

Meeting: 19 June 2024, 14:15-16:15
Building 1481, Room 366
Uddannelsesnævnsmøde Engelsk

Participants:

UN members VIP: Anne Schjoldager, Trine Susanne Johansen, Sandro Nielsen, Matthias Stephan

UN members students: Peter Katballe-Kristensen, Nadia Schalipp, Martin Engelsborg Schwartz

Observers: Sten Vikner, Frederikke Ohlenschlaeger, Nis Grøn, Ann Carroll-Bøgh, Sofie Baungaard Hansen (AU Library, item 4), Anne Bjørn Friis (minutes),

Apologies: Peter Mortensen, Joseph William Sterrett, Ken Ramshøj Christensen, Emilie Vedel Hagelskjær, Emilie Bjørg Rank-Kornum, Lærke Orup, Naja Broberg

Minutes (referat)

Uddannelsesnævn Engelsk

Date: 19. june 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

UN-chair Anne Schjoldager (AS) followed up on some of the questions regarding.

New questions regarding WISEflow keep arising. For example, students now need to use their 'flow number' and not their exam number, and the department would have liked information about this sooner. The UN decided to put a more detailed discussion about challenges related to WISEflow on the agenda for their meeting in August. Anne Bjørn Friis (ABF) will ask the exam administration if a representative is able to participate in this meeting to receive input from the UN and include these in their continuing work with implementing the new system, including communication with students and teachers.

The UN also followed up on the question from last month regarding plans for oral exams, including teachers' possibilities to influence the order of the exam plans, the deadline for making exam dates known to students, and the reasoning behind prohibiting students from switching exam times. If a representative from the exam administration is able to participate in the August meeting, these questions will be included in the discussion as well.

Coordinator Sandro Nielsen (SN) pointed out a mistake in the minutes from the last meeting, where the question was raised regarding planned hours in the action plans. This was mentioned as 'hours per week', but is in fact 'hours per semester'. Nis Grøn (NG) will investigate the question further. The UN will be given an update in August 2024.

3. Information: News from Arts Studies

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

Useful information:

- Status of admissions to further and continuing education programmes after the application deadline on 2 May
- News and updates in Power BI
- Introduction to Master's and Bachelor's degree programmes 2024

Events:

- Event for graduating students:
 - After graduation – what is next?
 - Exit AU

Important deadlines:

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

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. The information about events from Arts Career, for example, could have been included in the May newsletter instead of in that of June. ABF will pass this feedback on to relevant colleagues in an effort to get information to students and staff as soon as possible.

ABF also followed up on a question from the department regarding the academic regulations for BA IVK 2023, specifically the exam form for the focus area electives. ABF informed the UN that it was decided during the process of drawing up the new regulations that the exam form for focus areas would be visible in the course catalogue along with the academic objectives for the specific elective. Experience shows that students are more likely to overlook information if some information is published in the academic regulations and additional information is published in the course catalogue, and because of this, it was decided to guide students to find all necessary information on their chosen elective in the course catalogue. The UN disagreed with this decision and would like to have the exam form published in the academic regulations. ABF promised to bring back the views of the UN to her colleagues in SNUK and follow up in August.

4. Discussion: Contribution from AU Library to the teaching in the Department of English

Sofie Baungaard Hansen (SBH), the department's liaison librarian from AU Library attended the meeting and reported on library activities in the department in autumn 2023 and spring 2024. She also presented and discussed planned library activities for the department in autumn 2024 and spring 2025. The UN was given the Annual report for the Department of English F24 as a document for the meeting. The report contains detailed information on library contributions.

The first-semester library introduction was held online for IVK students last year, but SBH and the UN agreed that it would be preferable to return to the earlier format of having the introduction as a workshop on campus held in the seminar groups (classes). AS and NG commented that it is important to include the introduction in *My Timetable* as well as in the *førsteårspakke*.

SBH presented the UN with an overview of how the library structures their contributions in relation to teachings in the department, and the UN will receive this overview (in Danish) as an extra document on the O-drive after the meeting.

SBH informed the UN that the library is still working on how best to support the departments in working with GAI. At the moment they are awaiting further guidelines and are focused on making sure not to misinform students.

SBH and the UN discussed the possibility of giving students an introduction to Market Information databases (in an extracurricular course) in the second semester.

SBH and the UN asked the students which information they have found most helpful or have lacked during their studies. A student member commented that he had found the research part of working on written exams significantly easier after an introduction to basic search tools from the library.

5. Information: Titles and teachers for electives in spring 2025

The UN was informed about the preliminary titles, themes and teachers of electives in spring 2025. The electives are:

- Research electives, [BA IVK English](#) (2023), 4th semester.
- Advanced Research Topics, [MA English](#) (2017), 2nd semester.

In August, the UN is to see and approve the course descriptions of these electives.

6. Discussion and decision: Coordinators' summaries regarding end-of-term teaching evaluations

The UN discussed a suggestion that coordinators should use a template for their summaries of end-of-term teaching evaluations, and NG presented the UN with an example of such a template. This could then be used in September 2024 for the UN's discussion of the evaluations from spring 2024.

Decision:

The UN approved of using the suggested template with minor alignments to the specific coordinators' areas and decided to use this for the UN's discussion in September 2024 of the end-of-term teaching evaluations from spring 2024.

