

**Meeting: 13 March 2024, 14:15-16:15**  
**Building 1481, Room 366**  
**Uddannelsesnævnsmøde Engelsk**

**Participants:**

**UN members VIP:** Anne Schjoldager, Ken Ramshøj Christensen, Sandro Nielsen, Trine Susanne Johansen, Matthias Stephan, Joseph William Sterrett

**UN members students:** Nadia Schalipp, Peter Katballe-Kristensen, Lærke Orup, Emilie Bjørg Rank-Kornum, Emilie Vedel Hagelskjær, Naja Broberg, Martin Engelsborg Schwartz

**Observers:** Frederikke Mie la Cour, Nis Grøn, Ann Carroll-Bøgh, Emma Mølbjerg Stanley, Anne Bjørn Friis (minutes)

**Apologies:** Peter Mortensen, Alona Chernyshenko

**Minutes (referat)**

Uddannelsesnævn Engelsk

Date: 13. marts 2024

Ref: Anne Bjørn Friis

Side 1/6

**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 21 February 2024.

UN-chair Anne Schjoldager (AS) followed up on item 4 on the agenda of the last meeting (end-of-term evaluations), and the UN was given a copy of a mail from the Director of Studies. The mail concerned a general BLUE error in Brightspace degree programme reports on end-of-term evaluations in autumn 2023, which were given to the UN in February.

Student counsellor Emma Mølbjerg Stanley (EMS) informed the UN that the student counsellors are taking the issue raised in the last meeting regarding lack of information about exams etc. very seriously, and that they will take better care of students falling behind their studies, because these students typically need special guidance. Student counsellors do not have a booking system for meetings with students, student counsellors are always available during opening hours. The full-time counsellors (VEST) are aware that there are currently quite long waiting times for students in need of specialised guidance, but they are doing their best to accommodate this need. If students need to, it is possible to book a meeting with a full-time counsellor.

The UN did not have any 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:*

- AU will transfer to WISEflow on 1 March
- Admission to further and continuing education programmes
- Semester coordination meetings will be held in April
- Internationalisation electives (IV electives) for autumn 2024 and spring 2025 are now in the course catalogue
- New academic regulations on the study portal – come into force on 1 September 2024
- Phase-out of current academic regulations when new ones come into force on 1 September 2024
- Update of topic reports in Power BI

#### *Events:*

- Power BI workshops 2024 – annual status reviews and degree programme evaluations
- u-days 2024 at Arts
- “Tilvalgs- og kandidatmessen” 2024 education fair – successfully completed and well attended

Regarding the transfer from Digital Exam to WISEflow, AS mentioned that she has been informed that data in Digital Exam from previous exam assignments will automatically be transferred to WISEflow, ensuring that AU’s plagiarism detection tool, [Ouriginals](#), can use these data to check future assignments for plagiarism and other cheating.

The UN went on to discuss the need for clarification of several aspects of WISEflow. The UN will follow up on this at the meeting in April.

#### **4. Information: Head of Department’s evaluation report**

The UN was given an opportunity to see and comment on the Head of Department’s evaluation report, which draws on the UN discussion of the end-of-term evaluations from autumn 2023.

Head of department Peter Mortensen was not able to participate in the meeting, so AS made a short presentation of the summary and asked the UN to offer comments.

The UN found the summary to be representative of the discussion at the last meeting, among other things regarding large classes limiting options for interactive teaching. Some teachers commented that, regardless of class size, students can sometimes be reluctant to participate actively in class. Some students commented that there can be different reasons for this reluctance, for example a perfection culture between students and sometimes between teachers and students. It was also mentioned the sometimes it could influence the class dialogue positively if students are given a bit more time to think about and respond to a question put by the teacher.

A student suggested to include issues with too many late afternoon courses in the summary.

Inspired by an item on the agenda of the upcoming SN meeting about how to support students’ active participation in class, the UN had a brief discussion about possible

factors contributing to students' increasing fear of making mistakes, for instance, an internalised pressure, and how to prevent this tendency.

Side 3/6

*Next steps:*

The Head of Department's evaluation report must be sent to [studieleder@cc.au.dk](mailto:studieleder@cc.au.dk) by 10 April 2024. After a review, the Director of Studies will forward Head of Department reports to the Board of Studies (SN).

## **5. Discussion: Evaluations of Project placements in autumn 2023**

The UN discussed the evaluations of Project placements in autumn 2023 from students and project hosts. In addition to discussing general points throughout the semester, the UN was asked to pay particular attention to three sub-elements of the project-oriented process and the correlation between these:

1. Supervision and/or teaching
2. The stay at the host organisation and
3. The exam form

Nis Grøn (NG) presented the UN with the overall points from the data, and the UN discussed how the evaluation results may provide input for proposals for quality improvements or special focus areas.

The UN discussed that students' response rates were generally rather low, and that, even though the responses given were generally positive, it is difficult to get a full perspective.

Coordinator Sandro Nielsen (SN) commented that, overall, both students and hosts seem satisfied with the project placements in autumn 2023. Students should be encouraged to make use of the designated letter to project hosts available on the AU website because this will help them clarify the conditions for the project placement. However, it is up to the students themselves whether they make use of the letter – just as it is the responsibility of the students to seek guidance from their respective supervisors in the process.

Coordinator Matthias Stephan (MS) commented that the aim and conditions of the *Thesis research colloquium* for students on project placement seems to be unclear for some students. Both courses are in the 3<sup>rd</sup> semester of the KA in English, and it is difficult for them to understand how to meet both sets of expectations.

