

**Meeting: 22 March 2023, 15:15-17:15**  
**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, Ann Carroll-Bøgh, Ken Ramshøj Christensen, Jane Lücke Didriksen, Louise Wennemoes Hansen, Kristoffer Kjersgaard Nohrs, Marianne Rasmussen, Dominic Rainsford, Matthias Stephan, Joseph William Sterrett, Mejse Voss.

**Apologies:**

Sten Vikner, Darius Hornschuh, Mejse Voss

**1. Approval of the agenda**

The agenda was approved.

UN Chair Anne Schjoldager (AS) suggested new rules for the deadline concerning documents for upcoming UN meetings, which should be Tuesday in the week before the meeting. This will mean that the UN can expect all documents to be available on the o-drive by Friday in the week before the meeting. The UN agreed.

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

The UN followed up on the approved minutes from the meeting on 22 February 2023:

- Camilla Jytte Kær Kønig (CJKK) wishes to be a substitute member, and the website has been changed accordingly. It has not been possible to recruit another student member, which means that, for now, there are only five student members. The students will try to encourage other students to join the UN (as observers).
- A question in connection with GDPR rules has been included as a separate item on today's agenda.
- When the director of studies took part in the UN meeting in February, he noted that some members were unhappy about the questions for the end-of-term evaluations. The SN secretary has asked for an elaboration on this for the upcoming SN meeting. AS encouraged the UN to send comments to her or Nadia Schalipp (NS) before the SN meeting.
- Item 9 was postponed, but was approved in a mail hearing with a few comments from members.
- The suggested four new members for the Employer Forum for International Business Communication were approved via a mail hearing after the meeting (item 13).

**Minutes (referat)**

Uddannelsesnævn Engelsk

Date: 31 March 2023

Ref: Anne Bjørn Friis

Side 1/7

### 3. Information: News from Arts Studies

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

- New academic regulations on the study portal
- Spring semester 2023: exam prerequisites in force for the last time
- Semester coordination meetings will be held in March
- Programmes of continuing and further education
- Revisions to bachelor.au.dk and kandidat.au.dk
- Internationalisation electives (IV electives) for autumn 2023 and spring 2024 have now been posted in the course catalogue
- New Power BI reports

Events:

- Power BI workshops 2023 – annual status reviews and degree programme evaluations
- Open events and workshops with Arts Karriere
- Company visits and study trip to Ringkøbing-Skjern

AS mentioned that the UN has already discussed the texts on bachelor.au.dk regarding the department's degree programmes, which is of great importance as this website is probably the first that potential students come into contact with.

### 4. Information and discussion: The Head of Department's summary in relation to end-of-term evaluations from autumn 2023

As a follow-up on the discussion in the UN at the February meeting in relation to end-of-term evaluations from autumn 2023, the Head of Department Dominic Rainsford (DR) presented a draft for the Head of Department's summary, and gave the UN the opportunity to give input or comment.

DR remarked that the summary will have similarities with those from previous years and that no specific teachers are being mentioned by name.

AS commented that it was a fair summary based on the input and discussion in the UN, and the UN had no further comments.

*Next step:*

The Head of Department must send the summary to the Director of Studies ([studieleder@cc.au.dk](mailto:studieleder@cc.au.dk)) by 11 April 2023.

### 5. Information and discussion: Letters to project hosts in relation to Project placement

Arts Studies has drafted a letter to project hosts in connection with internships as part of the Project placement (MA, 3<sup>rd</sup> semester). Students can either send this letter to the host or bring it to the first meeting with the host. The aim of the letter is to facilitate an alignment of expectations between the host and the student.

The heads of department have been invited to add specific information to the letter, relating to the degree programme in question. In collaboration with coordinators in the department of English, the Department of German-Romance has added specific information to the letter regarding CLM (all languages).

UN English was therefore given the opportunity to comment on this and give input to the suggested text for CLM as well as for SLK English and ICS English.

AS asked the UN for comments to the proposed letters.

The UN discussed the communicative purpose of the letter and who receivers and senders are, which some members found unclear. The letters were generally seen as a useful way for students to communicate with project hosts about their proposed plan, competencies etc.

Some points were made about the headline and set-up of the document, which the UN would suggest revised.

When evaluating, hosts usually reply 'no' to the question regarding whether they wish to receive more information from AU, which might suggest that the letters are not necessary. However, the letters might aid students in negotiating terms with their project hosts. The content regarding the respective degree programmes and competences were approved by the UN, with minor adjustments (mainly, proof reading). For the letter regarding ICS, the UN recommends some coordination with the other languages. An important point is that there should be Danish and English versions of the letters.

*Next steps:*

The Head of Department will follow up with the relevant coordinators and send the department's letters to the study administration.

SLK and ICS seem to share a webpage, where the letters are to be posted. Anne Bjørn Friis (ABF) will check with colleagues in SNUK whether each programme can have its own page.

## **6. Discussion: The use of Employer forums (aftagerfora)**

The Head of Department and Kristoffer Kjersgaard Nohrs (KKN) informed the UN of the aim of and principles for the Employer forums. On the basis of this, the UN discussed the use of Employer forums and what can be done to facilitate meetings/events in the forums.

From the discussion:

- Dynamic purpose - allowed to invite different members for meetings for different purposes. The departments have flexibility in deciding on meetings, topics and participants.
- UN does not have to approve new members, but can discuss and influence the discussions of the forums.
- Meetings will give the department the possibility of presenting experiences and have an external view on various topics from employers.

*Next steps:*

The UN members and observers are invited to write to KKN with suggestions and ideas for meetings, themes, potential members etc. DR expects to arrange meetings with both forums in the autumn of 2023. KKN will look into the document regarding employer forums from the dean's office, and the UN will receive a follow-up on this at the meeting in April.

