

**Meeting: 19 April 2023, 14:15-16:15**  
**Building 1481, Room 366**  
**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members:**

Mark Eaton, Trine Susanne Johansen, Sandro Nielsen, Anne Schjoldager, Maria Hvidkær Christensen, Peter Katballe-Kristensen, Nadia Schalipp, Martin Engelsborg Schwartz.

**Observers:**

Hanna Færge, Frederikke Øhlenschläger, Ann Carroll-Bøgh, Ken Ramshøj Christensen, Jane Lücke Didriksen, Dominic Rainsford, Matthias Stephan, Joseph William Sterrett, Isabella Bønnelycke Holding Madsen

**Apologies:**

Sten Vikner, Darius Hornschuh, Mejse Voss

**1. Approval of the agenda**

The agenda was approved.

UN Chair Anne Schjoldager (AS) encouraged UN members - when possible - to send their apologies to her by Friday in the week before a UN meeting, in consideration of refreshments. Regarding known absences from UN meetings, AS also encouraged members to contact a substitute and ask them to participate in the UN meeting in question. AS welcomed Isabella Bønnelycke Holding Madsen, an observer for today's meeting

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

The UN followed up on the approved minutes from the meeting on 23 March 2023:

- Follow up on item 5 from last month concerning letters to potential project hosts: Mark Eaton (ME) has drafted a letter for ICS (English), but the Department of German and Romance Languages has already approved a general letter that can also be used by the Department of English, with minor adjustments. UN approved this letter with no comments. Head of Department Dominic Rainsford (DR) will send the department's letters to Trine Bjerregaard Andersen, SNUK, on Monday 24 April

Since the last meeting, UN has conducted a written processing of an elective for the autumn of 2023, namely a Focus area (IVK). AS informed UN that the elective was approved without comments, and that the Focus area elective in question was published in the course catalogue with the deadline of 1 April, along with the rest of the approved electives.

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

UN secretary Anne Bjørn Friis (ABF) informed the UN about the April newsletter from Arts Studier and mentioned the following points:

**Minutes (referat)**

Uddannelsesnævn Engelsk

Date: 10 May 2023

Ref: Anne Bjørn Friis

Side 1/7

Useful information:

- Autumn courses are published in the course catalogue on 1 April
- Elective courses in the autumn of 2023
- Data material for the annual status review and degree programme evaluations 2023
- Timetables and exam dates for autumn/winter 2023
- The planning of this year's introductory week at Arts has begun
- News in Power BI

Important deadlines:

- Thesis students must submit the form used for appointing external co-examiners no later than 20 April.

AS informed the UN that the SLK and IVK head tutors have been invited to the UN meeting in May to discuss this year's introductory week.

#### **4. Discussion: Initiating the annual status review 2023**

DR and AS began the discussion and gave the UN some background information on the purpose and plan for the annual status review.

The annual status review is part of the ongoing quality assurance process relating to degree programmes at the Faculty of Arts. The purpose of the annual status review process is that the degree programme board (UN), board of studies (SN) and school (IKK) should prioritise the areas on which the UN will focus in the upcoming quality year to ensure the quality of the degree programmes in accordance with AU's quality assurance policy based on a systematic review of these degree programmes in their entirety.

The plans of action are used as a tool to qualify the degree programmes and help the department to prioritise and carry out relevant actions. The annual status review must be based on the decided focus areas for the year in question and has to be discussed in relation to the presented data.

DR reviewed the status of last year's plans of action for degree programmes and asked for input from the UN on whether any actions needed to be continued or added to the plans of action for 2023.

UN discussed where the students that drop out go afterwards and their reasons for dropping out. This knowledge would be valuable, but it is difficult to think of a specific plan of action to prevent students from dropping out. For instance, if we try to take action to attract students with certain interests, we might risk deterring other students from applying.

For the plans of action 2023, it was proposed to look at the possibility of downsizing classes in order to lower drop-out-rates. There are great advantages of smaller groups – for instance, closer relations with staff and between students. Currently there is a big difference between class sizes in the department and other degree programmes in the School (IKK).

IVK student members commented that the department's current study-abroad programme agreements are mainly suited for SLK students. However, Ann Carroll-Bøgh

(ACB) explained that there are extended possibilities for IVK students to study abroad by applying for (1) Aarhus University-wide exchange slots, (2) Faculty of Arts-wide exchange slots, (3) *Free Mover slots* and added that from her experience as international coordinator, students tend to find good and relevant courses abroad. The department wishes to look into new alliances and to broaden the possibilities for studying abroad for IVK students.

