin Engelsborg Schwartz (SLK)	Lotte Gawol (SLK)
Maria Hvidkær Christensen (IVK)	Yasmin Solveig Tvede (SLK)
Darius Hornschuh (SLK)	Freja Helene Kjørby (SLK)
Peter Katballe-Kristensen (SLK)	
Camilla Jytte Kær Kønig (SLK)	

- d. Election of a UN chair (from among the six academic staff members of UN) and a UN vice-chair (from among the six student members):

*Decision:* The UN re-elected AS (VIP) as the Chair of the UN and elected Martin Engelsborg Schwartz (student) as the Vice-chair.

- e. Information of the meeting times in 2023:

The new UN was informed of the meeting times in 2023 and January 2024.

*From this point on, the meeting counted as the last meeting of the old UN. New UN members were welcome to stay and take part in the rest of the meeting.*

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

The UN followed up on the approved minutes from the meeting on 7 December 2022: For item 3 (Information: News from Arts Studies about students fallen behind) and item 4 (Discussion: The evaluation practice in the Department of English) in the minutes for the December meeting, there were separate follow-up items on the agenda for this meeting (see item 5 and item 9, respectively).

### 4. Information: News from Arts Studies

UN secretary Louise Wennemoes Hansen (LWH) informed the UN about the newsletter from Arts Studies in January 2023 and mentioned the following points:

- New online portal to support quality assurance at AU, see [kvalitet.au.dk](https://kvalitet.au.dk). Everyone involved in education at Aarhus University now has a better tool at their disposal and access to all relevant information about quality assurance at AU and the processes involved at both university and faculty levels.
- The rota plan (*turnusplan*) showing when the faculty's degree programmes are to be evaluated has been updated for the period 2023-2027, see [the plan here](#).
- Students with physical disabilities, mental health issues or learning disabilities often face challenges during their time at university that prevent them participating on equal terms with fellow students. Making teaching more accessible does not require the teacher to change the classroom practice or preparation dramatically, but such changes will benefit all the students – whether they have disabilities or not. On the [CED site](#), teachers will find inspiration for specific ways to improve the academic accessibility of their teaching.
- The use of AI chatbots such as ChatGPT or similar software is forbidden in all exam assignments at Aarhus University – [read more here](#). This decision has been made by the Committee on Education (*Uddannelsesudvalget*).

## 5. Information: Students fallen behind in A2022 in the Department of English

The Newsletter from Arts Studies in December 2022 mentioned guidance sessions for students who had fallen behind with their studies in autumn 2022. The UN was informed of the figures for IKK/the school and of the figures for the Department of English.

It was noted that even though BA English has fewer students than BA IVK English, more students from the BA English have fallen behind. In response to this, it was pointed out that the number of drop-outs from BA IVK English tends to be higher than from BA English according to the data for *årlig status*.

The UN asked what the figures should be compared with and if the figures were in any way alarming. Particularly, it was pointed out that the UN would need to know the total number of students in a specific degree programme to understand the implications of the figure for students that have fallen behind. For instance, 22 students have fallen behind in the BA English, but out of how many? The UN also asked if it was possible to see the specific figures from before Corona (that is, before autumn 2020). LWH will look into this for the meeting in February.

The UN wants to receive the specific figures for degree programmes in the Department of English whenever the Arts Studies Newsletter mentions figures for students who have fallen behind at the School level.

## 6. Information: Letters of reference for UN student representatives who are leaving the UN

At the December meeting of the current UN, the UN student representatives were informed that it is possible for students who are leaving the UN to be given a letter of reference (*udtalelse*). If students would like to have a letter of reference, they should write to LWH by e-mail [lwbj@au.dk](mailto:lwbj@au.dk) and state their full name, date of birth and the period of time they have been a member of the UN. Normally, letters of reference are written in Danish, but students may also ask for letters in English.

## 7. Discussion and decision: Next month's discussion of the end-of-term teaching evaluations from autumn 2022

At the February meeting, the UN is to discuss the end-of-term teaching evaluations for autumn 2022. A new procedure for the evaluations summaries was proposed:

1. *By Monday 13 February 2023*, coordinators are to send their summaries to UN chair AS, cc'ing Head of Department Dominic Rainsford (DR). AS will then post the summaries on the o-drive for the UN to discuss at the February meeting.
2. *By Monday 20 February 2023*, DR is to draft his Head of Department summary and send it to AS, who will then post it on the o-drive for the UN meeting in February. In case there are any changes to DR's summary after the UN meeting in February, DR is to send it to AS *by Monday 13 March 2023* for the UN to see and comment on at the March meeting. The Head of Department summary is to be discussed by the SN in April 2023.

*The UN was also to consider whether or not to require end-of-term evaluation data about the department's degree programmes regarding the autumn of 2022.* The UN has previously received such data about the department's degree programmes generated automatically by Blackboard, but Brightspace can only generate evaluation data for degree programmes together with course-level evaluation data. Evaluation data for the degree programmes without course-specific data will therefore have to be extracted manually (by means of screenshots). The UN previously decided not to continue the practice of requiring degree programme data for the UN discussions of end-of-term teaching evaluations.

