

**Meeting: 21<sup>st</sup> September 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. Evaluation of introductory week (discussion)**
- 4. End-of-term evaluations from the spring 2022 (discussion)**
- 5. Elections to board of studies/degree programme board (discussion and decision)**
- 6. Framework for working with the removal of exam prerequisites (orientation)**
- 7. Information on changes to academic regulations published on 1 September the current year (orientation)**
- 8. Status of plans of action (discussion and decision)**
- 9. News from Head of Department (Orientation/discussion)**
- 10. Issues for upcoming meetings**

Side 1/5

**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/>

### 3. Evaluation of introductory week (discussion)

The degree programme board evaluates the introductory week with a view to ensuring that next year's initiatives are proactive and optimising.

Guests:

Head tutors

Appendices:

Appendix 3.1 Evaluation reports introductory week Linguistics 2022

Appendix 3.2 Evaluation reports introductory week Cognitive Science 2022

### 4. End-of-term evaluations from the spring 2022 (discussion)

The UN is to discuss the end-of-term evaluations from the spring 2021 and to give input to the Head of Department's summary report.

The Board of Studies (SN) has decided to continue with the simplified reporting format. Based on the discussion in the UN, the Head of Department is to write a summary report (approx. one page) on the evaluations from spring 2022 using the reporting format that was tested for the evaluations in S20, A20, S21 and A21

The report is to be written on the basis of the discussion in the UN. The summary must be formulated in a way that is appropriate for publication on the AU website (see [here](#)). The finalised report will also be available for the UN on the o-drive.

It is important that the UN discussion and the summary report relate to themes that are specific to the UN's degree programmes as well as to any relevant cross-disciplinary themes. The report provides an opportunity to adopt a comprehensive, managerial perspective on the challenges/opportunities/best practices identified in the evaluations. It is therefore important to mention any themes that could be discussed across degree programmes in the Board of Studies (SN). This work will hopefully result in suggestions for specific follow-up initiatives to be included in the action plans and/or inform annual collective didactic initiatives of the department.

These questions may be useful for the discussion in the UN:

- What can the department learn from the evaluations?
- What will the department/UN work with on the basis of the evaluations?

- What will the department/UN pass on to the Board of Studies (SN) for discussion?

Side 3/5

The IKK evaluation policy may be found on the AU website ([here](#)). The document has not yet been fully updated, but it mentions the new evaluation procedure.

The official UN members have before the UN meeting received the evaluation notes from each course in order to be able to qualify the discussion of the summary report using the information from these.

Appendices:

Appendix 4.1 Evaluation summary report from the Head of Department

The Head of Department has received an e-mail from the Director of Studies Lars Kiel Bertelsen that no later than 5 October 2022 must the evaluation report be send to [studieleder@cc.au.dk](mailto:studieleder@cc.au.dk).

After the review, the Director of Studies forwards the reports to the Board of Studies.

## **5. Elections to board of studies/degree programme board (discussion and decision)**

The UN will be given an orientation about the upcoming election to the board of studies. Students are up for election this year, while VIP representatives are up for election in 2023. UN can begin to discuss initiatives for recruiting students.

Proposal for decision:

The UN decides who should be responsible for making the election lists for the students. The responsible student will receive information from Camilla Mark Thygesen after the meeting.

## **6. Framework for working with the removal of exam prerequisites (orientation)**

In June/August 2022, the UN were informed of the decision to remove exam prerequisites at the Faculty of Arts from 01.09.2023 onwards. This decision was based on a new ministerial order containing major changes in the description of (and requirements regarding) the usage of prerequisites. A detailed description of the framework in the ministerial order and the decision regarding the removal of exam prerequisites at the Faculty of Arts can be found in the appendix entitled "Removing prerequisites for taking exams at the Faculty of Arts/Fjernelse af forudsætningskrav på Arts" (appendix 4.1), which the boards of studies also received back in June/August.

The departments will now start working on the academic regulations, adjusting them to comply with this decision. Before the summer holiday, the vice-dean for education and the directors of studies defined a framework for this work, focusing on where prerequisites for taking exams can be retained and which changes in the academic regulations can be permitted. This framework can be found in the appendix entitled “Framework for removing prerequisites for taking exams/Rammepapir for fjernelse af forudsætningskrav” (appendix 4.2).

The vice-dean for education has visited the boards of studies and presented the decision, the reasons for the decision, and the framework for the work that lies ahead.

The Centre for Educational Development (CED) has also produced a catalogue of ideas for inspiration containing proposals for didactic teaching initiatives which can be used to replace the current prerequisites (appendix 4.3).

SNUK has drawn up a plan for the process involved in the work that lies ahead and the implementation of the changes (appendix 4.4). This plan shows when the departments can expect to receive material from SNUK containing a detailed analysis of the academic regulations for each department.

Appendices:

Appendix 6.1: Removing prerequisites for taking exams at the Faculty of Arts (Om fjernelse af forudsætningskrav)

Appendix 6.2: Framework for removing prerequisites for taking exams (Rammer for arbejdet med at fjerne forudsætningskrav)

Appendix 6.3: Catalogue of inspiration from the Centre for Educational Development (Inspirationskatalog Arts 2022)

Appendix 6.4: Plan for the process of removing prerequisites for taking exams (Procesplan for fjernelse af forudsætningskrav)

## **7. Information on changes to academic regulations published on 1 September the current year (orientation)**

All changes to academic regulations take effect on 1 September.

5.1: The degree programme boards will be informed of the changes to their own academic regulations taking effect on 1 September.

This may include the changes to academic regulations which have been requested by the degree programme board, and which have been approved by the board of studies and the Dean's Office. But other minor changes may also have been made if any unclarities are discovered during the year which could lead to misunderstandings or constitute a threat to the legal rights of the students. These unclarities may be discovered by either teachers or administrative staff while working with the academic regulations, and any changes will always be made in collaboration with the head of department and teacher concerned.

List of the changes that take effect on 1 September for the specific degree programme board:

- Bachelor´s Degree in Social Minds - Social Media and Communication – change of exam form

5.2: The degree programme boards will be informed of general changes to academic regulations taking effect on 1 September. See newsletter from Arts Studies Administration.

## **8. Status of plans of action (discussion and decision)**

The head of department provides information about the status of the plans of action after they have been discussed by the board of studies and submitted to the director of studies for approval.

The degree programme board decides which actions should be put on the degree programme board agendas and followed up on in the coming year.

Appendices:

Appendix 8.1 Approved plan of action – Linguistics BA

Appendix 8.2 Approved plan of action – Linguistics MA

Appendix 8.3 Approved plan of action – Cognitive Science BA

Appendix 8.4 Approved plan of action – Cognitive Science MA

## **9. Economic status for the university and faculty (discussion)**

## **10. News from Head of Department (Orientation/discussion)**

## **11. Issues for upcoming meetings**

7.1 Issues for upcoming UN meetings

7.2 Issues for upcoming meetings suggested for the Board of Studies