Minutes from Media Technology Study Board Meeting 2024.4
Wednesday, May 8, 2024

Present members: **Secretary:**
Claus B. Madsen, VIP AAL (CBM)   Anne-Marie Rasmussen (AMR)
Georgios Triantafyllidis, VIP CPH (GT)
Lukas Gade Ravnsborg, MED8 CPH (LGR)
Vanilla Riis Mortensen, MED4 AAL (VRM)
Mads Nyborg Jespersen, MED4 AAL (MNJ)
Nicolai Reinhold Schøler MED4 AAL (NRS)

Present observers:
Trine Dalsgaard (TDAL), observer, secretary, quality assurance
Martin Tran Pham (MTP), observer, study counselor AAL
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH

Absent:
Jesper Rindom Jensen, VIP AAL (JRJ)
David Meredith, VIP AAL (DM)
Ali Adjorli, VIP CPH (AA)
Carlos Diaz, VIP CPH (CD)
Joan Toribio Aquarales, SSD8 CPH (JTA)
Julius Ebenau Winther, MED8 CPH (JEW)
Jeanette Karina Ærengren (JKÆ), observer, study counselor AAL
Mathilde Maria Stanborough (MMS), observer, study counselor CPH
Markus Löchtefeld (ML), observer, Head of Studies

Agenda		Enclosure
1.	Approval of agenda and minutes from last meeting	2024-4-1
2.	Information from the Chairman	
3.	Information from the Vice Chairman	
4.	Status on the action plan from meeting no. 2024.3	2024-4-2
5.	Study plan revision • Artificial Intelligence Engineering, B.Eng • Medialogy BSc. • Medialogy MSc. • Sound and Music Computing, MSc. • Service System Design MSc. • Lighting Design MSc.	
6.	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.	
7.	Teacher of the year, 2023-2024 election	2024-4-3
8.	Evaluation of study activities, fall 2023	2024-4-4
9.	Semester group meeting minutes, spring 2024 **(Please read the ones from your own campus)**	2024-4-5

10.	Coordinator/secretary list, fall 2024	2024-4-6
11.	Any other business	2024-4-7
12.	Dispensations • Information from the study board secretariat • 1 case (info via mail)	

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

2.　　**Information from the Chairman**
Nothing.

3.　　**Information from the Vice Chairman**
Nothing.

4.　　**Status on the action plan from meeting no. 2024.3**

Dispensations:
DM and CD start planning a couple of lectures on proper citation etc.
03.04.24: Not handled yet.
08.50.24: Not handled yet. **Remains in the action plan.**

Study plan revision:
CBM will contact all program responsible staff to hear if we need to change anything in the latest active study plans.
08.05.24: CBM has been in contact with all program responsible staff and are right now waiting for responses to provide input for minor adjustments in the study plans. Deadline is June 1. As we will handle this as a normal topic in the agenda at the next Study Board meeting, this topic **can be removed from the action plan.**

Evaluation of study activities, fall 2023
AMR will create a "light" report for MED5C to be commented on at the next meeting. Handled later in this meeting. To be removed from the action list.
08.05.24: The MED5C evaluation report is ready and will be handled under topic 8 as we have received a report from LID7. **To be removed from the action plan.**

CBM will create a new template for the ESA report, to simplify the process.
08.05.24: CBM informed that it is more the survey questions that we would like to change. As the survey for this semester is prepared, we will consider the questions to the next semester. **To be removed from the action list.**

SSD9 - Tweaking the current thesis form… CBM will ask Luca about this sentence.
08.05.24: CBM has been in contact with the coordinator. The SSD staff team will create a thesis proposal form to help the students. Nothing mysterious. **To be removed from the action list.**

Coordinator/secretary revised list, spring 2024
CBM will communicate with Thomas Bjørner about the new MED6 coordinator Mads Strømberg Petersen.
08.05.24: CBM has been in contact with Thomas Bjørner, and it is decided that Thomas will coordinate MED6C alone. **To be removed from the action list.**

5. 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.**

There is a debate right now in the department if SMC can be part of the MSc. Medialogy program in Copenhagen from next year as a specialization. It can be difficult to run the Medialogy program with specializations as we can only obtain 30 students in total. It can be of high costs to run e.g. elective courses. There are pros and cons regarding this. The MSc. Medialogy program in Aalborg will have no effect on this.

6. 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**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

CBM showed the quality platform that is used for actions. He showed the two action plans we have left in the system right now.

7. Teacher of the year, 2023-2024 election

Regarding Teacher of the year 2023/2024 we have received 10 nominations which is very fine compared to previous years.

Teacher of the year election 2023/2024 was: **Andreas Møgelmose.**

LGR is not able to participate in the graduation ceremony in Aalborg in June.
Action: CBM will contact one of the student representatives in Aalborg to hear if they can participate in the graduation ceremony and hand over the nomination document to Andreas.

