Meeting: 19th August 2020 at 11.00-13.00　　　　　　　　　**Minutes**
In Zoom
Degree programme board meeting, Linguistics, Cognitive science and Cognitive semiotics

Attendances:

UN members:
Ethan Weed (chair of the meeting), Jan Rijkhoff, Kristian Tylén, Peter Bakker, William Macgregor, Mikkel Wallentin.

Observers:
Johan Keller Jensen, Sofie Raun, Cordula Vesper, Kristina Duun (student counsellor), Chris Mathys, Karsten Olsen, Diana Crafa, Joshua Skewes (head of department), Jakob Steensig, Riccardo Fusaroli, Peter Thramkrongart, Mads Jensen, Byurakn iskhanyan, Maria Jørgensen, Nicholas Mikkelsen, Alexandra Kratschmer, Julie Zederkof (SNUK, minute taker).

1.　　　Approval of agenda and minutes from last meeting
The degree programme board (uddannelsesnævn) approved the agenda and the preliminary minutes. It was agreed on to leave out acronyms in future minutes.

The agenda and previous minutes are publicly available at the degree programme board web page: https://studerende.au.dk/studier/fagportaler/arts/kontakt/udvalgognaevn/uddannelsesnaevn/kommunikation-og-kultur/

2.　Briefings (orientation)
2.1　　　News from the Board of Studies
The degree programme board chair reminded of the upcoming election in November. Ethan Weed doesn't mind running for degree programme board chair and Board of study representative for this election period. Ethan Weed welcomes others to nominate as well.

2.2　　　News from the Institute Forum
Nothing to report.

2.3　　　News from the student guidance
Course in zoom didactics
Student counsellors have been on a course in zoom didactics since all counselling activities are held online this semester.

Issues with filling in the form for Bachelor's project
Student counsellors report of concerns among the students about filling in the form for the bachelor's project since the screen turns white when doing so. The student counsellors have told them not to worry.

Students at the Bachelor's programme in Cognitive Science are worried about their academic competences

Cognitive science Bachelor students are in general worried about not beeing good enough, not having learned enough and worried about if they have chosen the right supervisors for their bachelor's project. The student counsellors suggests that the teachers for next year could help the students by talking these things a bit down during classes. Students are used to join research groups and now (due to corona) when this is not an option students gets nervous and unconfident.

Decision:
It is decided that Joshua Skewes will attend the Bachelor kick-off meeting for students from Cognitive Science and answer questions and worries.

The deadline for choosing supervisors for bachelor's project
It was discussed whether the deadline for choosing supervisors is the right time of year, since students choose their supervisors in the summer break without having meet their supervisors. The students respond that the deadline is fine together with the bachelor´s kick-off meeting before the summer break but that it will be fine if a teacher from the programme could attend and answer questions and worries.

2.4 News from staff and students
Introduction week for new students
Chef tutors are preparing for the new bachelor students and once again the rules have changed; The cabin trip is cancelled, tutors have to plan both a physical and an online introduction week, tutors don't yet know the full set of rules for the introduction week; there's much confusion and many tutors have not started to re-schedule the week, since the whole programme could still be cancelled by the government.
The head of department recommends that the tutors send him a list of questions for clarification so that he can either answer the questions or forward the questions for the Vice dean or the Faculty. The list can furthermore be turned into a list of answers which can be shared among tutors at Arts.
There are also some uncertainties about the master's programme introduction week. The official programme is from 8-16, and the programme hereafter is an optionally social programme which is maybe postponed. The introduction is planned as three different scenarios – either the physical programme, an onlice programme or a postponement of the programme.

Room booking
Room booking is still closed. It awaits a decision from the vice dean. The head of department recommend the teachers to direct questions about this directly to the vice dean.

2.5   News from the study administration
New degree programme board secretary starting from September

The degree programme board will have a new secretary starting from September. The new secretary is Camilla Mark Thygesen who was a secretary at the department before.

Self-plagiarism

The faculties at Aarhus University have reacted differently to the guidelines regarding self-plagiarism, in cases where the student without reference reuse parts of a previous assignment which the student has not passed.

The issue has been discussed in the Committee for Education, which decided that if a student reuses parts of a previously failed assignment without reference to the earlier assignment, this should not count as plagiarism. Students are therefore welcome to continue working on a failed assignments within the same subject without quoting themselves. However, if students reuse parts of a previously passed exam, then they must quote themselves to avoid plagiarism.

