

**Meeting: 22<sup>nd</sup> May 2024 at 11.00-13.00**

**Place: 1481-366**

**UN-meeting, LICS**

**Minutes**

***Present:***

*UN members:* Jakob Steensig (UN-chair), Ethan Weed (SN-representative), Nina Vad Thomsen (stud. rep.), Victoria Engberg Lowe (stud. rep.) UN LICS

***Observers:***

Andreas Højlund, Cordula Vesper, Peter Bakker, Suzan Kurt (stud. supp.), Thorkild Kappe (head tutor cognitive science), Frederikke Flikking (head tutor linguistics), Christian Stensbo (student guidance), Joshua Skewes (Head of Department), Sabrina Bækkelund Hansen (department coordinator) and Camilla Mark Thygesen (SNUK minute taker) Side 1/6

***Absent:***

*UN members:* Alexandra Kratschmer (VIP), 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. Approval of programme(s) for the introduction week including the cabin trip (decision)**

*Guests: head tutors*

Linguistics:

The head tutors introduced the programme for the Introduction week. The programme is a lot like the previous years.

It was mentioned that Head of Department has been booked at the same time for both the degree programmes. This will be changed for linguistics.

The UN asked if the new students are also introduced to the study groups. This will be added to the programme on Friday together with the mentor groups.

The head tutors introduced the programme for the Cabin trip:

The new students are participating in the planning of the cabin trip, so the programme is not completed yet.

The UN had no comments.

Cognitive Science:

The head tutors introduced the programme for the introduction week.

It was mentioned from the UN, that it would be a good idea to introduce the International buddy Initiative. Head tutors will contact the contact person for the initiative and add it to the programme.

It was mentioned that it should be clearer where the students should meet up. Especially It can be difficult for foreign students to find their way around. The tutor said that will be taken care of. It was mentioned that they have a Facebook group where they will film the specific location. But it will also be put more clearly into the programme. They should be aware of students who might not have a Facebook account.

The head tutors introduced the programme for the Cabin trip:

The UN commented on the fact that the cabin trip for cognitive science is a day longer than for linguistics, and therefore it contains more academic context. It was explained why, and no changes need to be made.

#### *Proposal for decision*

The UN approved the programmes for the introduction week (*studiestart*), including the programmes for the cabin trips (*hyttetur*).

The cabin trips are held for new students in the first semester of the Bachelor's degree programmes.

The UN thanked the head tutors for their work.

*The next step:* The head tutors must send the approved programmes to the coordinators for the introduction week in VEST Jannie Laigaard eller Trine Schouborg no later than 1 June.

### **3. Briefings (orientation)**

#### 3.1 News from the Board of Studies

Ethan Weed informed, that the Board of Studies, at their last meeting followed up on the UN discussions about teaching and the inclusion of students with special needs. This will be an ongoing discussion in the Board of Studies.

#### 3.2 News from the Institute Forum (IF):

The representative was not present.

#### 3.3 News from the student guidance

The representative from the student guidance informed:

- Information meetings have been held with the students. There were some questions that will be passed on to the Head of department.

#### 3.4 News from Student forum/fagrådet

There has not been a meeting yet so no news.

#### 3.5 News from the study administration

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

#### **4. Consideration and recommendation of changes to academic regulations in connection with new guidelines for the use of GAI from autumn 2024 and onwards (decision)**

In April, the UN was briefed on the process leading up to the implementation of new guidelines for the usage of Generative Artificial Intelligence (GAI) for the exams from autumn 2024 and onwards.

The Head of Department has received the specific task of identifying courses with exams where the use of GAI must be prohibited from autumn 2024 and onwards. This has been discussed in the department and, based on the discussions, the department recommends that no changes are made to the academic regulations at the department.

##### *Decision:*

UN recommends to the Board of Studies that no changes are made to the academic regulations.

##### *The next step:*

Camilla Mark Thygesen will pass on the decision to the Board of Studies and they will consider the proposed changes in June and the Vice Dean of Education will consider the changes and decide on final approval at the end of June.

