



Minutes from Media Technology Study Board Meeting 2021.8 Aalborg, Wednesday September 22, 2021

Present members:

Claus B. Madsen (CBM)
Jesper Rindom Jensen (JRJ)
Olga Timcenko (OT)
Hjalte Drejer Jørgensen (HDJ)
Hector Thøgersen (HT)
Stefan Nordborg Eriksen (SNE)
Lukas Bisgaard Kristensen (LBK)

Secretaries:

Anne-Marie Rasmussen (AMR)
Signe Sølgaard Garp (SSG)

Present non-members:

Niels Christian Nilsson (NCN), VIP CPH, guest
Henrik Schønau Fog (HSF), VIP CPH, guest
Daniel Kierkegaard Andersen (DKA), observer study counselor
Mikkel Gede Hansen (MGH), observer, study counselor

Absent:

Rodrigo Ordonez (RO)
Eva Triantafyllou (ET)
Hamzah Ziadeh (HZ)
Jacob Uhrskov Noer (JUN)
Jeppe Paaske (JP), observer, study counselor
Alexandru Cristian Chiritescu (ACC), observer, study counselor
Nis Ovesen (NOVE), observer

Agenda
1. Approval of agenda and minutes from last meeting
2. Information from the Chairman
3. Information from the Vice chairman Information from AAU council meetings
4. Status on the action plan from meeting no. 2020.7
5. Study plan revision <ul style="list-style-type: none">• Medialogy BSc.• Medialogy MSc.• Sound and Music Computing MSc., AAL• Sound and Music Computing, MSc., CPH• Service System Design MSc.• Lighting Design MSc.
6. Preapproved credit transfer, MED1 Fall 2021
7. Evaluation of spring 2021 study environment activities
8. Discussion topic: Required hand-ins and DADIU examination
9. Discussion topic: Information to students about the study board
10. The scheme of delegation for the study board
11. Any other business



1. Approval of the agenda and minutes

Approval of agenda: Approved

Approval of minutes from the previous meeting: Approved

2. Information from the Chairman

We have two new staff representatives in the Study Board today, Henrik Schønau Fog and Niels Chr. Nilsson. We expect that they will be part of the study board in stead of JJPB and ET that have left us. There is a process going on in the CPH section regarding this. We welcome you both.

CBM points out that all the members of the study board have a duty of confidentiality.

Last week the study board meeting was canceled with short notice. CBM apologized for that.

There is a lot of pressure on the study board secretariat at the moment. It might give some delays in the responses from us.

Lately we have been notified about few exam complaints from the students. For your information the study board only handle complaints regarding teaching. If it is complaints regarding exams, they will be handled by the Secretariat and Educational Law at AAU. The latest have been regarding project exam grading and the students were not upheld. However, the department will not choose to use this particular censor again, so you could point out that the students did get something out of their complaint.

CBM shortly introduced us to the framework of the quality system at AAU.

We will among other things evaluate the semesters, the teaching activities and the educations. We are starting in a new period of 6 years this fall.

Under our study board we will work with 4 reports (BSc. and MSc. Medialogy, MSc. Service System Design, MSc. Lighting Design and MSc. Sound and Music Computing CPH).

We need to prepare action plans to some of the topics that we chose to work with. You will hear more about this at the next study board meetings. The MSc. Sound and Music Computing, AAL, will be closed down.

Our educations will also be affected by the government proposal for 10% cutdowns in the intake in both AAL and CPH. It will be handled from now and up to 2030. We expect that the demographic in DK would have had this impact anyhow. In details it means if we have 69 seats, we will cut 6 seats off.

3. Information from the Vice chairman

Information from AAU council meetings:

DRU: Micro credentials – kind of digital mini courses, that should support the project that a student is working with. It is a proposal to digitalizing supplementary teaching.

TOTY: In the meeting HDJ chose the student that will receive the prize for nominating TOTY this year.

No news from the Academic Council meeting.



4. Status on the action plan from meeting no. 2021.7

Mapping of IT competences and learning goals in study plans

CBM will contact NOVE about how to implement GDPR, ethics and data security in the future study plans.

18.08.21: Not handled yet. CBM will ask NOVE at a coordinator meeting tomorrow.

22.09.21: The information about this is available online. CBM would like the students to have a debate about this topic in the groups and debate this in the next meeting. **Remains in the action plan.**

"Høring vedr. ændringer i Adgangskrav i optaget September 2022"

CBM will ask the program responsible for Lighting Design and hear if there should be a change in the list.

18.08.21: CBM has contacted the program responsible to get feedback. Has not received a reply before this meeting.

22.09.21: Lighting Design is content with the list of bachelor programs that we already have. The admission will continue as always. **To be removed from the action plan.**

Coordinator list, Fall 2021 (MED1):

CBM will contact NOVE and ask if it is possible to support the new course in MED1C somehow.

18.08.21: CBM will talk to OT about this matter as the internet at the meeting is not very good.