This has always been the practice at Arts, and such cases should therefore not be reported as plagiarism.

Curriculum changes by 1 September

Changes to autumn courses 2020, which go into effect on 1 September 2020, were announced in the course catalog by 1st of April 2020. These changes also appear in the academic regulations by 1st of September 2020. Teachers should always read the course description again by 1st of September in order to see if there has been some changes.

The general rules for the academic regulations is adjusted each year and is placed in the bottom of the academic regulation and might be a good idea to read through.

Data on Bachelor's choices of Master programme available in the AU Power BI (Business intelligence system)

It is possible to get an overview of how many completed AU bachelors continue on to a master's program at Aarhus University.

The figures show whether the students are studying for a master's degree, regardless of whether the bachelor's degree is giving access to the master's program.

It is also possible to see the sabbatical between bachelor's and master's education and the distribution between gender, age and nationality.

Data were extracted in March 2020.

3. Making changes to academic regulations (orientation)

It is possible for the degree programme committee to request changes to existing academic regulations. This requires, cf. the review of degree programmes (Uddannelseseftersyn), that the academic regulations must have had a full run through at least once. Only minor changes can be made to academic regulations, and it is important to relate each change to the degree programme as a whole. It is only possible to make changes to the academic regulations before they had a full run through in the case of actual errors that need to be corrected with regard to the students' legal rights.

Since the degree programme board at LICS has no academic regulations that have had a full run through it is only possible to change actual errors that need to be corrected with regard to the student's legal rights.

Decision:
It is decided that the information regarding changing to the academic regulations is send out to all teachers in the department.

4. **Election for the new degree programme board (discussion and decision)**

The degree programme board chairman informs of the upcoming election in November 2020, and that the degree programme board must discuss if any initiatives regarding recruiting should be started.
The degree programme board must elect a chairman (among academic staff), a vice chairman (among students) and representatives for the board of studies among students and academic staff.
Max 10 students and 10 staff must be elected including substitute members. There must always be elected as many staff as students (parity).

Decision:
SNUK (The Board of Studies support and quality of education office) will look into whether there is a minimum number of elective members.
At cognitive science, students will work on how to formalize the process of getting proper student representation.
At linguistics Johan Keller will talk to the new students about the election and urge students to run.

5. **Approval of course description for electives (orientation)**

Jakob Steensig and Anders Højen are teaching the research workshops at MA in Linguistics and MA in Cognitive semiotics in the spring 2021 and they are therefore in charge of writing the course descriptions for the courses offered.
These course descriptions must be approved by the degree programme board in September so that students can see the courses in the course catalogue and they can choose between them in late September.
The Head of department informs that there isn't a semiotics/cognitive science workshop. In the future the head of department would like to schedule three workshops – one from linguistics, cognitive semiotics and cognitive science respectively.

The degree programme board will approve the course description for electives for the spring 2021 via a written approval between 2.-9 of September. Comments are send directly to Anders and Jakob.

6. **Approval of changes in admission requirements for MSC in Cognitive Science (decision)**

Decision:

The degree programme board reviewed and approved the following admission requirements for the MSc in Cognitive Science:

30 ECTS in topics related to human cognition. This could for example include courses in cognitive psychology, cognitive neuroscience, behavioral economics, psycholinguistics, or artificial intelligence

30 ECTS in topics related to statistics or computational methods for experiments and data analysis.

7. New practice for approval of minutes for degree programme board meetings (decision)

Decision:

The degree programme board approved the new practice for approval of meeting minutes, where minutes are send out by email shortly after the meeting for written approval within 2-5 days.

8. Plagiarism (discussion)

Peter Bakker led a discussion based on his own experiences with plagiarism.

The process of reporting plagiarism

Peter Bakker has several times had a suspicion of plagiarism but it is difficult to prove it. The process of reporting plagiarism is to first report it to UVAEKA (the exam administration) and hereafter to the legal service at the university, UJS (Uddannelsesjuridisk service).

The exam administration can't check only one student for plagiarism. They can only check all students at the exam.

If students submit an assignment together, it will show a 100 percent plagiarism status in the programme. If the student uses many quotations it will count in the percentage.

85% of complaints leads to some kind of sanctions – a warning, new exam, ECTS taken from the student. Students can be expelled in most serious cases.

Teachers ask if students are aware of the rules about plagiarism or if the sanctions is just so small that some students don't care about the consequences. Teachers expect that students know about plagiarism rules at the master's programme level but that they might not know at the bachelor's programme level.

