



Minutes from Media Technology Study Board Meeting 2020.7 Aalborg, Wednesday September 23, 2020

Present members:

Claus B. Madsen (CBM),
Jesper Rindom Jensen (JRJ)
Rodrigo Ordonez (RO)
Olga Timcenko (OT)
Eva Triantafyllou (ET)
Stefan Nordborg Eriksen (SNE)
Hamzah Ziadeh (HZ)
Louise Dørr Nielsen (LDN)
Victor Stan (VS)
Sára Janáčková (SJ)

Secretaries:

Annette Erichsen
Anne-Marie Rasmussen

Present non-members:

Mikkel Gede Hansen (MGH), observer, study counselor
Dimitra Hadji-Popovski (DHP), observer, student

Absent:

Jon Ram Bruun-Pedersen (JRBP)
Nis Ovesen (NOVE), observer
Marlene Geer Lomborg (MGL), observer, study counselor
Alexandru Cristian Chiritescu (ACC), observer, study counselor
Daniel Kierkegaard Andersen (DKA), observer study counselor

Agenda	
1	Approval of agenda and minutes from last meeting
2	Information from the Chairman <ul style="list-style-type: none">Changes regarding process analysis at 1st study yearEmployer panel in October 2020
3	Status on the action plan from meeting no. 2020.6
4	Study plan revision <ul style="list-style-type: none">Medialogy BSc.Medialogy MSc.Sound and Music Computing MSc., AALSound and Music Computing, MSc., CPHService System Design MSc.Lighting Design MSc.
5	Self-evaluation action plan <ul style="list-style-type: none">Medialogy BSc.Medialogy MSc.Sound and Music Computing MSc.Service System Design MSc.Lighting Design MSc.
6	Revised policies and guidelines
7	Statistic material from the secretariat
8	Meeting calendar 2021
9	Any other business



1. Approval of the agenda and minutes

Approval of agenda:

AMR: The attachment to topic 4 "Study plan revision" was added after the agenda was published. Approved.

Approval of minutes: Approved.

2. Information from the chairman

Changes regarding process analysis at 1st study year

On 1st study year the groups normally work with the process analysis in the project work. The process analysis supplies the group work and it is a structured way to view the process of the project from start to end. With the new PBL course the process analysis will no longer be part of the project description.

A student contacted CBM some days ago - the learning goals in the 3rd semester project description in the study plan seemed wrong. A word slipped out in the translation process from English to Danish. It is now changed and it was somewhat easy for the legality office at AAU to change. If you ever look in the study plans and find minor mistakes, please inform the secretariat.

Employer panel meeting in October 2020

There will be an employer panel meeting in October. It will take place online. The meeting will handle all our programs. Especially the revision plans for the Medialogy programs will be presented. Other topics that will be addressed: recruitment and employment.

Representing the study board

SNE and CBM have made appointments with most semesters in AAL to present the study board. Main focus is to inform students about student elections in the fall. At the same time the students were informed about the semester evaluations from previous year. Mainly to show that the responses are important.

3. Status on the action plan from meeting no. 2020.6

Course / project grade statistics

Teacher of the year 2019-2020:

Outcome of the election, nomination document and information to department and faculty. Luca Simeone won the election. AMR will contact head of section in CPH Sebastian Boring to hear how Luca can be celebrated.

CBM would like to have an anonymous list with the nominees and the essence of the nominations. SNE will make a new list like last year. SNE will send the list to AMR.

AMR will contact head of section in CPH.

20.08.20: ANE has been in contact with head of section in CPH. In one of the coming "Cookie-" meetings they will celebrate Luca. AMR will prepare the nomination letter and the diploma and send it to CPH. SNE lacks to make the anonymous list and has promised to prepare it soon.

23.09.20: The list will be presented in the next meeting (SNE). Other study boards have made similar lists. Maybe a collaboration could be fine. Luca got his nomination in an online Cookie meeting on September 9 where SNE participated. **Remains in the action plan.**



Semester descriptions, Fall 2020:

MED1A – AVS

Action: CBM will add a comment in the exam format note that AVS exam format is too vague.

