

Meeting: 22 February 2023, 15:15-17:15
Building 1481, Room 366
Uddannelsesnævnsmøde Engelsk

Minutes (referat)

Participants:

UN members:

Mark Eaton, Trine Susanne Johansen, Sandro Nielsen, Anne Schjoldager, Darius Hornschuh, Peter Katballe-Kristensen, Nadia Schalipp, Martin Engelsborg Schwartz, Lotte Gawol

Observers:

Dominic Rainsford, Lars Kiel Bertelsen, Ann Carroll-Bøgh, Ken Ramshøj Christensen, Louise Wennemoes Hansen, Frederikke Ohlenschlaeger (*studievejledning*), Emma Molte Korsgaard Schmidt (*studievejledning*), Matthias Stephan, Joseph William Sterrett.

Apologies:

Sten Vikner, Maria Hvidkær Christensen, Mejse Voss.

Uddannelsesnævn Engelsk

Date: 8 March 2023

Ref: Louise Wennemoes Hansen

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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 11 January 2023:

- UN Chair Anne Schjoldager (AS) mentioned that the UN may have cake again for the UN meetings.
- Item 5 from the minutes was to be followed up on this agenda as item 12.
- Item 8 from the minutes was to be followed up on this agenda as item 5 (the question if the UN wishes to change the end-of-term evaluations form currently used by the department).
- Furthermore, it was pointed out that Camilla Jytte Kær Kønig (CJKK) wishes to be a substitute member of the UN. AS will leave it up to the students on the list to decide who should be the 6th member of the UN instead of CJKK. AS pointed out that if it is only possible to get 5 student members of the UN, this would be alright. The students will follow up on this at the next meeting and contact AS about it in advance.

3. Information: News from Arts Studies

UN secretary Louise Wennemoes Hansen (LWH) informed the UN about the February newsletter from Arts Studier and mentioned the following points:

- Practical questions during the teaching period and who to contact with the different questions (e.g. UVAEKA, *Studiecenter Arts*, *Bygningssservice* and/or Arts IT)
- Re-examinations winter 22/23 have begun
- Numbers of students in 2023-24 from Aarhus going on exchange and exchange students coming to Aarhus
- New Power BI report on [corporate relations](#) collects information about relations between students and companies based on various kinds of collaboration and on [the transition of graduates to the labour market](#)
- *Arts Karriere* is holding events known as Arts CompanyDating on 2 March and the Arts Career Week on 27 February to 1 March
- The [study portal](#) has been updated to include the new UN members.

Furthermore, LWH mentioned that this will be her last meeting as secretary for UN English. Her colleague Anne Bjørn Friis (abf@au.dk) will be the new UN secretary from March and onwards. LWH thanked the UN for the collaboration in the last couple of years and pointed out that she will continue to work at SNUK and therefore still can be contacted for instance at lwbj@au.dk. AS thanked LWH for her competent, kind and instructive advice and guidance to the UN and the UN chair.

4. Information and discussion: The UN's role and obligations in connection with end-of term teaching evaluations

The Director of Studies Lars Kiel Bertelsen (LKB) participated in the meeting for this item and gave a presentation on the UN's role and obligations in connection with the department's end-of term teaching evaluations. The UN had received documents on the evaluation policy at Arts and at the School of IKK. At the meeting, the current form and proposal for a new form (see item 5) were also given for the item and discussion.

LKB pointed out that end-of-term teaching evaluations are important and bind the organisation together at various levels. The School has been working with the area for many years, even before we had to carry out evaluations, simply because there was a wish to do so. Since then more levels of evaluations, degree programme accreditation and the AU quality assurance policy have been established. LKB pointed out that the School evaluates because they want to, not only because they have to. According to LKB, evaluations constitute a didactic tool for the courses, asking important questions about why we do as we do, if we are on the right track and if we need to adjust something, etc.

The process is that teachers must produce a summary and get a signature from a student representative, and this signed summary is to be sent to the UN. In the department of English, area coordinators summarise teachers' summaries, which are sent to the UN (e.g. the summaries of all English SLK literature courses). LKB pointed out that this was fine and within the School's guidelines. After the discussion in the UN, the head of department must summarise the discussion and evaluations. This summary will then be forwarded to the Board of Studies. Currently, the head-of-department summaries are also posted on the AU website, but this may change in the future. The Board of Studies discusses the summaries from the head of departments. Afterwards and as the final step, the Director of Studies concludes on the process with an overall summary, which will also be available on the AU website.