22.09.21: The course is up and running now. It is a good idea to debate with the section leader about funding. OT is frustrated about the hours that is accumulated for preparing this new course.

CBM: It is only in CPH that the hours is in more focus than Aalborg. But at the same time we are aware that the pressure is high in CPH regarding staff. **To be removed from the action plan.**

Semester descriptions, Fall 2021, SMC, Sound Processing, CPH:

CBM will write feedback regarding this specific course description: The description mentions "brief introduction to transforms, such as Z..." but the study plan describes that applying Z-transform is a skill acquired through the course. Maybe the study plan should have a slightly change.

22.09.21: The course descriptions is already changed. **To be removed from the action plan.**

5. Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy M.Sc. CPH**
- **Sound and Music Computing MSc. AAL**
- **Sound and Music Computing MSc. CPH**
- **Service System Design MSc.**
- **Lighting Design MSc.**

Sound and Music Computing Aalborg will not continue in the future and will be removed from this topic.

The new master study plan for Medialogy is still under revision and we expect to have a final draft ready before the next meeting. The CPH section will have a meeting next week.

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



6. Preapproved credit transfer, MED1 Fall 2021

To this meeting a document is attached with information about the students that have obtained preapproved credit transfer before starting at the Medialogy bachelor in both AAL and CPH.

7. Evaluation of spring 2021 study environment activities

There has been a number of activities regarding study environment the last 18 months.

In the study board we offer the students to have a meeting with the decentralized student guidance or the study board secretaries.

During Corona the student guidance at AAU asked for a list of students that could benefit for some guidance regarding their study.

In the spring 2021 the study board secretariat chose not to be part of this set up, as we felt that we have a good collaboration with the students.

AMR: We have had a meeting with the student guidance at AAU and we have agreed to meet 4 times per year. We have a strong wish to get better help in the future to both ourselves and our decentralized student guidance and hope that this collaboration will support this.

JRJ: During Corona the teaching form has changed. It opened up for the digital teaching. Should give some thoughts to the future teaching as well. Did this have any impact on our students wellbeing.

8. Discussion topic: Required hand-ins and DADIU examination

CBM: We notice two essential topics in the 9th semester that lacks a new process description. Both POSEO and DADIU. In both cases the students are looking for requirements regarding hand ins and exam info. We have some former material that could be used as guidance to the new process descriptions. To this we need two working groups.

Action: CBM and HSF will arrange a meeting and look at the DADIU material

Action: CBM will initiate a working group for the POSEO material

9. Discussion topic: Information to students about the study board

CBM would like to present the study board for the students in both AAL and CPH. Especially the new students on Campus, but preferably all. It would also be fine if the decentralized student guidance could be presented.

Action: Information meetings in both AAL and CPH needs to be arranged. OT will gladly inform the students in 3rd and 5th semester. HDJ will participate in CPH as well.

CBM will arrange information meetings in AAL together with SNE and DKA/ACC (student guidance).

Action: CBM will update the study board information material (slides) and send it to the involved.

10. The sceme of delegation for the study board

CBM introduced the sceme of delegation for the study board. In this case we talked about studetns that deviate from the study plan and will file an applications for exemption.

In some of the cases the study board has been involved in the descisions. In other cases it is the study board secretariat that handles the descisions.

Do you have any coments to the sceme?

Regarding extra exam attempts: The study board chairman can decide at 4th exam attempts.

If it is 5th exam attempt applications it needs to be handled at a study board meeting.

The study board approves the sceme of delegation.

Action: CBM will examine if we need to give notice to the study board, if we decline an application.

Action: AMR will give notice to Anne C that the study board has approved the sceme of delegation.



Topic to the next meeting:

SSGA will prepare a document with the students that are obtained in a master with dispensation.

11. Any other business

OT: RAT exam is an exam with a miniproject hand in. There has been a debate about when the students should hand in. 1 month before or 4 days before the exam.

CBM: It is actually not the study board that can decide this. It is part of the exam rules.

We had a debate about the possibilities and consequences regarding early or late hand in.

The students must be informed about exam format, time and place at least 2 weeks before the exam. The students must show up 30 minutes before the exam time, so they need to know the exact time for the exam. The exam plan must not be adjusted after the 2 week deadline.

The student representatives in the study board would prefer to know the hand in dates early in the semester and preferably with some distance between all hand ins, and especially not in the exam period.



Actions:

Mapping of IT competences and learning goals in study plans

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22.09.21: The information about this is available online. CBM would like the students to have a debate about this topic in the groups and debate this in the next meeting.

Discussion topic: Required hand-ins and DADIU examination

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The sceme of delegation for the study board

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AMR will give notice to Anne C that the study board has approved the sceme of delegation.

Topics/actions to the next meeting agenda:

- Study plan revision
- Mandatory miniprojects (in a future meeting)
- Semester group meeting minutes
- SSGA will prepare a document with the students that are obtained in a master with dispensation, fall 2021