Meeting: 16th March 2022 at 12.00-13.00   **Minutes**
Place: 1485, 316
UN-meeting, LICS

Present:
UN members:
Ethan Weed (chair of the meeting), Alexandra Kratschmer, Cordula Vesper

Observers:
Mina Almasi (student representative), Johan Valentin Keller (student representative), Karsten Olsen, Lau Møller Andersen, Jakob Steensig, Chris Mathys, Joost Robbe, Rebekah Brita Baglini, Kristian Tylén, Anna Zamm, Joshua Skewes, Josephine (student counsellor), Sabrina Bækkelund Larsen (minute taker)

MINUTES

1. **Approval of agenda and follow up on the minutes from last meeting (decision)**
   The agenda was approved and there was no follow-up on the minutes from the last meeting.

2. **Briefings (orientation)**
2.1   News from the Board of Studies
      Ethan Weed did not have anything to brief about.

2.2   News from the Institute Forum
      Kristian Týlen did not have a lot to report either. It was the first meeting with Unni at the table, and Unni talked about the organization of the school, about the study board, and that they have begun to evaluate the research organization (matrix organization). So far it is not clear whether or not researchers are satisfied with this.

2.3   News from the student guidance
      The representative from the student guidance informed:
      - U-days were a success, and 100+ people came for cognitive science which is more than normal. Around 20 people came at Linguistics which is less, but it was an online version, so that might be why.
      - The second semester meeting with the student counsellor was about the students´ well-being and time management, summer university, IV-courses and study abroad possibilities.
      - Upcoming: the career prospects meeting is coming up, and at cognitive science it will be a little late due to other activities at the semester.

- The second semester meeting in April with the master students will be about the profile semester and thesis.

2.4   News from fagrådet
Cognitive science:
- The Fagråd had their first general assembly and all newly appointed members were from 2. Semester.
- The Friday bar is donating money to Ukraine.

Cognitive semiotics:
- Not present

Linguistics:
- Nothing new

2.5   News from staff
Alexandra Kratschmer noted that it was strange that there was not an option for free text entry in the APV, which makes it difficult to actually report with the intended meaning. It could be very beneficial to be able to actually write comments. Josh mentioned that the Head of departments at the school agree and have already raised this issue to the management.

2.6   News from the study administration
Camilla Mark Thygesen was not present at the meeting, but can be contacted if anyone has questions for the newsletter, which is publicly available at: 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´s 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 (HoD) Josh Skewes. Different models will be presented and discussed at the this meeting.

Currently, LICS UN does not follow the correct procedures for teaching evaluations, and to meet the requirements the procedure will be the following in the future:

- 2 weeks before the UN meeting, the official selected UN members discuss in person or via e-mail the raw data with the teaching evaluation reports and they verify the HoD reports.
- The report from the HoD will afterwards be presented at UN for discussion and approval, as it is now.

- HoD suggested holding an evaluation meeting for the teachers after each semester, and all agreed this was a very good idea.
    o At cognitive science it is especially important with all the new assistant professors and the many buy outs, and it will be relevant for teaching portfolios. It should be a free-form meeting at the end of the semester. Some teachers also presented the idea of visiting other teachers´ classes at the program, which some already do and are welcome to.
    o Linguistics and cognitive semiotics would also like to do something similar, and agreed that it could be good to have it together when there are more co-taught classes.
    o All agreed that the meeting should be within the first two weeks after the teaching period and before the exam period begins.

HoD also informed that the Brightspace system is different from Blackboard, so the HoD now gets all reports generated in Brightspace with all comments and data.

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 sent to the official members of the UN.

HoD briefly pointed out the main points of the evaluations:

- Some companies expected a high workload of students.
- The students mentioned a bit of frustration about the exam and about labour exploitation.

- It was suggested that students do even more to highlight what is agreed in the contract with the promised hours, and it was suggested to make students aware of their own time management.
- The students at the meeting mentioned the difficulty of the mental focus when the students need to balance internships, classes at AU (thesis preparation course) and perhaps also free time work. It might not be a problem with the actual working hours. It is a balance and it is important to communicate, as it is a mental issue/frustration.
- An idea for how to help the students in this matter was shared at the meeting. Some teachers tell their students that are doing internships to send them an e-mail approximately every fortnight about how it is going. This helps the supervisors to have an idea about the students´ well-being and makes them able to have a support role before it becomes worse. HoD mentioned, that it is important to have in mind that it may take time to solve these issues. It was pointed out that it might take less time to do this than to do crisis management later in the period, as this helps the students to better write their reports and figure out solving their possible problems early in the process. HoD promised to send an e-mail in the beginning of each semester with some ideas of how to supervise project placement, including this idea.

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

5.1 IT-security

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

Ethan Weed mentioned, that he made a document where teachers can write down ideas for the upcoming meeting. Currently, there are two topics on the document. It was agreed that the topic about research workshops will be on the UN agenda for the next meeting. The topic about BA projects at cognitive science will be on the agenda for a separate meeting for the cognitive science staff only.

11.2 Issues for upcoming meetings suggested for the Board of Studies