The difference between bad quotation and plagiarism

The head of study states that bad quotation is not seen upon as plagiarism. The vice dean advisor, Aske Sløk states that teachers are welcomed to report sloppy quotation to the legal service at the university, but this is not often counted as plagiarism.

Reasons for suspicion of plagiarism

None of the following are proves of plagiarism but indicators of suspicion:
- The paper is better than expected (the student could have improved)

- Parts of the paper is written in perfect language and other parts are sloppy (could be a case of improper proof reading)
- Sudden change of subject late in the exam period
- High percentage of plagiarism in the programme URKUND
  - o A string of 35 identical characters makes a unique combination
  - o Certain combination of references can lead to the place where the student found the quote.
  - o Translated text will not be picked up in URKUND
- People can buy assignments on sites which are private and which URKUND cannot find.
- People can pay others for an assignment.

Peter Bakker has collected useful links which are sent out after the meeting.

Experiences with plagiarism in the department
Teachers in the department have had different experiences with plagiarism. These matters are often held private. Some teachers don't want to go into the matter since it is time consuming. Other teachers feel that it is well taking care of in the administration.
Prevention is the key to stopping students from plagiarism. Some teachers have good experiences of informing students beforehand.

Need for a streamlined procedure at LICS
Teachers ask for a more general and streamlined procedure so that there are not different procedures between courses. Students worry that the use of URKUND could affect their grades, if all exams are checked beforehand and if a student have used many quotations. If the plagiarism detection system URKUND is set up as a default, it should be ab explicit policy and clearly communicated to the students that automated plagiarism checks will be in place, but only taken into account upon suspicion of plagiarism. This so that students will not worry about the procedure. Some teachers are against turning URKUND on automatically.

Suggestion of making some formal material on the subject which can be shared with the students
It is suggested to write some formal materials on the subject, as a supplement to the guidelines given to the students orally in some classes. The students agree that this would be a good idea.
Plagarism is currently mentioned briefly in the 1st year semester meeting. This sometimes causes stress among the students, so it might be helpful to do something more on the subject. The subject is also addressed in the Studium Generale course.

Decision:
All members of the degree programme board are urged to think about how to make a streamlined procedure on plagiarism which will be a decision point for next meeting.

9. The use of Lingoland in regard to health restrictions (discussion)

Jakob Steensig gave and update on the use of students rooms such as Lingoland in the upcoming semester.

There are not yet any policies on the subject. The vice dean will look into the matter, and one might expect that restrictions will come in the form of extra cleaning and a max of people who can use the room at a time.

Students are allowed on campus outside teaching (if the campus is not closed by the government) if they stick to the restrictions.

The head of department informs that there has been a discussions about study rooms in general, since students might need to shift between physical teaching and online teaching and they will thereby one might think tend to use the study room for the online meetings. This has been mentioned for the vice dean as a problem and he will work on it to find a solution.

The head of department informs that the building service are looking into who is responsible for moving furniture, cleaning between classes etc. There are no guidelines for entry and exit from classes yet but these will follow. There might be restrictions of when and how to enter classrooms.

10. News from Head of Department (orientation)

10.1 Reminder – uploading of course plans/syllabus

The head of department reminded teachers to upload lesson plans for the department folder, for sharing with new teachers who might have your course in the future, and for teachers on upper level/MA courses.

10.2 Update on positions

For the Professorship in Cognitive Science one applicant declined the offer, one applicant is in negotiation. There is a job ad in preparation for the Assistant Professor in Cognitive Science.

10.3 Future discussion on sabbaticals

The head of department informed that there might in the near future be a need for a well organized system of sabbaticals. This will be discussed in the department. Thoughts and ideas are welcome.

10.4 Welcome questions for the teaching planning e20

The head of department welcome questions regarding the teaching planning.

11. Issues for upcoming meetings

Suggestions can be sent to Ethan Weed. It could be for next meeting or for future meeting. The proposer of a topic will be in charge of the discussion.

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

New guidelines have been send out by the university about what you do if you get infected.

The head of department will send the Danish version of the guidelines after the meeting and write an English summary.

New equipment (cameras with mics) for producing online videos
There has been ordered new hardware – microphones and cameras which teachers can access if they want. The department already have some equipment, which Nicholas knows about and can show others how to use.
Teachers are advised to use e-books for the courses since students have limited access to libraries.