

Meeting: 23rd September 2020 at 11.00-13.00

In Zoom

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: 23.09 2020

Observers:

Alexandra Kratschmer, Sofie Raun, Cordula Vesper, Chris Mathys, Karsten Olsen, Daina Crafa, Joshua Skewes (head of department), Jakob Steensig, Riccardo Fusaroli, Peter Thramkrongart, Jens Malmkjær (head tutor), Josephine Sørensen Brunsgaard (student guidance), Camilla Mark Thygesen (SNUK, minute taker)

Side 1/7

1. Approval of agenda and follow up on the minutes from last meeting

The UN approved the agenda. There has been a written approval of the minutes from the last meeting, and there was nothing to follow up on.

It was mentioned that if any items on the agenda cannot officially be translated before the meeting, Head of Department Joshua Skewes will translate it, to make an English version for the agenda.

2. Briefings

2.1 News from the Board of Studies

Ethan Weed gave a report from last Board of Studies meeting.

Studeassistentordning

It was announced that it is possible for students to have a fellow student attending class to take notes or record the class, if they are in quarantine or for some other reason cannot attend themselves. They can apply for money from the University to pay for this arrangement.

The Board of Studies were fairly positive about the experiences with the zoom exams, but the students hoped that they can get back to physical exams, even with the good experiences.

2.2 News from the Institute Forum

Corona situation:

Kristian Tylén informed that the corona situation had been discussed at the last Institute Forum meeting. Almost the same number of students have taken their exam, even though there had been fear that a lot of students would not take their exam.

Room booking:

They had also discussed the issues with room booking, and it had been mentioned by Kristian Tylén that it should be communicated more directly what is possible to book

and what is not. It was mentioned that the flexibility demanded from the staff during the corona situation has not been shown with regard to the room bookings.

Internationalisation:

Internationalisation was also on the agenda for the Institute forum. The institute is very focused on working with this, and concerned about how to create an international profile.

2.3 News from the student guidance

It was mentioned by the student guidance that a lot of students had enjoyed the couple of days the student guidance were open for physical meetings. In general it has been a quiet period, but they receive a lot of questions about supplementary subjects (tilvalg).

2.4 News from staff and students

It was asked whether or not students and teachers should wear mask. Head of department informed that there is no official decision about this, but teachers can ask students to wear masks if they feel comfortable about that, but students are not required to wear them. Teachers and students will in this case have to pay for the masks themselves, but it was mentioned by several teachers who have asked the students to wear masks, that they do not bother, and will wear them if asked.

2.5 News from the study administration

Camilla Mark Thygesen informed about the content of the News letter from Arts Studier which is publicly available at the teacher's portal at Arts: https://medarbejdere.au.dk/fileadmin/www.medarbejdere.au.dk/hovedomraader/Arts/Underviserportal/Nyhedsbreve_Arts_studier/2020/09_september_2020_Nyhedsbrev_fra_Arts_Studier.pdf

New Arts language policy:

It was mentioned, that the new language policy at Arts brings with it an issue for the Master's Degree Programme in Linguistics, which is English Accredited, which according to the new rules means that all exams must be conducted in English. This is in contrast to the rules and decisions up until now, and Camilla Mark Thygesen was asked to find out who have made this decision, so the department can find out, if anything can be done about it.

3. Changes in academic regulations as of 01.09.2020

Camilla Mark Thygesen informed about all the changes in academic regulations which had taken effect on the 1st September.

The concrete changes in the academic regulations for the department includes:

Master's degree programme in Cognitive Science:

- Thesis preparation: changes in the length of exam and formulation of an academic objective due to co-teaching with Linguistics and Cognitive Semiotics

- Admission requirements: removal of Math B as a requirement
- Addition of a commencement of studies exam

Master's degree programme in Linguistics

- Addition of a commencement of studies exam

Camilla Mark Thygesen also informed about the general changes in academic regulations taking effect as of 01.09 mentioned in the newsletter published by Arts Studies Administration.