MED3A – HSPER

Action: CBM will add a comment in the exam format where we ask the lecturer to be a bit more specific regarding hand in.

MED5A – RAT

Action: CBM will add a comment in the exam format where we ask the lecturer to be a bit more specific regarding exam format.

MED9A – RiM

Action: CBM will add a comment in the exam format note that RiM exam format is too vague.

MED1C – AVS

Action: CBM will add a comment in the exam format note that the prerequisites for the exam lacks.

MED3C – HSPER

Action: CBM will add a comment that the breakdown of the 4 ECTS is not sufficient.

MED7C – AAV

Action: CBM will add a comment in the exam format note that the breakdown of ECTS is not sufficient.

SMC7

SP and NIME

Action: CBM will add a comment in the exam format note for both courses regarding workload and hand in.

SMC9C – RiSMC

Action: CBM will add a comment in the exam format about hand in.

SSD7 – PP

Action: ET will send a new version today regarding the exam format.

SSD9 – SBS

Action: CBM will require a small revision regarding the exam format.

LID7 – RLS

Action: CBM will add a comment in the exam format note that the breakdown of ECTS is not sufficient.

The above mentioned actions under "Semester descriptions" are handled.

CBM informs that the pro-dean of our Faculty has informed that there is a lot of different types of descriptions. An administrative system for this would be really great.

We had a debate about how the process should be handled. Some uses a lot of time and others don't. In the future the revised study plans will have a minor amount of learning goals and because of that the semester descriptions should have more content. The exam formats were also debated. **To be removed from the action plan.**



4. Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy M.Sc. CPH**

There is still an ongoing work revising the Medialogy study plans. We have planned an extraordinary study board meeting October 8th where the final study plans will be approved.

The first draft of the study plan for B.Sc. Medialogy is presented in this meeting. CBM points first at the timetable. Next a semester with the 20 + 5 + 5 ECTS is presented. We had a debate about the structure. There is a minimum set of activities that will have external censoring and there is a minimum set of activities regarding elective courses. Right now the study board will have to wait for the final structure made by head of studies. It might cause problems to evaluate a course in the project. It will require that the supervisors should be qualified to run the exams and the learning goals should be totally clear. That leads back to the semester descriptions, that could contain more detailed information perhaps with two descriptions for the 20 ECTS activity, one for the project and one for the PE course.

It has been a challenge to prepare this, and it is still going on.

We do not expect more time to handle the project exams than previously. We will also see places in the study plan where courses will be described with a slightly different projection according to minor scientific differences between AAL and CPH.

CBM suggests a debate about pros and cons in this meeting. MGH is concerned about the 20 ECTS project exam and that project exams are crowded enough already. ET finds the 20 ECTS project to be fine and also to be able to create a more coherent study plan. JRJ approves the PE course format but also finds that the department should support this. LDN mentions for example in the MED3 semester, that it makes sense to have 20 ECTS as the Image Processing course is so much implemented in the project. RO – it is beneficial that the PE course outcome will be implemented more in the project. CBM will be in a meeting with head of studies tomorrow about this topic.

The study board has some comments to the document:

MED1

Page 14 – regarding Blooms taxonomy – it is a bit conflicting (anvende/forståelse)

Page 15 – P1 – typographical – wrong sentence

Page 16 – Introduktion til kreativ... - programming language – do we need to lock it?

OT will look at it tomorrow.

CBM: in some of the modules the exam format would also need focus

MED2

Sometimes we are in doubt if we should keep the industrial word or use a Danish word.

P2 – project module – The PBL learning goals are implemented. Competences – first bullet point need to be expanded.

JRJ: some of the bullets could be reformulated.

Programming mobile applications – many bullets – must be simplified and less specific

At måle oplevelser – not a very good title. Maybe just stick to the original title

MED3

We lack some stuff here.

