

**Meeting: 16<sup>th</sup> August 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) (11.05-11.30)**
  - 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. Approval of course descriptions for electives (decision) (11.30-11.45)**
- 4. End-of-term evaluations from the spring 2023 (discussion) (11.45-12.15)**
- 5. Making changes to academic regulations (orientation) (12.15-12.25)**
- 6. Election at AU (discussion and decision) (12.25-12.35)**
- 7. News from Head of Department (Orientation/discussion) (12.35-12.50)**
- 8. Issues for upcoming meetings (12.50-13.00)**

Side 1/4

**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/>
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  - 2.1 News from the Board of Studies
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- 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
  - 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. Approval of course descriptions for electives (decision) (11.30-11.45)**

*Proposal for decision:*

The degree programme board approves course descriptions for electives for the following semester (spring 2024).

*Next step:*

The Head of Department sends the approved electives to UVAEKA. The deadline for submission of electives is 14 September.

Appendices:

Appendix 3.1: Research workshop: Corpus linguistics

### **4. End-of-term evaluations from the spring 2023 (discussion) (11.45-12.15)**

The UN is to discuss the end-of-term evaluations from the spring 2023 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 autumn 2023 using the reporting format.

The summary report must be formulated in a way that is appropriate for publication on the AU website (see [here](#)).

The report is to be written on the basis of the discussion in the UN. 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.

Appendices:

Appendix 4.1 Evaluation summary report from the Head of Department S23

The Head of Department has received an e-mail from the Director of Studies Lars Kiel Bertelsen that no later than 4<sup>th</sup> October 2023 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. Making changes to academic regulations (orientation) (12.15-12.25)**

It is possible for the degree programme boards to request that changes are made to existing academic regulations. This requires, cf. the review of degree programmes, that the academic regulations must have had a full run through at least once. Only minor changes can be made to academic regulations, and it is important to relate each change to the degree programme as a whole. It is only possible to make changes to the academic regulations before a full run through in the case of actual errors that need to be corrected in the interests of the students' legal rights.

*Process for proposing and approving changes to academic regulations:*

Proposed changes to academic regulations are dealt with by:

- The degree programme board in October (or in November if this is possible before the board of studies meeting). The degree programme board proposes changes that need to be approved by the board of studies
- The board of studies in November, with the option to discuss the issue again in December. The board of studies proposes changes that need to be approved by the Dean's Office
- The Dean's Office in January.

Approved changes to the academic regulations take effect on 1 September 2024

The degree programme board has the following academic regulations that have been followed in their entirety:

- The Bachelor's Degree Programme in Linguistics
- The Master's Degree Programme in Linguistics
- Bachelor's Degree Programme in Cognitive Science
- Bachelor's supplementary subject in Cultural Data Science
- Bachelor's supplementary subject in Social minds

The template to propose changes (both new and previously proposed changes) is available from the UN secretary.

***The relevant members of the teaching staff and the head of department are encouraged to discuss the validity of any proposed changes to the academic regulations with the UN secretary before their final approval by the degree programme board.***

#### **6. Election at AU (discussion and decision) (12.25-12.35)**

The UN spokesperson informs about elections at AU in the autumn of 2023, and the UN discusses what can be started in relation to recruitment for both students and VIP.

*Proposal for decision:*

The UN should appoint a student UN member who can be responsible for setting up the election list for students and a VIP UN member who can be responsible for setting up the election list for VIP.

#### **7. News from Head of Department (Orientation/discussion) (12.35-12.50)**

#### **8. Issues for upcoming meetings (12.50-13.00)**

8.1 Issues for upcoming UN meetings

8.2 Issues for upcoming meetings suggested for the Board of Studies