DR asked the UN for further input on the action plans for 2022 and invited the UN to send further comments to him after the meeting.

*Next steps:*

The Head of department will draft plans of action for 2023 to be discussed at the UN meeting in May. Actions that have been completed in 2022 should be entered under “Status of completed actions from the last quality year”. The plans of action for the departments are to be discussed by the SN in June.

#### **5. Discussion: Status on initiatives in teaching-environment plans of action from 2021**

The Head of department was to review the status of the teaching-environment plans of action from 2021.

The item was postponed, because the UN wishes to revisit the data on which the plans of action were based, for a more qualified discussion at the next UN meeting in May.

#### **6. Discussion: Annual report from the chair of external co-examiners for BA and KA English**

The UN discussed the annual report from the chair of external co-examiners for BA and KA English (SLK), which was the only report available so far. The department is still waiting for reports from the two other chairs of external co-examiners regarding the department’s other degree programmes.

The report commented on inconveniences with examinations related to courses consisting of several modules and would like to see more variation in types of exams. AS commented that besides these two concerns, the report contained positive comments, which was nice to see.

#### **7. Discussion (continued): Experts to comment on the degree programme evaluation report for BA and KA English**

In March, the UN started discussing which employers from the IKK employer panel and/or forums should be asked to comment on the evaluation report of the upcoming degree programme evaluation (*uddannelsesevaluering*) of BA and KA English (SLK). The UN was to be given an update on proposed experts by the Head of department.

The item was postponed due to time constraints.

#### **8. Discussion (continued): Initiating deliberations concerning external experts for the degree programme evaluation of BA and KA English**

In March, the UN started a discussion about which external experts could be relevant for the upcoming degree programme evaluation (*uddannelsesevaluering*) of BA and KA English (SLK).

DR presented a list of proposed experts drafted for today's meeting, and also presented suggestions from members of staff. The UN was invited to comment on the suggested names and/or priorities.

The UN suggested additional names for the list of possible academic experts, and the list was adjusted and reprioritised according to suggestions from the UN and the discussion during the meeting. The UN approved the suggested list of possible employer experts with a possible additional fourth expert.

*Next step:*

DR will send the proposed list of 2 x 3 experts – as approved by the UN - for approval by the Director of studies by the deadline of Friday 21 April.

#### **9. Discussion: Degree programme evaluation of BA and KA English – finding students for meetings**

DR informed the UN that in connection with the degree programme evaluation, 5 to 8 students are required for participation in a preliminary meeting (*formøde*) and 2 students are required for participation in the evaluation meeting. The meetings take place consecutively on Monday 6 November 2023. Students for the preliminary meeting may not be members of UN/SN.

DR asked for the collaboration of the student members in finding these participants.

Peter Katballe-Kristensen stated that he would like to participate in the evaluation meeting. Nadia Schalipp (SN representative) was also mentioned.

*Next step:*

Jane Lücke Didriksen (JLD) will send information about the preliminary meeting to Anglia, the SLK student association, for them to forward to potential participants. ABF will ask Mette Olesen, SNUK, to provide JLD with relevant information.

#### **10. Information: Choice of evaluation focus in the degree programme evaluation of BA and KA English**

DR informed the UN of the process of choosing an evaluation focus for the degree programme evaluation of BA and KA English (SLK) and invited the UN to give input to this. The focus is to be decided by the appointed working group, comprising DR and Sten Vikner (SV).

DR and SV have held their first meeting with the Director of Studies, Lars Kiel Bertelsen, and the representative from SNUK, Mette Olesen.

DR informed the UN that the group has looked at the previous evaluation, from 5 years ago, and at changes that have occurred since then. Furthermore, DR informed the UN that the evaluation will be conducted with a view to planning the future and with the development in artificial intelligence (AI) as one of its focus areas.

*Next step:*

DR will continue the discussion with the department's staff, and the item will be put on the agenda for the next UN meeting in May for a follow-up discussion.

### **11. Discussion (continued): Diversity in the curriculum of the degree programmes in the Department of English**

On the basis of discussions in Uddannelsesforum Arts (UFA), the Vice-dean for education has asked the UNs to initiate (or continue) a dialogue about diversity in the curriculum of the respective degree programmes. At the March meeting, the UN began discussing these questions:

- How does the UN understand diversity in the curriculum?
- Which types of diversity (gender, knowledge types, ethnicity, etc.) need to be focused on in the department's degree programmes, with a view to continuing the necessary quality development?
- Have diversity issues already been discussed in the UN/department, and if so, which dimensions of diversity have been regarded as particularly important?
- How does the UN/department want to continue to work for greater diversity in the curriculum of the degree programmes?
- How can the main points of the discussions in the UN about diversity in the curriculum be shared with the academic staff?