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

The UN discussed which employers from the IKK employer panel and/or forums should be asked to comment on the evaluation report for the upcoming degree programme evaluation (*uddannelsesevaluering*) of BA and KA English (SLK).

DR explained to the UN that the evaluation report is to be sent to some of the employers from the forum for written comments, or perhaps they will be invited to a discussion meeting.

UN suggested to choose fewer (say, only a couple of) *gymnasium* teachers and noted that there is an overweight of teachers and that there should be at least some representatives from creative industries.

*Next step:*

UN members and observers will think about how best to add employers from creative industries and send suggestions to DR and AS no later than on Tuesday in the week before the UN meeting in April. For this meeting, DR expects to have a list ready for a final discussion.

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

DR asked the UN for suggestions for potential experts for the upcoming degree programme evaluation (*uddannelsesevaluering*) of BA and KA English (SLK).

Mark Eaton (ME) will look into names of employer experts, and the UN also suggested a couple of names. ME will also ask colleagues in the department for suggestions regarding academic experts and present them to DR before the next UN meeting.

*Next step:*

A proposed list of 2 x 3 experts will be available for the UN at the April meeting.

## 9. Discussion: 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 asks the UNs to initiate (or continue) a dialogue on diversity in the curriculum of the respective degree programmes and has proposed the following questions to be answered by the UN:

- 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?

AS introduced the item and explained that the Vice-dean has invited all UNs of Arts to talk about diversity in the curriculum. UN has previously had a discussion about diversity and gender, which was initiated by a student in the department, but not in the curriculum.

The UN discussed the following (in headlines):

- Students would like more diversity in possible subject for BA English projects (SLK).
- The UN would like to know the elective topics earlier than was the case this year, to help qualify the topics and make them as relevant as possible for the population of students.
- The department as a whole is underrepresented by female VIPs, even though there is a higher proportion of female students.
- Concern that diversity in the curriculum could be forced on teachers and students in courses in which it would make no sense, and in which no problems have been identified.

*Next steps:*

The discussion was started and the item will be put on the agenda again for the April meeting. Before this meeting, members and observers are encouraged to discuss the questions with colleagues and students.

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

#### **10. Update: Students fallen behind in the Department of English**

In January 2023, the UN requested further information about the number of students fallen behind in the department as from autumn 2022. This item was postponed from the meeting in February to the UN meeting in March. The UN secretary has been in contact with VEST, and the UN was updated on the answer from VEST, which was available as a document for the item. AS invited the UN to comment on the answer. There were no comments to this.

#### **11. Update: GDPR rules regarding students' written comments in end-of-term evaluations**

At the February meeting, the UN discussed whether students may be shown the full results of the end-of term teaching evaluation survey of a given course including students' comments, which might be personal and/or offensive to teachers or other students. For this discussion, the UN asked if showing students these written comments would be contrary to GDPR rules or any AU rules. Mejsse Voss has looked into this and given the UN an answer from the Director of Studies:

- For the purpose of the ensuing dialogue with students about the results of the end-of term evaluations of a particular course, students may be shown any comments that they or other students have written in the questionnaire for that class/group. The Director of studies points out that students should be

made aware that their comments may be shown to the class/group in question in connection with the ensuing dialogue of the evaluations.

AS presented the item as an update on the previous discussion regarding GDPR rules and summarised: as long as students are informed before the evaluations, teachers are allowed – not obliged – to present comments on the screen, but should be careful about offensive comments.

*Next step:*

A reminder to inform students of the above before the evaluations will be included in the mail from DR that staff receive every term regarding end-of-term evaluations.

### **12. Information: Changes to the academic regulations due to the removal of prerequisites after review by the Dean's Office**

The Vice-dean for education has considered the proposals for changes to the academic regulations, which have been drawn up as part of the project on the removal of exam prerequisites. The Vice-Dean has approved all proposed changes. The UN should note that the approved changes will not take effect until 1 September 2023 and that courses in spring 2023 will therefore follow the current descriptions in the academic regulations. The changes in the respective academic regulations will be visible online as from 1 September 2023. Corrections to the autumn courses can be seen in the course catalogue from 1 April 2023.

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

The UN has been given the agenda for the Board of Studies (SN) meeting on 29 March 2023, and AS informed the UN of one of the extensive items, which is evaluation culture and response rates. The UN gave their input and were encouraged to send any additional input to AS or NS before the SN meeting.

### **14. Messages**

The UN received updates and news from:

*Head of Department:*

- AAU would like to start up a network of English departments to strengthen the collaboration between the *gymnasier* and the universities, and the department has been invited to participate in an initial meeting.
- TikTok is no longer allowed on AU devices. If you access AU services on private devices (for instance, AU mail), you should also delete TikTok.

●*Academic and administrative staff:* No new messages.

●*Students:* No new messages.

●*Arts Studies:* No new messages.

*Student counsellors (Studievejledning/VEST):*

The counsellors would like a list of academic advisors for IVK and SLK to distribute to students who contact them when their study group has broken up. Jane Lücke Didriksen (JLD) will send an updated list to the counsellors.

*Internationalisation coordinators:*

IVK students can apply for exchange places in April.

**15. Deadline for submitting documents for the next UN meeting**

Any documents for the UN meeting on 19 April 2023 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) no later than on Tuesday, 11 April 2023 at 9.30 am.

Side 7/7

**16. Any other business**

JLD suggested that there should be a deadline for apologies in consideration of the catering, and AS encouraged UN members to send their apologies to her by Friday in the week before the meeting. Naturally, in case of illness, this might not be possible.