

Meeting: 24 May 2023, 15:15-17:15
Building 1481, Room 366
Uddannelsesnævnsmøde Engelsk

Participants:

UN members:

Anne Schjoldager (UN chair), Mark Eaton, Trine Susanne Johansen, Sandro Nielsen, Maria Hvidkær Christensen, Peter Katballe-Kristensen, Martin Engelsborg Schwartz (UN vice-chair)

Observers:

Hanna Færge, Ann Carroll-Bøgh, Ken Ramshøj Christensen, Jane Lücke Didriksen, Dominic Rainsford, Matthias Stephan, Kristoffer Kjersgaard Nohrs, Kim Behrens Jessen (minutes)

Attending item 2: Pernille Meier (KAF), Michelle Le (KAF), Shivika Jain, Angelica M. Soto Canales, Maja Louise Rosager, Danica Hennelly, Sarah Kathrine Dahl Moslund, Frederikke Baunbæk Larsen, Maiken Thorsager Jensen

Apologies:

Sten Vikner, Joseph William Sterrett, Tabish Khair, Nadia Schalipp, Darius Hornschuh, Mejse Voss

1. Approval of the agenda

The agenda was approved.

UN chair Anne Schjoldager (AS) underlined that substitutes are expected to participate in UN meetings if ordinary members have to send apologies. AS informed the UN that she would like all meetings to begin at 14.15 as from February 2024.

2. Discussion and decision: Programmes for the introductory week

The UN was informed of programmes for the introductory week of BA English and BA IVK English as well as of the introductory programmes for KA English, KA ICS and KA CLM. Except for the CLM programme, all intro programmes were introduced by head tutors.

The UN gave the following input:

BA English:

Great idea with a panel discussion. The setting was discussed with several ideas being proposed.

Orientation Week should be spelled in the same way throughout the programme.

The method of establishing study groups during the Orientation Week was supported by the UN.

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 1 June 2023

Ref: Kim Behrens Jessen

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BA IVK English:

It should be emphasised that BATV (minor) students are welcome to attend the whole programme.

Orientation Week should be spelled in the same way throughout the programme

The method of establishing study groups during the Orientation Week was supported by the UN.

KA English:

Students in the KATV (minor) programme will also be invited to attend the intro programme.

The welcome letter will be addressed to both major and minor students.

KA ICS:

Great with the thorough introduction to Danish customs and rules.

Addition of which books (if any) students need to buy.

KAF would like to be included in the programme to introduce their organisation. This was agreed.

An introduction to the UN should also be added to the programme.

KA CLM:

No special comments.

AS praised all programmes and thanked head tutors for all their good work with the introduction week. This would definitely help new students and make them feel welcome.

Decision

The UN approved the programmes for the introductory week of BA English (SLK) and BA IVK English with the proposed revisions and gave input to the introductory programmes for KA English, KA ICS and KA CLM, which were also approved.

Next step:

Head tutors must send the approved programmes to the study start coordinators in VEST Jannie Laigaard or Trine Schouborg by 1 June 2023.

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

AS mentioned that several items on the agenda from the meeting on 19 April 2023 were included as items on the current agenda. Due to time constraints for the present meeting, a few other points raised at the April meeting will be mentioned in the UN meeting in June.

4. Information: News from Arts Studies

Kim Behrens Jessen (KBJ) (substitute for UN secretary Anne Bjørn Friis) informed the UN about the May newsletter from Arts Studier and mentioned the following points:

Useful information:

- Deadline for passing first-year exams this summer.

- Close to 1,000 Master's thesis students submitted external co-examiner forms.
- Registration for elective courses, autumn 2023.
- Guidance sessions for students who have fallen behind, spring 2023.

Important deadlines:

- Deadlines for submitting set exam questions and informing UVAEKA of students' compliance with exam prerequisites.

The UN would like to be informed of the numbers for the department's Master's thesis students who have submitted external co-examiner forms. KBJ will follow up on this.

5. Update: Using chatbots and other types of Artificial Intelligence at exams

At the UN meeting on 19 April 2023, the UN was informed 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 artificial intelligence (AI), which simply stated that the use of AI is "**not** allowed in exams". This was felt to be unfortunate because using AI should be allowed sometimes, for instance in some translation exams. The description on the webpage 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 question was first raised by IVK/CLM coordinator Sandro Nielsen regarding a particular CLM course in the summer exam of 2023. The UN was given an update on this.

The UN would like to follow up with SNUK if the course descriptions are to be revised due to this and to have clarified what is included in "all aids". AS and Nadia will also take this up with the SN.

