



AARHUS UNIVERSITET

Minutes (referat)

Uddannelsesnævnet for Engelsk (Uddannelsesnævnsmøde Engelsk)

20-11-2024 14:15 - 16:15

1481-366

Information:

Participants:

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

UN members students: Peter Katballe-Kristensen, Lærke Orup

Tutors (for item 5 and 6): Lucjan Pawel Tadeusz Kaliniecki, Jonas Boel Petersen, Simon Bødewadt Lund, Rasmus Vestergaard Munkholm, Mathilde Emma Sønder Nielsen, Karl Lukas Thorup Hansen, Josefine Hjernøe Sønnichsen

Observers: Peter Mortensen, Ann Carroll-Bøgh, Kathrine Oxholm Micheelsen, Imke van Bentum, Marley Daniel Christoph Kaiser, Kamilla Brok-Jørgensen, Mai Ingemann Asmussen, Nanna Dalsgaard Pedersen, Andrea Carla Forsyth, Jane Lücke Didriksen, Frederikke Øhlenschläger (student counsellor), Nis Grøn, Anne Bjørn Friis (minutes)

Apologies: Trine Susanne Johansen

Punkt 1: Approval of the agenda

(Anne Schjoldager).

Minutes:

The UN approved of the agenda,

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

(Anne Schjoldager).

Document:

2.1 Minutes English UN meeting 23 October 2024.pdf

Minutes:

UN-chair Anne Schjoldager (AS) followed up on the minutes from the last meeting regarding the new model for the planning of teaching activities to be used by the study administration. At the October meeting, Jane Lücke Didriksen (JLD) asked which - if any - changes the new model would introduce for the department. UN-secretary Anne Bjørn Friis (ABF) promised to ask UVAEKA but did not yet have any news. ABF will follow up with UVAEKA and send a reply directly to JLD. The UN will be informed of relevant news or changes.

Punkt 3: Messages

Documents:

3.1 SN Referat SN IKK 30. oktober 2024.pdf

3.2 Høringstekst_fase_1b_National_koordinering__D9005837_07.11.2024.pdf

3.3 Bilag til

høringstekst_1__Reaktioner_på_inddragelsen_i_fase_1__D9026287_07.11.2024.pdf

The UN will receive any updates and news from:

3.1 Head of Department

3.2. Academic and administrative staff

3.3. Students

3.4 Student counsellors (Studievejledning/VEST)

3.5 Internationalisation coordinators

3.6 The School of Communication and Culture's Board of Studies (*Studienævn: SN*).

The UN is given the minutes of SN's October meeting (document 3.1). The UN is also given documents used for the extraordinary SN meeting on 14 November 2024

(documents 3.2-3.3; also available

on <https://medarbejdere.au.dk/fakulteter/arts/kandidatreform>).

Minutes:

The UN received updates and news from:

3.1 Head of Department

The second revision of the '*helhedsplan*' has now been published, and for the Department of English, there were not many changes to the proposed plan in phase one. It still stands that the programmes will be downsized to midsize programmes. At the moment there is no talk of converting the MA programmes of the department into neither '*erhvervskandidater*' nor 75-ECTS programmes, which is good news. The KAU-report (*kandidatudvalgsrapport*) has been published, but it is not as detailed as hoped, and many things are yet to be determined. Next week, the department has been invited to a seminar with a focus on employment, and in December, a department seminar will be held to discuss the reform. Until now, students have not been sufficiently involved in the reform work, but the Faculty has now set up a webpage on the study portal containing information specifically aimed at students:

<https://studerende.au.dk/studier/fagportaler/arts/aktuelt/kandidatreformen>

PM encouraged interested students to look at the webpage as well as follow the Danish news media in general on the subject.

3.2. Academic and administrative staff

Nothing

3.3. Students

Nothing

3.4 Student counsellors (Studievejledning/VEST)

Nothing

3.5 Internationalisation coordinators

Outgoing student are busy at the moment with their priorities for 2025. The process of registering incoming students for courses is almost finished.

3.6 The School of Communication and Culture's Board of Studies (*Studienævn: SN*). AS informed the UN of an extraordinary SN meeting on 14 November 2024 regarding the MA reform. She also reported on the SN's discussion of issues for outgoing exchange students in English and GermanRomance, particularly for BA IVK students. It seems that other IKK programmes also experience issues for outgoing exchange students.

UN vice-chair Peter Katballe-Kristensen (PKK) informed the UN that on 2 December 2024, the Head of School has invited students in the UNs to participate in an information meeting on the MA reform and *sektordimensionering*. Interested students should write to PKK (201206604@post.au.dk), and he will make sure to extend the invitation.

Punkt 4: Information: News from Arts Studies

(Anne Bjørn Friis).