7. Information: New IKK guidelines for teaching evaluations

The UN was informed of the new guidelines for teaching evaluations, drafted by the Director of Studies, which were approved by the SN in May 2024. The UN was also given an overview of the evaluation policy at Arts from September 2023.

The guidelines are awaiting approval by the school management team (IKK) and the Vice-Dean for Education (Arts).

The UN discussed the main changes in the new guidelines:

- The Director of Studies wishes to promote that evaluation practices are implemented and conducted more continually throughout the semester, hoping that the weight of the end-of-term evaluations will decrease.
- The number of SN questions will be reduced to 6, and they will be fixed for a period of three years.
- The UN will no longer be able to choose specific questions to be used for all end-of-term evaluations in the department.
- Individual teachers are allowed to choose and include up to two questions in the end-of-term evaluations.
- All courses must be evaluated at the end of term, which means that the department can no longer decide not to evaluate certain courses.
- Students can only be asked to fill in *one* end-of-term evaluation per course. This means that different course elements can no longer be evaluated separately (for instance: lectures and seminars).

The UN decided to follow up on questions regarding the new procedure at the meeting in August.

8. CONFIDENTIAL discussion and decision: Teaching environment assessments (*Undervisningsmiljøvurdering: UMV*)

The UN discussed the results of the teaching environment assessments of the department's degree programmes (*Undervisningsmiljøvurdering: UMV*).

Background

Every three years, Aarhus University conducts a teaching environment assessment (UMV) for full-time students – last time in autumn 2021. The UMV is based on a selection of results from the most recent national student survey. Teaching environment assessments concern the university's *physical, psychological, and*

aesthetic environments, in which students' perceptions of the teaching environment are considered with a view to ensuring a good, safe and healthy teaching environment.

UMV action plan

The UN is responsible for providing input to and approving the Head of department's proposals for possible activities in the action plans. In the plans, it is possible to initiate activities regarding the mental, physical and aesthetic environment, as deemed relevant by the UN.

The UN was given Head of Department Peter Mortensen's (PM) proposal for two UVM action plans (for SLK+ICS and IVK+CLM, respectively) for 2024-26, based on input from the coordinators. The UN was also, for comparison, given the previous UVM action plan for 2021-2023 (one for the entire department). PM was not present for the meeting, but NG presented the action plans on his behalf and will bring notes from the UN back to PM.

It was suggested to include the English Writing Centre in the mentioned actions for SLK (as it is for the IVK/CLM plan) and also combining the two plans in a single action plan for the department. It was also suggested rephrasing the actions regarding feedback. This is certainly an area worth looking into, but, as it is a complex issue, it should not be reduced to just a lack of feedback. For instance, sometimes students are not aware of the feedback that they actually receive.

Decision:

The UN approved the proposed UVM action plans for the department's degree programmes, with minor changes. The Head of Department submits the plans for discussion by the SN and subsequent approval by the Director of Studies and the Vice-dean.

Next steps:

- The action plans are discussed in the SN with a focus on sharing examples of good practice and ideas for initiatives across degree programmes.
- The action plans are to be approved by the Director of Studies and the Vice-Dean and to be published on the study portal.
- In parallel with the assessment of the teaching environment, the faculty management and the departments will discuss the process for handling specific cases of bullying, harassment and discrimination.

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

The UN initiates a process to find candidates (teachers) for the AU Anniversary Foundation Teaching Prize 2025. It is suggested that students (not just UN members) agree on two relevant candidates (different genders) from the English department.

At the meeting in May, student members were assigned the task of submitting filled-in templates (one for each candidate) for the UN's approval.

Selection and nomination of teachers for SN IKK:

The SN's process for nominating candidates for the Aarhus University Anniversary Foundation Teaching Prize 2025 is stated in *document 9a*. This states that the UN must nominate two candidates (different genders) for SN IKK by 18 September 2024.

It is a prerequisite that the candidates must be employed at AU and that the students must be involved in the nomination and selection of the candidates.

The nomination of the two candidates is based on the assessment criteria that can be found in *document 9b* and the nomination template in *document 9c*. The nomination text must be a maximum of 4,800 characters, including spaces (based on the nomination template, which lists the six criteria).

The next step:

In August the UN will discuss and approves of the candidates nominated by the students for the AU Anniversary Foundation Teaching Prize 2025.

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. Messages

The UN will receive any updates and news from:

- *Head of Department:* AS mentioned, on behalf of PM, that it has been decided to review entry requirements for the master's degree programmes of the department, and PM has been invited to a meeting regarding this on June 24. The UN will not be involved in the decision process but will be informed of any news.
- *Academic and administrative staff:* Nothing
- *Students:* Nothing
- *Student counsellors (Studievejledning/VEST):* Nothing
- *Internationalisation coordinators:* Nothing new since the last meeting in May. The intake is still in process until August.
- *SN (The School of Communication and Culture's Board of Studies (Studienævn: SN):* Nothing

The UN decided to move messages to item 4 as of the August meeting in 2024.

11. Deadline for submitting documents for the next UN meeting

Any documents for the UN meeting in August 2024 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) no later than on Monday, 5 August 2024.

12. Any other business

Nothing.