



Study Board for  
Media Technology  
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## Minutes from Media Technology Study Board Meeting 2020.1 Aalborg, Thursday January 9, 2020

### Present members:

Claus B. Madsen (CBM), Chair  
Martin Kraus (MK)  
Rodrigo Ordonez (RO)  
Sára Janáčková (SJ)  
Stefan Nordborg Eriksen (SNE), Vicechair

### Secretaries:

Annette Erichsen  
Pia S. Vase  
Anne-Marie Rasmussen

### Present non-members:

Jon Ram Bruun-Pedersen (JRBP), observer  
Jesper Rindom Jensen (JRJ), observer  
Elisabeth Sidenius Nordentoft (EN), observer, study counselor  
Ingeborg Goll Rossau (IR), observer, study counselor

### Absent:

Olga Timcenko (OT) Nis Ovesen (NOVE), observer  
Michelle Fly (MFL)  
Christine Ingerslev (CI)  
Mikkel Gede Hansen (MGH), observer, study counselor  
Maria Timis (MT), observer, study counselor  
Marlene Geer Lomborg (MGL), observer, study counselor  
Morten Falch (MF)

Agenda	
1	Approval of agenda and minutes from last meeting
2	Information from the Chairman <ul style="list-style-type: none"> <li>Guidelines for non-disclosure agreements</li> </ul>
3	Status on the action plan from meeting no. 2019.10
4	Study plan revision <ul style="list-style-type: none"> <li>Medialogy BSc.</li> <li>Medialogy MSc.</li> <li>Sound and Music Computing MSc., AAL</li> <li>Sound and Music Computing, MSc., CPH</li> <li>Service System Design MSc.</li> <li>Lighting Design MSc.</li> </ul>
5	Self-evaluation action plan <ul style="list-style-type: none"> <li>Medialogy BSc.</li> <li>Medialogy MSc.</li> <li>Sound and Music Computing MSc.</li> <li>Service System Design MSc.</li> <li>Lighting Design MSc.</li> </ul>
6	Semester descriptions, spring 2020
7	Employer panel meetings 2019
8	Semester group meeting minutes, fall 2019
9	Where are MED graduates employed by study counselor EN
10	Application for 4-person thesis group
11	MEGA projects by SNF
12	Teacher of the year process by SNF
13	Any other business



## 1. Approval of the agenda and minutes

**Approval of agenda:** Approved.

**Approval of minutes:** Approved.

## 2. Information from the Chairman

CBM informed that this is the last meeting with the old board and he appreciated the effort that all members have contributed with. At the next meeting we will formally constitute the new board.

### Guidelines for non-disclosure agreements

CBM informed about the new guidelines for non-disclosure agreements. Main issue is that the study board will not sign contracts anymore.

**Action:** CBM will contact the department to ask how this can be informed to both staff and students.

## 3. Status on the action plan from meeting no. 2019.8

### Course / project grade statistics

CBM will prepare some text to a document that includes a reply related to revision of study plans. The study board requested some changes. CBM has received a document from Hendrik Knoche recently with the requested changes.

040919: CBM will soon meet with NOVE to discuss status on all MTSB SEAPs, and this topic will also be addressed there.

131119: Not handled yet.

041219: Not handled yet.

090120: Not handled yet. **Remains in the action plan.**

### Where are MED gradustes employed

Elisabeth will give a short presentation about the career/alumni

131119: As EN is not taking part of the meeting today we will keep the topic in the next meeting.

041219: Not handled yet.

090120: Will be handled in another topic in today's meeting. **To be removed from the action plan.**

### Study board report

We need to figure out who is attending Service System Design from AAL.

041219: Not handled yet. AMR will contact Anne Christoffersen and explain the case.

090120: It was a mistake in the student administrative system and will be handled by "studieservice". **To be removed from the action plan.**

AMR vil sørge for at arkivere referatet fra dette møde i Workzone på det id-nr., som er meldt ud fra fakultetet. It is handled. **To be removed from the action plan.**

### Semester evaluation reports

SB chairman will address following bullets that requires attention/follow-up:

MED6C – final grading

SSD8 – semester plans and deadlines

SMC8C – challenging semester regarding project work

041219: Part of the coordinator meetings.

