

**Meeting: 22<sup>nd</sup> February 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. Presentation of the work and responsibilities of the UN (orientation) (11:05-11:15)**
- 3. Establishment of the new degree programme board – as of 1 February 2023 (decision) (11:15-11:20)**
- 4. Briefings (orientation) (11:20-11:30)**
  - 4.1 News from the Board of Studies
  - 4.2 News from the Institute Forum
  - 4.3 News from the student guidance
  - 4.4 News from Student forum (fagråd)
  - 4.5 News from staff
  - 4.6 News from the study administration
- 5. End-of-term evaluations from the autumn 2023 (discussion) (11:30-11:45)**
- 6. Evaluation of project placement (discussion) (11:45-12:00)**
- 7. Information on degree programmes which are to be evaluated (12:10-12:20)**

The degree programme board will be informed about degree programmes which, according to the rotation plan, are to be evaluated this year.
- 8. MSc supervision/Thesis prep (12:20-12:40)**
- 9. News from Head of Department (Orientation/discussion) (12:40-12:55)**
- 10. Issues for upcoming meetings (12:55-13:00)**

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/>

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## **2. Presentation of the work and responsibilities of the UN (orientation) (11:05-11:15)**

Presentation of the UN and the responsibilities of the UN

Appendices:

Appendix 2.1 Introduction to the new degree programme boards 2023

## **3. Establishment of the new degree programme board – as of 1 February 2023 (decision) (11:15-11:20)**

According to the rules of procedure, the UN must be established no later than at the first meeting after a new election.

The chair is elected from among the members of the academic staff and the deputy chair from among students elected to the board of studies as either representatives or alternates.

In connection with the establishment, the distribution is decided by UN members and alternates. The distribution can be based on the number of votes (order of candidates in uncontested elections) or other agreements.

The school has specified the number of members of each degree programme board. On the UN for LICs, there are 3 members of the academic staff and 3 students. Members of the board of studies must be members of the UN.

*Proposal for decision:*

The UN elects the chair and deputy chair and decides who will be UN members and alternates.

Link: forretningsorden for UN IKK: [https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Studienaevn/Forretningsorden\\_for\\_uddannelsesnaevn\\_paa\\_Institut\\_for\\_Kommunikation\\_og\\_Kultur.pdf](https://studerende.au.dk/fileadmin/studerende.au.dk/Arts/Studienaevn/Forretningsorden_for_uddannelsesnaevn_paa_Institut_for_Kommunikation_og_Kultur.pdf)

## **4. Briefings (orientation) (11:20-11:30)**

4.1 News from the Board of Studies

4.2 News from the Institute Forum

4.3 News from the student guidance

4.4 News from Student forum (fagråd)

4.5 News from staff

4.6 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/>

- Letters of reference for student representatives

Side 3/5

## 5. **End-of-term evaluations from the autumn 2023 (discussion)(11:30-11:45)**

The UN is to discuss the end-of-term evaluations from the autumn 2022 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 that was tested for the evaluations in S20, A20, S21, A21 and S22.

The summary report must be formulated in a way that is appropriate for publication on the AU website (see [here](#)). The finalised report will also be available for the UN on the o-drive.

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 5.1 Evaluation summary report from the Head of Department

The Head of Department has received an e-mail from the Director of Studies Lars Kiel Bertelsen that no later than 11<sup>th</sup> April 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.

## **6. Evaluation of project placement (discussion) (11:45-12:00)**

The UN discusses and comments on the evaluation of Project Placements for F22 and E22 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) (can be included in the report/summary that the Head of Department/UN makes to 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! The reports must be treated with confidentiality, as there may be personally identifiable information in the comments.

Appendix 6.1 Evaluation of project placement Linguistics students E22

Appendix 6.2 Evaluation of project placement Cognitive science students E22

Appendix 6.3 Evaluation of project placement UN LICS project hosts E22

Appendix 6.4 Coordinator's summary of Project placement E22 UN LICS

**Break: 12:00-12:10**

## **7. Information on degree programmes which are to be evaluated (12:10-12:20)**

The degree programme board will be informed about degree programmes which, according to the rotation plan, are to be evaluated this year.

The following degree programmes are to be evaluated:

- Bachelor´s degree programme in Linguistics
- Master´s degree programme in Linguistics

Appendices:

Appendix 3.1 Uddannelsesevalueringer 2023 orientering UN\_ENG

## **8. Information on degree programmes which are to be evaluated (12:10-12:20)**

The degree programme board will be informed about degree programmes which, according to the rotation plan, are to be evaluated this year.

The following degree programmes are to be evaluated:

- Bachelor´s degree programme in Linguistics
- Master´s degree programme in Linguistics

Appendices:

Appendix 3.1 Uddannelsesevalueringer 2023 orientering UN\_ENG

## **9. MSc supervision/Thesis prep (12:20-12:40)**

Our current model for the thesis preparation course expects that students will use their supervisors to fill their course activity time during the fall semester. This constitutes a (currently weak) expectation that supervisors will use some of their 20 hours supervision time to structure students' preparation activities in the fall. It has been noted that there is some inconsistency between programs, and between supervisors within programs, in how the course activities are used in thesis preparation. We shouldn't expect perfect consistency across all of LICS, but it could be a good idea to communicate this intention and discuss how it is/can be implemented.

A possible solution for this could be to the opportunity in an upcoming revision of the academic regulations to change the project placement for a 30 ECTS course with embedded thesis preparation.

## **10. News from Head of Department (Orientation/discussion) (12:40-12:55)**

## **11. Issues for upcoming meetings (12:55-13:00)**

- 7.1 Issues for upcoming UN meetings  
*March: visit from the librarian*

- 7.2 Issues for upcoming meetings suggested for the Board of Studies