

Minutes from TB Study Board meeting

Date:	31-10-2022	Tidspunkt:	12.30 – 15.00
Place:	AAL: RDB14 4.307 / KBH: ACM15 Hydra (2.057) / Online via Teams		
Catering:	Please register for lunch by e-mailing to dwb@plan.aau.dk		
Minute-taker:	Study secretary Diana Wolff Bie		

Name	Rolle	Attendance
Study Board Members		
Maj-Britt Quitzau (MBQ)	Study Board Chair	Present
Lars Botin (LB)	Programme coordinator TAN CPH	Present
Maurizio Teli (MT)	Programme coordinator TAN AAL	Present – online
Andrés F. Valderrama Pineda (AVP)	Programme coordinator SD	Absent – mandate: MBQ
Signe Pedersen (SP)	Programme coordinator BD	Absent – mandate: PT
Maja E. Hultberg Rasmussen (MHR)	Student rep. TAN AAL	Present
Petrine Tveden (PT)	Student rep. BD/SD	Present
Bob Mølgaard Sørensen (BMS)	Student rep. TAN AAL	Present
Gorka Diaz (GD)	Student rep. BD/SD	Absent – mandate: PT
Mette Simonsen Abildgaard (MSA)	Rep. Department of Culture and Learning CPH (substitute for Andreas Birkbak)	Absent – mandate: AOA
Observers		
Janni Rise Frellsen (JRF)	Study board secretary	Present
Laura Telling Clausen (LTC)	Student study councillor BD/SD	Present
Marc Dean Mejnert (MDM)	Observer (student study councillor TAN CPH)	Absent
Kristina Contaoui Nielsen (KCN)	Observer (student study councillor TAN AAL)	Present
Bianca C. Irineu Fornill (BIF)	Observer (student observer TAN CPH)	Absent
Emma Veland (EV)	Observer (student observer TAN CPH)	Absent
Sarah Feldes (SF)	Observer (student observer TAN CPH)	Present
Astrid Oberborbeck Andersen (AOA)	Rep. Department of Culture and Learning CPH	Present - online
Diana Wolff Bie (DWB)	Study secretary TAN AAL	Present
Guest		

Abbreviations:

- TB-SN: Study Board for Techno-Anthropology and Sustainable Design
- BD: Bachelor in Sustainable Design (Bæredygtigt Design)
- SD: Master in Sustainable Design
- TAN: Bachelor & Master in Techno-Anthropology (Teknoantropologi)
- BDx/SDx/TANx: Semester within the named study programme (e.g. BD2 is the second semester of the bachelor of Sustainable Design)
- AAL: Aalborg campus
- CPH: Copenhagen campus
- PLAN: Department of Planning

Follow-up for Janni and Maj-Britt

Follow-up for others

Headings marked with **bold** are quality items, and main conclusions in the summaries.

AGENDA

1. Approval of agenda and meeting minutes from last meeting
2. Information from Study Board Chair and Secretary
3. Follow-up status
4. Semester evaluations of Spring 2022
5. Study programme evaluation (questions under BSc 6 & MSc 4)
6. Semester planning for Spring 2023
7. TB-SN study activity funds (student & teacher)
8. Employability
9. New BD study curriculum
10. Survey about digitalization and education
11. Any other business

MINUTES

1. Approval of agenda and meeting minutes from last meeting	
Timeframe:	12.30 – 12.35 Responsible: MBQ/DWB
Presentation:	<i>Approval of the agenda and statement of the board's decision-making competence with regards to attendance and mandates for this meeting. Approval of the minutes from the last meeting.</i>
Appendix	Minutes from TB-SN meeting from September 2022 (appendix 1)
Quality assurance:	-
Discussion:	None.
Conclusion:	<p>The agenda was approved, with one correction. Item 9 was changed from <i>Students case</i> to <i>New BD study curriculum</i>. The appendices for the new item 9 were uploaded to the TB SN Moodle page and sent out via email to study board members on Friday 28 October.</p> <p>The study board was competent to make decisions, as enough members were present or represented by mandates.</p> <p>The minutes from the September meeting were approved without further comments.</p>
2. Information from Study Board Chair and Secretary	
Timeframe:	12.35 – 12.45 Responsible: MBQ/JRF
Presentation:	<i>a. Information about student recruitment dialogue</i> <i>b. Update regarding well-being initiatives (incl. application for 'Det Europæiske år for unge')</i>
Appendix	-
Quality assurance:	-
	a) The student recruitment dialogue with the student study councillors was postponed due to lack of resources. In relation to well-being, Kristina and Maj-Britt have had a focus group meeting in AAL. It was a good and

productive meeting. A meeting in Copenhagen is pending due to work pressure. Laura remarked that if it's only a few students that are needed, then it should be doable with a similar focus group meeting in beginning of the new year.