In the discussion in March, the UN touched on these points:

- More diversity in BA-project electives (SLK).
- The UN would like to help qualify the topics of electives with a view to making them as relevant as possible for the students.
- As a whole, the department is underrepresented by female VIPs, even though there is a higher proportion of female students.
- Concern that diversity in the curriculum might be forced on teachers and students in courses in which it would not make sense, and in which no problems have been identified.

AS invited the UN to continue the discussion on diversity. In addition to the points from the March meeting, the UN touched on the following points:

- Students mentioned that IVK/CLM courses do not include materials that focus on diversity, e.g. female authors, minorities, race etc. They commented that the focus should not be on diversity in race, gender etc. of authors.
- Some commented that the discussion about diversity should take a broader perspective: while diversity might be very relevant for cultural studies, it is probably less relevant for business communication studies.
- Some commented that, though the author is not always important, the sender/receiver perspective is always relevant for any communication/texts. For instance, it could be relevant to discuss if, as a matter of principle, only female translators should translate feminist literature.
- Some commented that, in SLK literature courses, it is important to present students with a diverse curriculum, including a diversity of authors.

- It was pointed out that UFA's initiative should not be seen as a critique of the the department, but should be welcomed as an invitation to consider different approaches to talking about diversity, including how views on gender, race etc. are engrained in the way we think about and approach the theories and practices of our courses.
- It was pointed out that diversity means different things in different contexts worldwide, and that we should look at our immediate context to find out what it means to us.
- Some thought that there should be more diversity in SLK elective subjects in all three legs. It was then pointed out that diversity is already taken into account in some electives.
- It was commented that diversity in the curriculum is also connected to diversity in the student population, especially in an international classroom, and to teachers' and students' cultural biases.
- It was pointed out that the premise of the questions from the Vice-dean is that the curriculum *needs* to be (more) diverse, which is probably necessary for our degree programmes in general, but may not be relevant for *all* our courses.

*Next step:*

No later than on 30 April 2023, the Head of department is to send the output of the UN discussion (10-15 lines) to the Vice-dean for education at [prodekan.uddan-nelse.arts@au.dk](mailto:prodekan.uddan-nelse.arts@au.dk). The output from the UNs will be discussed by the Boards of Studies (SN) in autumn 2023. UN will be informed at the May meeting of the output sent by the Head of department.

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

- AS mentioned that, at the latest SN meeting, she informed the SN that some teachers in the department of English and the department of German Romance were worried about the description on the webpage "[cheating at exams](#)" regarding the use of chatbots and other types of AI. The previous description stated simply that the use of AI was not allowed, which was unfortunate because, in some translation classes in CLM students, are allowed to use AI-based translation tools during exams. The description was subsequently revised (accessed on 24.04.2023):

*"The use of ChatGPT or similar chatbots or software that can generate text or code (known as Large Language Models) is **not** allowed in exams at AU, unless specifically stated in the relevant course description.*

*If the use of ChatGPT or similar chatbots or software is allowed in the exam, please be aware that they are regarded as a source. This means that you must follow the same referencing rules that apply to any other sources. If you don't, it will be regarded as plagiarism."*

The department will follow up on any further actions on this matter and inform the UN.

- In § 6, the SN will be informed that the project placement contract has been revised to specify how many hours students are expected to work for the host, graduated after the various ETCS points for the project placement in question.
- AS informed the UN that, so far, IV courses and their evaluations have only been discussed by the SN, but from now on IV courses will also be put on the agenda for UN.

### 13. Messages

The UN received updates and news from:

- *Head of Department*: No new messages.
- *Academic and administrative staff*:

AS reminded the UN that a new evaluation form for teachers' summaries of the end-of-term evaluations will be used in this semester. The form was discussed and approved by the UN.

- *Students*: No new messages.
- *Arts Studies*: No new messages.
- *Internationalisation coordinators*: No new messages.

*Student counsellors (Studievejledning/VEST)*: "Karriereveje for Sprogstuderende" will be held on 25 April, U-days were held with great success. The department is in the process of hiring two new counsellors.

### 14. Deadline for submitting documents for the next UN meeting

Any documents for the UN meeting on 24 May 2023 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) no later than on Tuesday, 16 May 2023 at 9.30 am.

### 15. Any other business

Nothing