The UN asked if there are certain requirements in relation to the form that teachers must use for the end-of-term evaluations. LKB pointed out that the content of the form must be meaningful for the discussion in the UN. There is great freedom in this respect: departments may use very different forms, as long as the forms facilitate the discussion in the UN.

It was mentioned that, in the Board of Studies, it has been a theme to discuss how to strengthen students' engagement in the evaluations, since the current numbers for participation in the evaluations are not high enough. There is a need for more valid data and a more participatory culture about the evaluations. It should therefore be stated in the courses that the UN takes the evaluations seriously and that their answers are given much weight. LKB asked the UN to consider how to strengthen students' engagement and how to explain to students how valuable the evaluations are.

Furthermore, the UN discussed that the survey questions (on Brightspace) from AU and the Board of Studies are sometimes problematic. LKB encouraged the UN to bring this to the Board of Studies (SN), when the SN-questions are to be discussed again.

5. Discussion and decision: The department's form to be used for teachers' summaries of end-of-term teaching evaluations as from spring 2023

In December 2022 and January 2023, the UN discussed how best to revise the department's form for teachers' summaries of the end-of-term evaluations. The UN was to consider a revised version of this form given as a document for this item and approve this for the end-of-term teaching evaluations in the spring of 2023.

The UN discussed the suggested form and pointed out that it may be problematic if means for each survey question are left to stand alone, without teachers' notes on the dialogue with the students.

The UN also discussed whether students may be shown the full results of the evaluations of the course, including students' comments, which might be personal and/or offensive to teachers or other students. However, it is assumed that due to the GDPR rules students should not be allowed to see such comments. The UN will continue this discussion at the meeting in March.

Decision: UN decided to try the new version of the form to be used for teachers' end-of-term evaluation summaries in spring 2023. The form was seen as an improvement. In autumn 2023, the UN is to evaluate the use of the revised form and decide whether or not to use this version for the end-of-term evaluations in autumn 2023. This discussion will be taken following the item discussing the end-of-term evaluations from spring 2023.

6. Discussion (CONFIDENTIAL): End-of-term teaching evaluations from autumn 2022

The UN was made aware that the documents for this item must be treated with confidentiality as there may be personally identifiable information in the comments. The UN was presented with the results of the teaching evaluations drawn from Brightspace and coordinators' summaries for SLK literature, SLK linguistics, SLK History Society and Culture, IVK and CLM, ICS, and Strategic communication. It was the first time that the UN received end-of-term course-based teaching evaluation data extracted directly from Brightspace. The UN was therefore to consider the usefulness of these data.

The UN was to discuss the end-of-term evaluations from autumn 2022 and to give input to the Head of Department's summary report, which Head of Department Dominic Rainsford (DR) will write after the UN meeting, based on the input. This summary report should be approx. one page and must be formulated in a way that is appropriate for publication on the [AU website](#). The Head of Department has been informed by Director of Studies LKB that the evaluation report must be sent to studieleder@cc.au.dk by 11 April 2023. After a review, the Director of Studies will forward the Head of Department reports to the Board of Studies (SN). The UN will therefore see the Head of Department's summary at the UN meeting in March.

The coordinators gave brief presentations of the end-of-term evaluations in their coordination area. The evaluations were overall positive. The UN reviewed the evaluated courses in autumn 2022, and from this review, the following points were mentioned:

For SLK, it was primarily at the BA level that there was room for change or improvement for some courses. For instance, students wanted less teaching and more preparation time for working with their own bachelor's projects. DR pointed out that the department should discuss if a different structure for the bachelor's projects is needed. Furthermore, the structure of Studium generale will be made clearer next time regarding the connection between the (new) seminars and the lectures and how the two formats serve different purposes.

For IVK and CLM, the response rate has gone up compared with the previous evaluations. However, for one course, the evaluations of the classes (groups) vary too much, which gives a mixed picture of the evaluations of the course in question.