b) Next year is the European year for youngsters, and we have received an invitation to apply for funding to local projects. More can be read here: <https://ufm.dk/uddannelse/tilskud-til-udveksling-og-internationale-projekter/opslag/2022/lav-en-video-og-sog-midler-til-ieres-eget-projekt-i-det-europaeiske-ar-for-unge>. It is best intended for student organisations, for example TAF. You have to do a video, where you explain what you would like the project to be about, and then you send it in. It has to be about doing something for the well-being of young people. It could be a good idea to create something which is a collaboration between students and the study board or teachers.

3. Follow-up status

Timeframe:	12.45 – 12.50	Responsible:	MBQ/JRF
Presentation:	<i>Status on the most important items on the action list in order to ensure that we follow up on items from former TB-SN meetings. The list helps to ensure that all actions from the meetings are executed. At each meeting, the main deliverables and updates are outlined in the appendix. The action list is inserted in the end of minutes from each TB-SN meeting.</i>		
Appendix	Updated action list (appendix 3)		
Quality assurance:	Follow-up and execution of decisions and items		
Discussion:	<p>Maj-Britt asked if there were any comments to the list. None were given. A lot of items have been done since last time, things that have been in progress for a while. We finally got time to send out responses to the external reviewing corps. MBQ suggests that we might at some point look through if some intended items should be removed.</p> <p>Concerning the fine statistics for employability, MBQ will send out some good vibes so others will notice this. The numbers look much better for both TAN and BD/SD and we should share this with both students and teachers.</p> <p>In relation to the TAN closure, there has been a meeting with IKL (Department of Culture and Learning) about IKL's future contribution to the Techno-Anthropology education. The meeting was between Pernille Bertelsen (Head of Studies at PLAN), Anne Merrild (Head of Department at PLAN), Keld Thorgård (Head of Department at IKL), Morten Ziethen (Head of Studies at IKL) and Maj-Britt Quitzau. The purpose of the meeting was to ensure the continued high quality of teaching delivered by IKL to PLAN, both in AAL and in CPH. The meeting was very productive and it informed that IKL is running an internal process with their employees about the situation. It was agreed that MBQ can always invite for dialogue on behalf of the Study Board if issues come up</p>		
Conclusion:	No comments to the list.		

4. Semester evaluation of Spring 2022

Timeframe: 12.50 – 13.20 **Responsible:** MBQ/Programme coordinators

Presentation: *The semester evaluations from spring 2022 are looked through and discussed. Maj-Britt has summarized the main points of the different semester evaluations in an overview sheet. Everybody is expected to look into the evaluations and actively participate in a dialogue about critical elements to consider and follow up on. Based on the dialogue, it is decided which points from the evaluations to follow up on and how. The programme coordinators are expected to take the results back to the teachers in order to further optimize the education. MPBL is currently not included.*

Appendix Overview of semester evaluation feedback (appendix 4)
Semester evaluations from each semester (appendix 4)

Quality assurance: Semester evaluations, Improve and develop teaching quality

Discussion: We only discussed TAN this time, because Signe and Andrés are not present.

In order to strengthen our quality assessment procedure, a sheet with Action points have been listed in the Overview document to formulate follow-up more clearly. These points will be considered in the overall Action list plan for next year.

The structure for the ratings are red-yellow-green.

AAL: No reds. Generally, it looks fine. Maj-Britt has marked some things yellow, for example for TAN2 reluctance to turn up for classes, which can be a concern.

TAN4 is pending, because there was a miscommunication (the wrong file had been sent to us), so we will discuss this at the next meeting.

A general reminder for the coordinators: Please remember to have all 3 steering group meetings. If illness, then postpone the meeting but have it later, as it is a requirement in our quality assessment system.

