

Meeting: 11 October 2023, 15:15-17:15
Building 1481, Room 366
Uddannelsesnævnsmøde Engelsk

Participants:

UN members:

Anne Schjoldager (UN chair), Trine Susanne Johansen, Sandro Nielsen, Nadia Schalipp, Peter Katballe-Kristensen, Martin Engelsborg Schwartz (UN vice-chair), Freja Helene Kjærby, Lotte Gawol

Observers:

Dominic Rainsford, Ken Ramshøj Christensen, Matthias Stephan, Joseph Sterrett, Emma Stanley, Ann Carroll-Bøgh, Jane Lücke Didriksen, Emilie Vedel Hagelskjær, Katharina Krogh Attermann, Naja Broberg, Nis Grøn, Anne Bjørn Friis (minutes)

Apologies: Mark Eaton

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 meeting on 20 September 2023. UN chair Anne Schjoldager (AS) updated the UN on the discussion from last month regarding the introduction day for KA English. During this discussion it was mentioned that several students were not able to participate due to teaching elsewhere. Consequently, it was suggested that, for next year, the introduction day should be held on Friday in the week before the first week of the semester, as it has also been done for CLM for several years. The UN approved of this and did not have further comments to the minutes.

3. Information: News from Arts Studies

Anne Bjørn Friis (ABF) presented the headlines from this month's newsletter from Arts Studies. The UN discussed the upcoming *Danish Student Survey* and how best to communicate to students that it is important for them to participate. The UN discussed how best to ask teachers to make students participate in the survey. Head of Department Dominic Rainsford (DR) has been asked by the Vice-Dean for Education to ask teachers to let students participate in the survey during classes. DR will investigate the best course of action for this. IVK/CLM Sandro Nielsen (SN) informed the UN that it is possible for students to ask well-being coordinator Amanda Timmermann for help to revive student organisations.

4. Discussion and decision: Plans of action

DR reviewed important actions in the plans of action based on the annual review (*årlig status*), which have been discussed by the SN and approved by the Director of Studies.

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 11. oktober 2023

Ref: Anne Bjørn Friis

Side 1/5

The UN discussed updates on the following plans of action for BA IVK:

- Involvement of second-year students in the U-days
- The department's Academic Advisor Programme. Some students commented that they would like more information about this. Other students commented that meetings with their advisor had had a very positive impact on their studies as a whole. It is very important that the advisors develop a trusting environment for students to be able to share their challenges, questions, and concerns.
- Interdisciplinary electives
- The recently established writing centre is being developed and will be launched in November 2023. The UN will be updated on this at the December meeting.

ICS and CLM are overall well-functioning programmes, and the planned actions are in process.

DR updated the UN on staff recruitment and the economic situation of the department, which includes upcoming savings that will have an impact on the planning of teaching and exams already in 2024. The details are not yet known, but DR invited the UN to give input to the process. The UN will be informed of the decisions that have been made. The UN discussed the possibility of changing exam forms because of the impact the savings will have on the teaching.

DR assured the UN that savings will not change the minimum number of contact hours students are entitled to, and he added that savings comprise a challenge, but it is a challenge the department can and will overcome.

Decision:

The UN did not decide to include specific actions in UN agendas for meetings in the coming year, except that the UN wanted an update on savings at the November meeting.

5. Information and discussion: Challenges in connection with the exam form lecture participation

The UN was given an overview of courses in the Department of English with the exam form lecture participation. The UN was also given an overview of the rules in connection with this exam form. Finally, the UN was informed of specific problems that have arisen in connection with the exam of the course *Evaluating Evidence* (KA English 2017, Track A, 1st semester).

The UN discussed challenges that can arise in exams that require students to participate in group work, because this can put students in a position of having to decide whether other students have met the exam criteria or not, that is whether group members have participated sufficiently in the group work to have their names included in assignments that are required to pass the exam.

Furthermore, the UN discussed what the department can and should do to help international students be successful as full-degree students in the department's degree programmes. As an exam form such as lecture participation may not be

familiar to students who have no previous experience with studying in Denmark, the department should help these students understand what is required to pass such exams.

The UN will get an update on the situation in November.

6. Information: Internationalisation electives (IV-fag) in autumn 2024 and spring 2025

DR informed the UN of the process regarding internationalization electives (*IV-fag*) for autumn 2024 and spring 2025 and of his thoughts regarding the specific courses expected to be offered in this period.

