

**Meeting: 17<sup>th</sup> June 2020 at 11.00-13.00**  
**UN-meeting, LICS**

**Minutes**

**Called:**

*UN members:*

Ethan Weed (chair of the meeting), Jan Rijkhoff, Kristian Tylén, Peter Bakker, William McGregor, Mikkel Wallentin.

UN LICS

Dato: 10.06 2020

*Observers:*

Peter Waade, Peter Thramkrongart (student), Kristina Duun (student counsellor), Alexandra Kratschmer, Cordula Vesper, Chris Mathys, Karsten Olsen, Rebekah Baglini, Jeroen Willemssen, Daina Crafa, Joshua Skewes (head of department), Jakob Steensig, Sofie Raun (department consultant), Julie Zederkof (SNUK, minute taker).

Side 1/5

**1. Approval of agenda and minutes from last meeting**

The agenda was approved with the addition of a presentation from the "fagudvalg" in the beginning of the meeting. The minutes were approved without any comments but with corrections of typos which were sent to the UN secretary.

Documents will from now on be shared in dropbox since some participants have difficulties using the VPN.

A guidance for how to set up VPN is found here: <https://medarbejdere.au.dk/administration/it/vejledninger/sikkerhed/totrinsbekraeftelse/>

SNUK will in the future update the website with agenda prior to the meeting and minutes when these are approved:

<https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/uddannelsesnaevn/kommunikation-og-kultur/>

**2. Briefings (orientation)**

**2.1 Presentation of new webpage for students at Cognitive Science (Student's council/Fagråd)**

The student representative from the "fagudvalg" presented a webpage organized by the "fagudvalg" with many co-contributors.

The webpage is targeted students at cognitive science. Here they can blog about academic content, gain facts about the student life, see an overview of research groups, watch guides for statistical programmes, share presentations, receive exam help and much more.

Anyone can contribute but the “fagudvalg” go through the contributes before accepting them.

The webpage is sent for feedback among teachers and students when it's ready. The students are advised by the UN to look into which requirements there are for these types of webpages via the “Arts råd” and to have a plan for maintenance so that it is not to huge of a burden.

The students are advised not to put any specifics on the web regarding project at companies. And to have the page open (not protected by password) so that all the material on the web can be accessed without GDPR-problems.

The students are advised to talk to the teachers about sharing of exam assignments

## **2.2 News from the Board of Studies**

*The UN chair informed about points from the previous board of studies meeting:*

### *Teaching planning for next semester*

Teachers have been asked to prioritize 1<sup>st</sup> semester BA and KA students and to prioritize that all students have teaching at campus.

Student representatives are concerned about having many oral exams in zoom and wanted to remind teachers that is it a different setting than in usual oral exam - it is much more difficult to perform in front of a camera than in real life.

### *Election for the study board*

All members are up for election. There is also a requirement of a student representative. Ethan is willing to continue being the VIP representative but is also willing to pass the job on. The UN are asked to consider whether they want to be representatives and students are asked to talk with students about the requirement of a student representative.

## **2.3 News from the Institute Forum**

Nothing to report.

## **2.4 News from the student guidance**

The student counsellor informed about a great Bachelor's project kickoff meeting. Students had a great experience and the zoom-formate worked out. The students got a lot of great feedback on their projects.

The student counsellor furthermore informed that they get many questions from students who are concerned about online teaching next semester. They also get many questions about the quarantine period (14 days before study start) from coming students at the MA.

The student counsellors are at the time occupied with the planning of the semester start which is difficult due to rules that are changing often.

The student counsellors are furthermore In the process of finding mentors for Cognitive science students.

### **2.5 News from staff and students**

There has been discussions about the rules regarding plagiarism. If a teacher has a suspicion of plagiarism they must contact UVAEKA.

Unfortunately UVAEKA only have the option of running the plagiarism programme on all students who handed in the exam.

It's discussed whether the department needs a practice for whether to check for plagiarism in general on all exams via the plagiarism programme. Some teachers have good experiences with this format and inform the students beforehand.

SNUK informs that if the teacher has a suspicion of plagiarism or a case of plagiarism from the plagiarism programme, they need to contact the UJS for information on the further process.

### **2.6 News from the study administration**

The news letter are publicly available at the teacher's portal: [https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hovedomraader/Arts/Underviserportal/Nyhedsbreve\\_Arts\\_studier/2020/06\\_juni\\_2020\\_Nyhedsbrev\\_fra\\_Arts\\_Studier.pdf](https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hovedomraader/Arts/Underviserportal/Nyhedsbreve_Arts_studier/2020/06_juni_2020_Nyhedsbrev_fra_Arts_Studier.pdf)

## **3. Evaluation of project placement (discussion)**

The UN discussed and commented on the evaluation of the project placement in E19 from both the students and the project hosts.