6. Discussion: Guidelines for teaching planning

After the UN meeting on 19 April 2023, Anne Schjoldager (AS) forwarded to the UN SN documents regarding a new set of guidelines for Arts regarding teaching planning (timetables) to take effect as from the spring semester of 2023.

The UN was given an opportunity to comment on the guidelines in a mail hearing after the UN meeting. Only a few UN members/observers commented on these, and there was little time to discuss the guidelines at the SN meeting on 26 April 2023. At a subsequent English staff meeting, it was therefore decided to supplement the UN hearing with a VIP hearing.

Comments from both hearings were included in a document for the UN. In addition, the SN chair had initiated a hearing for SN members, asking for comments in a shared document, which the UN was also given.

The UN discussed the guidelines and the comments from UN and VIPs and the SN chair's comments.

The UN had the following comments:

- The process gave too little time thoroughly to comment on the guidelines.
- The summary comments from the SN were really good and precise, but should be more specific regarding when changes can be made in the timetables and by whom.
- There should be better possibilities for changes to the timetables if conferences and research opportunities come up after these have been quality checked. Most VIPs will not know which conferences they might participate in at the time of the quality check.
- The UN was not happy with the hedging of "som udgangspunkt" in point 3.6 since it does not take sufficient account of individual needs of teachers.
- The guidelines seem to block for other important activities like conferences or other important events that cannot necessarily be planned so much in advance.
- Wednesday afternoons should be free from teaching so that students and VIPs are able to attend UN and SN meetings. Students are now told that UVAEKA cannot reschedule for them to be able to participate in UN and SN meetings on Wednesday afternoons. This blocks student participation and is therefore a democratic problem.
- The head of department should be able to insist on changes to timetables if necessary for a VIP in the department. The wording of point 4.3 therefore needs to be more specific.

Next steps:

1. AS will pass on the shared comments by English UN and VIPs to Consultant Rasmus Rosenkrands Holleufer rarh@au.dk (cc SN chair Ethan Weed and SN secretary Mette Olesen)
2. Based on the discussion at the UN meeting on 24 May 2023, AS will summarise the UN's views on the guidelines and add the summary to the shared SN document, which is to be discussed at the SN meeting on 31 May 2023.

7. Discussion (continued) and decision: Annual status review 2023

At the April meeting, head of department Dominic Rainsford (DR) reviewed the plans from 2022, which were discussed and qualified by UN.

The UN discussed the available data material from 2023 via the sub-policies and the staffing plan (bemandingsplan), especially DR's assessment at the beginning of the staffing plan.

In the data material for 2023 the colours of the indicators were distributed as follows:

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Indikatormavn	Indikator 1: Førsteårsfråfald		Indikator 2: Studieprogression		Indikator 3: Planlagte timer		Indikator 4: Undervisnings evaluering		Indikator 5a: Studiemiljø - faglig trivsel		Indikator 5b: Studiemiljø - social trivsel		Indikator 6c: VIP-dækn. min.timer		Indikator 7: Studientilset		Indikator 8: Ledighed		
	ikon	Udv.	ikon	Udv.	ikon	Udv.	ikon	Udv.	ikon	Udv.	ikon	Udv.	ikon	Udv.	ikon	Udv.	ikon	Udv.	
Engelsk, bachelor	🔴	👉	🟢		🟢		🟢		🟢		🟢		🟢		🟢		🔴		🔴
Engelsk, kandidat	🟢		🟢		🟢		🟢		🟢		🟢		🟢		🟢		🟡		🔴
Erhvervsprog og international erhvervs kommunikation i engelsk, kandidat	🟢		🟢		🟢		🟢		🟡		🟢		🟢		🔴		🔴		🔴
Interkulturelle studier, kandidat	🟢		🟢		🟢		🟢		🟢		🟢		🟢		🔴		🔴		🔴
International virksomhedskommunikation i engelsk, bachelor	🟡		🟢		🟢		🟡	👉	🟢		🟢		🟢		🔴		🔴		🔴

DR informed the UN on the drafting of the plans for 2023 regarding the department's degree programmes (that are not under evaluation – cf. item 8 on this agenda).

The proposed actions were reviewed and discussed with the following comments and additions from UN:

BA English IVK

- The action plan should include plans for making VIPs teach courses within their fields of expertise.
- Improving opportunities for exchange.

English CLM

- The action plan should include plans for making VIPs teach courses within their fields of expertise.

