

**Meeting: 17 April 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, Martin Engelsborg Schwartz

**Observers:** Peter Mortensen, Frederikke Mie la Cour, Alona Chernyshenko, Ann Carroll-Bøgh, Jane Lücke Didriksen, Emma Mølbjerg Stanley, Sumaya Elmansari, Frederik Barsøe Mathiesen, Michelle Aagaard Børgesen, Saran Tharmakalasingam Balasubramaniam, Philip Rueskov Christiansen, Anne Bjørn Friis (minutes)

**Apologies:** Naja Broberg

**Minutes (referat)**

Uddannelsesnævn Engelsk

Date: 17. april 2024

Ref: Anne Bjørn Friis

Side 1/7

**1. Approval of the agenda**

The agenda was approved.

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

UN-chair Anne Schjoldager (AS) followed up on some of the questions regarding WISEflow from last meeting:

- All data will be automatically moved from Digital Exam to WISEflow, including comments, and there are no changes in the uses of *Ouriginal*.
- The statement regarding teachers requiring permission to download the students' papers refers to instances where teachers want to download and use papers from previous semesters.

The UN went on to discuss that students are already required as is to state whether or not teachers can use their papers in teachings, and the department will look into this matter further after the meeting to clarify the specific obligations of the teachers. The UN will follow up on this at the meeting in May.

AS mentioned that she has forwarded the UN's comments regarding new guidelines for teaching evaluations to the Head of Studies.

**3. Information: News from Arts Studies**

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

*Useful information:*

- Registering prerequisites for spring courses
- Data material for the annual status review and degree programme evaluations 2024
- Autumn courses available in the course catalogue as of 1 April

- Elective courses in autumn 2024 available in the course catalogue from mid-April
- Timetables and exam dates for autumn/winter 2024
- 700 Arts students dated 35 employers
- Arts and careers – 10 years of increased focus
- Results from the Danish Student Survey (student survey) now in Power BI
- Results from the Danish Student Survey (graduate survey) now in Power BI

#### *Events:*

- Network meeting for teaching staff: Career perspectives on Bachelor's degree level – what do the students think?
- Thesis students must submit the form for appointing an external co-examiner no later than 22 April

Regarding the autumn courses for E24, the student members asked how to handle the fact that several students have left their programme leaving some study groups for students in 3<sup>rd</sup> semester with only half of the original members.

The UN discussed that the department only formally sets up the original groups and that these groups will remain the same in the following semesters. Ken Ramshøj (KR) suggested that students should receive better information about this in the future.

The UN went on to discuss that students can contact their academic advisor if any issues arise, and he or she will try to solve the specific issue. It should be highlighted for students, which problems are within the scope of the academic advisors' function. Students can - if other options have been exhausted - contact Jane Lücke Didriksen (JLD) by stopping by her office.

AS pointed to a general rule throughout Arts that students can contact Arts Studies administration with a request to switch classes which might be a solution for some students. Students can find information on how to proceed here:

<https://studerende.au.dk/studier/fagportaler/arts/undervisning/om-undervisning-paa-arts/>.

#### **4. Discussion and decision: Annual status review 2024**

The Head of department Peter Mortensen (PM) and AS began the discussion and gave the UN some background information on the purpose and plan for the annual status review:

The annual status review is part of the ongoing quality assurance relating to degree programmes at the Faculty of Arts. The purpose of the annual status review is that the UN, SN and the School (IKK) should prioritise the areas on which the Department will focus in the upcoming quality year, in accordance with AU's quality assurance policy, based on a systematic review of the degree programmes. The UN is the primary forum for degree-programme discussions.

#### **Tasks of the Head of Department and the UN:**

1. The Head of Department and the UN review the status of last year's action plans for the degree programmes

On this basis, the UN discusses whether there are any actions which need to be continued. The actions should be added to the action plans for 2024. Actions that

have been completed should be entered under “Status of completed actions from the last quality year”.

- The Head of Department drafts the action plans for the degree programmes, which are to be discussed by the UN. The UN approves the action plans for each individual degree programme with a view to submitting them to the SN.

The action plans for 2024 are an extension of the quality assurance from previous years, so that the experience gained in each degree programme can be carried forward to the new quality year. Therefore, specific actions should address the challenges of the degree programmes, and a realistic timeframe should be set for the implementation.