Document:

4.1 November 2024_Nyhedsbrev fra Arts Studier_DA_ENG.pdf

The UN is to be given an update from the Arts Studies based on the most recent newsletter (document 4.1).

Minutes:

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

Useful information:

- The commencement of studies exams have resulted in 66 withdrawals
- The timetables for the spring semester 2025 have been published
- Thank you for the great and insightful semester coordination meetings!
- Preparing first-semester students for the exams
- Summer University 2025
- Get an overview of the final admission figures for 2024

Events:

- Career events on Master's thesis collaboration, climate and sustainability and special educational support
- Thesis supervisors – join us as we focus on Master's thesis collaboration

Punkt 5: Discussion: Evaluation of the study starts

(Anne Schjoldager, head tutors).

Documents:

5.1 Engelsk SLK BA_evaluering_studievelkomst 2024

5.2 IVK Engelsk BA_evaluering_Studievelkomst 2024

5.3 MA English Study Start 2024 evaluation report

5.4 Feedback from international students from ICS and MA English

5.5 ICS study start evaluation report

Head tutors are invited to participate in and contribute to the UN's evaluation of the department's study starts, including BA orientation weeks and the Intercultural Studies (ICS) introduction, with a view to initiating proactive and optimising initiatives for the following years. The UN is given student evaluations from BA SLK English (document 5.1), BA IVK English (document 5.2) and KA English (document 5.3), feedback received by the student counsellors from international ICS and KA English 1st semester students (document 5.4) and evaluations of the ICS introduction week (document 5.5).

Next steps:

The board of studies (SN) representatives pass on the UN's discussions orally to the SN. Evaluation forms or written/oral feedback are passed on to next year's head tutors and may be attached to next year's approval by the UN, to ensure the best possible study starts.

Minutes:

The head tutors presented the student evaluations of the study starts for each degree programme, and the UN discussed the results.

BA English (SLK):

The number of students participating in the evaluation was similar to that of previous years, and students were overall happy with the introduction, with some useful suggestions for future structures of the week.

Some students with minor (*tilvalg*) in English commented that in the future, the structure should accommodate both major and minor students. In regards to the study groups, several students taking their minor in English did not respond to the study-group questionnaire and this made it difficult for the head-tutors to divide them into study groups. For the minor students that show up, it is the impression of the tutors that they were very happy with the introduction and the groups. However, it poses a major problem if less than half of a group participates actively in the group work, which was the case for some minor students.

Next year, there will be four tutors instead of three, which will make the work easier.

BA English IVK:

Overall positive evaluations, and students were satisfied with having Wednesdays off, which worked well for the tutors as well. One thing could be improved on: the short academic introductions of only 30 minutes could maybe be converted into a panel discussion, based on positive feedback on this format for SLK students.

It can be difficult for tutors to find perfect fits when dividing students into study groups despite the efforts that have been made by the department to improve the questionnaires that the groups are based on.

If possible, study groups should have a maximum of five students each. However, sometimes, it can be necessary to have six students in a group.

Some students commented that they had felt left out because they were not interested in party-like activities. The UN has previously focused on the balance between social and academic content, specifically in regards to alcohol consumption. The tutors and the UN did not find that this had been a problem this year, but acknowledged that the student population may be divided on this subject and that it is difficult to find a balance that will fit everyone perfectly.

MA English (SLK):

The tutors and the UN did not have data to base the evaluation on for the MA degrees, which was based on oral feedback. The introduction program was largely the same as last year with only a few changes. Even though the tutors had tried to accommodate international students more than in previous years, some international students still commented on the lack of information in English and the lack of social activities in general. Some students had commented that they found a lack of specialised information for minor students, but it is not clear for the tutors which specific information was missing, because students have classes together, and a lot of the information needed should be similar to what major students need.

ICS:

In the introductions, tutors emphasised that many ICS students are international students. They also focused on facilitating social activities to let students get well-acquainted with one another.

Unfortunately, there was an initial mix-up with communication as students did not receive an initial mail explaining that Facebook would be the main channel for communication between them and the tutors.

Next year, the tutors will strive for more 'communication discipline' and give students an explanation of the various platforms. Clearly, there were valuable lessons to be learned from some misunderstandings this year.

A social café was held in collaboration with Mellempøkkeligt samvirke outside of the university, where ICS students could encounter more experienced international students.

There might not be resources for a cabin trip for ICS student, like that for BA students, but, in future, it would be nice to focus more on social activities, such as the above-mentioned café.

There was some doubt about the relevance of different activities for Danish and international students. The tutors tried to form diverse groups as much as possible, but the concept of study groups caused some anxiety for international students. The UN discussed that learning to work with a study group is an integral part of studying at a Danish university: we need to look at study group as a cultural formation. This would turn a challenge into a point of discussion and learning.