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For some courses at ICS, the evaluations had been affected by a break-down of Brightspace, which meant that the results could not be trusted.

For Strategic communication in organisations, the main issue was still balancing the needs of BATV and the Bachelor's project. There may be a variety of solutions, which will be implemented in the autumn semester.

The UN pointed out that the Brightspace data should also be included for the UN discussion of the end-of-term evaluations of spring 2023.

7. Discussion (CONFIDENTIAL): Evaluations of Project placements in autumn 2022

The UN was made aware that the documents for this item must be treated with confidentiality as there may be personally identifiable information in the comments. The UN was presented with evaluations from students and project hosts for Project placement in autumn 2022 as well as with coordinators' summaries for CLM, ICS and SLK English. The evaluations of Project placements is part of the general teaching evaluations, but were dealt with separately in order for the UN and SN to be able to compare students' and project hosts' experiences.

The UN discussed and commented on the evaluations of Project placements for autumn 2022 and mentioned proposals for quality improvements to be brought up at the SN meeting in April (orally), including how to improve response rates by making students and hosts aware of the importance of the evaluations and how to make the exam less time consuming and perhaps also more relevant by allowing students to focus more on the work experience. The SN can then collect these and pass them on to the Dean's Office.

For SLK, the UN discussed that the 10 ECTS thesis research colloquium, which students take besides their 20 ECTS Project placement, has caused some issues for the students. The department will look into if the course can also function online, so that students can more easily participate in this while working for their project hosts.

For both SLK and ICS, there was a low response rate from the project hosts. However, the evaluations were positive. Students were also happy about the Project placement.

For ICS, students commented on the exam, and it was suggested to organise one or two sessions with the students on what to expect and write about for the exam.

For CLM, response rates for both students and project hosts were low as well. It was pointed out that the length requirement for the exam assignment was much too high. The number of pages in the old academic regulations, in which the project placement corresponded to 20 ECTS, was more fitting, whereas the number of pages in the new academic regulations, in which the project placement corresponds to 30 ECTS, is much too high. The required number of pages should therefore be reduced, and this should be done in collaboration with German-Romance. It was pointed out that the prerequisite of the thesis colloquium might be changed too.

8. Discussion and decision: Changes to the guidance on the study portal about hours at the project host in a Project placement

UN German-Romance suggested changes to the guidance on the study portal about hours spent at the project host in a Project placement (<https://studerende.au.dk/studier/fagpor-taler/arts/tilvalg-valgfag-mv/projektorienteret-forloeb-praktik/erhvervsprog-og-erhvervskommunikation-clm> and <https://studerende.au.dk/studier/fagpor-taler/arts/tilvalg-valgfag-mv/projektorienteret-forloeb-praktik/slk>).

UN English was worried about the students' and hosts' expectations if the guidance mentions that students might work for up to 640 hours at the project host. However, the number of hours should always be taken up with the respective supervisors, who should point out that 480 hours (or less) would also be enough. The UN also noted that the suggestion qualifies the hours by 'ca.', meaning that the suggested hours are approximate.

Decision: The UN supported the changes proposed by UN German-Romance to the study portal, but SNUK's suggested guidance for English SLK (with a 20 ECTS Project placement) should also be used. This means that the following sentences are to be posted on the study portal:

For CLM and ICS:

"Omfanget af timer hos projektværtens skal være tilstrækkeligt til, at du som studerende kan blive en del af projektværtens arbejds hverdag og opfylde de faglige mål for projektorienteret forløb, som står i din studieordning. Samtidig skal der tages højde for, at du skal have tilstrækkelig tid til at deltage i projektseminar og vejledning og til at udarbejde den frie hjemmeopgave og den specialeforberedende opgavesamling. Omfanget af opholdet hos projektværtens ifm. et projektorienteret forløb svarer typisk til **ca. 3-4 måneder**. Med en ugentlig arbejdstid på 37 timer giver det som udgangspunkt **ca. 480-640 timer** hos projektværtens. Det konkrete ugentlige timetal, perioden for opholdet og det samlede timeforbrug hos projektværtens aftaler du med din projektvejleder og din projektvært."

