

Meeting: 18 September 2024, 14:15-16:15
Building 1481, Room 366
Uddannelsesnævnsmøde Engelsk

Participants:

UN members VIP: Anne Schjoldager, Trine Susanne Johansen, Sandro Nielsen, Ken Ramshøj, Ushma Chauhan Jacobsen, Joseph William Sterrett

UN members students: Peter Katballe-Kristensen

Observers: Jesper Qvistgaard (guest for item 5), Peter Mortensen, Ann Carroll-Bøgh, Kathrine Micheelsen, Imke van Bentum, Laura Askholm Zeerow, Jane Lücke Didriksen, Laura Askholm Zeerow (student counsellor), Anne Bjørn Friis (minutes)

Apologies: Emilie Kornum, Lærke Orup, Nis Grøn

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 18. September 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

UN chair Anne Schjoldager (AS) followed up on a couple of items from the last meeting: The nomination for the AU Anniversary Foundation Prize approved by the UN in August has been sent to the SN, and the final elective for the spring of 2025 has been approved by the UN in a written hearing since the last meeting.

3. Messages

The UN received updates and news from:

- Head of Department: Peter Mortensen (PM) informed the UN of the latest information from the head of Faculty, which had been sent to all departments a few hours prior to the UN meeting. In the document called 'helhedsplanen' available on the website (<https://medarbejdere.au.dk/fakulteter/arts/kandidatreform>), the bachelor degree programmes of the department of English are proposed to decrease their intake more than the average for IKK, thus making both English IVK and SLK two midsize BA degree programmes. In addition to these reductions, it is suggested to revise both IVK and especially SLK BA programmes for a new labour market ('et nyt arbejdsmarked') as well as a discontinuation of the the ICS programmes in French, Spanish and German, but not of the ICS English. The proposal and how to develop the best degree programmes within this new frame is to be discussed further at an upcoming staff meeting. Lastly, PM mentioned that the department is set to move to campus 3.0 around 2030.
- *Academic and administrative staff: Nothing*
- *Students: Nothing*
- Student counsellors (Studievejledning/VEST): A calendar with event dates will be sent to the UN but should not be distributed to students with specific dates as this might cause problems if dates change. Students will be informed when the dates are fixed. The counsellors have held workshops for BA IVK English about study groups, including contracts with an alignment of expectations, but students said they had already formed such contracts in one of their courses. AS promised to look into this. The counsellors will contact coordinators/individual teachers with information about *Studiepraktik*.
- Internationalisation coordinators: The new group of incoming international students seem to be settled in, thanks to help from department. Outgoing students are preparing for the spring of 2025. Some students drop out of the

programme beforehand, but this is usually due to personal factors, which cannot be helped by the university.

- SN (The School of Communication and Culture's Board of Studies; Studienævn: SN): AS mentioned that a new process has been developed for students with special needs. For instance, it could be deemed necessary to conduct an oral exam online in exceptional cases. The UN will be informed if there is a development in dispensations as a consequence of this new process.

4. Information: News from Arts Studies

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

Useful information:

- Changes in academic regulations as of 1 September 2024
- We are here to help!
- Admission figures for further and continuing education
- Internationalisation
- Presentations for new exchange students by Study Centre Arts
- Arts launches new app
- New site dedicated to community engagement and well-being support

Events:

- Online information meetings about supplementary subjects abroad (ITTU)
- Webinar: Strengthen your reading and note-taking strategies (first-semester Bachelor's degree students)
- Online information meeting about the profile semester
- New initiative provides forum for discussing dyslexia
- Career-related events for students this autumn
- Thesis supervisors – save the date!

Important deadlines:

- 17 September is the deadline for submitting the Master's thesis (second exam attempt)

5. Discussion: Visit from Jesper Qvistgaard for status on WISEflow

Jesper Qvistgaard (JQ), Head of Education at Arts Studies, participated in a discussion about WISEflow. The UN was informed in advance that JQ cannot provide technical support, but he can take feedback from the UN back to the study administration (UVAEKA).

JQ informed the UN about the implementation process from the perspective of UVAEKA. The WISEflow system was tested in a soft launch before the summer exam in 2024, but unforeseen issues arose anyway.

