

Meeting: 15 November 2023, 14:15-16:15
Building 1481, Room 366
Uddannelsesnævnsmøde Engelsk

Participants:

UN members:

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

Observers:

Dominic Rainsford, Ken Ramshøj Christensen, Matthias Stephan, Joseph Sterrett, Ann Carroll-Bøgh, Jane Lücke Didriksen, Frederikke Mie La Cour, Alona Chernyshenko, Laura Askholm Zeerow, Mejse Voss, Anne Bjørn Friis (minutes)

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 15. november 2023

Ref: Anne Bjørn Friis

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1. Approval of the agenda

The agenda was approved. Head of Department Dominic Rainsford (DR) had an extra item for the agenda, and UN chair Anne Schjoldager (AS) suggested to handle this item under 'Any other business' but to discuss this right after item 2. The UN agreed to the small change in the agenda, and there were no other comments to the agenda.

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

The UN followed up on the approved minutes from the meeting on 11 October 2023. UN chair Anne Schjoldager (AS) and DR updated the UN on the following two items from the last meeting:

Savings in the department in 2024:

The department has been working on finding the best solutions under the circumstances, and it has been decided to form two seminar groups (*hold*) of students instead of the planned three groups in various courses across the bachelor's degree programmes of the department.

Challenges in connection with the exam form lecture participation:

DR has held a meeting with the current international students in the department with 26 participants from ten different countries. The students were welcomed and invited to give their input, and the meeting was an overall success.

The UN 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:

Useful information

- *Postponement of exam deadlines*

- *New furthering and continuing education subsite on the study portal*
- *The timetables for the spring semester 2024 have been published*
- *Exam presentations for first-semester students*
- *Summer University 2024*
- *Power BI topic reports on applications and admissions have now been updated*

Events

- *Network meeting: Career learning in Master's theses in collaboration with the labour market*
- *Coffee with the Danish Accreditation Institution on 17 November*

4. Update: SN and UN elections

The UN was given an update on the SN/UN elections of student and VIP members and substitutes. The UN was informed of the elected members. In January both current and new members will be invited to attend the UN meeting, when the new UN will constitute itself with a chair (VIP) and vice-chair (student).

5. Decision: UN meetings from February 2024 to January 2025

The SN has decided on meetings dates and times for February 2024 to January 2025. The UN was to approve of the meeting dates and times for the UN for this period. UN meetings in the department have usually been scheduled for Wednesdays in the weeks before SN meetings. As from February 2024, it was proposed that the UN will meet at 14.15-16.15 every time.

Proposed dates and times for UN meetings:

- 17 January 2024 14.15-16.15 (already decided and booked)
- 21 February 2024 14.15-16.15
- 13 March 2024 14.15-16.15
- 17 April 2024 14.15-16.15
- 22 May 2024 14.15-16.15
- 19 June 2024 14.15-16.15
- 14 August 2024 14.15-16.15
- 18 September 2024 14.15-16.15
- 23 October 2024 14.15-16.15
- 20 November 2024 14.15-16.15
- 4 December 2024 14.15-16.15
- 15 January 2025 14.15-16.15

Decision:

The UN approved the suggested dates and times for UN meetings.

6. Information and discussion: English Writing Centre

The UN was informed of the aims, activities, and possibilities of the department's *English Writing Centre (EWC)*, which has recently been established and is located in 1481-356. Webpage: <https://cc.au.dk/om-instituttet/afdelinger/engelsk/english-writing-centre/english-writing-centre>.

The first two events have been held: a workshop and a 'time to write' session. The UN was given an opportunity to ask questions and give input and ideas to the centre. Input was welcomed from both students and teachers as both perspectives are valuable. The target group for EWC include students from the entire English department, but not students from other departments. EWC runs with office hours on four days of the weeks for two hours (various times), when students can drop by without previous appointment. At the moment, the centre comprises a VIP head of the centre (Carmen Heine) and four student instructors, including UN member Peter Katballe-Kristensen. The UN discussed the possibilities of supporting a collaboration between the instructors of the centre and other student instructors of the department, e.g. English SLK. The UN also discussed the possibility of helping students prepare for oral exams, which at the current time is not within the scope of the EWC. However, preparing notes and writing a synopsis for an oral exam could be included in the activities.

7. Decision: UN questions for end-of-term teaching evaluations in 2024

The UN can choose a number of compulsory end-of-term teaching evaluation questions at the degree-programme level, in addition to the compulsory AU and SN questions. Compulsory questions will be part of all end-of-term evaluations in the department's degree programmes.

