AALBORG UNIVERSITET

Minutes

Subject:	Study board meeting – No. 2023.07
Date:	23 August 2023
Minute taker:	Tatiana K. Madsen
Participants:	Tatiana K. Madsen, Peter Koch, Henrik Schiøler, Thomas B. Moeslund, Troels Bundgaard Sørensen, Henning Olesen, Heidi Sørensen, Miad Anbari (ROB), Thomas Gundgaard Mulvad (CE)
Observer:	
Cancellations:	Marianne Enslev Mikkelsen (EIT), Mads Steentoft (COMTEK), Daniel Vitagliano (CCT), Rikke Skov Udengaard (EIT)

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in June 2023
3. Education evaluation 2023
4. Semester descriptions – Fall 2023 semester
5. Grading of Machine Learning course
6. Procedure for dispensation applications processing
7. Dispensation
8. Messages
9. A.O.B.

Minutes

Ad. 1. Approval of agenda

Agenda is approved.

Ad. 2. Approval of minutes from meeting in August 2023

The minutes were approved.

Ad. 3 Education evaluation 2023

Education evaluations for bachelor and master programs were considered during the meeting. TKM has prepared draft formulations for ESN conclusions that were presented on the meeting, discussed, updated based on the received feedback and approved by the Study Board. The conclusions will be published on ESN web-page and are publicly available.

Ad. 4. Semester descriptions – Fall 2023 semester

ESN should approve the following semester descriptions: all 1st year of bachelor and master; all new descriptions (=ESD3, CCT5, ES9, CE9) and those with significant changes. None of the semester descriptions has been significantly changed. The study secretariat has collected the semester descriptions (semester, project and courses descriptions). The collected documents has been checked by the Study Board. The descriptions are found to be acceptable. They have been approved by the Study Board.
There have been identified a few places with missing or empty descriptions.

It has been mentioned that the new update of moodle makes it difficult to work and modify the semester descriptions files that we have incorporated into semester and courses moodle pages. ITS does not provide support with this issue, since it was local decision to use these files on moodle.

Action point: to contact coordinators and course-responsibles and collect a few missing descriptions. Responsible: TKM
Update (after the meeting): TKM has contacted the responsible persons for providing missing descriptions directly via email. It turned out that: some descriptions are ready, however were not provided in time before ESN meeting in August; some descriptions were completed in a short time after a reminder; some descriptions were done, but where not compiled from moodle by the study secretariat. All missing descriptions are in place and they were checked and approved by TKM.

Ad. 5. Grading of Machine Learning course

The education coordinator of ES, TBS, is present at the meeting.

The education group for ES master is applying to ESN to change the grading in Machine Learning course (ES7 semester) from graded to pass/not passed.
Based on the feedback from students in Fall 22 semester, two challenges have been identified: 1) high load on the semester, and 2) the students' exam pressure. ES education group, ML course-holders and ES7 coordinator propose the following changes for the coming fall semester:

- the mini-project in the ML course will be removed; Zheng-Hua considers that the exercise sessions (for the 13 lectures) alone will make sure that students digest the curricula and therefore it is safe to remove the mini-project
- the exam form for the ES students is changed so that the course is evaluated with the project unit, i.e. as part of the project exam, and at the same time, the assessment is changed from graded to pass/fail

CE education group has received a request from ESN asking whether the grading for ML course for CE students should be changed to pass/fail. The education group for CE would like to keep the grading of this course with grades.

The proposal from ES education group has been discussed:
- Topics of ML are important for ES curricula. Having a course without grading might let the students to down prioritize the course. Additionally, grades can be important for future employers.
- The only course that are evaluated together with project exams is on EIT4. Here there is positive experience to conduct examination in this way. It is questionable whether it can be done on ES7 semester, since in the project work students can work with very different aspects of ML and typically, they will focus only on a single aspect. Additionally, since the course examination will be performed by supervisors, they should possess the necessary competences and receive detailed instructions on the examination procedure.
- The high load of the course should be addressed, and ESN supports removing a mini-project.
- To reduce the exam pressure, one of the 4 exams can be moved to beginning of December and the other course exams can be stretched over a period of 3 weeks.
- To keep the semester load reasonable, it is important that supervisors and students remember that the project is only 10 ECTS.
- ESN suggests waiting and taking into account feedback from the coming semester to have more data for better decision basis. Reducing the load and change in exam schedule potentially will remove the problem completely. This will be evaluated after Fall23 semester.

Conclusion: ESN approves the application to remove a mini-project. ESN rejects an application to change the grading in ML course for ES7.
Action point: to remove a mini-project as a prerequisite for exam participation in ML course in ES study regulation. Responsible: HSO
Action point: inform the education group and the course-holder about ESN decision. Responsible: TBS

Ad. 6. Procedure for dispensation applications processing

The guidance for the members of SN, especially description of how the tasks can be delegated to a SN chairman, has been discussed during the meeting. We have agreed that we continue following the procedures agreed on February 2023 meeting. The chairman continues to process applications that requires a quick decision, however all application that can have a significant impact on a student's study are considered on ESN meetings, e.g. all applications for 5th examination attempts. All members of ESN are informed about the dispensations granted by the chairman.

Action point: add a permanent item to the agenda on status of received dispensation applications. Responsible: TKM.

Ad. 7. Dispensations

Two dispensation applications have been processed.

Ad. 8. Messages

- Internship ('praktik') for diplom students are running following the rues specified in the updated study regulation from Spring 2024.
- ESN has applied for individual study regulations for two 9th semester students (on ES9 due to a wish of following a certain course for better profiling and on CE/NDS9 due to enrollment in 4+4 program).
- On ROB9 there are only 3 students taking a project and courses at the university (the rest are doing internship). The benefits of following courses with 3 participants are limited for the students and it is economically difficult to run these courses for the department. An alternative solution is being discussed with the students.

Ad. 7. **AOB**

TKM is prohibited to participate in November ESN meeting that is planned on November 8. The meeting will be rescheduled one week before or one week after the planned date.