

Meeting: 19th April 2023 at 11.15-13.00

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)**
 - 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. Diversity in the content of the degree programmes at the Faculty of Arts (Discussion)**
- 4. Annual status review 2023 (decision)**
- 5. Annual report from the chair of external co-examiners (item for discussion)**
- 6. Degree programme evaluation Linguistics – finding students for the preliminary meeting and evaluation meeting**
- 7. News from Head of Department (Orientation/discussion)**
- 8. Issues for upcoming meetings**

Side 1/5

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)**
 - 2.1 News from the Board of Studies
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- The Arts Studier Newsletter is publicly available at the teacher's portal at Arts:
<https://medarbejdere.au.dk/fakulteter/ar/til-undervisere-paa-arts/nyheds-brev-fra-arts-studier/>

3. Diversity in the content of the degree programmes at the Faculty of Arts (Discussion)

On the basis of discussions in *Uddannelsesforum Arts* (UFA), the Vice-dean for education requests that the UNs initiate a (or continue the already initiated) dialogue on diversity in the curricula of the degree programmes at their department.

Below are questions which the discussion usefully can be based on:

- What does the UN understand about diversity in the curriculum?
- Which types of diversity (including gender, knowledge types, ethnicity, etc.) are a potential necessity to focus on in the department's degree programmes with a view to the continued quality development?
- Have diversity issues already been discussed, and if so, which differences of diversity have been considered important to place particular emphasis on?
- How do the UN/department want to continue to work on a greater diversity in the content of degree programmes in the future?
- How is it ensured that the experiences and main points of the discussions in the UN are being conducted within the academic/teaching staff?

Appendix 3: Indbydelse til diskussionerne i UN'erne (formatpapir)

Next step:

The Head of department/UN chair will no later than 30 April 2023 send the output from the discussion (10-15 lines) to the Vice-dean for education at prodekan.uddannelse.arts@au.dk. During the autumn of 2023, the Boards of Studies (SN) will be given the output from the discussions in the UNs.

4. Annual status review 2023 (decision)

The annual status review is part of the ongoing quality assurance process relating to degree programmes at the Faculty of Arts, and is described in greater detail in [degree programme quality processes at Arts](#). The purpose of the [annual status review process](#) is that the degree programme board, board of studies and school should prioritise the areas on which the degree programme board will focus in the upcoming quality year to ensure the quality of our degree programmes in accordance with [AU's quality assurance policy](#), based on a systematic review of these degree programmes in their entirety.

The UN is the primary forum for subject-specific discussions. Heads of department and the UN are encouraged during their discussions to:

- Continue to focus on student time on task and the associated challenges of completion time and dropout rates
- Discuss the research coverage of the study programmes on the basis of the head of Department's reflection on the staffing of the respective courses and how they have tried to solve any challenges (staffing plans)
- Describe specific actions that address the challenges of the degree programme and set a realistic time frame for the implementation
- Build on last year's action plan and extend the initiatives where it makes sense

Tasks of the head of department and UN:

1. The head of department reviews the status of last year's plans of actions for degree programmes, with input from members of the UN.

OBS: For both Cognitive Science and Linguistics

Actions that have been completed should be entered under "Status of completed actions from the last quality year". On this basis, the degree programme board discusses whether there are any derived actions which need to be continued. Derived actions should be added to the plan of action for 2023.

2. The head of department produces a draft of the plans of action for degree programmes, which will be discussed by the UN. The UN approves the plans of action for each individual degree programme with a view to recommending them to the board of studies.

OBS: only for Cognitive Science due to the degree programme evaluation of Linguistics.

The plans of action for 2023 are an extension of the quality work done in previous years, so the experience gained in each degree programme can be carried forward to the new quality year.

The data material is not enough on its own, so it is important that specific knowledge and experience regarding the degree programmes is used to add perspective to the discussions about degree programme quality.

The plans of action proposed by the degree programme board are discussed by the board of studies in June. Provisional plans of action are prepared alongside the evaluation report for all the degree programmes which are to be evaluated.

Proposal for decision

The degree programme board decides which actions should be given priority in the plans of action for 2023 based on last year's plans of action and the current status of

the degree programmes concerned, and then submits the plans of action for 2023 for discussion by the board of studies.

Side 4/5

Next step

The head of department sends action plans for 2023 to the secretary of the Board of Studies on the 20th June at the latest.

Degree programmes which are to be evaluated

The data must be dealt with in the same way as data for the other degree programmes. However, the focus is not on plans of action, but on discussing qualitative evaluation focus points for use in connection with the degree programme evaluation.

These focus points must be linked to the four sub-policies of the quality policy and the indicators. During its discussions, the degree programme board should also be aware of whether there are any general issues in the department's other degree programmes that should be included in the analysis work connected to drawing up the evaluation report and provisional plans of action.

The proposals for action identified by the analysis are added to the provisional plan of action, which is drawn up parallel to the report. Current actions are also followed up, making it possible to indicate their status in the provisional plan of action.

Plans of action for degree programmes which have been evaluated are defined after the evaluation meeting in the autumn, and are subject to the approval of the vice-dean for education.

For further descriptions of procedures and guidelines for degree programme evaluations, please see ["Degree programme evaluations at Arts"](#)

Appendices:

Appendix 4.1: Letter from the Vice Dean for the quality year 2023

Appendix 4.2: Indicator card for the UN LICS

Appendix 4.3: Indicator cards and background data Cognitive science BA

Appendix 4.4: Indicator cards and background data Cognitive science MA

Appendix 4.5: Staffing plans Cognitive science

Appendix 4.6: Indicator cards and background data Linguistics BA

Appendix 4.7: Indicator cards and background data Linguistics MA

Appendix 4.8: Staffing plans Linguistics

Appendix 4.9: Plans of action 2022 BA linguistics, MA linguistics, BA Cognitive Science, MA Cognitive Science

Appendix 4.10: draft_Plan of action BA Cognitive Science 2023

Appendix 4.11: draft_Plan of action MA Cognitive Science 2023

Appendix 4.12: Indicator values

5. Annual report from the chair of external co-examiners (item for discussion)

The degree programme board discusses annual reports from the chair of external co-examiners.

Appendices:

Appendix 5 Annual report the body of external co-examiners for Linguistics and Cognitive Science 2022

6. Degree programme evaluation Linguistics – finding students for the preliminary meeting and evaluation meeting

In connection with the degree programme evaluation, students are required to participate in preliminary meeting and evaluation meeting. This may be done in collaboration with the UN/degree programme board's student representatives.

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

8. Issues for upcoming meetings

8.1 Issues for upcoming UN meetings

8.2 Issues for upcoming meetings suggested for the Board of Studies
