Meeting: 22ⁿᵈ February 2023 at 11.00-13.00
Place: 1481-366
UN-meeting, LICS

Present:
UN members: Ethan Weed (chair of the meeting), Alexandra Kratschmer, Mina Almasi (Deputy chairperson), Nina Vad Thomsen (stud. rep.) and Laura Bock Paulsen (stud. rep.)

Student alternates:
Emma Risgaard Olsen, Emilie Munch Andreasen, Helle Skjøth Sørensen, Geertje Graehn, Suzan Kurt, Mia Jacobsen

Observers:
Karsten Olsen, Mikkel Wallentin, Riccardo Fusaroli, Marc Malmdorf Andersen, Andreas Højlund, Kristian Tylén, Anna Zamm, Charlotte Sandager Bilde (student guidance), Christian Westh Stenbro (student guidance), Joshua Skewes (Head of Department), Sabrina Bækkelund Hansen (department coordinator) Camilla Mark Thygesen (SNUK minute taker)

Absent:
UN members: Cordula Vesper, Emma Olsen (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.

2. **Presentation of the work and responsibilities of the UN (orientation)**
   The UN was presented to the work and responsibilities of the UN

3. **Establishment of the new degree programme board – as of 1 February 2023 (decision)**
   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.

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.

Decision:
The UN elected the chair and deputy chair and decidede who will be UN members and alternates.

VIP members:
Anders Højen will fill in for Cordula Vesper while she is on maternity leave. He is not on the election list, and will have the official status of an observer.

Chairperson: Ethan Weed

Deputy chairperson: Mina Almasi

Student members: Mina Almasi, Nina Vad Thomsen and Laura Bock Paulsen

Student alternates: Emma Risgaard Olsen, Emilie Munch Andreasen, Helle Skjøth Sørensen, Geertje Graehn, Suzan Kurt, Mia Jacobsen and Ronela Beatrice Wagner Fredensborg

4. Briefings (orientation)

4.1 News from the Board of Studies
Ethan Weed informed that the following was discussed at the last meeting:
- A new IV-course made by the Kitchen was approved. It is not known if it is a spring or fall course.
- All usage AI and chatbots had been banned by the University, but it will be discussed at the Board of Studies at some points. Head og department (HoD), Joshua Skewes informed that he had looked in to it and found out, that the way the coding programmes are used at the department is still allowed, so no changes to the academic regulations are needed.
- The Board of Studies plans to discuss the process of giving exam dispensations, and EW solicited input from VIP and students on the current process

4.2 News from the Institute Forum
Kristian Tylén informed that at the last meeting the Institute forum was presented with applications for new research programmes. The Institute Forum suggested to approve all the applications, which afterwards have been done.
It was mentioned that researchers can be primarily affiliated in one research programme but can be secondary affiliated to others as well.

4.3 News from the student guidance
The representative from the student guidance informed:

- It is a busy time for the guidance due to the start of the semester and U-days.

4.4   News from Student forum (fagrådet)
No news

4.5   News from Union representative
The Union representative presented changes in the new working hour agreement.

4.6   News from staff
No news

4.7   News from the study administration
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/

5.   **End-of-term evaluations from the autumn 2023 (discussion)**
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 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).

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.

Head of Department (HoD) presented the evaluations and informed that evaluations were better this year, and overall it looks good. If something comes up during the semester or the evaluations HoD usually contacts the concrete teacher.

HoD explained that this year´s evaluations shows, that he cognitive science progamme is becoming a more professional established programme, whereas the first run through of the degree programme has been more experimental. It was discussed that there should be found a balance between these, so teachers can still be innovative, and the students can see the meaning with the course and how it connects to the exam.

Programming and statistics are becoming more important at both degree programmes, and the department are still looking to find the best way to teach students these skills.

The UN discussed in more general terms the form of the evaluations:
- Can the students comments be shared with the class? This was discussed with the conclusion that teachers should not share the entire list of comments, but some comments could be chosen for a discussion in class, and it can give the students an opportunity to explained more detailed what is meant. HoD will look in to the details of the rules and put it on the agenda for a later meeting in the UN and in the student forum.
- In general it is experienced that it is very different how the evaluations are being done and used across courses. This is both mid-term and end-term evaluations. It was mentioned that it is experienced by students that it works good when the teachers make a digital evaluation and then talk with the class about this. But it was mentioned that it should also be fitted to the specific course, so it is difficult to come up with one version for all.
- The ongoing dialogue between students and teachers is the best idea, put this can be made in different ways and should not be too controlled. It was mentioned that the mid-term evaluation is the most important for the students, since this is the time that they can have an actually impact on the teaching.
- It was suggested to involve the instructors in the evaluations. It is not the instructor´s responsibility but it can be a safer place for the students to discuss the teaching.

The following was suggested for discussion in the Board of Studies:
The department is experiencing that the Bachelor's project course is not working in the current model, so it can be discussed in the Board of Studies to see if any others have a good way to do it. It has to be done to make sure that the students get the right amount of contact hours, but especially for cognitive science they experience that the students do not show up for the courses. A model could be to make it more like a drop-in guidance time with the supervisors. The supervisors do not get enough hours for supervision, so maybe this model could help with this also. At linguistics it is working better, and more students attend the course.

The UN has no specific comments to the summary made by HoD. This should be sent to the Director of Studies Lars Kiel Bertelsen that no later than 11th April 2023 to 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)**
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 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.

HoD informed of the summary of the evaluations and the project placement coordinator Andreas Højlund presented the outcome of the evaluation in more detail.
In general the evaluations from both the hosts and the students are positive. The main issue mentioned by the hosts is the restricted time period of the placement.

Some students mention that they feel like they are being used as free labor and wants more interesting assignments. It was discussed by the UN, that this might be solved via better alignments of expectations before the placement. This can for example be done with the new letter that has been created, that the students can give to the hosts explaining the terms of the project placement.

It was mentioned that project placement in connection to the Kitchen with the student´s own start-up company has been working really well.

7. **Orientation about approval of changes to academic regulations 2023**
The vice-dean for education has reviewed the proposals received for changes to academic regulations.
On this basis, the UN was informed about changes to academic regulations that will take effect on 1 September the current year. Autumn courses are published in the course catalogue on 1 April.

The following changes has been approved:
BA Cognitive Science 2020 – Cognitive Neuroscience – changes to the exam form for re-exam
BA Linguistics 2018 – Applied Linguistics – possibility for individual ordinary exam

8. **Information on degree programmes which are to be evaluated**
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

9. **MSc supervision/Thesis prep**
The 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.

This was discussed by the UN and HoD informed that it should not be a course where students start their thesis and it becomes 40 ECTS thesis. It should only be a preparation course, but it can be difficult to find a balance between this. There are some assignments to be done during the semester, but the students to not have to show up.

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. This would not make it necessary with as many teaching hours as a 10 ECTS course. But that solution still makes it necessary for the department to offer a 10 ECTS thesis preparation course for the few students who take the profile courses. It was mentioned that this should probably be co-taught with the thesis preparation embedded in the project placement, and then the same problem would occur for this course – that the requirements do not match a 10 ECTS course. The teacher responsible for the course presented what is contained in the course and the UN discussed the different models. The UN in general thinks that the current model is the best possible way to do it with in the current constraints.
It was mentioned that the embedded model might work for better for Cognitive science than Linguistics, since almost no students take the profile course.

10. **News from Head of Department (Orientation/discussion)**
Postponed to the next UN meeting.

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

    7.2   Issues for upcoming meetings suggested for the Board of Studies