**Minutes from Media Technology Study Board Meeting 2024.1
Wednesday, February 7, 2024**

Present members:	Secretaries:
Claus B. Madsen (CBM)	Anne-Marie Rasmussen (AMR)
David Meredith (DM)	
Jesper Rindom Jensen (JRJ)	
Ali Adjorli (AA)	
Carlos Diaz (CD)	
Georgios Triantafyllidis (GT)	
Lukas Gade Ravnsborg (LGR)	
Julius Ebenau Winther (JEW)	
Joan Toribio Aquarales (JTA)	

Present observers:
Markus Löchtefeld (ML), observer, Head of Studies

Absent:
Vanilla Riis Mortensen (VRM)
Mads Nyborg Jespersen (MNJ)
Nicolai Reinhold Schøler (NRS)
Jeanette Karina Ærengren (JKÆ), observer, study counselor AAL
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH

Agenda		Enclosure
1.	Election of moderator	
2.	Approval of agenda and minutes from last meeting	2024-1-1
3.	Welcome to Study Board of Media Technology • Presentation round • Constitution of the new study board • Expectations to the study board by CBM	 2024-1-2
4.	Study Board state of the union • "Datapakken" 2023	2024-1-3
5.	Sceme of delegation (info and approval)	2024-1-4
6.	Information from the Chairman • Open House 2024 (CPH 7/2-24, AAL 29/2-24)	
7.	Status on the action plan from meeting no. 2023.12	2024-1-5
8.	Study plan revision • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	
9.	Self-evaluation action plan • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	
10.	POSEO contracts, Fall 2023	2024-1-6
11.	Study Board economy and strategic funds 2024	

12.	Any other business	
13.	Dispensations • Information from the study board secretariat • 1 case (info via mail)	

1.   Election of moderator:
CBM was elected.

2.   Approval of agenda and minutes from the last meeting
Approval of agenda: Agenda approved.
Approval of minutes from the previous meeting: Minutes approved.

3.   Welcome to the Study Board of Media Technology
CBM gave welcome to all members of the new Study Board.

We had a presentation round.

During the presentation it was announced that new Head of Studies from February 1, 2024 is Markus Löchtefeld (ML). Because of that David Meredith (DM) is announced as new AAL VIP member of the Study Board.

CBM was elected as Chairman.

The vice chairperson was not elected as three of the student members were absent. The former vice chair will arrange an election among the student members within one week. The secretariat will be notified about the outcome of this election as soon as possible.

To prepare the new student members to the work of the Study Board, the secretariat has had a fine meeting with most of them last week.

"Forretningsorden" of the Study Board was presented without comments. CBM informed about how to run a Study Board meeting with agenda, closed topics, minutes, confidentiality etc.

CBM also informed that we do not have a need for student observers, as we have a full compliment in the Study Board from different areas under Media Technology.

We also looked at the guidance for new Study Board members.

It was suggested that the secretariat could add the most important documents in the top of the Study Board Moodle page. Like "Guidance for new members", "Forretningsorden", "Sceme of delegation", budget etc.
Action: AMR will be adding important documents needed at the top of the Study Board Moodle.

4.   Study Board state of the union
CBM started this topic by talking about the form of the meeting. It can be a challenge to have the meetings on Teams. But we did also have pros and cons by having the meetings by video link in previous years (physical in each location).

GT suggested that we perhaps could have one or two meetings per year where we meet physically. With a strategic planning of meetings, the topics could be the "Datapakke", semester evaluation reports or other "heavy" stuff.
Action: The secretariat will try to arrange one or two physical Study Board meetings within the next year.

CBM presented the "Datapakke 2023" to give a minor overview of what we are working with in the secretariat. In general, we receive the actual "Datapakke" every year in November.

ML: The document is super important as the ministry also looks at these figures. We need to do a lot of work to improve the numbers as much as possible. It is important to note that the Study Board has a power to change things with regards to the numbers in the "Datapakke".

We had a debate about how to read the numbers and how they are created. Unfortunately, the report is in Danish language.

We also had a debate about low intake numbers of new students and in some programs, there are an overweight of the students drop out. Maybe the PR needs to be better, or we could investigate the admission requirements.

Another issue could also be the semester team handling 1st year students. Can they do more to keep the "weak" students. ¨

Finally, we had a debate about the topic "Medialogy". Is it the right name. It is somewhat a technical program, but not a humanity study. It confuses some when they apply to the program. Maybe we should do more to communicate the programs and topics.

