

Meeting: 16th March 2022 at 12.00-13.00

Place: 1485-316

UN-meeting, LICS

Agenda

AGENDA

UN LICS

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

2. Briefings (orientation)

- 2.1 News from the Board of Studies
- 2.2 News from the Institute Forum
- 2.3 News from the student guidance
- 2.4 News from fagrådet
- 2.5 News from staff
- 2.6 News from the study administration

Side 1/3

3. Models for future teaching evaluations (discussion and decision)

4. Evaluation of project placement (discussion)

5. News from Head of Department (Orientation/discussion)

- 5.1 IT-security

6. Issues for upcoming meetings

AGENDA

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

The UN are asked to approve the agenda, and give any follow ups on the minutes from the last meeting, which has been approved in writing before the meeting. The agenda and previous minutes of UN meetings are publicly available at the UN 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
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- The Arts Studier Newsletter is publicly available at the teacher's portal at Arts:
<https://medarbejdere.au.dk/fakulteter/ar/til-undervisere-paa-arts/nyhedsbrev-fra-arts-studier/>

3. Models for future teaching evaluations (discussion and decision)

As part of the last UN meeting the UN was asked to discuss future models for the UN discussion of end-of-term evaluation. This discussion was postponed.

It is suggested that the official members of the UN, will receive the reports from the different courses, in order to be able to qualify or suggest changes to the summary report made by Head of Department.

Different models will be presented and discussed at the meeting.

4. Evaluation of project placement (discussion)

The UN discusses and comments on the evaluation of Project Placements for E21 from students and project hosts, with particular focus on the three sub-elements of the project-oriented process and on the correlation between these three sub-elements (1. Supervision and/or teaching, 2. The stay at the host organisation and 3. The exam form), as well as the general context throughout the semester.

The UN discussion may contain both interdisciplinary evaluation themes within the department, programme-specific discussions and themes that could be discussed across the degree programmes in the Board of Studies (SN).

It is fine if the work on the evaluation of the Project Placement results in proposals for specific follow-up measures that can be included in the plans of action and/or form the basis for the annual collective didactic initiatives at the department. The UN discusses whether the evaluation results provide input for proposals for quality improvements or special focus areas, and take the most important points and issues with the SN meeting in April (orally), from which they are collected and passed on to the Dean's Office.

Evaluation of Project Placement is part of the general teaching evaluation, but is dealt with separately in order to be able to compare students' and project hosts' experiences.

NB: Since the evaluation reports must be treated as confidential, as comments may contain individually identifiable information, these have only been send to the official members of the UN.

Appendices:

Appendix 4.1 MA Cognitive Science_Student evaluation

Appendix 4.2 MA Cognitive Semiotics_Student evaluation

Appendix 4.3 MA Linguistics _Student evaluation

Appendix 4.4 LICS UN Evaluation project hosts

Appendix 4.5 Summary of evaluations of project placement

5. News from Head of Department (Orientation/discussion)

5.1 IT-security

Side 3/3

A general reminder to maintain good data hygiene and IT security. Please remember to:

Use workzone to archive important correspondence

Use appropriate data storage systems and not commercial external systems.

More information can be found here: [Storing personal data \(au.dk\)](#)

Always use your VPN when working off-campus

Follow password policy

Install Intune if you use phones/tablets for work

Ask IT if in doubt.

6. Issues for upcoming meetings

11.1 Issues for upcoming UN meetings

11.2 Issues for upcoming meetings suggested for the Board of Studies