

Meeting: 18th May 2022 at 11.00-13.00

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
- 3. Election of new deputy chair person of the UN (decision)**
- 4. Annual status review 2022 – part 2 (discussion/decision)**
- 5. Annual report from the chair of external co-examiners (discussion)**
- 6. Approval of programme(s) for the introductory week (decision)**
- 7. News from Head of Department (Orientation/discussion)**
- 8. Issues for upcoming meetings**

Side 1/4

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
- 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

- 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/>

Side 2/4

3. Annual status review 2022 – part 2 (discussion/decision)

The annual status review is part of the ongoing quality assurance process relating to degree programmes at the Faculty of Arts, and is described in greater detail in [degree programme quality processes at Arts](#). The purpose of [the annual status review process](#) is that the degree programme board, board of studies and school should prioritise the areas on which the degree programme board will focus in the upcoming quality year to ensure the quality of our degree programmes in accordance with [AU's quality assurance policy](#), based on a systematic review of these degree programmes in their entirety.

The UN is the primary forum for subject-specific discussions. Heads of department and the UN are encouraged to focus on the following activities during their discussions:

- Revisiting plans of action for degree programmes from the previous quality year, remembering that there are now four sub-policies instead of five
- Incorporating the subject-specific actions that have been included in the plans of action for the assessment of teaching environment
- Discussing the proportion of teaching done by researchers: is there a sufficient match between the research areas of the teachers and the courses taught on our degree programmes (staffing plans)
- Pay special attention to indicator 7: Time on task (Studieintensitet)
- Making the plans of action as specific as possible
- Discussing a realistic timetable for implementing and achieving the actions desired

Tasks of the head of department and degree programme board:

1. The head of department reviews the status of last year's plans of actions for degree programmes, with input from members of the degree programme board.

Actions that have been completed should be entered under "Status of completed actions from the last quality year". On this basis, the degree programme board discusses whether there are any derived actions which need to be continued. Derived actions should be added to the plan of action for 2022.

The material for this discussion includes both plans of action from last year's annual status review and plans of action from the assessment of teaching environment (undervisningsmiljøvurdering).

2. The head of department produces a draft of the plans of action for degree programmes, which will be discussed by the UN. The discussion of the data material and plans of action began at the last UN meeting, and will continue here. The UN approves the plans of action for each individual degree programme with a view to recommending them to the board of studies.

The plans of action for 2022 are an extension of the quality work done in previous years, so the experience gained in each degree programme can be carried forward to the new quality year.

The data material is not enough on its own, so it is important that specific knowledge and experience regarding the degree programmes is used to add perspective to the discussions about degree programme quality.

The plans of action proposed by the degree programme board are discussed by the board of studies in June. Provisional plans of action are prepared alongside the evaluation report for all the degree programmes which are to be evaluated.

As preparation for the discussion in May the UN are asked consider important points to be mentioned within the four sub-policies. Inspiration for what to include in the discussion other than the data material can be found in the appendix “Local processes’ connection to the annual status review”

Degree programmes which are to be evaluated

Cognitive Semiotics: due to closure of the degree programme Cognitive Semiotics will go through a separate process, therefore no data from this programme is included.

Proposal for decision

The degree programme board decides which actions should be given priority in the plans of action for 2022 based on last year’s plans of action and the current status of the degree programmes concerned, and then submits the plans of action for 2022 for discussion by the board of studies in June.

Appendices:

- Appendix 3.1: Letter from the Vice Dean – the quality year 2022
- Appendix 3.2: Plans of action for cognitive science, linguistics and cognitive semiotics 2021 (Annual status review)
- Appendix 3.3: Indicator card for the UN LICS
- Appendix 3.4: Indicator cards and background data Cognitive science BA
- Appendix 3.5: Indicator cards and background data Cognitive science MA
- Appendix 3.6: Staffing plans Cognitive science
- Appendix 3.7: Indicator cards and background data Linguistics BA

- Appendix 3.8: Indicator cards and background data Linguistics MA
- Appendix 3.9: Staffing plans Linguistics
- Appendix 3.10: Draft_Plan of action for Cognitive Science BA 2022
- Appendix 3.11: Draft_Plan of action for Cognitive Science MA 2022
- Appendix 3.12: Draft_Plan of action for Linguistics BA 2022
- Appendix 3.13: Draft_Plan of action for Linguistics Science MA 2022
- Appendix 3.14: Indikator- og grænseværdioversigt 2022
- Appendix 3.15: Local processes' connection to the annual status review 2022

4. Election of new deputy chair person of the UN (decision)

The UN must elect a new deputy chair person amongst the elected student representatives.

5. Annual report from the chair of external co-examiners (discussion)

The UN discusses annual reports from the chair of external co-examiners.

Appendices:

Appendix 5.1 Annual reports 2022 from the chair of external co-examiners

6. Approval of programme(s) for the introductory week (decision)

Proposal for decision

The degree programme board approves programme(s) for the introductory week

Next step: The head tutors must send the approved programme to the study start coordinators in VEST Jannie Laigaard or Trine Schouborg no later than 1 June 2022.

Appendices:

Appendix 6.1 Study start programme Cognitive Science

Appendix 6.2 Study start programme Linguistics

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

8. Issues for upcoming meetings

11.1 Issues for upcoming UN meetings

Tilføj besøg af Kasper på næste møde.

11.2 Issues for upcoming meetings suggested for the Board of Studies