

Meeting: 21st September 2022 at 12.00-13.00

Place: 1485-316

UN-meeting, LICS

Minutes

Present:

UN members: Ethan Weed (chair of the meeting), Alexandra Kratschmer, Cordula Vesper, Emma Olsen (stud. Rep.)

UN LICS

Observers:

Mikkel Wallentin, Anna Zamm, Andreas Højlund, William McGregor, Ross Kristensen-McLachlan, Jacob Steensig, Mikkel Wallentin, Anders Asbjørn, Joshua Skewes (Head of Department), Josephine Sørensen Brunsgaard (student counsellor), Charlotte Bilde (student counsellor), Nina Vad Thomsen (guest: head tutor) Sabrina Bækkelund Larsen, Camilla Mark Thygesen (SNUK minute taker)

Side 1/8

Absent:

UN members: Mina Almasi (stud. Rep.), Ronela Beatrice Wagner Fredensborg (stud. Rep.)

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. Due to a visit from Head of School before the UN meeting, the UN meeting was only set to be one hour. Therefore the focus will be on item 3-5 on the agenda.

2. Briefings (orientation)

2.1 News from the Board of Studies

Ethan Weed informed of the following:

- Diversity of curriculum was discussed and there had been an event at the university regarding this issue. It was mentioned from the students that it is positive that the University is focusing on this.
- The Vice Dean of education visited the last meeting to present the project with removal of prerequisites from the academic regulations. It was mentioned from the head of the Board of studies, that the list of what can be changed in the regulations within this project is the clearest that has been. But it was explained at the meeting that the frames for possible changes within this project is a bit more generous than the usual frame.

2.2 News from the Institute Forum

There was nothing new.

2.3 News from the student guidance

The student guidance representatives informed about the following:

- Charlotte Bilde is new student guidance for linguistics.
- Study group meetings has been held
- Master introduction has been held
- Discussion of the experiences from the new cohort:
 - Some students from linguistics have already applied for part time study, and maybe there will be more during the semester. If teachers hear anything they should send students in the way of the guidance, since they can help. Head of department mentioned that it is normal for Linguistics, and that it is better that they take part time than drop out.
 - It was mentioned that the courses at Cognitive Science including coding can seem difficult for the students, but the student guidance are explaining the students that they should hang in, and that it might also be because it is hard for them due to the high usage of English material. It is important to stress for the students that it is okay that things are hard after starting at the university.

2.4 News from fagrådet

No representatives were present, but it was mentioned that the fagråd is working on company visits, so that the students can approve their network and knowledge of different companies.

It was also mentioned that students at cognitive science have created a webpage, that is for all cognitive students to share e.g. interesting podcast, articles or examples of exam papers, but mainly abstracts and titles. It was mentioned that from a pedagogical view it can be a problem for students to share examples of exam papers if this will turn into a standard that all students think they should follow, since this is not the case.

2.5 News from staff

The union representative Mikkel Wallentin presented what he is working on regarding the collaboration with the union representative from ICS since Head of Department at LICCS has also become Head of department at the new department at ICS.

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/>

Camilla Mark Thygesen presented the newsletter from Arts Studier, which is publicly available at: <https://medarbejdere.au.dk/fakulteter/ar/til-undervisere-paa-arts/nyhedsbrev-fra-arts-studier/>

Especially the list of changes in the academic regulations for 1.09.2023 is important for all to be aware of. Due to the short meeting Camilla Mark Thygesen did not go through all of them, but mentioned that everyone is welcome to send any questions that might come up while reading the list.

The list is inserted in the minutes, to emphasize the importance – for more information click [here](#):

Changes in “About the degree programme”, “Degree programme rules” and “General rules”

Changes this year:

Section 1 – About the degree programme:

- 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.
- For Master's degree programmes the admission requirements have been updated.
- For Master's degree programmes the English B has been added as a language requirement in section 1.3. For more information see the newsletter from Arts Studier from August 2022.
- For Bachelor's degree programmes, the maximum period of study has been changed from 1/2 to 1 year in section 1.5.