Decision

The degree programme board decided which actions should be prioritised in the action plans for IVK, CLM and ICS for 2023 in the light of last year's action plan and the current status of the programme. Subsequently, the UN approved of some points raised by the Head of Department, DR, and the UN gave DR mandate to adjust the action plans according to the input provided at the meeting and proceed for consideration by the Board of Studies. For this purpose, DR invited the UN to send any further comments or ideas within the next week.

Next step

DR sends the finalised plans of action for 2023 to the secretary of the Board of Studies (SN) Mette Olesen meol@au.dk no later than on 20 June 2023.

8. Update: The degree programme evaluation of BA and KA English

DR gave the UN an update on the upcoming programme evaluation (*uddannelsesevaluering*) of BA English and KA English, covering the following topics:

1. 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 degree programme evaluation. The UN was given an update on proposed experts.

Further suggestions could be forwarded to DR by 30 May 2023.

2. Finding students to participate in the evaluation meetings:

In April, 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 will 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 and Nadia Schalipp (SN representative) would like to participate in the evaluation meeting. UN student members will follow up on this and send the names to DR. There will be an update at the UN meeting in June.

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3. Focus areas:

As part of the agenda, the UN was informed of the agreed focus areas for the programme evaluation of BA and KA English, but these were not discussed at the meeting.

9. Information and decision: Revised SN questions for end-of-term evaluations (the translations) & UN questions shared with German-Romance

The IKK Board of Studies (*Studienævn*: SN) has revised two SN questions in the electronic survey for end-of-term evaluations to be used as from the autumn of 2023. As students in the department are to use the English versions of the questions, English UN was given an opportunity to see and comment on the translations.

The UN commented on the translation of the two questions and agreed on the following translations:

03: The structure and workload (amount of reading, sessions, assignments, etc.) of the course were appropriate.

09: During the course, the teacher provided opportunities for dialogue about course content and working methods, for instance in the form of continuous reconciliation of expectations, conversations or a midterm evaluation.

The revision of the SN questions may have an impact on the chosen UN questions. In the autumn of 2022, English UN decided not to change the UN questions for two semesters: spring 2023 and autumn 2023.

GermanRomance UN suggested changes to the UN questions for the degrees that are shared between the two departments, KA CLM and ICS. It was suggested to remove the question ST-50, to keep questions DPU-SN 009 and IKK-VF 001 and to add a new question regarding a respectful learning environment.

The UN for English supported the removal of the question ST-50 and to keep questions DPU-SN 009 and IKK-VF 001, but not to add a further UN question for the autumn semester.

General comments from the UN in evaluations:

The UN would like the order of the questions to be consistent in the Brightspace report. As it is now, the order of the questions in the overview on the front page of the report is not consistent with that of the questions and answers on the following pages.

If a course is shared between departments, all students in the course should be presented with the same questions – regardless of the department. The UN pointed out that the following courses/degrees are shared with the GermanRomance and therefore should be evaluated according to the above-mentioned agreement with the GermanRomance:

- BA IVK (shared course): Philosophy of Science and Scientific Methods/Videnskabsteori og -metode.
- BATV IVK (shared degree programme): Strategic Communication in Organisations/Strategisk Kommunikation i Organisationer.
- KA CLM (shared degree programme): International Business Communication/Erhvervsprog og international erhvervskommunikation
- KA ICS (shared degree programme): Intercultural Studies

The UN would like to know when changes are made to the end-of-term evaluation questions. For instance, one AU question was not included in the evaluations for the spring semester. AS will keep this in mind and remember to inform the UN of what the SN is told in this respect.

Next steps

1. AS will pass on the proposed translations of the two revised questions to the SN.
2. AS will inform UN chair of GermanRomance of English UN's decision regarding the UN questions for the shared course and the shared degree programmes.

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

The UN did not have any comments for the upcoming meeting.

11. Messages

The UN received updates and news from:

- Head of Department
 - o The Minor in CCE (BATV) will not be running in 2023 due to a low number of applicants.
- Academic and administrative staff
 - o Nothing new
- Students
 - o Nothing new
- Arts Studies
 - o Nothing new
- Student counsellors (Studievejledning/VEST)

- Two new counsellors will be hired soon (June and August).
- Internationalisation coordinators
 - Students will be informed shortly on their applications for exchange.

12. Deadline for submitting documents to the next UN meeting

Any documents for the UN meeting on 21 June 2023 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) *no later than on Monday, 13 June 2023.*

13. Any other business

Nothing new!
