

Meeting: 17 January 2024, 14:15-16:15

Held online via Teams.

Uddannelsesnævnsmøde Engelsk

Participants:

UN members VIP: Anne Schjoldager, Ken Ramshøj Christensen, Sandro Nielsen, Trine Susanne Johansen, Matthias Stephan, Mark Andrew Ølholm Eaton

UN members students: Nadia Schalipp, Peter Katballe-Kristensen, Lærke Orup, Naja Broberg, Emilie Bjørg Rank-Kornum

Observers: Alona Chernyshenko, Frederikke Mie la Cour, Peter Mortensen, Dominic Rainsford, Nis Grøn, Majken Evans Jensen, Anne Bjørn Friis (minutes)

Apologies: Ann Carroll-Bøgh, Emilie Vedel Hagelskjær, Martin Engelsborg Schwartz

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 17. januar 2024

Ref: Anne Bjørn Friis

Side 1/5

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 6 December 2023. UN chair Anne Schjoldager (AS) asked whether an English translation of the letter to potential project hosts for CLM students had been sent to SNUK since the meeting.

Sandro Nielsen (SN) said he would send it to Anne Bjørn Friis (ABF) or Trine Bjerregaard Andersen (TBA) when it has been finalised. TBA will then make it available for students to access online.

The UN did not have any further comments to the minutes.

3. Information: News from Arts Studies

ABF presented the headlines from this month's newsletter from Arts Studies:

Useful information

- *Rotation plan for degree programme evaluations at Arts*
- *Internationalisation electives in autumn 2024 and spring 2025*
- *Teaching Environment Assessment (UMV)*
- *Topic reports updated in Power BI*

Important deadlines

- *DPU students to submit supervision plan by 15 January.*

4. Information: Revised action plans for BA and KA English (SLK)

Head of Department Dominic Rainsford (DR) informed the UN about the revised plans of action following the discussions at the degree programme evaluation meeting about BA and KA English (SLK) on 6 November 2023.

As background for the discussion of the revised plans of action, the UN was given the minutes of the degree programme evaluation meeting, which the UN was also given for the December meeting. DR invited the UN to ask questions and comment on the revised action plans.

From the discussion:

- Drop-out rates have already improved according to the most recent data, but most of the suggested responses are still valid, at least to some extent, as the department should always do its best to hold on to students in its programmes.
- The number of students applying for the programmes is slowly but surely declining. This is not a serious problem, but the department should respond accordingly and should not be complacent.
- The action “Contact Center of Educational Development for assistance in setting up successful study groups” has been added after the evaluation meeting with support from the Head of Studies, Lars Kiel Bertelsen (LKB).
- Working with a shared language policy throughout the department has not previously been part of the department’s action plans, and the UN discussed the background for adding this action. DR explained that the department wishes to create a good language environment in the study groups both during and outside lessons. International students are easily excluded if their fellow students insist on speaking Danish, and Danish students should therefore be encouraged to speak as much English as possible, which will also help them improve their language skills. Perhaps the decision to hold introductory meetings with students in Danish should be revisited. It was initially decided with the purpose of making it more comfortable for students to ask questions in a new forum in Danish, but efforts should perhaps rather be focused on introducing students to an English-language environment at the earliest opportunity. When there is time for this on the new UN’s agenda, the department’s language policy will be discussed further.

5. Information: Degree programme in the department to be evaluated in 2024 (KA ICS English)

According to the Arts rotation plan, the degree programme to be evaluated in 2024 in the Department of English is KA ICS English. Anne Bjørn Friis informed the UN about what a degree programme evaluation is and what the process entails:

- The degree programme evaluation is part of AU’s internal quality assurance system.
- Each semester the UN reviews and discusses the end-of-term course evaluations, and every year the department works out action plans for each degree programme. In addition, a degree programme evaluation is carried out for each programme every five years. The department of English has held evaluations for the past three years concerning the other programmes of the department.
- The degree programme evaluation is an opportunity for a broad dialogue about relevant areas to be developed in the programme/programmes in question.

- The Head of Department is responsible for drawing up an evaluation report with the involvement of academic staff and via input from discussions in the UN.
- The process typically stretches from March to December unless the evaluation is fast-tracked. Head of Studies LKB has been notified of the wish of the department to conduct the evaluation as a fast-track process.
- Around May the data material for the degree programme will be discussed by the UN and, at the same time, input will be collected regarding actions for a preliminary action plan.
- An evaluation meeting is to be held in October – or earlier for a fast-track evaluation.
- Participants comprise students, teachers, the Head of Department, the Head of Studies, the Vice-Dean for Education as well as an external academic expert and employer expert.
- The evaluation report and preliminary action plan form the starting point for the dialogue at the evaluation meeting.
- The department will revise the action plan after the meeting and the Vice-Dean will then have to approve it.
- The actions described must be implemented and followed up on in the annual status review in the years following the evaluation.