### *Decision:*

The UN discussed the proposals and decided to go forward with the procedure for the coordinators' and DR's summaries and, for the next meeting, to receive the above-mentioned evaluation data reports from Brightspace in order for the UN to have the possibility to identify patterns and avoid misunderstandings due to missing data.

Mejse Voss (MV) will check if the UN (and the coordinators) may be granted access to this data, and, if this is granted, make sure that the UN receives the data for the February meeting. MV will also try to clarify the role and obligations of the UN in connection with the teaching evaluations (both mid-term and end-of-term evaluations).

## 8. Discussion (continued): The evaluation practice in the Department of English

The UN was to continue (from the last meeting) the discussion of the evaluation practice in the Department of English, including the following points regarding teaching evaluations in the spring of 2023:

*Does the UN wish to remove the part of the process in which teachers are obliged to send a form with a student's signature confirming that mid-term evaluations have been carried out?*

At the December meeting, the UN was surprised to hear that there are no consequences if this form is not co-signed by a student and sent to Jane Lücke Didriksen (JLD). It was suggested that this check might be carried out electronically – or not at all. The UN pointed out that mid-term evaluations should be anonymous and followed by a dialogue between teacher and students, and that there is a question in the end-of-term evaluation

questionnaire that asks about the mid-term evaluations and this dialogue. The UN suggested that there should be clearer guidelines for mid-term evaluations, including what is expected by the department.

*Does the UN wish to change the form currently used by the department of English?*

A suggestion for a revised form was discussed at the December meeting (document *UN-Engl-8b*). The suggestion for a new form attempts 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 evaluations and the dialogue about this. The UN was given both the current form and the suggested new form. For inspiration, the UN was also given a form currently used by the [Department of Digital Design and Information Studies](#).

The UN discussed the two questions:

It was decided that, as from the spring semester, teachers are no longer required to fill in a form regarding mid-term evaluations and to have it co-signed by a student representative. The end-of-term evaluation questionnaire includes a question that checks if mid-term evaluations have been carried out and if there has been a dialogue about the teaching. It was emphasised that it is good practice to carry out mid-term evaluations anonymously and to follow up on these in a dialogue between teacher and students, though the UN cannot dictate the format of the mid-term evaluations.

Teachers in the department should be informed of the UN's decision to discontinue the practice of asking teachers and students to co-sign a form to document that mid-term evaluations have been carried out. In the autumn, the UN will evaluate the impact of this decision.

The UN discussed adjustments to the new, suggested form. The UN discussed which evaluation results teachers should be required to include in the form, and whether the results of all evaluation questions should be discussed in the summaries. Both pros and cons were mentioned. The discussion will therefore continue in February in order to reach a decision on which form to use in the spring. In the autumn, the UN will evaluate the usefulness of the approved form.

## **9. Information: 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 18 January 2023 and had the possibility of seeing some documents for the meeting. The UN was informed of the items in this agenda, but none of the items were discussed by the UN.

## **10. Messages**

The UN received any updates and news from:

*Head of Department:* No new messages.

*Academic and administrative staff:*

AS informed the UN that UVAEKA can no longer merge two Brightspace learning rooms for groups of students who are fully co-taught, but follow different academic regulations, for instance, KA English and KA English with programme extension. Until now, UVAEKA have been able to merge such learning rooms. AS pointed out that this seems

to be based on a recent management decision – a decision that seems to have been implemented without due warning. Another VIP explained that KA ICS has had problems due to this decision.

The change of procedure/policy creates problems for the teachers, who now have to operate with multiple Brightspace rooms for the same course/class, which is time-consuming for teachers and students alike and hinders the use of Brightspace functionalities, which cannot be shared between rooms (surveys, for instance). Brightspace should not be reduced to a platform for sharing documents with students. AS has been in contact with the SN Chair, who will bring this up in *Uddannelsesforum Arts* and with the Vice-dean. The UN supported that the issue will be brought further, since it is highly problematic for both teachers and students.

*Students:* No new messages.

*Arts Studies:* No new messages.

*Student counsellors (Studievejledning/VEST):* On behalf on the student counsellors, AS and LWH informed the UN of the following points:

1. *Studievejledningen* has a new student counsellor, Frederikke Ohlenschlaeger, who will take over from Laura Bøgedal, who leaves *studievejledningen* in mid-January. The UN will meet the new student counsellor at the February UN meeting, when she will participate together with one of the other student counsellors.
2. *Studievejledningen* is still in the process of planning the U-days and very much appreciate the support of the academic staff for this event, pointing out that it is always a pleasure to work with the academic staff. The academic staff can expect to receive reminder-mails from student counsellors in January and February regarding U-days. The U-days will take place on 23 to 25 February.

*Internationalisation coordinators:*

It was mentioned that students at Arts will soon receive replies to their applications to study abroad. 350 students will receive a positive response, while 72 students will receive a negative response.

## **11. Any other business**

AS ended the meeting by thanking the students in the old UN for their great work and much-appreciated and very constructive involvement in the UN.