CLM:

There were no tutors present, but Sandro Nielsen (SN) presented a short evaluation of the introduction event for new CLM students. This year, the introduction was reduced from six to four hours, and was a joint event for all four CLM programmes. Approximately, only half of the students were present. This could be because most students come from BA IVK and therefore do not expect to need much introduction. Activities comprised presentations from the study counsellors, Arts Karriere, two CLM students, KAF (the MA organisation for English, SLK), the wellbeing coordinator, and two from alumni (CLM graduates). SN only received positive feedback, and he and a student member agreed that the reduced hours for the introduction was suitable.

Punkt 6: Discussion: Evaluation of the cabin trips (hytteture)

(Anne Schjoldager, head tutors).

Documents:

6.1 Evaluering af hyttetur - SLK Engelsk

6.2 Evaluering af hyttetur - IVK Engelsk

Head tutors are invited to participate in and contribute to the UN's evaluation of the cabin trips (*hytteture*) 2024, with a view to ensuring that next year's initiatives are proactive and optimising.

The cabin trips are organised for new students in the first semester of the Bachelor's degree programmes.

The UN is given student evaluations from BA SLK English (document 6.1), BA IVK English (document 6.2)

Next steps:

The board of studies (SN) representatives pass on the UN's discussions orally to the SN. Evaluation forms or written/oral feedback are passed on to next year's head tutors and may be attached to next year's approval by the UN, to ensure the best possible cabin trips.

Minutes:

The head tutors presented the student evaluations of the cabin trips (*hytteture*).

SLK:

Most of the comments in the evaluation were made by tutors with a small amount of feedback from students/study groups, but the head tutors would have liked more feedback from students and overall more extensive evaluations.

In the evaluations given, the feedback was mostly positive. The students seemed to like the increased focus on academic content.

IVK:

68 students out of 94 students participated in the cabin trip, and the evaluations were overall positive with some of the same positive comments regarding academic content as for SLK students.

The cabin was located in Lemvig, which was considered too far away from AU, and therefore, a cabin has already been booked near Grenaa (Fjeldholmlejren) for next year.

AS, JLD and PM concluded items 5 and 6 by extending a big thank you to all head-tutors and tutors for their good and hard work and by concluding that, as always, tutors of the department receive well-deserved and very positive feedback and praise from the new students.

Punkt 7: Information: Internationalisation electives (IV-fag) to be offered by the Department of English

(Peter Mortensen).

The UN is to be given an update by the Head of Department on internationalisation electives (*IV-fag*) selected to be offered by the Department of English in autumn 2025 and spring 2026.

Minutes:

PM informed the UN that all IV-fag (internationalisation electives) proposed by the department will be offered in spring 2025 as a sufficient number of students have registered for these courses. The same courses will be proposed for spring 2026.

Punkt 8: Decision: UN meetings from February 2025 to January 2026

(Anne Schjoldager, Jane Lücke Didriksen).

The SN has decided on the meetings in 2025 and January 2026 (at 13-16). UN meetings will be scheduled for 14.15-16.15 on Wednesdays in the weeks before SN meetings. The UN is to approve of the proposed meeting dates and times for the UN.

Proposed UN meetings:

- 15 January 2025 14.15-16.15 (already decided and booked)
- 19 February 2025 14.15-16.15
- 19 March 2025 14.15-16.15
- 23 April 2025 14.15-16.15
- 21 May 2025 14.15-16.15
- 18 June 2025 14.15-16.15
- 13 August 2025 14.15-16.15
- 17 September 2025 14.15-16.15
- 22 October 2025 14.15-16.15

- 19 November 2025 14.15-16.15
- 3 December 2025 14.15-16.15
- 14 January 2025 14.15-16.15

Approved SN meetings:

22.01.2025
26.02.2025
26.03.2025
30.04.2025
28.05.2025
25.06.2025
20.08.2025
24.09.2025
29.10.2025
26.11.2025
10.12.2025
21.01.2026

Minutes:

The UN approved of the proposed dates and times for UN meetings in 2025 and January 2026.

Punkt 9: Information: SN/UN elections at AU

(Anne Schjoldager, Peter Katballe-Kristensen).

The UN is to be given an update on the SN/UN election list for students in the Department of English:

- 1: Peter Katballe-Kristensen
- 2: Lærke Orup
- 3: Anne-Sofie Bach Simonsen
- 4: Yashar Severinov Yankov
- 5: Imke van Bentum
- 6: Andrea Carla Forsyth
- 7: Marley Daniel Christoph Kaiser
- 8: Nanna Dalsgaard Pedersen

The new UN will be established at the beginning of 2025. New students who would like to participate as active observers in UN meetings before then are very welcome to write to UN secretary Anne Bjørn Friis (abf@au.dk), who will add them to FirstAgenda and ensure they are invited to the meetings.