Action: AMR and LGR: We will make a report and prepare the nomination documents during June.

Action: LGR will inform AMR about the elected student award.

8. Evaluation of study activities, fall 2023

CPH:

LID7 – 10 out of 26 replied the survey. The semester went fine. The grades look fine.
The outcome of the responses regarding cooperation within the project group could be better.
GT – the students are with completely different backgrounds and not necessarily used to work in groups. Somehow it is at a manageable level for the semester group to handle.

MED5C – This is a light report as the study board did not receive a report from the coordinator.
Response rate: 15 out of 48 students. A little bit low. The quality of the responses is high.
LGR: A very general opinion among the students regarding frustrations.
The Study Board notices that the students reflect about the relevance regarding the DIO course (Design of Immersive Experiences).
The PIT course (Programming Immersive Technologies) has been a great course. The AMMI course (Advanced Human Computer Interaction) – get mixed reviews and it seems like an elective course.
Everybody seems quite happy about the project module. Unfortunately, the students are not impressed by how the semester is been handled. Practical organization.
Many students felt that they could not do projects with external collaboration.

CBM encouraged the students in the study board to focus on how to write a statement that can have an affect on a colleague. What we see in the minutes are not okay.

CBM informed that the average percentage of the survey for fall 2023 was 28,9 percentage which is very low. We had a debate about how we can include all students to raise the percentage of participating in the evaluations.

LGR: Barely got a mail regarding the survey last year and it was with the wrong link. A fellow student commented that he did not have any comments for the semester, so he did not want to use the time to do it. Maybe focus more about how to communicate about the survey.

9. Semester group meeting minutes, spring 2024

AAL
DAKI2 SGM1 – nothing
DAKI2 SGM2 – nothing

MED4 SGM1 – nothing

MED6A SGM1 – nothing
MED6A SGM2 – nothing
MED6A SEM – nothing

MED8A SGM1 – issues with elective courses.
MED8A SGM2 – Some students reporting EI and User interaction are very related.

MED10A SGM1 – nothing
MED10A SEM – nothing

CPH
LID8 SGM1 – nothing
MED2C SGM1 – one of the courses (UX) use Python but students have not learned it yet.
Action: CBM will contact the coordinator regarding the MED2 course issues.

MED2C SGM2 – nothing

MED4C SGM1 – nothing
MED4C SGM2 – nothing

MED6C SGM1 – It seems that the students are lacking information regarding examinations.
And a comment regarding communication with the industry.
Action: CBM will ask head of studies, section leader and coordinator regarding collaboration with companies.
Action: CBM will ask coordinator regarding communication level in this semester.

MED6C SGM2 – nothing

MED8C SGM1 – Online electives are maybe giving some issues. We will await the evaluation report.

SMC8 SGM1 – It seems that the coordinator needs to contact the study board, but we cannot really see what it is about.
Action: CBM will contact the coordinator to make sure that everything is on track.

SSD8 SGM1 – nothing
SSD8 SGM2 – nothing

The third meeting is mandatory, but several semesters are hot having these or we have not received them yet. CBM will inform about it in the coming coordinator meeting.

10.   Coordinator/secretary list, fall 2024

The list looks fine. It is accepted by the Study Board.
CBM will next week have the coordinator meeting for fall semester.

11.   Any other business
For the intake fall 2025 we will have to apply for a minor change in the Lighting Design study plan.
Attached to this topic the secretariat has in collaboration with the program responsible prepared a revised list of qualifying educations to Lighting Design.

The list is approved by the Study Board.

12. Dispensations

- **Information from the study board secretariat**
  None.
- **Cases (closed point)**
  One case – result: The fourth attempt was granted.

Actions:

Dispensations:
DM and CD start planning a couple of lectures on proper citation etc.
03.04.24: Not handled yet.
08.50.24: Not handled yet.

Teacher of the year, 2023-2024 election
CBM will contact one of the student representatives in Aalborg to hear if they can participate in the graduation ceremony and hand over the nomination document to Andreas.

AMR and LGR: We will make a report and prepare the nomination documents during June.

LGR will inform AMR about the elected student award.

Semester group meeting minutes, spring 2024

CPH
MED2C SGM1 – one of the courses (UX) use Python but students have not learned it yet.
CBM will contact the coordinator regarding the MED2 course issues.

MED6C SGM1 – It seems that the students are lacking information regarding examinations.
And a comment regarding communication with the industry.
CBM will ask head of studies, section leader and coordinator regarding collaboration with companies.
CBM will ask coordinator regarding communication level in this semester.

SMC8 SGM1 – It seems that the coordinator needs to contact the study board, but we cannot really see what it is about.
CBM will contact the coordinator to make sure that everything is on track.

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 (08-05-2024)
- Semester group meeting minutes (May meeting)