The process is as follows:

Registration of internationalisation electives at the School of Communication and Culture and the School of Culture and Society

It is now possible to submit proposals for internationalisation electives to be offered in autumn 2024 and spring 2025. 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 course in the autumn semester and 1 course in the spring semester if the department's degree programmes include internationalisation electives in both the autumn and spring.*

If there is sufficient staffing, it is possible to duplicate or register more courses than mentioned above. The registration deadline is 20 November 2023 via the online form. Here, you will also find an overview of the placement of internationalisation electives on the individual degree programmes.

In the past, the department has offered IV-fag in both spring and autumn semesters,, but due to the new academic regulations, as from the spring of 2025, the department is only expected to offer such courses in the spring, because all the department's bachelor's degree programmes include IV-fag in a spring semester. However, DR informed the UN that he will ask the faculty if the department may be allowed to offer an IV-fag in the autumn – cf. the statement: *If there is sufficient staffing, it is possible to duplicate or register more courses than mentioned above*, and because, previously, the department has offered a very popular course that attracted students from other departments.

The UN will be updated further on this in November.

The UN decided to put this item on the agenda annually in October.

7. Update: Integration of Ouriginals

The UN was given an update on the situation regarding integrating Ouriginals for all exams in the department. It has been decided to integrate Ouriginals automatically into all exam flows in the department. It will only be visible to teachers after the exam date that Ouriginals has been implemented. Teachers have been given an introduction on how to use this tool.

8. Update: SN and UN elections

The UN was given an update on the lists of candidates for the SN/UN elections of student and VIP members and substitutes: Both lists have been sent with the acceptance of all 10 candidates, respectively. More than ten students have been interested in running for the UN, and interested ICS students, who did not make it to the list, have therefore been invited to participate as active observers (*faste observatører*).

9. Update: Head of Department's summary report regarding the end-of-term evaluations from spring 2023

In September, the UN discussed the end-of-term evaluations of the department's degree programmes. Subsequently, DR has sent the report to the director of studies. The UN was invited to give input to the SN's discussion of this item in October by sending comments to either AS or Nadia Schalipp (NS).

10. Discussion and proposal: UN questions for end-of-term evaluations of courses shared with GermanRomance

In November, the UN is to decide on English UN's set of questions for the end-of-term evaluations in 2024.

Unfortunately, information about the shared courses in spring and autumn 2024 was not yet available from the study administration. In November, the UN will be given a full list of the shared courses. However, the UN started discussing which courses shared with GermanRomance should be evaluated by which UN's set of questions by looking at the current (automatic) division in autumn 2023.

Next step:

English UN's proposals regarding UN questions and the shared courses will be taken up with the UN chair for GermanRomance. In November, when both UNs are given a full overview of the shared courses, English UN can decide which courses should be evaluated using English UN's set of questions.

11. Update: Changing the academic regulations for CLM English and KA English regarding the course *Project placement*

At the June meeting, the UN discussed and decided to change the length for *Project placement* in KA ICS (2023), KA CLM (2020) and KA English (2017). The changes regarding KA ICS have already been implemented because these are part of a new set of academic regulations.

Similar changes for KA CLM (2020) and KA English (2017) to be implemented in autumn 2024 have previously been discussed and decided by the UN. The UN was presented with the finalized documents of the proposed changes, which were approved without further comments.

Decision:

The UN approved and submitted changes to academic regulations to the SN for discussion at their November meeting.

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

AS informed the UN of an upcoming discussion in the SN regarding the academic content of *hytteture*, organised by head-tutors as part of the study start for first-semester students, and the UN offered some input. Members were invited to provide further input via e-mail to AS or NS.

For information about the SN, including agendas and approved minutes, see also: <https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/studienaevn/kommunikation-og-kultur>

13. Messages

The UN received updates and news from:

- *Head of Department: Nothing*
- *Academic and administrative staff: Nothing*
- *Students: Nothing*
- *Arts Studies: Nothing*

- *Student counsellors (Studievejledning/VEST):*
 - A couple of new student counsellors have been hired
 - *Studiepraktik* is held in week 43

- *Internationalisation coordinators:*

Information meetings about procedures and options to study abroad during Autumn semester 2024/Spring semester 2025 will be held during Week 45 in November.

The meetings are intended for students who are enrolled in the following degree programmes:

 - English BA (1st semester)
 - English KA (1st semester)
 - Intercultural Studies (all) (1st semester)
 - SLK: French German, Spanish (BA & MA) (1st semester)

14. Deadline for submitting documents for the next UN meeting

Any documents for the UN meeting on 15 November 2023 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) *no later than on Monday, 6 November 2023.*

15. Any other business

Nothing