Coordinator Trine Susanne Johansen (TSJ) commented that teachers cannot stress enough that students should start working on their reports and their thesis preparation assignments as early as possible, that is, while working for the project host, because starting early could relieve some of the issues raised by students in the evaluations.

*Next steps:*

The most important points may then be taken up (orally) at the SN meeting in April, after which the input is collected and passed on to the Dean's Office.

## 6. Discussion: New guidelines for course evaluations at the School of Communication and Culture

The Arts faculty has decided on a new policy regarding course evaluations. Within this policy, it is up to each Director of Studies to specify local guidelines and processes in collaboration with the relevant SN and UNs.

At the School of Communication and Culture (IKK), the management team has invited the UN to participate in a dialogue about the new guidelines and to provide input to the ongoing process regarding these guidelines. Not all input will be reflected directly in the guidelines, but the IKK management team wishes to begin the process with open discussions in the UNs.

The IKK management team would like to focus on the forms and outcome of the teaching, rather than on a 'satisfaction survey'. In particular, the IKK management wishes to focus on three areas:

1. Freedom of method in mid-term evaluations and the possibility of conducting continuous (formative) evaluations
2. Simplification of the digital evaluation setup and how evaluation results are dealt with in the UNs and the SN
3. Clarification of follow-up procedures regarding evaluation results and more transparency about this

In addition to the above-mentioned focus areas, the IKK management is currently discussing (1) advantages and disadvantages of anonymised exams and (2) the usefulness of written comments to various parts of the evaluations.

From the discussion in the UN:

The UN discussed issues with the proposed micro-evaluations and that it is difficult to find time for this in each lecture/seminar. Students and teachers are already much pressed for time as it is, especially in large classroom settings. AS mentioned that continuous (formative) evaluations might be more useful and relevant for courses in other departments than for courses in the Department of English.

Several members agreed that mid-term evaluations seem to work well in the department, that it is a fundamental condition that evaluations should be anonymous (including that the teacher should leave the room), and that it would be preferable not to have to make too many changes to current evaluation processes. It is important to avoid the stress of having to evaluate more and more frequently than now.

A VIP member commented that several of the issues mentioned in evaluations are not actually within the power of the teacher to act on and fix (for instance, late afternoon classes and rooms unsuitable for interactive seminars).

The UN briefly discussed the wording of the new Arts evaluation policy and pointed out that it should specify more clearly who is responsible for which elements.

Next:

The Head of Department/UN chair sends output from the UN discussion to the Director of Studies at [studieleder@cc.au.dk](mailto:studieleder@cc.au.dk). no later than on 3 April 2024 (approx. half a page). Since the Head of Department is not a member of the UN, it was decided that the UN chair should forward the minutes of this item to the Director of Studies.

### **7. Discussion: UN's end-of term evaluation questions for autumn 2024** (Anne Schjoldager)

In November 2023, the UN decided to begin the discussion regarding UN questions for the end-of-term evaluations in autumn 2024 already in March. However, in February 2024, the UN was informed that, because of reduced resources for operating the Blue system in the department of *Studiesystemer*, the end-of-term evaluation questions from autumn 2023 will have to be reused in spring 2024. Unfortunately, this means that the UN questions chosen by English UN and German-Romance UN for spring 2024 *cannot* take effect as planned.

In view of this situation and considering the new guidelines for course evaluations discussed in item 6, the UN decided not to introduce more and/or different UN questions for autumn 2024.

### **8. Information and discussion: Presentation of evaluation focus and input to the degree programme evaluation of ICS**

Coordinator MS presented the evaluation focus, which was identified at the ICS degree programme evaluation kick-off meeting (*opstartsmøde*).

The evaluation will not be fast-tracked after all, which means that the evaluation meeting may be held in autumn 2024. As all ICS degree programmes will be evaluated together, the task group is working on ways of streamlining the meeting forum to avoid a very large meeting. The evaluation report will be written during the autumn semester.

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

AS informed the UN of an upcoming SN discussion about recommendations for this year's 'Underviserpris'. The initiative for nominating teachers should come from the students, which is why the SN will discuss the matter earlier this year than previously, namely, in good time before the deadline in September 2024. AS offered to assist students in the process, and students are welcome to contact her for this.

The UN was informed of an item on the upcoming SN meeting about how to support students' active participation in class (see the minutes for item 4, above).

For information about the SN, including agendas and approved minutes, see: <https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/studienaevn/kommunikation-og-kultur>

### **10. Messages**

The UN received updates and news from:

- *Head of Department: The Head of Department was not present at this meeting*

- *Academic and administrative staff: Nothing*
- *Students: Nothing*
- *Arts Studies: Nothing*
- *Student counsellors (Studievejledning/VEST):* U-days went well with collaboration from the department, and the evaluations will be sent to the Head of Department and the respective coordinators shortly.
- *Internationalisation coordinators:* Incoming applications are being processed and there is an increasing number of students who have applied for a whole year rather than just one semester, which is a positive development.

#### **11. Deadline for submitting documents for the next UN meeting**

Any documents for the UN meeting in April 2024 should be sent to Anne Schjoldager ([asc@cc.au.dk](mailto:asc@cc.au.dk)) and/or Anne Bjørn Friis ([abf@au.dk](mailto:abf@au.dk)) *no later than on Monday, 8 April 2024.*

#### **12. Any other business**

*Nothing*