

Meeting: 14 August 2024, 14:15-16:15
Building 1481, Room 366
Uddannelsesnævnsmøde Engelsk

Participants:

UN members VIP: Anne Schjoldager, Trine Susanne Johansen, Sandro Nielsen, Ken Ramshøj

UN members students: Peter Katballe-Kristensen, Lærke Orup

Observers: Peter Mortensen, Nis Grøn, Kathrine Micheelsen, Jane Lücke Didriksen Ann Carroll-Bøgh, Anne Bjørn Friis (minutes)

Apologies: Alona Chernyshenko, Ushma Chauhan Jacobsen, Joseph William Sterrett

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 14. August 2024

Ref: Anne Bjørn Friis

1. Approval of the agenda

The agenda was approved.

Side 1/6

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

UN-chair Anne Schjoldager (AS) followed up on items from the last meeting:

At the June meeting the UN had discussed various issues with WISEflow, and it was decided that UN secretary Anne Bjørn Friis (ABF) should invite UVAEKA to participate in a future meeting in order to resolve some of these issues. Head of Education at Arts Studies Administration, Jesper Qvistgaard, might be able to attend a short discussion at the UN meeting in September, and further is to be arranged.

AS reminded the UN that the teaching evaluation questions for the autumn semester will be the same as previously used, because UN is no longer able to decide specific UN questions according to the new evaluation policy.

3. Information: News from Arts Studies

Anne Bjørn Friis (ABF) presented the headlines from [this month's newsletter from Arts Studies](#):

Useful information:

- Number of Master's theses submitted on 3 June 2024
- Master's degree programmes: Status on applications and admissions 2024
- Changes in academic regulations as of 1 September 2024
- Semester coordination meetings will be held in September
- Commencement of studies exams in autumn 2024

Events:

- Three events for Master's thesis students in the autumn semester 2024

Important deadlines:

- Are you interested in running an AU Summer University course in 2025?

ABF also informed the UN that from the September meeting and onwards, members will receive the agenda and meeting documents via FirstAgenda. All members should look out for an invitation in their inbox at the beginning of September and make sure to respond. Further information will follow from ABF.

At the June meeting, the UN commented that they would like to receive news and information from Arts Studies sooner to be able to act on deadlines in time. ABF told the UN that she had passed the feedback on to relevant colleagues, and that they will try to publish news and events sooner in the future when possible.

Jane Lücke Didriksen (JLD) mentioned that everything has been running smoothly with the summer exams, both ordinary and reexams, and that it has been a pleasure working with UVAEKA, who has shown great initiative in finding solutions when problems occurred. ABF promised to pass this on to her colleagues in UVAEKA.

4. Messages

The UN received updates and news from:

- Head of Department: The Head of Department Peter Mortensen (PM) informed the UN of various news regarding staff and said that there has been much interest in open positions in the department.
In addition, he informed the UN that AU will have to decrease the total BA intake with 9 percent, and very soon the department will receive further information regarding specific consequences for Arts. After this, negotiations regarding individual programmes will begin.
- *Academic and administrative staff: Nothing*
- *Students: Nothing*
- Student counsellors (Studievejledning/VEST): The counsellors are working with the study start and have hired a colleague, Laura, who has previously been a counsellor in the department and has returned to her old position.
- Internationalisation coordinators: The number of exchange students is stable compared with previous years, and there will be 206 exchange students in total for Arts in the upcoming semester
- SN (The School of Communication and Culture's Board of Studies (Studienævn: SN): AS recommended the UN to pay special attention to item 4 of the minutes regarding new guidelines for the use of GAI. Students and staff will receive more information during August, and the website will be updated before study start in September.

5. Information: "Førsteårspakke"

The UN was informed of a list of relevant study events and arrangements that are not included in students' timetables. The list, which is referred to as a "Førsteårspakke" is to be uploaded in a Brightspace room that will be available for first-year students already in the orientation week. The aim is to make all information accessible for students in one place. Department consultant Nis Grøn (NG) presented a preliminary version and also showed the Brightspace room in question. UN members were invited to comment and ask questions.