Changes this year:

"About the degree programme":

- Updating the deadline for complying with ECTS admission requirements for the Bachelor's supplementary subject: the requirement that students must have passed 60 ECTS must have been met by the application deadline (1st or 2nd round).
- Plans to phase out old academic regulations when new ones come into force: When new academic regulations come into force, a plan is drawn up to phase out the previous academic regulations. This plan shows when teaching and exams will be conducted for the last time under the previous academic regulations, and when the exam connected with the thesis and Bachelor's project will be conducted for the last time.

"Requirements in the degree programme order":

- The rules about participating in the teaching have been modified in the autumn of 2020 owing to the COVID-19 pandemic: Regular attendance (75%) in the teaching is no longer required. Taking part in the teaching.
- The rules about prerequisites have been moved from section 3 to section 2.1.
- Defining the rules for the language of teaching and exams in accordance with the new language policy at the Faculty of Arts (see separate news item).
- Rules for curriculum: please see the study portal for rules about reusing the curriculum for re-examinations

"General rules":

- More precise wording of the section about registering for and withdrawing from exams (section 3 of the academic regulations).

Changes caused by SNUK's annual review of legal issues

- A reference to the study portal has been added if the wording about the deadline for complying with prerequisites was unclear.
- The term "prerequisite" is used in English versions of academic regulations to make this point clearer.
- A correct reference to section 2.1 has been added, describing the rules for taking part in the teaching.

- The requirements of the ministerial order regarding individual assessment have been made explicit in the description of oral exams which can be taken in groups.
- The requirements of the ministerial order regarding individual assessment have been made explicit in the description of portfolio exams, with the teacher using Blackboard to explain whether sub-assignments can be written in groups.
- It has been underlined that the deadline for submitting exam assignments in the digital exam system can be found in the exam plan.

Internationalisation courses (IV-fag):

Following a number of questions by teachers and students, the exam descriptions for all internationalisation courses now state clearly that at the start of the semester, the teacher will use Blackboard to explain whether students can write their portfolios in groups.

The department is currently working on the following changes:

Head of Department mentioned that right now they are working on two additional changes for next year.

- One is on the Bachelor's project in the academic regulations for Linguistics. There has been made a change in the way the teaching is conducted, which has not yet been implemented in the academic regulations. The UN will see the specific change at the next meeting.
- The other change they are currently working on, is the fact there the length of the assignment for the exam for the project placement, is not the same across the three Master's degree programmes at the department.

After the meeting this problem has been solved, since it has, along with the newest revisions been fixed with the new academic regulations. So the autumn semester 2020, is the last time the issue will occur.

4. Election for the new UN

The UN discussed the upcoming election and the creation of the election lists.

It was mentioned that since the VIP is up for election this year, it is important, that the people on the list are aware of their obligations, and it was suggested to make a separate meeting for the UN followed by a departmental meeting for all staff members.

It was also mentioned as a possibility to keep the current structure where the UN meeting and the departmental meeting is put together, so everyone gets the same information. If this is the chosen model, it was suggested to talk to the institute about dividing the hours given to the official UN members between all staff, since they all show up to the meetings.

If the meeting is divided into two, it would mean that the same information should be mentioned twice.

It was discussed whether or not the current structure is good for the students. It was mentioned that it might be easier for the students to participate actively in the meeting, if they are not outnumbered by VIP that way it is now. But it is not known whether or not this opinion is shared by the majority of students. Students also mentioned that they feel they spend a lot of time participating in discussions that are not relevant for the UN. It was explained that most of the items on the agenda are actually items for the UN.

It was mentioned by student representatives, that they have a good feeling about finding students to participate in the meetings, and that it would be a good idea to find two representatives from each degree programme.

Decision:

It was decided that Ethan Weed will be in charge of the election list for VIP and Josephine Sørensen Brunsgaard will be in charge of the election list for Students. Ethan Weed, Joshua Skewes, Kristian Tylén and Peter Thramkrongart will meet up and discuss the structure of the UN.