The UN discussed:

1. Whether to include UN questions in the end-of-term teaching evaluations of the department's course.
2. If UN questions are to be included, which questions should be included and in which order?
3. Which UN's set of questions should be used for courses shared by English and GermanRomance.

The chairs from GermanRomance and English have discussed how to deal with the two sets of UN questions in connection with the shared courses. It was agreed that, if possible, it would be preferable if the two UNs could agree on the same set of UN questions. The UN was presented with a compromise from GermanRomance regarding the UN questions and with a suggested change from the UN chair regarding the automatic division between the two UNs regarding shared courses: English set of UN questions for BATV IVK Strategic Communication and GermanRomance set of questions for CLM.

The UN also looked at two extra end-of-term evaluation questions that are currently used for courses in English linguistics. The UN decided to include both of these in the set of UN questions used for the department's courses: *The atmosphere in the classes promoted learning* and *The teacher communicated ideas and knowledge clearly*.

Decision:

After considering and discussing all the mentioned proposals, the UN decided on the following obligatory UN questions for the end-of-term teaching evaluations in the department's own courses *for the spring of 2024* in the following order:

- *How many hours have you typically spent preparing for this course/module including meetings with study group and assignments?*
- *The atmosphere in the classes promoted learning.*
- *The teacher communicated ideas and knowledge clearly.*
- *How do you rate the academic level of the course?*

The UN also decided to change the automatic division between the two UNs' questions for the shared courses in the following manner: The English set of UN questions should be used for courses in BATV IVK Strategic Communication, and the German/Romance set of questions should be used for courses in CLM (all languages). Other shared courses should follow the automatic assignment of questions presented to the UN.

The UN decided to discuss and try to formulate a question regarding the well-being of students for the teaching evaluations in *autumn 2024*. This will be taken up again at the April meeting.

Next step:

The Head of Department sends any UN questions to akjensen@cas.au.dk no later than on 1 December 2023

8. Decision: Proposal for change in academic regulations for the bachelor's supplementary subject in Strategic Communication

The UN discussed the proposed change in the academic regulations for the bachelor's supplementary subject in Strategic Communication (2019) regarding the first-semester course *The Communicating Organisation*, including the reasoning behind the proposal. The current examination form, portfolio, was proposed changed to a set, individual, five-day take-home examination.

One student addressed the benefits of working with portfolio exams in general, suggesting that it could be a shame to change it in this particular course. However, the UN discussed and agreed that the value of the portfolio exam is dependent on feedback resources, which are currently rather scarce in the department. In addition, the potentially larger classes make feedback increasingly difficult.

Decision:

The UN approved and submitted the proposed change to the academic regulations to the SN for their November meeting.

9. Reminder: Titles and teachers for electives in autumn 2024

At the UN meeting on 6 December 2023, the UN is to be informed of titles and teachers for electives in autumn 2024. In February 2024, the UN is to approve the relevant course descriptions. This procedure was decided by the UN at the meeting on 24 August 2022 (check item 4 of this meeting [here](#)).

In autumn 2024, the department is to offer the following electives:

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- Focus area, [BA IVK English \(2023\)](#), 3rd semester
- Focus area, [BA SLK English \(2023\)](#), 3rd semester
- Bachelor's project electives, [BA English \(2018\)](#), 5th semester

If possible, the UN would like to be given a list of elective titles and teachers at the December meeting. The list should be sent to UN chair Anne Schjoldager asc@cc.au.dk by Monday, 27 November 2023.

10. Information: Letters of reference for student representatives

If students would like to have a letter of reference in connection with their participation in the UN in 2023, they should write to Anne Bjørn Friis abf@au.dk, stating their full name, date of birth and the period of time that they have been a member of the UN (or functioned as a member). Students should also state if they have taken on the role of UN vice-chair. Letters of reference are usually written in Danish, but students may also ask for an English version.

11. 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 *rammeforretningsorden* for SN.

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>

12. 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): Studiepraktik went well with collaboration from the department, and the counsellors are currently working on the planning of U-days.*

- *Internationalisation coordinators: Exchange meetings have been held with SLK and ICS in a successful collaboration with VEST*

13. Deadline for submitting documents for the next UN meeting

Any documents for the UN meeting on 6 December 2023 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) no later than on Monday, 27 November 2023.

14. Any other business

DR informed the UN of some conflicts within the study environment for English SLK which were raised in connection with the meeting for the degree programme evaluation (*uddannelsesevaluering*). DR explained that he wished to prepare staff members to be able to assist students if some of these issues were to arise during classes. These issues also serve as a testament to how important it is that students are made aware of and make use of the academic advisor programme. The UN was invited to comment, and members shared their experiences with the study environment for English SLK, including the study group and classroom culture between Danish students and students from other countries.