

Meeting: 15th November 2023 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) (11:00-11:05)**
- 2. Briefings (orientation) (11.05-11.20)**
 - 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 Student forum (fagråd)
 - 2.5 News from the Union representative
 - 2.6 News from staff
 - 2.7 News from the study administration
- 3. Summary of degree programme evaluation meeting for Linguistics (orientation) (11.20-11.35)**
- 4. Degree programme board questions for teaching evaluation spring 2024 (decision) (11.35-11.50)**
- 5. News from Head of Department (Orientation/discussion) (11.50-12.15)**
- 6. Issues for upcoming meetings (12.15-12.20)**

Side 1/3

AGENDA

- 1. Approval of agenda and follow up on the minutes from last meeting (decision) (11:00-11:05)**

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) (11.05-11.20)**

- 2.1 News from the Board of Studies
- 2.2 News from the Institute Forum
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2.7 News from the study administration

- The Arts Studier Newsletter is publicly available at the teacher's portal at Arts: <https://medarbejdere.au.dk/fakulteter/arts/til-undervisere-paa-arts/ny-hedsbrev-fra-arts-studier/>
- Letters of reference for student representatives

3. Summary of degree programme evaluation meeting for Linguistics (orientation) (11.20-11.35)

The head of department informs the degree programme board about the results of degree programme evaluation meeting for Linguistics and highlights possible degree programme initiatives which have been incorporated into the revised plans of action. The head of department provides the board of studies with the same information at the December meeting.

4. Degree programme board questions for teaching evaluation spring 2024 (decision) (11.35-11.50)

The UN can choose a number of obligatory questions at degree programme level and the order of questions – in addition to the obligatory AU question and possibly the board of studies' obligatory questions. These questions will thereby form part of all the teaching evaluations on the degree programme.

Obligatory AU questions:

1) *"I rate the overall benefit of the course as..."*

[very significant benefit, significant benefit, some benefit, limited benefit, no benefit]

Obligatory board of studies questions – see appendix 4.4

The school's evaluation policy specifies areas that must be included in all evaluations.

https://cc.medarbejdere.au.dk/fileadmin/user_upload/IKK_evalueringspolitik_2016__godkendt_version.pdf

Previous decision:

The UN has previously decided not to add any obligatory UN questions when the Board of Studies has chosen so many obligatory questions.

Proposal for decision:

The degree programme board decides whether obligatory UN questions should be included in the evaluation,

If the UN wishes to add obligatory UN questions the following needs to be decided:

- Which questions and in which order
- the period in which the questions apply

Next step:

The head of department sends the selected questions to akjensen@cas.au.dk no later than 1 December 2023 in the template (See appendix X.1).

Appendices:

Appendix 4.1: UV-evaluering 1 Skabelon til rettelser – undervisningsevaluering

Appendix 4.2: UV-evaluering 2 ARTS E23 Oversigt

Here you can find the questions that are already used in the evaluation of the department's degree programmes.

Appendix 4.3: UV-evaluering 3 Kvalitetssikret spørgsmålsbank

Contains questions that have been quality-assured by CED, and which are intended as inspiration for teaching staff

Appendix 4.4: IKK SN-spørgsmål til undervisningsevaluering E23 og F24

5. News from Head of Department (Orientation/discussion) (11.50-12.15)

5.1 Support for developing effective teaching methods:

In the last years we've been starting to talk more about how to use effective teaching methods to reduce preparation time in a way that also supports the better student learning. This topic has now been raised in MUS, in onboarding and mentoring of new staff, and in post-semester evaluation meetings, among other fora. I would like to support this sort of development more. To this end I would like to discuss an opportunity for a seminar with somebody from CED who has knowledge and experience in this topic, and who I personally believe to be knowledge and helpful to this aim.

6. Issues for upcoming meetings (12.15-12.20)

8.1 Issues for upcoming UN meetings

8.2 Issues for upcoming meetings suggested for the Board of Studies