Peter Mortensen (PM), who will take over as Head of Department from 1 February 2024, informed the UN of some preliminary decisions and ideas for the degree programme evaluation of KA ICS English.

6. Information: Next month's discussion of the end-of-term teaching evaluations for autumn 2023

At the February meeting, the UN is to discuss the end-of-term teaching evaluations for autumn 2023. By 12 February 2024, coordinators are to submit evaluation summaries to the UN chair and PM (as Head of Department). PM can use the UN's discussion in February as a basis for his Head of Department summary to be submitted to the Director of Studies for approval and to the SN for discussion. The UN will subsequently be given the Head of Department summary for information.

For the February meeting, in addition to the coordinator summaries, the UN will be given degree-programme survey data from Brightspace. Department consultant Nis Grøn will ask the study administration to provide the relevant survey data (without comments) in time for him to send the data files to the UN chair by 12 February 2024.

The UN had a brief discussion about the preferred way for coordinators to write and structure the evaluation summaries. Teachers' summaries vary a lot, which makes coordinators' work less straightforward. It was suggested that the new coordinators get together after the next UN meeting and discuss how best to move forward with a more consistent summary process.

7. Decision: Establishment of the new UN

The new English UN was established (*konstituerede sig*). According to the rules of procedure, the new UN will formally take over as of 1 February 2024.

The school has specified the number of members of the English UN: six members from the academic staff (VIPs) and six student members.

The UN decided who should participate as UN members and substitutes.

According to the rules of procedure, the distribution of members and substitutes can be based on the number of votes, listed order of candidates (in uncontested elections) or other agreements. However, members of the SN (board of studies) must be members of the UN. Anne Schjoldager and Nadia Schalipp have been elected as SN representatives for the Department of English as of 1 February 2024.

The UN chair was elected from among the UN members of the academic staff (VIPs), and the vice-chair was elected from among the UN student members.

Decision:

The UN decided on the following establishment of the new UN:

VIP members:

Anne Schjoldager (member, SN representative and UN chair)

Ken Ramshøj Christensen (member)

Sandro Nielsen (member)

Joseph William Sterrett (member)

Trine Susanne Johansen (member)

Matthias Stephan (member)

Antoinette Mary Fage-Butler (substitute)

Mark Andrew Ølholm Eaton (substitute)

Ushma Chauhan Jacobsen (substitute)

Mathias Forrest Clasen (substitute)

Student members:

Nadia Schalipp (member, SN representative and UN vice-chair)

Peter Katballe-Kristensen (member)

Lærke Orup (member)

Naja Broberg (member)

Emilie Bjørg Rank-Kornum (member)

Emilie Vedel Hagelskjær (member)

Martin Engelsborg Schwartz (substitute)

Freja Helene Kjærby (substitute)

Katharina Krogh Attermann (substitute)

Kwezi Imhotep Tiro Martin (substitute)

Students Alona Chernyshenko and Frederikke Mie la Cour will participate in the UN meetings as active observers.

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

AS encouraged interested members to look at the material for the upcoming SN meeting regarding IV courses. There will be one new course offered from the

department of English in autumn 2024. The UNs do not formally approve of IV courses as these are handled by the SN, the Heads of department and the Head of Studies. However, because this is of interest for both students and VIPs, the English UN has decided to keep informed of the IV courses, for instance, by putting this on the UN's agenda before the IV courses are to be discussed by the SN (usually in December).

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

9. Messages

The UN received updates and news from:

- *Head of Department*: Nothing
- *Academic and administrative staff*: Nothing
- *Students*: Nothing
- *Arts Studies*: Nothing

- *Student counsellors (Studievejledning/VEST)*: Majken Evans Jensen mentioned that course coordinators have received e-mails from the counsellors regarding the annual quality check of the study guide ([Kandidat på Aarhus Universitet \(au.dk\)](#), [Tilvalg på Aarhus Universitet \(au.dk\)](#)). The deadline for suggested changes is January 25. Student counsellors will take turns to participate in the English UN meetings in the spring semester.

- *Internationalisation coordinators*: Nothing. International coordinator Ann-Carroll-Bøgh was not able to attend this meeting.

10. Deadline for submitting documents for the next UN meeting

Any documents for the UN meeting on 21 February 2024 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) *no later than on Monday, 12 February 2024*.

11. Any other business

Nothing.