JLD suggested to incorporate links to study-group questionnaires and include names of academic advisors in the material, and NG og JLD agreed to discuss this further after the meeting. The UN touched on the language of the material as most of it is currently in Danish. The UN also discussed which name (headline) should be used, as 'førsteårspakke' is very general and does not indicate the content and purpose. 'Studywise' was suggested as well as 'Klog på studiet'.

NG informed the UN that similar information is in the works for MA students.

6. Discussion and decision: Approval of course descriptions for electives in spring 2025

The UN discussed the following course descriptions for electives in spring 2025:

- Research topics, [BA IVK English \(2023\)](#), 4th semester:
 - *Negotiation Theory and Practice*
 - *Social Interaction*
- Advanced Research Topics, [MA English \(2017\)](#), 2nd semester
 - *A Forest of Trees*

- *American Nightmares*

The UN discussed the different ways of presentation. One elective had a very long description, and others had very short descriptions. The UN agreed to ask one teacher to condense a very long description, and it was decided that AS should contact the teacher after the meeting on behalf of the UN and the Head of Department.

The UN further discussed that the electives should be accessible for at least a number of exchange students.

Decision:

The UN approved - with the mentioned comments regarding length - the course descriptions for electives for spring 2025. As the UN has not received the description for one of the Advanced research topics in time for the meeting, this will have to be approved in writing after the meeting.

Next step:

The Head of Department is to send the approved descriptions to UVAEKA by 14 September 2024.

7. Information: Changes in academic regulations due to new guidelines for GAI

In connection with new guidelines for the use of GAI (Generative Artificial Intelligence) to take force on 1 September 2024, the UN has submitted proposals for changes to academic regulations. The Vice-dean for education has reviewed the proposals, and PM informed the UN of which changes were approved and which were not approved by the Vice-dean as well as the reasons for this.

The approved changes to the academic regulations will take effect on 1 September 2024.

8. Information: Process for proposing changes to existing academic regulations

ABF informed the UN that it is possible for the UN to propose changes to existing academic regulations. Only minor changes can be made, and it is important to relate each change to the degree programme as a whole. It is only possible to make changes after a full three-year run-through, and only in connection with errors that need to be corrected in the interest of students' rights.

In view of the many unknowns in relation to the upcoming reform of Master's degree programmes, Vice-dean Niels Lehmann asks the UNs to consider carefully whether this is the right time to propose changes to academic regulations.

The UN is responsible for the following academic regulations with a full run-through:

- Master's degree programme in English (SLK) (2017)
- Master's degree programme in International Business Communication in English (CLM) (2020)
- Bachelor's supplementary subject in Strategic Communication in Organisations (2019)(revised 2024)

Next steps:

- If a staff member wishes to propose a change, they should first consult Head of department PM.
- Any proposals should be directed to ABF via mail to abf@au.dk well in advance of the UN meeting in October

- ABF along with relevant colleagues will look at any incoming proposals from the department and provide relevant feedback in September.
- The UN will need to approve of proposals in October.
- The SN will need to approve of proposals in November.
- SNUK will present proposed changes to the Vice-Dean in December for final approval.
- Approved changes to academic regulations will take effect on 1 September 2025.

9. Decision: Nominations of candidates for the AU Anniversary Foundation Teaching Prize

Students (members or substitutes) have been encouraged to nominate one more teacher from the Department of English for the AU Anniversary Foundation Teaching Prize.

The UN had received and discussed one nomination.

Decision:

UN approved of the teacher nominated by students for the AU Anniversary Foundation Teaching Prize 2025.

The next step:

UN chair Anne Schjoldager will send the department's nominations approved by the UN to SN Secretary Sandra Schöne Leth Hansen (sslh@au.dk) by 18 September 2024. If the nominated candidate(s) move(s) forward in the process, they will need to provide a CV of maximum two pages.

10. Information: Next month's discussion of end-of-term teaching evaluations from spring 2024

At the September meeting, the UN is to discuss the end-of-term teaching evaluations for spring 2024. For this, coordinators are to submit evaluation summaries, and Head of Department Peter Mortensen will prepare a Head of Department summary. These will be used as basis for the UN's discussion of the end-of-term teaching evaluations.

In addition, the UN will be given degree-programme survey data from Brightspace (without comments) provided by Department consultant Nis Grøn.