In the data material for 2024 the colors of the indicators were distributed as follows:

Indikatormavn	Indikator 1: Førsteårsfrafald		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: Studieintensitet		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	▲		●		●		●	→	●		▲	→	●		■		■		■

PM reviewed the data material and mentioned the following main points:

- There has been a decrease in drop-out-rates in the department compared to last year and herein lies a partial success story.
- There are still issues with the numbers for study intensity (*studieintensitet*) and these issues apply across all programmes of the department, particularly IVK and CLM and to varying degrees across all programmes of Arts. Health and Tech students score higher and numbers for Arts and the English department should be brought up.
- The unemployment rates are problematic because they have an immediate impact on the Faculty’s decision on which programmes to look at in the next phase of the dimensioning (*dimensioneringen*). The department and the UN should conduct discussions about how to plan courses and teachings to give students a fair chance to compete in the labour market.
- IVK has a yellow indicator for the social well-being (*social trivsel*) of the students, and the indicator for CLM is red, which should be taken very seriously. It is worth noting, however, that both the response rate and the drop-out rate for CLM are very low which could be seen as contradictory information.
- CLM has to go through a process (“*indikatormøde*”) with the Faculty and the School to discuss the data specifically because it has three red indicators as the only programme in the faculty this year.
- In PM’s view, low study intensity has a lot to do with the vast use of take-home assignments. Teachings and examinations should be planned in a way that makes it essential for students to participate every week in in order to keep up with the programmes and pass the exams.
- The department should get ahead of the upcoming reform discussions to create the best possible programmes for the students to prepare them for future employment.

PM touched on the status of last year's plans of action for degree programmes in the department and asked for input from the UN on whether any actions needed to be continued or added to the plans of action for 2024.

The UN gave the following input:

**BA English IVK and English CLM:**

- The number of students in each class should be decreased to improve the social well-being. Many students do not participate actively in larger classes.
- The current data could possibly reflect the negative effects of the pandemic where teachings needed to be held online which had a negative effect on the well-being of students.
- AS experienced an improvement student participation in the autumn of 2023 with the new academic regulations for BA IVK 2023
- Trine Susanne Johansen (TSJ) pointed out that more data is needed to base effective actions on. Therefore, the department should take action to research the students' well-being further - perhaps via interviews - for both IVK, CLM, and KA English (SLK). A dropout rate of zero percent and the fact that students hand in their theses on time points to a higher degree of well-being than the numbers for CLM reflect.
- KR commented that teachers should be informed about the student surveys and be given time to prepare students in order to help raise response rates
- KR also commented that class sizes are getting bigger and that the student dynamics are influenced by this.
- Some students commented that there should be a procedure in place to inform students about mixing of classes, because it is stressful, confusing and disruptive for students when they are only told via their timetable and not given the information via teachers and preferably with reasons for the mixing. The UN discussed that better and sooner information and communication for both students and teachers is probably the key issue to improve on in regard to this.

**BA English (SLK):**

- The departments' participation in dialogue with employer forums is an important factor for employability.
- Some students would like more thorough discussions about texts and material with their teachers in class, which would increase their study intensity and make them more accountable and motivated to participate actively in classes.
- If texts are marked as being for background and not for specific discussion in the class, few students will prioritize to read them.
- AS commented that she would like to see group work scheduled for the students to increase the preparation time for classes, but this would require more administration, more classrooms etc.

The action plans for BA and KA English (SLK) were approved recently and many of the actions can be transferred to the new action plans.

*Decision:*

The UN decided which actions should be given priority in the action plans for 2024, based on last year's action plans and the UN's discussion of the current status of the department's degree programmes, except ICS.

The action plans and data for ICS will be discussed separately by the UN in May 2024 because these will be part of the material for the degree programme evaluation of ICS in the autumn.

The Head of the Department will draft the action plans for the UN meeting in May. The UN may then approve the action plans for 2024 with a view to submitting them to the SN.

*The next step:*

The Head of Department submits the action plans for 2024 to the SN secretary Sandra Schöne Leth Hansen ([sslh@au.dk](mailto:sslh@au.dk)) for the SN meeting in June 2024. The deadline for submitting the action plans is 19 June 2024. The director of studies approves the action plans for the annual status review by 31 August 2024 and informs the Vice-dean.

**5. Information: Process regarding new guidelines as from autumn 2024 for the use of GAI**

The Committee on Education at Aarhus University (UU) has decided to change the guidelines for GAI (Generative Artificial Intelligence): As a general rule, GAI tools are to be allowed for all exams as from autumn 2024. However, there may still be exams for which GAI tools should *not* be allowed. If so, these need to be identified and approved by the UN in May 2024, so that a proposal for these may be submitted to the SN, approved by the Vice-dean in June 2024 and implemented in the academic regulations in time for the autumn semester.