Section 2.1 – Degree programme rules:

- Dispensation relating to the demand for on-site participation in relation to the Covid-19 pandemic has been removed from section 2.1.1.

Changes owing to SNUK's annual review of legal issues

This year's legal review has led to the following changes in the exam descriptions in relevant academic regulations:

CAS/CC/DPU:

- The dispensation in the autumn semester of 2021 and spring semester of 2022 on the profile semester (Master's degree programmes), giving the students the option of taking non-Danish courses at Danish universities in the form of international electives due to the Covid-19 pandemic, has been removed.
- Alignment of information in both Danish and English about the profile course in the profile semester (Master's degree programmes).
- Specification of submission in Digital exam on re-examinations for courses with lecture participation as ordinary examination, where the re-examination is a written exam.

Changes to and introduction of Commencement of Studies exams on Master's degree programmes

At the Faculty of Arts, all Master's degree programme Track A with summer intake 2022 must have a Commencement of Studies exam. Under the study diagram in the academic regulations, information is inserted or updated about the Commencement of Studies exam, which must be conducted via Digital exam. Students are informed of the Commencement of Studies exam via AU student post in connection with the commencement of studies. For more information see the newsletter from Arts Studier from April 2022.

3. Evaluation of introductory week (discussion)

The UN evaluated the introductory week with a view to ensure that next year's initiatives are proactive and optimising.

Guests:

Head tutors

Linguistics:

They have received really good evaluations, and the general feedback has been that it has been a very good introduction week.

There has not been made actual evaluations for the Master introduction, but the feedback has been positive here as well.

Cognitive Science:

They also had very good evaluations and the week went very well. One student mentioned the usage of pronouns, and the tutors will be more aware about this next year. Teachers are asked to be aware of it as well.

It was mentioned that there should be tutors for the Master introduction next year for cognitive science. But the introduction has been good even though they did not have any actual tutors.

The UN had no comments or suggestions for next year's initiatives.

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. 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?

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.

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

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

Input from the UN:

The official UN members had been given the notes from the teachers, and have looked at them, and think that they are represented in the summary from the Head of Department.

Head of Department mentioned, that there has been stability over the last couple of years with regard to staff members, which has had a good effect on the teaching. So overall the evaluations look good.

The UN had no other comments.

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

The UN was 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. The period for registering candidates is from the 10th to the 14th October. The next UN meeting is on the 12th October, so there will be a status.

It was mentioned that the current representatives from cognitive science and cognitive semiotics want to continue, but at the moment there are no representatives from Linguistics.

Head tutor from Linguistics were guest at the meeting, and mentioned that she will try to find students who would be interested in joining the UN.

Camilla Mark Thygesen mentioned that it would be a good idea to get as many students on the list as possible, so they have alternates.

Decision:

Mina Almasi was not present at the meeting, but it was suggested that she should be responsible for making the list of candidates. Camilla Mark Thygesen will contact her with information on how to do it.

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

It was briefly mentioned at the meeting that the specific material for the degree programmes at LICs has been sent to Head of Department, who will look at solutions for the specific courses and include the relevant teachers in the process. There was no time at the meeting to go through the details mentioned in the agenda or the appendices, but everyone who might have questions are welcome to contact Head of Department or Camilla Mark Thygesen.

From the agenda:

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.

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

There was no time at the meeting to go through the details mentioned in the agenda. For 5.1 all are asked to read the text below. For 5.2 see “news from the study administration” under Briefings.

From the agenda:

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 unclarity are discovered during the year which could lead to misunderstandings or constitute a threat to the legal rights of the students. These unclarity 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)

This was postponed to the next meeting.

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

This was discussed before the meeting when Head of School visited the department, and was therefore removed from the UN agenda.

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