JQ invited the UN to comment and give their input for possible improvements. The UN had the following comments:

- Some students had trouble identifying their so-called *flow number*.
- A teacher explained how three students were left out of the oral exam plan due to a system error though they had handed in their synopsis.
- With Digital Exam, examiners have been able to check the set up of the exams, including the exam assignment uploaded for the students, but the department has been told by UVAEKA that WISEflow does not support quality checks by examiners before the exam.

- An examiner explained that some students were mistakenly marked with a 'BF' (Brugt Forsøg: missed exam) though they had handed in their exam papers on time.
- Data derived from the system, such as a list of specific students, is handled differently in WISEflow than in Digital Exam, but UVAEKA was able to work around this when they were made aware.

JQ informed the UN that the colleagues in UVAEKA are paying special attention to critical system errors and will inform Educational Administrative Systems (Studiesystemer) quickly in an effort to correct mistakes as there is no doubt that exams are critical for both students and examiners. He also said that, based on data gathered by UVAEKA, it seems that that VIPs have experienced more problems with the transition to WISEflow than students.

On a positive note, it is easier for examiners to detect when students have been assigned special exam conditions as it is now marked by a 'speech bubble' for the examiners in WISEflow, and this was not possible in Digital Exam.

6. Information: Changes to academic regulations published on 1 September 2024

All changes to academic regulations took effect on 1 September.

6.1: The UN was informed of the changes to their own academic regulations taking effect on 1 September 2024. This may include changes to academic regulations which have been requested by the UN, and which have been approved by the board of studies (SN) and the Dean's Office. But other minor changes may also have been made if any uncertainties are discovered during the year, which could lead to misunderstandings or threaten students' legal rights. Such uncertainties may be discovered by teachers or administrative staff, and any changes are to be made by teachers in collaboration with the Head of Department.

List of changes that took effect on 1 September in the English department:

KA Engelsk 2017 (SLK)	Projektorienteret forløb	Ændring af sidetal fra 17-21 sider til 14-16
KA CLM 2020	Branding i et kommunikativt perspektiv	Rettelse af fejl i beskrivelsen af prøven til: <i>"Synopsen omfatter 1) identifikation af en konkret kommunikativ problemstilling samt problemformulering i relation til branding og 2) en foreløbig disposition for fremlæggelsen af løsningsforslaget og for et tilhørende kommunikationsprodukt til den mundtlige eksamen"</i> .
KA Interkulturelle studier 2018	Projektorienteret forløb	Rettelse af fejl vedr. forudsætningskrav
BA IVK Engelsk 2023	Research topic	Rettelse af fejl i oversættelse af faglige mål, så den engelske version aligner med den danske
BA International virksomhedskommunikation i engelsk 2023	Forskningsemne	Ændring i beskrivelse af hjælpemidler: Der er angivet "anviste" hjælpemidler. Selve beskrivelsen af hjælpemidler er ikke rettet
BA International virksomhedskommunikation i engelsk 2017	Forskningsemne	Ændring i beskrivelse af hjælpemidler: "alle" rettet til "anviste". Selve beskrivelsen af hjælpemidler er ikke rettet

<p>BA International virksomhedskommunikation i engelsk 2017</p>	<p>Engelsk i teori og praksis</p>	<p>Ændring i beskrivelse af hjælpemidler til: Alle hjælpemidler uden adgang til internettet og uden brug af værktøjer baseret på Generative Artificial Intelligence (GAI).</p> <p>De studerende forudsættes at have pc med til eksamen. De studerende må ikke medbringe mobiltelefoner eller ipads. Alle hjælpemidler dækker fx lærebøger, ordbøger, noter (også skrevet/liggende på pc), opgaver og lignende.</p>
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6.2: The UN was also informed of general changes to academic regulations taking effect on 1 September. These changes are listed in the newsletter from Arts Studies Administration.

7. Discussion **CONFIDENTIAL: End-of-term evaluations from spring 2024**

The UN discussed the end-of-term evaluations from spring 2024 and gave input to the Head of Department's summary report. AS presented the discussion and the documents, which were as follows: student evaluations without comments, the summary report from Head of Department, a document from UVAEKA with teaching and exam statistics for the spring semester.

