

Meeting: 19th June 2024 at 11.00-13.00

Minutes

Place: 1481-366

UN-meeting, LICS

Present:

UN members: Jakob Steensig (UN-chair), Alexandra Kratschmer (VIP), Victoria Engberg_{UN LICS} Lowe (stud. SN-rep.)

Observers:

Andreas Højlund (VIP), Mikkel Wallentin (VIP), Chris Mathys (VIP), William McGregor (VIP), Suzan Kurt (stud. supp.), Mina Almasi (stud. supp.), Christian Stensbo (student guidance), Joshua Skewes (Head of Department), Sabrina Bækkelund Hansen (department coordinator) and Camilla Mark Thygesen (SNUK minute taker)

Absent:

UN members: Ethan Weed (VIP SN-rep.), Nina Vad Thomsen (stud. rep.), Anne Christine Vig Jensen (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. Briefings (orientation)

2.1 News from the Board of Studies

Victoria Engberg Lowe informed that at their last meeting the Board of Studies had discussed:

- Approval of evaluation reports
- New guidelines for GAI. Head of Department, Josh, informed about workshops for teachers in the autumn semester, for those who would like to learn more about the usage of AI tools.

2.2 News from the Institute Forum (IF):

The representative was not present.

2.3 News from the student guidance

The representative from the student guidance mentioned, that they have received some questions about brush-up courses for students who are starting on the Master's in Cognitive Science but do not have a Bachelor in Cognitive Science. It was mentioned that there is a Python workshop, and that the concrete students can contact Head of Department for guidance, since it depends on their specific education.

2.4 News from Student forum/fagrådet

No news

2.5 News from the study administration

The UN was informed about the newsletter from Arts Studier, which is available at: <https://medarbejdere.au.dk/fakulteter/arts/til-undervisere-paa-arts/nyhedsbrev-fra-arts-studier/>

3. Nominations of two candidates for the AU Anniversary Foundation Teaching Prize (decision)

The UN is asked to nominate candidates for the Aarhus University Anniversary Foundation Teaching Prize 2025. It is up to the individual UN to decide how candidates are selected.

It is a prerequisite that the candidates must be employed at AU and that the students must be involved in the nomination and selection of the candidates.

The nomination of the two candidates is based on the assessment criteria, which are described in an appendix to the meeting.

The nomination text must be a maximum of 4,800 characters including spaces (based on the nomination template, which lists the six criteria).

Decision:

The UN agreed on the following process for the nomination of two teachers:

- Students collect information from fellow students about which teachers should be nominated. It should be one from Linguistics and one from Cognitive Science. If possible one male and one female.
- Students will send the two names to Josh, Head of Department, before the summer holiday. Mina will send the name of a candidate from Cognitive Science and Suzan will send the name of a candidate from Linguistics.
- Josh will fill out the form, and send them to the Board of Studies

The next step:

The UN will send the completed nomination template (one per candidate) to the SN IKK Secretary by email: sslh@au.dk no later than 18 September 2024. If the nominated candidate(s) moves forward in the process, a CV of the person(s) in question of max 2 pages must be obtained.

4. Degree programme board processes the results of the assessment of teaching environment (discussion)

Background

Every third year Aarhus University conducts an educational environment assessment (UMV) for full-time students, and this was last discussed in autumn 2021. The UMV is based on a selection of results from the most recent national student survey. Teach-

ing environment evaluations are assessments of the University's physical, psychological, and aesthetic environments, in which students' perceptions of the teaching environment are considered in order to ensure a good teaching environment, safe and healthy.

Preparation of action plan

The degree programme board is responsible for providing input to and approving the head of department's proposals for possible activities in the action plan. In the action plan, it is possible to initiate activities within the topics mental, physical and aesthetic environment, where deemed relevant by the degree programme board.

The head of department will then regularly follow up on activities in the action plan, as agreed in collaboration with the board of education. Follow-up will take place next spring in connection with the annual status review meeting in April/May/June.

Discussions at the meeting:

Head of Department introduced the process. The UMV can be seen at the student's workspace evaluation (APV). It contains information about both the physical, psychological and aesthetic environment.

Head of Department went through the data and the suggested actions for the individual degree programmes stated in the action plans (appendices for the meeting).

Overall, the strategy for the actions with regards to the spread of information suggested, is to increase the communication level, in order to secure that:

- Students know which channels to use if they experience any bullying, harassment or discrimination.
- Teachers are aware of their responsibility in creating a culture, where these types of things do not occur.

The communication will be both via email and at meetings, where it makes sense to mention. E.g. at the student forum.

Regarding the stress level of the students, it was mentioned that the stress level is going down, and that the department has taken a range of different initiatives to prevent stress among students. E.g. sharing job adds, to prevent students stressing about finding a job after they finish their education.

With regard to the general well being of students, it was mentioned, that it is important to have a special focus on the international students in order to make sure, that they feel included.

Decision:

The degree programme board approved the UMV action plans for the department's degree programmes. The head of department submits plans of action for discussion

by the board of studies and subsequent approval by the director of studies and vice-dean.

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Next steps:

- The action plans are discussed in the board of studies with a focus on sharing examples of good practice and ideas for initiatives across degree programmes.
- The action plans are approved by director of studies and vice-dean and published on the study portal.
- In parallel with the assessment of the teaching environment, the faculty management and the departments will discuss the process for handling specific cases of bullying, harassment and discrimination between employees and students.

7. Issues for upcoming meetings

4.1 Issues for upcoming UN meetings

4.2 Issues for upcoming meetings suggested for the Board of Studies

8. AOB (Any other business)

Nothing was mentioned here.