The next steps:

- Coordinators send their evaluation summaries to Head of Department Peter Mortensen, UN chair Anne Schjoldager and Department consultant Nis Grøn by 30 August 2024.
- Head of Department Peter Mortensen sends his Head of Department summary to UN chair Anne Schjoldager and UN secretary Anne Bjørn Friis by 9 September 2024.
- Department consultant Nis Grøn sends the degree-programme survey data from Brightspace (without comments) to UN chair Anne Schjoldager and UN secretary Anne Bjørn Friis by 9 September 2024.

11. Information: Admission figures in 2024 for the department's degree programmes

PM informed the UN of the admission figures (incoming students) for 2024. The UN was given overviews of the department's BA and KA students as well as students in the department's supplementary subjects.

The UN discussed the decreasing first-priority application rates for BA English SLK, which is worrying, especially considering the upcoming discussions regarding the 'sektordimensionering'. PM plans for the department to openly address reasons and

possible ways of dealing with decreasing rates, and he invited student members and student counsellors to help gather and pass on any relevant information from fellow students.

For more information, please check:

- Figures on the AU website:
<https://www.au.dk/om/presse/tal-om-ansoegning-og-optag>
- So-called KOT figures on the web site of the Ministry of Higher Education and Science:
<https://ufm.dk/uddannelse/statistik-og-analyser/sogning-og-optag-pa-videregaende-uddannelser/grundtal-om-sogning-og-optag/kot-hovedtal>

12. Information: Special process for changing admission requirements for MA Intercultural Studies (English)

PM informed the UN that the department of English has decided to submit to the Arts faculty a proposal for changing the admission requirements for MA ICS English. The UN was given the proposed new formulation as a document for the meeting.

13. Information and decision: New UN vice-chair and new UN members

Current UN vice-chair Nadia Schalipp has graduated and will not continue her studies in the department in the autumn semester.

The UN elected a new vice-chair from among the students elected to the UN/SN as either representatives or substitutes.

In addition, the UN was informed of who will take over from Nadia Schalipp as SN representative. The formal procedure is that students are asked to take over as SN representatives in the order of the election list.

Furthermore, substitutes had been encouraged to become UN members via e-mail from ABF. However, there were no substitutes present at the meeting.

AS informed the UN that students who are not on the election list, but are interested in joining the UN, are welcome to become active observers. Current UN members and substitutes were encouraged to find additional students who would like to attend UN meetings as observers.

Decision:

The UN elected Peter Katballe-Kristensen as new vice-chair of the UN. Peter Katballe-Kristensen will also take over as student SN representative, in accordance with the election list.

After this meeting, the list of student members/substitutes of UN English looks as follows:

- Peter Katballe-Kristensen (SLK) UN vice-chair and member of the Board of Studies of Communication and Culture (SN IKK)
- Lærke Orup (IVK)
- Emilie Bjørg Rank-Kornum (SLK)

Student substituents:

- Freja Helene Kjærby (SLK)
- Kwezi Imhotep Tiro Martin (SLK)

The next step:

UN secretary Anne Bjørn Friis will make sure that the [AU website](#) is updated regarding SN/UN student members from the department. SN secretary Sandra Schöne Leth Hansen will invite Peter Katballe-Kristensen to this semester's SN meetings.

14. Discussion: Students to participate in the preliminary meeting and evaluation meeting of ICS English

In connection with the degree programme evaluation (*uddannelsesevaluering*), two or three students from the English department are required to participate in the preliminary meeting (*formøde*), and one student from the English department is required to participate in the evaluation meeting. These meetings will take place consecutively on 28 October 2024. Students selected for the preliminary meeting must *not* be UN members. The student selected for the evaluation meeting may be a UN member.

The UN were to discuss how student representatives can assist the Head of Department and ICS coordinator with finding students for the preliminary meeting and evaluation meeting of ICS English. However, because there were no students or staff members present from ICS, the UN decided to put the item on the agenda again for the meeting on 18 September 2024. Deadline for finding participants is 27 September.

15. Deadline for submitting documents for the next UN meeting

Any documents for the UN meeting in September 2024 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) *no later than on Monday, 9 September 2024*.

16. Any other business

Nothing.