#### **5. Annual status review 2024 (decision)**

The annual status review is part of the ongoing quality assurance work relating to degree programmes at the Faculty of Arts and it is described in greater detail here: [Degree programme quality assurance processes at the Faculty of 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 the degree programmes in their entirety. The degree programme board is the primary forum for subject-specific discussions in April and/or May/June.

##### **Tasks of the head of department and degree programme board:**

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

Actions that have been completed can be seen in the action plan (appendices for the meeting) under the headline "Status of completed actions from the last quality year".

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2. The Head of Department produces a draft of the action plans for the degree programmes, which will be discussed with the Degree Programme board. The Degree Programme Board approves the action plans for each individual degree programme with a view to submitting them to the Board of Studies for processing.

Head of Department introduced the drafts for the action plans and explained that a lot of the actions are ongoing from last year.

Besides the action plans, Head of Department explained that there are a lot of evaluations this year, and that he is working on trying to decrease the amount of work in this regard, and asked for the UN to support this.

Head of Department introduced the actions made for the yellow and red Indicators in the data indicator card for the degree programmes:

Bachelor's degree programme in Linguistics:

First year drop out at the Bachelor's degree programme in Linguistics:

- Changes to the mentor training, to make it easier to recruit mentors.
- Working on the integration between the student environment for the two programmes at the department.
- Ongoing work on recruiting the right students.

The students at the meeting informed that they got the impression that it is not because of the quality of the Degree Programme that students drop out, but often because they do not know enough of the programme before they start, and then it does not meet their expectations. It might be an idea to try and make this clearer in the Information of the programme. Susan Kurt will look through the current webpage and send comments to Josh and Sabrina.

Study intensity at all programmes:

- Work towards changing the methods courses to graded portfolios, to get the students to participate more actively in the teaching.

It was mentioned that it is a very ambiguous question, and it is difficult for the students to know what counts as study time. The department does what they can to make it clear for the students what to include.

Employability at the Master's degree programme at Linguistics:

Head of department informed that the numbers are getting better each year. The numbers do not show the output of the new academic regulations yet.

Actions:

- Working on finding good internships for the students

- Starting a network, where students share job adds.

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*Decision:*

1. The UN gave input to the action plans and approved draft from the Head of Department and submits them to the Board of Studies for processing.

The action plan for cognitive science does not need to be approved at this meeting, since the degree programme is undergoing a degree programme evaluation.

2. Given the amount of documentation concerning education, evaluation and student progress, the degree programme board for LICs suggests that action plans are only updated and discussed every second year.

*The next step:*

The Head of Department submits the action plans for 2024 to the board of studies secretary (sslh@au.dk) no later than 19<sup>th</sup> July 2024. The action plans proposed by the degree programme board are processed by the board of studies in June. The Director of Studies approves the action plans for the annual status review before 1 September and informs the Vice-dean for Education.

## **6. Annual report from the chair of external co-examiners (discussion)**

The UN discussed the annual reports from the chair of external co-examiners.

The co-examiners have commented on an exam form at Cultural data science. Head of Department informed that the Vice-dean of Education did not approve this change, and therefore it will continue.

It was mentioned, that at the meeting with the co-examiners it had been observed, that it seems like the students at AU have longer time for the Master's Thesis due to the thesis preparation at the 3rd semester. But it was explained that the Master's Thesis is 30 ECTS like at other Universities.

## **7. Issues for upcoming meetings**

5.1 Issues for upcoming UN meetings

5.2 Issues for upcoming meetings suggested for the Board of Studies

- It was mentioned that if anyone has further comments to the Board of Studies discussion on students with special needs, these can be sent to Victoria, and she will bring it the Board of Studies meeting.
- It was suggested that the Board of Studies discuss a de-bureaucratization of the administrative processes regarding the quality of the programmes.

## **8. AOB (Any other business)**

The following was brought up under AOB:

- Project placement: it was mentioned that if anyone has doubts about the internships, they can contact Andreas or Josh. This also includes whether it is possible for students to take internships in companies based on voluntary work. It was also mentioned that students are allowed to stay at their internships after the submission of the exam, but it needs to end before the 31<sup>st</sup> of December.
- Methods course at cognitive science: The department is working on clarifying and unifying the forms of feedback and the exams.