TAN10 had some challenges due to having a new semester coordinator. Generally at 10th semester there are issues about how to keep a good social and academic collaborative environment, when students are dispersed during this semester. Maurizio suggested that we contact the people at AAU who teach digital tools, - maybe we can use them for something in this situation.

Maj-Britt remarked that this might be a good suggestion, contacting CDUL to create something specific for this and creating a task force to handle it. However, we must also take into consideration that we did cross-campus teaching in the spring of 2022 on 4th and 8th semester, and it did not work properly. The experience with the cross-campus teaching was, that if they are all on the computer, then it works fine, but it does not work when the teacher is at one campus with students, and the students at the other campus are alone in a class room. The students do not turn up at the campus, where there is no teacher.

CPH: A small group (consisting of Mette Brixen, PLAN Head of Studies' PA, Andrés, Maj-Britt and some from the PL study board) developed a

better questionnaire for the students for evaluation. The idea is also to change the procedure a bit, as the students are now asked to fill in the questionnaire in the classrooms, in order to help in terms of attendance.
TAN2: The shared students work places, i.e. Friendship groups, are problematic due to noise. And they need more time for the group formation process.

Maj-Britt and Lars Botin will have a talk with the students tomorrow. There is a comment on harassment: Repetitive offensive language from a student. The Study board cannot follow up on this due to confidentiality, but only uses it statistically.

TAN4: Difficult group formation in the project. Critique about coherence and repetition.

Lars Botin asked about PBL, whether they have made a task force. And if not, then he suggested that they create one. PBL assistance in connection with group formation is needed for the first four semesters.

TAN6: Another comment on harassment: bullying and abusive speech.

TAN8 KBH is missing from the overview, so we will discuss this at the next meeting.

TAN10: A request for better social facilities.

BD/SD will be discussed at the next meeting.

Also, a general reminder for the coordinators in CPH: Please remember to have all 3 steering group meetings. If illness, then postpone the meeting but have it later.

Maja commented about digital tools that we have had other social interactions going on (not online) which was good. So, when we are asking in evaluation about digital tools, we will get a negative response because we do not offer digital tools.

Conclusion: Maj-Britt will send out an email to the TAN semester coordinators to be aware that we have a new curriculum and to be aware of coherence. Some general points to follow up on could be to have a look at the group formation processes (perhaps with the assistance of PBL) and the general study environment. In relation to harassment, this can only be followed up generally by working with the culture and making it explicit that we want a healthy study environment. Some attention could also be put on 9th and 10th semester social dynamics. Otherwise, the overall picture is that there are few problems. Janni ensures that semester coordinators receive the feedback.

5. Study programme evaluation (questions under BSc 6 & MSc 4)

Timeframe: 13.20 – 13.40 **Responsible:** MBQ/Programme coordinators

Presentation: *An evaluation of each study programme is carried out based on specific questions under 6th semester evaluations of the bachelors and 4th semester evaluations of the masters. The responses of these questions are looked through together with the competence profile of the educations. Maj-Britt has summarized the main points of the different study programme evaluations in an overview sheet. Everybody is expected to look into the evaluations and actively participate in a*

dialogue about critical elements to consider and follow up on. Based on the dialogue, it is decided which points from the evaluations to follow up on and how. The programme coordinators are expected to take the results back to the teachers in order to further optimize the education. MPBL is currently not included.

Appendix Overview of semester evaluation feedback (appendix 5)
Semester evaluations from TAN6, BD6, TAN10, SD4 (see appendix 4)

Quality assurance: Study programme evaluation, Improve and develop teaching quality

Discussion: The evaluations are mostly green, but there are some questions which are repeatedly yellow. Especially the second question: To what degree did the programme live up to your expectations?

Maurizio commented on this, that we need more specific information about what their expectations are. This is just a number/colour. Perhaps we could get information from their study start tests, or take a look at the reading materials from the courses to look into coherence. Maja remarked that as some of the students expected to get a civil engineer degree, this may result in them thinking that the programme does not live up to their expectations. And/or it could have something to do with the new study curricula and the present students being moved to these curricula. They will therefore have some other courses and subjects for projects, than originally expected when they applied for the education.

There is a difference between the impression that programme coordinators have about the evaluations and the education evaluation survey. It is considered a possibility that this is because there are evaluation meetings, although only in Copenhagen.