In general all evaluations have a positive result. Next semester there will be more evaluation reports since this will be the first semester where students from cognitive science have project placement.

Two students from Cognitive semiotics have made the company thesis. The contact between the students, the university and the company have been great and the students have got a job in the company afterwards. In general students have a great outcome from the project placement and the companies are satisfied with students from LICS.

A negative tendency is some comments on the supervision. Most students are satisfied with their supervision. Supervisors feel that they are able to keep contact with the students during the semester without unsuitable amount of workload.

The UN comments on the fact that some companies have filled in the evaluation form without knowing which educational programme the student is from. It would be good if companies know when their intern is a student from LICs - It is important that students sell the programme and the opportunity for others to get an intern.

#### **4. Experiences with rescheduled teaching for discussion/statement (discussion)**

The UN chair orientated the process where experiences are collected in the UN and in the board of studies during June. The UN didn't have any specific experiences to share. In general online courses and exams have went well. In some cases opportunities for different types of IT equipment would help advance the teaching.

As a result of the Corona pandemic in spring 2020, the University of Aarhus was physically shut down on March 12, 2020.

The physical shutdown meant that many different critical situations had to be handled and that much information had to be disseminated in ways other than hitherto. At the same time, the teaching had to be rescheduled so that it could take place online (rescheduled teaching). Oral exams also had to be handled online, which in many cases meant the creation of a so-called emergency academic regulations.

Many experiences have been collected during the period, and therefore an accumulation of experience is now being initiated both among teachers and students in order to become clearer about what has worked well and what is less useful.

Teachers are furthermore asked to schedule their teaching due to new priorities and requirement decided by the Vice Dean. Teachers need to plan with the room already given to them. This means that it has to be decided which teaching that is held online, blended and on campus. In autumn 2020 it will still not be possible for much teaching on campus. The deadline for stating the details about the teaching schedule is 15th of August. The Head of department need to approve before the 15th of August. The approval will count for the whole semester for blended learning formats.

Secretaries from the institutes have re-measured the rooms and hopefully room sizes will be corrected.

Things might change as we go along due to new decisions, help regulations etc.

#### **5. Approval of study start programs (decision)**

The schedule are different from previous years due to corona. 2 days are planned at campus and the rest of the days are planned at the "tumbleplads" in Risskov. Many activities remains the same as last year, but are revised to follow the health restrictions due to Covid-19.

*Decision:*

The programmes are send out for commenting and approval in writing before 21th of June. *The programmes where approved by the UN in writing after the meeting.*

## **6. Decision of an obligatory set of UN questions for the teaching evaluation E20 (decision)**

The UN have the opportunity to choose some compulsory questions at the educational level - in addition to the two compulsory AU questions and the Study Board's compulsory questions. These questions will thus be included in all the educational evaluations of the program.

### *Decision:*

The UN decided that the UN chair removes duplicated questions between the UN and board of studies questions and send this draft out for approval in writing after the meeting.

When the questions are approved they are send to the Educational consultant at IKK. After the meeting it was approved not to have a set of obligatory UN questions. The UN chair found out that the UN already uses only the AU and Board of studies questions and it was approved that this practice remains.

## **7. Discussion points for future UN meetings (decision)**

Members of UN are invited to send themes to the UN chair. The UN chair will put them into a list which the UN can choose from. The suggester of a theme are asked to lead the discussion.

### *Decision:*

The UN agrees to make a list of discussion points for further UN meeting. A discussion point about Plagiarism will be planned on the next UN meeting in August.

## **8. News from Head of Department (orientation)**

*The Head of department informed that:*

- Teachers have been advised if their course is evaluated this term under the current policy, and the evaluation template has been shared. Please forward evaluations to Sophie when they're done.
- Teachers are reminded to upload lesson plans for the folder, for sharing with new teachers who might have your course in the future, and for teachers on upper level/MA courses.
- His 3 year term as HoD is finishing in February. He has been asked to state whether he will be stepping down or continuing from that time. There will be elections and the process starts in August. He offers to stay for longer (1-1,5 years) but not for the full 3 year period.
- A offer is made from IKK for a professor in Cognitive Science

## **9. "Rondvraag" (short questions/comments before the closure of meeting)**

It was commented that the minutes where not online before the meeting. This was due to IT problems which are now fixed