5.   Sceme of delegation (info and approval)
CBM showed the document in detail. Under project groups larger than 3 students in the master thesis needs to be changed. It should be covering all semesters. The text could be something with "Larger than what is allowed in each semester" in comparison to the group size policy that we already have.

Action: The secretariat will change the topic regarding project groups to "Larger, than what is allowed in each semester".

The document is approved with this minor change and will be placed on Moodle when edited.

6.   Information from the Chairman
Open house AAL and CPH (7/2-24 CPH and 29/2-24 AAL)
The date was announced late in CPH. Flemming Løvenhardt Petersen (Entrepreneurship employee in the department) has got this task to organize the open house date in CPH. He has done a very good job but has had some challenges. However, it seems that the Open House Day in CPH was well visited.

ML: The communication department was restructured last year, and obviously it has been an issue regarding how and who to handle Open House this year. A lot of other things have been critical with communication tasks after the communication department was restructured. The department will address this to the communication unit on an ongoing basis.

7.   Status on the action plan from meeting no. 2023.12

Discussion on Generative AI
CBM will secure to address all students with the possibility to follow a Micro credential course regarding Generative AI.
08.11.23: Not handled yet.
13.12.23: Not handled yet.
17.01.24: Not handled yet.
07.02.24: Not handled yet.
Remains in the action plan.

Any other business, POSEO question:
CBM will contact Mette Hvass and Georgios Triantafyllidis from LID to hear about experiences and solutions regarding bad ratings from POSEO companies.
08.11.23: Not handled yet.
13.12.23: Not handled yet.
17.01.24: Not handled yet.
07.02.24: GT: The case was very individual and not a general thing. It gives us an idea of how to find a good match between the company and the student. The match making is important in all programs. **To be removed from the action plan.**

Awareness of "GitHub co-pilot":
CBM will make awareness of "GitHub co-pilot" for the students in programming classes.
17.01.24: Not handled yet. We had a debate about whether it is the students or the programming course lecturers that should be informed. CBM will contact the teachers for a start.
07.02.24: CBM is in doubt how to handle this topic.
We had a debate about how to address this to the students. The best solution would be to send information to the course teachers and the coordinators and ask them to inform the students during the lectures. It is important that the students know how to program before they use the co-pilot. It cannot replace studying programming skills. However, it can speed up the process when a student is aware of this supplement. Students in AI are working with the co-pilot in one of their courses.
CBM: will write a mail to the colleagues about this. **Remains in the action plan.**

8. Study plan revision

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc.**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

The Sound and Music Computing program will be shut down and presumably involved in the Medialogy master study plan in the future. However, we are also interested in hearing what happens for the master education reform before changing too much. We can expect a busy fall, no matter what happens.

9. Self-evaluation action plan

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc. CPH**
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We have an action plan for every program. We investigate the action plans now and then when it is required.
There is a meeting planned with the Vice dean for education tomorrow, where the actions will be debated.

10. POSEO contracts, Fall 2023
CBM showed the list of companies that has been in contracts with students fall 2023.
It was noted that quite many students have been in collaboration with Aalborg University. Some of the students have been in labs both in AAL and CPH with good experiences.
CBM: It must be a potential future employer. We also see that AAU employs students after graduation. However, it is a good debate. If the master education reform will be activated, then the whole concept of the Internship activity in the study plan will be revised.

11. Study Board economy and strategic funds 2024
CBM informed that the Study Board has 50.000 DKK to support funding.

CBM has already spend a few thousand DKK for MED AWARDS in Aalborg.
We have also received an application from Luca Simeone, Associate professor at SSD, who would like to spend about 3.000 DKK for Yoga material to classes for staff and students in CPH.

If you have good ideas to activities that supports study environment or semester cohesion, that we can support, please feel free to contact the secretariat.
Action: CBM will investigate how much funding money we have left, prepare a list, and place it in the top of Moodle.

12.   Any other business
Nothing.

13.   Dispensations
- **Information from the study board secretariat**
  None.
- **Cases (closed point)**
  One case was handled.

Actions:

Welcome to Study Board of Media Technology
AMR will be adding important documents needed at the top in the Study Board Moodle.

Study Board state of the union
The secretariat will try to arrange one or two physical Study Board meetings within the next year.

Sceme of delegation (info and approval)
The secretariat will change the topic regarding project groups to "Larger, than what is allowed in each semester".

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CBM: will write a mail to the colleagues about this.

Study Board economy and strategic funds 2024
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Topics/actions to the next meeting agenda:

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps - the report is still not available (17-01-2023)