Maj-Britt suggested having a day where there is a dialogue / qualitative talk between students and coordinators. A yearly meeting for each education, for example.

Maurizio remarks that the coordinators have very few hours as it is, so if we create such a meeting, we must make sure that it is not 'just another meeting'. But of course, we have to do something.

Maj-Britt will take this up with Pernille (Head of Studies) because this is also something for her to consider. She has previously mentioned this as an important aspect of the pedagogical follow-up.

The quality assurance system is over 6 years, so perhaps it does not have to be every year. But it should be something within the development process, also in order to challenge the teachers a bit. And we should also have teachers from the other departments involved in the dialogue for TAN

Conclusion: **Maj-Britt and Pernille will look into** the possibility of having more qualitative meetings with the students on a regular basis, though not yearly, but perhaps biennially. It was suggested to do some initiatives to expand our insight into the comments as the numbers reflected in the evaluation are difficult to use. **Maj-Britt will look into** the possibility of analyzing the study start tests, as suggested. Generally, the impression is that it looks good, but there are some points in the survey that we should look further into.

6. Semester planning for Spring 2023

Timeframe: 13.50 – 14.05 **Responsible:** MBQ/Programme coordinators

Presentation: *The semester planning for teaching in spring 2023 will soon be initiated. Based on the semester evaluations from 2022, TB-SN discusses important focus areas and initiatives to follow up on. Special attention is directed towards the TAN semesters that will apply the new study curriculum for the first time. Dialogue about how to ensure that planning meetings are held and that the planning proceeds smoothly with attention to improvements. The status of the new semester description format for TAN is discussed.*

Appendix

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Quality assurance: Improve and develop teaching quality

Discussion: See under item 4 and 5 about the semester evaluations as well.

The staffing process is ongoing right now and the coordinators will get a letter to start the coordination, and also about the new curricula.

We used a new template for the semester descriptions this semester. We will continue with this for the spring 2023 semester descriptions as well. Whether we should use this template for all our educations is pending.

Jorge created a lot of graphics for developing a new template for our courses on Moodle. This has been pending due to lack of time. It is agreed that we cannot implement it now.

Conclusion: **Janni will send** out an email for the coordinators about the planning of the semester, and **Maj-Britt will ensure** that the coordinators are mindful of the new curricula.
Maj-Britt will follow-up on the status of applying the new template for all our educations.
The implementation of the new graphics for our courses on Moodle is pending.

7. TB-SN study activity funds (student & teacher)

Timeframe: 14.05 – 14.25 **Responsible:** MBQ/Maja

Presentation: *Maja and Maj-Britt have prioritized the TB-SN study activity funds. The end result is shortly presented and feedback is given. The procedure for distributing the funding should be revisited, because we had applications for 140.000 DKK but only 12.500 DKK to spend. A suggestion is to only invite for funds for projects at specific semesters (e.g. TAN3/BD3). We also experienced some late demands from teachers concerning materials and travel requests, which have been granted. We need to systematize these expenses better. E.g. SD1 (PSS), BD1, BD3 and BD5 almost always have similar expenses that perhaps should be more permanent. The remaining budget is also discussed.*

Appendix

Overview of distribution of funding for both teachers and students (appendix 7)

Budget overview for study activity funds (appendix 7)

Quality assurance:

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Discussion:

There was a problem with a semester where the coordinator had told the students that they should apply for the maximum, which is 2,000 DKK. The same coordinator also gave the students the impression that they could apply for a field trip for a week or two, which is not possible to get funding for.

There was also a misunderstanding, where students thought they were sure to get the money they applied for. This is partly why we have received applications for the total amount of 140,000 DKK this semester. Some students applied for 10,000 DKK for the same thing as another group applied for 500 DKK for, so the students (and teachers) have obviously not understood how to apply and that we have limited funds. Janni expressed a concern that we must make sure the students understand that they have to be realistic. And even if the students get funding for what they have applied for, they may not get the entire amount they applied for. Also, that we give funding for travels and materials, not hotels etc.

Janni and Maj-Britt will look again at the description for funding and create a description for the students which clearly defines, what is possible and what is not.

Maja suggested that we sent out a message for the students before the application period begins with this description, and also make the students understand that we have very few funds.