5. Teaching evaluations for the spring 2020

It was explained that since the Board of Studies cannot look at all the teaching evaluations, it is up to the individual UN to make a report with the most important points from the teaching evaluations.

Linguistics:

The evaluations are effected by the online teaching, but overall they are positive. But the individual notes from the teachers look very different, and some of them are not signed by the students. Sofie Raun explained that this semester some of them could not be signed due to the online teaching, and that the students wrote an email with their approval instead. This will be made visible for the UN at the next evaluation. Sofie Raun will also send around the guidelines for the evaluation notes, to make sure that all are aware of how it should be done.

Cognitive science:

It was mentioned that it looks like both students and teachers have adapted to the situation very well, and there were some good evaluations for the MA. Head of Department went through what he intended to write about cognitive science. There were no additional comments, except for the fact that there might be an overlap in the curriculum of two of the courses. This will be looked at.

Cognitive semiotics:

It was mentioned that for the research workshop it had, due to the online teaching, been easy divide students into group consisting of students from both between cognitive science and cognitive semiotics. They expectations had been that there would be

a larger difference between the two groups of students due to the difference in knowledge that the students have before they take the course.

6. Evaluation of the study start week

Head Tutor from linguistics Jens Malmkjær presented the evaluations. Overall it has been a good week, and all the students showed up for all the activities, and there had been a good atmosphere. It had turned out to be a very cheap introduction week, and it was free for the students to attend.

Peter Thramkrongart gave an orientation about the introduction week for Cognitive science. The week went very well, also due to the good weather, since they had to be outside a lot of the time. There were a lot of details that could not be planned until the last minute and a lot of the original plans had to be changed due to the changing restrictions.

Head of Department praised the work the tutors have put into this to make it work under the changing circumstances.

It was suggested to give some of the saved money to the tutors. The tutors answered that they had been spending the money on the hyttetur and books to the new students. It was mentioned that it was a good idea to broaden this idea to the institute for the next year's introduction week.

The minimum of alcohol during the week had a positive effect, and the students were all well rested for the programme planned during the day. But it also had the effect, that some students met up after the scheduled programme, which then was out of the tutors' control. This also meant that the international students had a hard time getting included in these off-campus events.

7. Status on the action plans

This was postponed to the next meeting.

8. Plagiarism

Ethan Weed reminded the UN about the discussion at the last meeting, and at the next meeting the UN will be asked to make a decision about the usage of URKUND and whether or not it should be turned on for all exams.

It was mentioned that there are already guidelines from the university about plagiarism, so it is not necessary to create new ones.

9. News from Head of Department

(1) REMINDER – UPLOADING OF COURSE PLANS/SYLLABUS

Please upload your lesson plans for our folder, for sharing with new teachers who might have your course in the future, and for teachers on upper level/MA courses.

(2) REMEMBER STUDENT ADVISERS

(3) UPDATE – POSITIONS

- IKK- Professor in Cognitive Science (In negotiation)
- IKK – Assistant Professor in Cognitive Science (Job call open)
- IKK/CHC – (Fixed term) Assistant Professor in Cognitive Science and Digital Humanities (Job call open)

(4) MUS to start very soon

(5) DISCUSSION – TEACHING PLANNING F21

We are in the process of checking the spring 21 plans. I expect that spring semester will be conducted under very similar circumstances to the current semester. Recall that for fall, our starting point was extremely rigidly defined by our initial plan. So now is the chance to get this right – or at least less wrong. If you have a lab or something that Sofie and I don't know about, and you don't tell me about it now, it almost certainly isn't happening. Or if you have a weird schedule, and you haven't let us know about that when we had the chance to review the plans, there is a high probability you'll be stuck with what we report.

10. Issues for upcoming meetings

- 11.1 Issues for upcoming UN meetings
- 11.2 Issues for upcoming meetings suggested for the Board of Studies

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