For SLK English:

"Omfanget af timer hos projektværtens skal være tilstrækkeligt til, at du som studerende kan blive en del af projektværtens arbejds hverdag og opfylde de faglige mål for projektorienteret forløb, som står i din studieordning. Samtidig skal der tages højde for, at du skal have tilstrækkelig tid til at deltage i vejledning og til at udarbejde den frie hjemmeopgave og den specialeforberedende opgavesamling. Omfanget af opholdet hos projektværtens ifm. et projektorienteret forløb svarer typisk til **ca. 2-3 måneder**. Med en ugentlig arbejdstid på 37 timer giver det som udgangspunkt **ca. 320-480 timer** hos projektværtens. Det konkrete ugentlige timetal, perioden for opholdet og det samlede timeforbrug hos projektværtens aftaler du med din projektvejleder og din projektvært."

9. Decision: Approval of course descriptions for electives

The UN received proposed course descriptions for electives in autumn 2023 for:

- BA English SLK Bachelor's project elective
- BA English SLK Focus area elective
- BA IVK English Focus area elective

Proposal for decision: The UN approves the course descriptions for the electives in autumn 2023.

Approval by e-mail:

It was decided to ask the UN to approve the descriptions by e-mail after the UN meeting. The decision will be followed up on at the UN meeting in March.

10. Information: Academic regulations approved by the Dean's Office to take effect on 1 September 2023

The Vice-dean for education has reviewed the proposals received for new academic regulations. On this basis, the UN was informed about the approved academic regulations, which are to be published on the study portal no later than on 1 March, taking effect on 1 September 2023. The approved academic regulations are:

- Bachelor's Degree Programme in English
- Bachelor's Supplementary Subject in English
- Bachelor's Degree Programme in International Business Communication in English
- Bachelor's Supplementary Subject in English Business Communication
- Master's Degree Programme in Intercultural Studies

The Vice-Dean's comments in connection with the approval could be seen at the bottom of each *indstillingsskema* given as documents for this item.

The UN did not discuss the approved academic regulations, but all members and observers had access to all relevant documents before the meeting.

11. Update: Students fallen behind in the Department of English

This item was postponed to the UN meeting in March.

12. Discussion: Initiating deliberations concerning external experts for the degree programme evaluation of BA and KA English

This item was postponed to the UN meeting in March.

13. Decision: New members of the Employer Forum for International Business Communication

English UN has received a proposal from Head of Department at German-Romance Kirsten Wølch Rasmussen regarding new members for the employer forum for International Business Communication. The current members of the [Employer Forum for International Business Communication](#) are:

- Britta Aagaard, Chief Business Officer, Semantix
- Charlotte Støvring, CEO and partner, Støvring and Woodward Communications
- Morten Grønvald Laustsen, Marketing Director, NKT
- Cathrine Holm-Nielsen, Chair, Kommunikation og Sprog
- Carsten Rosengren Jensen, Translator, European Commission in Luxembourg
- Tania Vega, Conference interpreter, DG LINC: the conference service hub of the European Parliament in Brussels
- Linda Hoffmeyer, Conference interpreter, AIIC, Hoffmeyer Tolkning
- Rasmus Egelund, Conference interpreter the conference service hub of the European Court of Justice in Luxembourg
- Miriam Caron Messan, Conference interpreter, SCIC: the conference service hub of the Commission, Council of Ministers, etc. in Brussels
- Dorthe Kjær, Conference interpreter, AIIC, DK Tolkning

Proposal for decision: The UN approves the suggested new members of the employer forum from Head of Department at German-Romance Kirsten Wølch Rasmussen.

This item was postponed.

Approval by e-mail:

After the UN meeting, it was decided to approve the item by e-mail.

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

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The UN was given the agenda for the Board of Studies (SN) meeting on 1 March 2023 and had the possibility of seeing some documents for the SN meeting. The UN was informed of the items on the SN agenda, but none of the items were discussed by the UN.

15. Messages

The UN received any updates and news from:

- *Head of Department*: No new messages.
- *Academic and administrative staff*: No new messages.
- *Students*: No new messages.
- *Arts Studies*: No new messages.
- *Student counsellors (Studievejledning/VEST)*: No new messages.
- *Internationalisation coordinators*: No new messages.

16. Any other business

None.