A BD3 group has applied for a simulation suit for approx. 10,000 DKK. We have found funds for through Pernille Bertelsen (Head of Studies). The coordinators and the BD3 students will be informed about this.

Maj-Britt informed about the new budget. Fewer students mean fewer funds. The distribution is 75% for teachers and 25% for students. An option for the teachers' funds could be to choose specific courses which automatically have funds reserved for them, as they have a need for materials and field trips which other courses do not have. Teachers who have received funds before often apply again. This is because it is part of the structure for their courses.

An option for the students' funds could be to choose specific semesters, which have priority, and then change the semesters each year for the 'runners up'.

TAN6 and TAN10 were suggested as priority in funding in the spring semester.

In the autumn, BD3 and TAN3 have materials and field trips, so a suggestion could be to give these two semesters priority in funding. Kristina and Maja expressed a concern that this limitation could affect the TAN possibilities for field work on the other semesters.

It was considered whether we could change the mindset of TAN3 students, so that they plan for expenses for field trips just as you would expect to have to reserve money for buying books.

Another suggestion was to make it clear that students should only apply for an amount that they can pay for themselves if the application is rejected.

Conclusion:	<p>Janni will have a look at the description for students (and coordinators) in order to clarify possibilities and limitations concerning funding. The Study board will follow up on the dialogue about whether and how to prioritize some semesters, and whether to reserve funds for specific courses which always have a need for materials and/or field trip. Maj-Britt will make a note in the work plan for 2023. Janni will inform the BD3 students and their supervisor about purchase of the simulation suit when the funding is in place.</p>
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8. Employability – Postponed until November meeting

Timeframe:	14.25 – 14.40	Responsible:	MBQ / Andrés
Presentation:	<p>Andrés has requested that TB-SN follow up about how we can improve our support to students that face challenges with employability. Often, we have some ideas about which students that might have difficulties in terms of employability and the question is, whether we can be better at identifying them during their time at AAU. The intention is to point out those with difficulties and to have initiatives that help them to address these difficulties. Some of this dialogue might fit with the follow up on well-being, where a target area concerns developing a sound study culture, where the students better thrive in terms of developing their academic profile.</p>		
Appendix	-		
Quality assurance:	Employability, Improve and develop teaching quality, well-being		
Discussion:			
Conclusion:	This item was postponed and will be on the agenda for the November meeting.		

9. New BD study curriculum – Updated with new topic

Timeframe:	14.25 – 14.50	Responsible:	MBQ / JRF
Presentation:	<p>BD will have a new study curriculum from September 2023. We ask the study board to read the documents before the meeting. Comment and/or corrections must be given during the meeting, as the deadline for handing the curriculum over to the Faculty is 1st November 2022.</p>		
Appendix	<p>New curriculum for the bachelor in Sustainable Design (appendix 9) The modules with the learning objectives from the new curriculum for the bachelor in Sustainable Design (appendix 9) Accompanying letter (appendix 9)</p>		
Quality assurance:	Revision, improve quality of teaching.		
Discussion:	<p>The study board has to formally approve the revised BD study curriculum. Comments:</p> <ul style="list-style-type: none"> - Good that most exams are defined as ‘oral or written’. Be aware of the distribution of exams (oral vs. written) when creating the semester descriptions, so we do not get a majority of oral exams. - Maj-Britt remarked that we will make sure that there is a good balance between the number of oral and written exams, when we make the 		

semester descriptions for Autumn 2023, when the curriculum becomes effective.

- It's good that the thematic courses are part of the project.
- There are some course titles that are in English, and Maja felt that this could perhaps scare the students away. **Maj-Britt will talk to Signe about why some are in English.** - There was a question of whether students can demand that teaching is in Danish when the education is defined as Danish.
- Lars Botin remarked that 49% of the teaching can be in English when it is a Danish programme.

Conclusion: The new BD study curriculum was approved!

10. Survey about digitalization and education

Timeframe: 14.50 – 14.55 **Responsible:** Maj-Britt/Programme coordinators

Presentation: *We have been asked by the Vice Dean of AAU to fill out the survey about digitalization and education at our TB-SN meeting in order to raise the response rates. The programme coordinators are also encouraged to ensure that all of our teachers are aware of the importance of this survey.*

Appendix https://youtu.be/uXN_UB8Z4kQ

Quality assurance: -

Discussion: The Vice Dean has asked us to put this into the agenda for today. Email from the 4th October. You can win an iPad.