090119: CBM has addressed the topics to the relevant persons. **To be removed from the action plan.**



### **Study environment, fall 2018 – spring 2019**

SB chairman will address the bullets that requires focus. **Remains in the action plan.**

Lab booking in RBG14 is problematic sometimes. The department needs to make some text to the student Moodle handbook, so it is easy found when it is questioned.

090120: Will monitor the problem during the spring semester. **To be removed from the action plan.**

### **MK / Discussion: "Er du klar til medialogistudiet" – "Parathedschecker"**

CBM will propose to head of studies, that a new taskforce charged with revising the Medialogy curricula will also be charged with revising the questions and responses that make up the "parathedschecker".

090120: CBM has agreed with head of studies that the manuscript will be revised. As suggested at the last meeting the revision group will work with this. **To be removed from the action plan.**

### **Semester group meeting minutes, fall 2019**

MED7A SGM1 – General start up took too long time.

CBM will address this to head of studies.

090120: Not handled yet.

CBM will contact the coordinator and head of section regarding project proposals so we represent the different specializations.

090120: Not handled yet

MED3A SGM2 – study environment issues. Use the CAS app.

CBM will address this at the next coordinator meetings in December.

090120: Not handled yet.

LID7 SGM1 – Can a LID student be an observer at our SB meetings.

CBM will consider if it is possible.

090120: CBM – there is no formal reason that this cannot be possible.

**Action:** CBM will contact Ellen to find a student representative.

**Remains in the action plan.**

### **Self-evaluation action plan**

#### **• Medialogy B.Sc. and Medialogy M.Sc.**

CBM and AMR will have the short competence profiles uploaded online.

AMR has addressed the topic to head of studies and he approves to take this into consideration when the webpage for educations in the department will be redesigned.

A new topic occurred as MK would like to know if the competence profiles could be part of the educational webpages at AAU.

**Action:** AMR will contact head of studies to hear if it is possible to incorporate the small competence profiles at aaU webpages as well.



#### 4. Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc.**
- The department will announce the members of a small working group that will handle the practical side of revising the bachelor and master study plans of Medialogy. We expect that the work will take place during spring 2020. Beside the small group there will also be a panel of members from the different scientific groups in the department that will take part of this process.
- **Sound and Music Computing MSc. AAL**  
Nothing new.
- **Sound and Music Computing MSc. CPH**  
Nothing new.
- **Service System Design MSc.**  
Nothing new.
- **Lighting Design MSc.**  
Nothing new.

**Topic for the next meeting:** AMR will remember to add the topic in the agenda.

#### 5. Self-evaluation action plan

- **Medialogy B.Sc. and Medialogy M.Sc.**
- **Sound and Music Computing M.Sc.**
- **Service Systems Design M.Sc.**
- **Lighting Design M.Sc. (encl.)**

There will be a self-evaluation meeting in AAL next week with focus on the self-evaluation work. Especially the pros and cons regarding each program. A summary from this meeting will be presented at the next study board meeting.

**Topic for the next meeting:** AMR will remember to add the topic in the agenda.

#### 6. Semester descriptions, spring 2020

The incoming semester descriptions for spring 2020 were handled. The study board had following notes:

AAL:

MED2A – PFI. Exam format needs focus.

MED4A – AP. The exam format is a bit different than normal. The study board approves the format.

MED6A – Semester description. Year of approval and presumably the link to the study plan is wrong. Needs focus.

MED6A – EID – Exam format needs focus.

MED6A – TWSM – Exam format needs focus.



MED6A – TPGDD course description lacks – copy the description from CPH as it is taught by the same teacher.

MED8A – ADDSE – exam format needs focus.

**CPH:**

MED2C – MMA – the description of the exam is not okay.

MED2C – PFI. Exam format needs focus.

We had a debate about the quality of the different versions.