Programming, Interaction, 3D – we know staff are working on this

MED4

It is an Audio semester as we know it.

The project module and the PE course should perhaps be collapsed into one block of 20 ECTS.



The qualitative course – the title has had some focus, and UX is important to have here. Prototyping and Fabrication course (moved from the master study plan) – JRJ: maybe invite some relevant staff to help with the content if possible. CBM will have to look into how to include relevant staff without pushing the timetable - together with head of studies tomorrow.

MED5

Significant challenges in terms of how AAL and CPH view things. We will experience differences. The learning goals are definitely not finished and also titles will need focus. The programming course that supports the technical implementation of VR applications.

MED6

This is a bachelor semester with electives. It will also need to be shaped into place. The data visualization course is already running. Game design is also running. The web programming course is also a proved thing but not in the document yet.

Many things will have focus – but we have concrete feedback that we will send out to the writing staff as soon as possible.

- **Sound and Music Computing MSc. AAL**
No news about this program.
- **Sound and Music Computing MSc. CPH**
No news about this program.
- **Service System Design MSc.**
No news about this program.
- **Lighting Design MSc.**
No other comments for the rest of the programs.

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.)**

We will soon look at our PR material (films), recruitment and employment. And we have the employer panel meeting soon.

No other news to this topic.

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

6. Revised policies and guidelines

We have a set of new guidelines for a various set of things (see attachment). It has been made to align the policies and guidelines for both A&D and MT students. It is guidelines that our department has approved based on the official guidelines. The plan is that they will be online in the department webpage www.create.aau.dk.

Group size – we use to have a limit of 4 students per group in the 6th semester. It is now changed to 5 students. The department name is wrong in the Danish version.



Group forming and splitting groups (titel) – we basically use type 4 in the list. CBM would like coordinators to use other types. It will be debated in the next coordinator meeting.
Statement concerning failed project exams – the knowledge is that the process has slipped a bit and we have seen different types of documents. This manifests that this is the one we should use in the future.

Citation and selfplagiarism – We have had unclear guidelines for lecturers and students regarding this – whether it is allowed to write a text in a miniproject and then also use it in a project. This document has a lot of links but we could perhaps prepare some more sufficient information. The new structure in the revised study plan could perhaps help us in this matter.
We had a debate about this.

With a few very minor comments – we can say that we looked at these policies and guidelines and they are approved.

7. Statistic material from the secretariat

The secretariat has prepared 3 documents for this meeting.

Student figures – the actual reportings from the study secretaries after semester start.
POSEO (internship in companies) – We would like the companies to be future employments.
The POSEO material must be distributed to relevant staff and placed on a webpage.

Action: AMR and CBM will distribute this to staff and place some it on educational webpage.

Overview of studens with “unfortunate interaction” with the study board – It is good that the figures here are low.

8. Meeting calendar 2021

The meeting calendar for 2021 is attached. It was approved by the study board.

9. Any other business

SNE: The change from physical lectures to online lectures is not running smoothly everywhere. It is not all teachers that handle the online teaching in the best way. And there are also general concerns that the learning outcomes could be affected if the students do not show up for the lectures. We also have online lectures but physical assignment work. It might be hard to see all students.

HZ: MED5A – some students did not have access to the teams. And there are also technical challenges – mostly Audio. CBM: There is only one place to give the feedback – it is directly to the lecturer. It has been tried.

Action: CBM will contact the teacher to give some good advise.

The Screen Media course is pushed to November to hopefully have it physically. The students would prefer to have it online. Some students do not like to be present in the Create building and things might be worse in November.

Action: CBM will try to approach the teachers in a friendly way.

ET has been granted some mobility funding for students to go studying abroad. How to distribute this info? CBM: Please send a mail with a topic, pdf and which students that should have a message through Moodle – the secretariat will of course help you with the distribution.

MGH – A student in MED2 would like to go abroad to Sweden. Anyone who knows a potential university there? OT can help with some information



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Topics/actions to the next meeting agenda:

- Study plan revision
- Self-evaluation action plan