Conclusion: Members of the study board took the survey.

11. Any other business

Timeframe: 14.55 – 15.00 **Responsible:** All

Presentation: *Participants at the TB-SN meeting are invited to share information and issues that are relevant for TB-SN. No formal decisions can be taken at this item.*

Appendix -

Quality assurance: -

Discussion: Maja asked about funding for social events as PEAS (for BEM and LAND) has requested funding for Conrad Molden (a comedian). PL Study Board have about 10-15,000 DKK for this (annually?), and PEAS would like to create this social event this year.
Maj-Britt remarked that we can make no promises about this as we have to get an overview of the economic possibilities, but that we have earlier promised 5.000 DKK for each education. So, there should be at least 5.000 DKK, but if more is needed, we have to get a better overview.

Conclusion: **Maj-Britt will take a look at whether the funding or partial funding for this social event is possible.**

Action list from TB-SN meetings 2022

Last updated 14-10-2022

Done

- Janni & Maj-Britt sent a response to external reviewer corpses based on their yearly accounts (engineering & anthropology).
- The recruitment panel for SD is in place and approved at PLAN. Only one member for the TAN panel is pending before it can be sent in for approval internally at PLAN.
- Meeting with the central student counselling held.
- Lars has prepared the learning goals for the extended master thesis for the TAN CPH student seeking exemption.
- Andrés has developed the agenda for the SD recruitment panel meeting.
- Maj-Britt has provided feedback regarding the graduation ceremony for the Head of Studies and mentioned the idea of having a student helper to facilitate it.
- Maj-Britt has invited Lars and Maurizio for planning meetings regarding recruitment panel meeting for TAN.
- Maj-Britt has called for a working group meeting with the program coordinators regarding the Nordplus application.
- Janni has sent out e-mails to delayed students regarding assistance.
- Janni has checked that all the semester plans for first semester contains the study activity model.

In progress

- Lars develops conceptual draft for studying abroad (to do).
- Maj-Britt has sent an e-mail to Uddannelsesjura to follow up regarding GDPR guidance for students.
 - Meeting with Nina from Kontraktenheden is in the process of being re-scheduled
- Marc has taken the lead on arranging focus groups with students. He will also ask and coordinate with Laura and Rasmus/Kristina. It will be in September.
- New participants in the external panels are being recruited. One member is pending before TAN can be improved.
- Workday with the student study councilors arranged, where we look at different things, including how to systematize advertisements for jobs through the Facebook groups and talk about the Master's day, and recruitment ideas for high schools.
- Janni has raised the issue of formulations regarding requirements of a doctor's note in order to ensure that it is clear to ask the doctor to write that it is based on a physical examination.
- All the inventory has been purchased now. Follow up with Mette about how to communicate it to the students.
- The approval process for SD and TAN recruitment panels is on the way for approval by the Head of Department and the Vice Dean of TECH education. The letter has been developed and the last member of the TAN panel is pending.
- Regarding student well-being, a focus group has been held in AAL and some focus areas are beginning to form. More follow up is needed in terms of developing some initiatives for our action plan.
- Maj-Britt has contacted the TAN task force regarding how to follow up on discussing further support from Louise regarding the TAN CPH closure.
- Janni will improve the information to students that they should actively inform us in the system if they are leaving the study.

Pending

- Maj-Britt and Janni will follow up on the student for a day concept to make it more clear which students will help as 'sitters' and how to involve the semester coordinators to identify some interesting days for attending.
- Debate article for Navigator (to do).

- The format is 3-4 pages. Deadline within a month, if we can make that.
- When Mette has produced a list with an overview of digital tools, Maj-Britt should take this up at a DSUR meeting to coordinate across study boards.
- Economic budget for alumni activities?! (Andrés is frontrunner)
- Maj-Britt follow up regarding master's day with the study student councillors (TAN + Andrés for SD) in order to discuss timing and plan, so that we get it into the flow of activities.
- Frederikke will map out where kitchen facilities could be placed and what is needed. Maj-Britt will support this.
- Janni will follow up on delayed students so that we do not send student names to general outreach that are on known leaves.