MED4C – AP – exam format is approved like in AAL.

MED4C – DAE – template is changed.

MED6C – AIP – exam format lacks.

MED6C – EID – exam format needs focus.

MED6C – TPGD – exam format – copy the description to AAL.

The study board approves the work related with the semester descriptions, and the rest will be handled by CBM and the study board secretariat.

RO raised the topic about how the students manage to have 1 major project and 3 or more minor projects. The main issues are that many students get information about hand ins very late. The conclusion is that this should have focus in the revision work of the study plans.

**7. Employer panel meetings 2019**

The minutes were presented. We had no feedback and the minutes were approved.

**8. Semester group meeting minutes, fall 2019**

Will be handled at the next meeting.

**Topic for the next meeting:** AMR will remember to add the topic in the agenda.

**9. Where are MED graduates employed, by study counselor EN**

In fall 2019 EN had arranged a meeting in MED5C to activate the students focus on employability. She had invited 4 previous Medialogy students to give guest lectures. 15 students participated. The feedback from the students can be found in the attachment. The guest lecturers had different backgrounds, which was good.

Maybe a panel of the 4 guests could have been good. EN was aware that the meeting time (after 16.00) was not optimal.

MK: The carrier VIP in CPH could continue the good work.

EN: Maybe a job for the study councilors. EN stated that she would gladly be a guest lecturer in the future.

**Action:** CBM will figure out whether it is a study board matter or a departmental matter to ask Henrik Schønau Fog to arrange future meetings for MED5 students and the industry.



### **10. Application for 4-person thesis group**

The study board were informed about a group in CPH that was approved to be 4 persons in their thesis group. We had a debate about the number of students in a thesis group and the consequences that occur when they are i.e. examined. Due to lack of time we decided to continue the debate in another meeting and look at the criteria for giving dispensations for this.

**Topic for the next meeting:** AMR will remember to add the topic in the agenda.

### **11. MEGA projects by SNE**

SNE informed about a MEGA project from fall 2019. The project was in collaboration with Brazil. See the attachment to this topic. It has been an interesting project to follow. If any of the Media Technology students would like to work with this in the future, SNF encourages them to go for it. MK: Perhaps SNE could send the material to the semester coordinators to inform them about the possibilities in the spring semester. SNE will contact the coordinator to figure out if it is possible.

### **12. Teacher of the year process by SNE**

SNE oriented about the teacher of the year process. Two rounds of nominations would be preferred.

The study board approves that we try two rounds.

SNE has prepared a document that can be used for the students to fill out the nomination. The goal is to get more nominations and better nominations.

It was noted that the bullets in the document should be stated as it is guidelines that the students could use.

We had also a debate if the process should be part of the semester group meetings and the time when the two rounds are handled. Should the process take place before or after the January exams.

SNE will prepare the document and it will be send out as a memo to both the students and the coordinators. Deadline should this time be kept from last year, mid April.

The task is handled by the Vicechair.

New ideas were presented:

Could the process be part of the semester evaluation process? Maybe as a last question.

Could the document to the students be a bit more visualized?

Could we perhaps present the process through other channels – screens in the buildings by using slideshows.

Is it possible to show former teacher of the years on the department webpage?

**Action:** CBM and NOVE can perhaps find out who can write on the screens in the building.

**Action:** SNE will send out the material to the members before the next meeting.

### **13. Any other business**

Nothing to comment.



## **Actions:**

### **Information from the Chairman / Guidelines for non-disclosure agreements**

CBM will contact the department to ask how this can be informed to both staff and students.

### **Course / project grade statistics**

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### **Self-evaluation action plan**

#### **• Medialogy B.Sc. and Medialogy M.Sc.**

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### **Where are MED graduates employed, by study counselor EN**

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### **Teacher of the year process by SNE**

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SNE will send out the material to the members before the next meeting.



**Topics/actions to the next meeting agenda:**

- Study plan revision
- Self-evaluation action plan
- Semester group meeting minutes
- Application for 4-person thesis group