For information about the task and the process, the UN was presented with a letter from the Vice-dean's letter to Heads of Department explaining the framework. The UN was also given a list provided by the Arts Studies of exams in the Department of English with restricted aids, as it might make sense *not* to allow GAI tools for these exams.

**Task:**

The department and the UN is to identify exams for which GAI tools may *not* be allowed. The Vice-dean and the Head of Studies recommend *only* to prohibit GAI tools at exams that test particular skills that *cannot* be tested if GAI tools are allowed (see *document 5.a*). The Heads of Department have received additional information from SNUK about the task as well as material that will be used in the process. *It is important to note that no further adjustments to the academic regulations may be made as part of this process:*

**6. Discussion: List of external experts for the degree programme evaluation of ICS**

The Head of Department PM presented the UN with a proposed list of external experts for the degree programme evaluation of ICS, which is based on input from academic staff. The UN was invited to give input to the list, which is to be sent to the Head of School at the end of April 2024. The members of the UN commented that the

list looked good and didn't have any comments to the list. The department's finalized proposal for external experts will be given to the UN in May 2024, for information.

Side 6/7

### **7. Information: Head tutors' plans for introduction weeks and 'hytteture'**

The UN was informed that head tutors for BA English and BA IVK English, respectively, are invited to attend the UN meeting in May to present plans for the introduction week and the 'hytteture' so that the UN can approve these plans. As the IKK now funds students' 'hytteture' as an introduction activity, the plans for these are now also to be approved by the UN. Head tutors for KA English, CLM (if any) and ICS are also invited to attend the UN meeting in May.

Usually, head tutors are invited to attend the UN meeting in September to evaluate the introduction activities, but since the 'hytteture' will take place in September or October, it is suggested instead to invite all head tutors to the UN meeting in November (20.11.2024).

### **8. Discussion: Teaching and inclusion of students with special needs**

SN IKK has set up a working group to work with students with special needs in the School. Teaching staff tend not to know if there are students with special needs in their classes, and they tend not to know how best to help these students in the teaching setting. In April, the SN is to discuss specific challenges that are experienced by teaching staff and students.

AS presented the UN with information about the upcoming discussion in SN to inform the UN of the ongoing work in this area and prepare the UN for future discussions. AS invited the students to give input for the discussion in the SN which the SN representatives will then bring into the discussion.

The UN gave the following input:

- A student commented that trigger warnings would be nice for students with anxiety, eating disorders etc.
- Students would like some guidelines on how to handle fellow students with special needs, especially in cases where the students in question are not very open about their own issues. The head tutors could be involved in helping students come forward and receive assistance.
- Students should also be referred to the guidance counsellors who are specialized and can refer students to "*Rådgivnings- og støttecentret*".
- If students are encouraged to disclose their special needs in the introductory week it would be easy to refer them to the student group mentors. JLD will check after the meeting if there is already an option of checking a box in the questionnaire which is a discrete and confidential option.
- Schedules with a clear structure and adequate breaks are important tools for students with special needs.

Students and teachers can find more information on these pages:

<https://edu.medarbejdere.au.dk/undervisere/vejledning-studerende-med-funktionsnedsaettelse>

Side 7/7

<https://educate.au.dk/teknologier/brightspace/brightspace-vaerktoejer/studerende-med-funktionsnedsaettelser>

For information about 'Rådgivnings- og støttecentret', where students with special needs at AU can get help, see this website:

<https://www.au.dk/raadgivnings-og-stoettecentret>.

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

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 results of the teaching environment survey from 2024 are in, and the UN will discuss these and give input to revise the action plan in August. The department can seek to change the admission requirements for the KA programmes, but changes can take effect from the intake of 2026 at the earliest.
- *Academic and administrative staff: Nothing*
- *Students: Nothing*
- *Arts Studies: Nothing*
- Student counsellors (Studievejledning/VEST): Students might be left out of mailing lists if they are studying supplementary subjects with *rammeudvidelse* or academic regulations that are being phased out. The counsellors are doing their best to include all students, and students are encouraged to contact the counsellors if they lack information.
- Internationalisation coordinators: The coordinators have received between 202-210 incoming applications, which is around the same figures as last year, and students are currently signing up for classes. The UN will be updated on the final numbers at the next meeting.

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

Any documents for the UN meeting in May 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, 13 May 2024*.

## **12. Any other business**

*Nothing*