

Meeting: 28th August 2019
Building 1485, room 414, 11.00-13.00
Uddannelsesnævnsmøde LICS

Minutes

1. Approval of the agenda and the minutes from the previous UN LICS meeting

The agenda and the minutes from the previous meeting were approved.

Uddannelsesnævn LICS

Dato: 01. august 2019

2. Briefings:

- from Institute Forum

There have not been any meetings since the last UN meeting, so there was no news.

Side 1/5

- from Board of Studies

It was mentioned that there was not much relevant information for the UN from the last SN meeting.

SN-representatives mentioned that there had been a discussion of the meaning with "erhvervsspecialer". Head of Department explained that some students are afraid to click the box "erhvervsspecialer" because they fear that it means something bigger than it actually does. The teachers should try to demystify "erhvervsspecialer". It was mentioned that "erhvervsspecialer" can also be done in the student's own company. Head of Department will follow up on that.

- from students counsellors

The student counsellors mentioned that they are focusing on the study start, and they will meet with the new students to introduce them to the student counsellors.

- from staff

No news

- from SNUK

Camilla informed about the newsletter from Arts Studier. There were no questions from the UN.

3. From the agenda of the Board of Studies: 28th August 2019

Nothing was mentioned under this item.

4. Selection of new Chairman

Ethan Weed was selected new chairman of the UN.

5. New study regulations

The UN has been given appendices introducing the two new supplementary subjects: Cultural Analytics and Social Minds.

There were no comments at the meeting, but the UN can send comments to the Cordula Vesper regarding Social Minds and to Joshua Charles Skewes regarding Cultural Analytics.

It was informed that the students at the department will be included in the process as well. Joshua Charles Skewes will send an email around to all 3rd semester students asking them to comment on both supplementary subjects.

6. Teaching evaluations: new rota system for course evaluations and proposal for evaluation procedure

Head of department explained that he is working on creating a system in which the teaching evaluations can be used in a meaningful way. Right now the department is evaluating all courses each year, which according to the evaluation policy is not necessary. All courses still need to do the midterm evaluation, but they do not have to do the final evaluation.

The evaluation policy states the following:

- 1) evaluate all new courses,
- 2) evaluate all courses taught for the first time by a new teacher, and
- 3) evaluate every course once every three years.
- 4) evaluate courses that are co-taught
- 5) courses taught by assistant professors, PhD students, or external lecturers

UN decided that evaluation of courses for the purpose of academic development should also be done.

There has been made a rota system to meet the requirements from the evaluation policy and the teachers who need to do the evaluation will be told in advance. The teachers are asked to spend some more time on their evaluation note.

The new evaluation format was approved by the UN and will be used from fall semester 2019. Later on there will be a discussion on how to implement the comments from the evaluations at the department.

7. Questions for teaching evaluation autumn 2019

The UN decided not to choose any other questions for the evaluation for fall 2019 and spring 2020.

8. Evaluation of the yearly status

The students and VIP representatives who had used the tool PowerBI told the UN that they had found it really useful, but a bit difficult. There was a wish from Head of department to include more download options.
The UN also discussed the data for study intensity.

9. Discussion of changes to procedures for teaching and exam planning

Head of department informed the UN, that he is trying to develop a system that makes sure that there is a consistency in the planning and that the teachers get repeating courses, that are relevant for their research.

Members of the UN expressed a discontent with the exam plans from the administration and why they cannot reuse the exam plans from the previous years. Head of department told the UN about the efficiency improvement going on regarding the process for exam and teaching planning at the administration, and that they are going to integrate a new computer system, to help make the plans more consistent.

It is still possible for the teachers to contact UVAEKA, if they have comments about the plans.

The UN discussed the fact that some students take the re-exam since there are no difference between the form of the ordinary exam and the re-exam.

10. "Rondvraag" (short questions/comments before the closure of meeting)

Some members of the UN asked why the minutes from the meeting are not put online. They were informed that SNUK is working on the process for making this happen. Arguments for putting the minutes online, is that the decisions otherwise never will reach the people involved, and that students have asked to be able to share the minutes with other students.

From Head of Dept.

(1) UPDATE: Programme Evaluation Cognitive Science

The UN was informed that the evaluation report has been submitted and that everything about the evaluation meeting has been organised.

(2) RESEARCH WORKSHOPS: Two proposals for approval

- Language and computers – Rebekah
- Grammar of everyday life – Jakob

Josh presented the two suggestions for research workshops. The suggestions will be send around to the UN for a written approval, and Head of department will present it to students for feedback.

It was suggested to change the title to “Grammar in the everyday life”.

(3) UPDATE: English downsizing

Head of department informed about the decisions made due to the English downsizing. The MA linguistics will remain an English language program. The MA cognitive semiotics will become a separate Danish language program. There will be an increase of 10 ECTS co-teaching between cognitive semiotics/linguistics. “Cognitive science” will be available for the semiotics students and co-taught with linguistics.

(4) UPDATE: Academic regulations: Regular programs

BSc Cognitive Science regulation are awaiting final check from SNUK. It will be submitted to October UN meeting for approval.

MA Linguistics regulation: There has been made a draft of the course descriptions. Student and employer input will be sought ASAP.

MA Cognitive Semiotics regulation: Here there are only minor revisions required. Student and employer will be sought ASAP. The UN will see the entire regulation in October.

(5) UPDATE: Positions

Head of department gave a status on the positions and the hiring process at the department.

(6) INFORMATION: LICS early career teaching group.

There has been held a meeting before the summer and in August, and another meeting will be held soon, where the actual teaching plans will be discussed. Teachers should encourage all new staff to join, since a lot of useful questions come up.

(7) INFORMATION: Cognitive Science international student support group will be started. An afternoon group for international students where they can help and support each other.

Side 5/5