Students who are not on the list are welcome to participate in meetings as active observers in 2025 and should also contact Anne Bjørn Friis as mentioned above.

Minutes:

PKK informed the UN of the final results of the student election. He and other students have successfully recruited student members and active observers from a variety of semesters and degree programmes, including ICS.

Punkt 10: Decision: The procedure for end-of-term evaluations in the Department of English

(Peter Mortensen, Nis Grøn)

10.1 Retningslinjer for kursusevaluering på IKK_26.06.2024

According to the School's (IKK's) policy for course evaluations (see document 10.1), procedures for end-of-term evaluations are to change as from spring 2025. One change concerns the number of evaluations that may be carried out per course: From now on, each course may only be evaluated once, either at the lecture level OR at the seminar level (and always via Brightspace).

Previously, such decisions have been taken by individual teachers/course responsables, but now the Head of Department is to decide on this for the department's degree programmes. Consequently, as from 2025, the procedure will be the same for *all* the Department's courses.

To inform his decision, Head of Department Peter Mortensen wishes to receive input from the UN. The UN is therefore to discuss the options below and, if possible, recommend one of them.

1. Should end-of-term evaluations be activated **at the lecture level**?

This means that only one survey will be activated per course and that only one data set will have to be processed and discussed with students and in the UN.

2. Should end-of-term evaluations be activated **at the seminar level**?

This means that several surveys will be activated (by definition, there are several seminar groups) and that data sets for each seminar group will have to be processed and discussed with students and in the UN.

Next step:

The UN decides which of the above-mentioned procedures is to be recommended to the Head of Department. The UN will be informed of the final decision at the UN meeting in December.

Minutes:

The UN discussed the pros and cons of evaluating courses at the lecture level or the seminar level.

It has already been decided that courses shared with German-Romance will be evaluated at the seminar level, and students will be asked to evaluate all teaching activities, including the lectures. This means that the UN discussion focused on courses in the English department.

From the discussion:

- The downside of evaluating at the lecture level is that it will be harder to identify problem areas across the seminars, but this might be helped by encouraging students to comment on the seminars, so that the department and the UN can actively use these comments in the evaluation of the courses in question.
- On the other hand, the downside of evaluating at the seminar level is the number of evaluation surveys (one per seminar group/class), and the amount of paperwork for the coordinators when they write their evaluation reports.
- The UN discussed that evaluations at the lecture level could be discussed orally in each seminar group and added to reports written by the seminar teacher.
- A student commented that, from a student perspective, the mid-term evaluations at lecture level work well and give students a chance to evaluate and comment specifically on the teachings at this level.
- The UN discussed the importance of distinguishing between mid-term evaluations, which are only used internally by the teachers, and end-of-term evaluations, which are also used as a quality-check on the teaching in the department.
- The UN could benefit from discussing evaluations at the lecture level, but as a management tool, it might be more beneficial with the more fine-grained evaluation results at the seminar level.
- Students commented that it is important for students to be able to comment specifically/individually on the different seminars in the course and not just on a course as a whole.
- The UN discussed that the new procedure will make evaluation comments even more important, which might mean that comments should be included in the data given to the UN in the future.
- The UN discussed that it is important to get detailed, specific information to be able to spot important issues and intervention areas.

PM concluded the discussion by saying that he will take all comments under advisement and will proceed to discuss the matter with other heads of department before making the final decision regarding the new, uniform evaluation procedure.

The UN will be informed of the final decision at the meeting in December.

Punkt 11: Information: Items for future meetings

The UN is informed of planned items for upcoming meetings. UN members can comment on these and/or suggest additional items. In addition, UN members are welcome to send comments and suggestions to future UN items to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk).

December 2024:

- Information: Titles and teachers for electives in autumn 2025
- Information: IV-courses to be offered by the department in 2025/2026
- Information: Update on SN's approval of the department's proposals for changes in the academic regulations

January 2025:

- Decision: Establishment of the new UN – as of 1 February 2025
- Information: Introduction to the work of the UN for new student members

- Information: Next month's discussion of the end-of-term teaching evaluations for autumn semester 2024

February 2025:

- Decision: Approval of course descriptions for electives autumn 2025
- Discussion: End-of-term teaching evaluations from autumn semester 2024
- Information: Academic regulations/changes to academic regulations following a review by the Dean's Office to take effect on 1 September 2025
- Information: Annual evaluations of Project placements

Punkt 12: Deadline for submitting documents for the next UN meeting

Any documents for the UN meeting in December 2024 should be sent to Anne Schjoldager (asc@cc.au.dk) and/or Anne Bjørn Friis (abf@au.dk) *no later than on Monday, 25 November 2024.*

Punkt 13: Any other business

Nothing