From the discussion:

- Overall, the evaluations look good for BA IVK English 1st to 4th semesters, though issues with *English Language in Use* still need to be addressed. Som IVK students have commented that they missed student instructor workshops, which the department will try to run in the spring of 2025. No students had applied for the instructor positions for spring 2024, which is probably naturally explained by the fact that this version of the course ran for the first time.
- Mixed evaluations from CLM students (all languages) and a very low response rate, which makes it very difficult to conclude anything.
- Overall good results for BATV Strategic Communication, and the students seem happy with the courses. No major revisions are planned except for a few suggestions for minor revisions and updates.
- For BA English (SLK) 1st to 4th semester students, questions on preparation and participation rate less than they should, which might be due to larger class (*hold*) sizes. Coordinator Ken Ramshøj (KR) did not consider this within the control of the department as long as there is no attendance requirement.
- For KA English students, there is no cause for concern. Some students have commented on one of the exams which they deem too theoretical and say it would be more fitting with a practical exam.
- For ICS, the response rates are high, and students are happy with the contents and methods. However, some students comment that there is not enough time for in-depth work with the material and not enough feedback, and students would like to go on excursions outside the classroom.

As a general note, the department should investigate the low response rates for many courses and what teachers can do to combat this, for example by giving students time during lectures to fill in the evaluations and by informing the students of the importance of participating in the evaluations because they are paramount to the department's ability to improve courses.

PM informed the UN that he is planning to add information on the 'attendance crisis' in his report. The decline in student participation in classes probably has multiple causes, including large group (*hold*) sizes. Engaging students in group work and exam forms that encourage active participation are examples of ways to try to increase attendance rates.

The UN commented that they considered PM's summary to be a fair representation of the evaluations and approved of it being sent to the Director of Studies.

Next step:

The Head of Department has been informed by Director of Studies Lars Kiel Bertelsen that the evaluation report is to be sent to studieleder@cc.au.dk no later than on 4th October 2024. The Director of Studies will then forward the Head of Department reports to the Board of Studies (SN).

8. Information: End-of-term evaluation questions

The UN was informed that the School guidelines for teaching evaluations have now been approved by the Vice-Dean for Education. In September and October 2024, the SN is to work on SN questions for the end-of-term evaluations. These questions will be used by all IKK programmes for a 3-year period. The SN will decide on the SN questions in November 2024. The questions are prepared on the basis of the Evaluation Policy for Arts and the new School guidelines. According to the IKK guidelines for teaching evaluations, the UN can no longer formulate questions. Teachers can add max. two course-level questions.

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

The UN was to discuss how ICS student representatives can assist the Head of Department and ICS coordinator in finding ICS English students for the preliminary meeting and the evaluation meeting for ICS in October.

PM informed the UN that the departments of English and German Romance along with the Director of Studies have requested to postpone the evaluation meeting to the spring of 2025 in order to have more time to include the new circumstances derived from the upcoming *sektordimensionering* and MA reform (as proposed in the previously mentioned 'helhedsplan').

10. Discussion and decision: Elections at AU

The UN was informed about AU elections in November 2024, and the UN discussed initiatives in the autumn in relation to the recruitment of student members for the

UN as from January 2025. While student UN members are elected every year, VIP members are elected for a three-year period.

Decision:

The UN decided that Peter Katballe Kristensen will be responsible for the election list for students.

11. Information: Karriereudvikling i kandidatuddannelsen CLM

The UN was given an overview of career development elements for CLM students.

12. Discussion: Study environment in the MA programmes

At the SN meeting in August 2024, Director of Studies Lars Kiel Bertelsen (LKB) mentioned that it is important to regard MA degree programmes as independent programmes. The SN then agreed to consult the UNs on how best to meet challenges with the study environment in MA degree programmes, with a particular focus on the study start. In September, the SN is to form an overview of any such initiatives in the MA programmes and to consider how to proceed with this item. If possible, SN members are to report orally on the UN's discussions. The UN did not have time for a discussion of this, but will receive information from the discussion in the SN at the next UN meeting in October.

13. Discussion: Study environment survey

This item was postponed to the meeting in October.

14. Discussion: MA Graduate Survey

This item was postponed to the meeting in October.

15. Deadline for submitting documents for the next UN meeting

Any documents for the UN meeting in October 2024 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) *no later than on Monday, 14 October 2024.*

16. Any other business

Nothing.