



Minutes

Subject: Study board meeting – No. 2021.12
Date: 8 December 2021
Minute taker: Tatiana K. Madsen/Heidi Sørensen
Participants: Tatiana K. Madsen, Peter Koch, Troels Bundgaard Sørensen, Henning Olesen, Damian Leporis, Rikke Skov Udengaardm, Henrik Schiøler, Thomas B. Moeslund, Peter Fisker, Sandra Aynaddis Strabo

Observer: -
Cancellations: Lisa Bondo Andersen, Johannes Kjær Helmers

Agenda

1. Approval of agenda
2. Approval of minutes from meeting in November 2021
3. Semester evaluation Spring 2021 semester
4. Minutes from semester group meetings
5. Datapakker
6. Recommendations for use of helping tools during written exams
7. Dispensation
8. Messages
9. A.O.B.

Minutes

Ad. 1. Approval of agenda

The agenda is approved.

Ad. 2. Approval of minutes from meeting in August 2021

The minutes are approved.

Ad. 3. Semester evaluation Spring 2021 semester

The Study Board has discussed how we can improve processing of the information received via semester evaluation reports and make it more efficient. The following challenges/ aspects were discussed:

How to ensure continuity: currently there are many separate documents, such as minutes of semester group meetings, semester description, final evaluation and it is difficult to trace whether a problem that is mentioned in one document has been actually solved (examples of such problems are complaints about missing order on a black-board; delayed information about literature etc)



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Generated ideas: living document on moodle; final semester evaluation document from last year is on the moodle page of the semester; education groups should play a more active role

How to ensure that teachers are reading and following up on comments/ critics from students: given that some students comments are repeating, it seems that not all teachers are reacting on the received comments. Generate ideas: since not all problems can be solved by coordinators, the head of the Study Board informs the department vice-head; one-page document about teaching achievements/ qualifications to the section head

Few students provide feedback: this applies for filling in forms after semester end and students sends one representative from a group to participate in a semester group meetings. This leaves it as a challenging task for coordinators to ensure that the received feedback is representative.

Conclusion: TKM discusses with study secretariat whether some of the generated ideas can be applied in practice. Selected ideas will be implemented.

In the semester evaluation reports the following comments have been repeated in a number of semesters:

- **Trash cans** has been removed from the group rooms and previously they were used to indicate that a group needs help for exercises. AP: make the students and teachers aware of help.aau.dk that potentially could be used instead (responsible: TKM)
- **Online teaching:** some teachers are missing experience with online teaching and IT tools are not always sufficient to support learning activities (e.g. difficult with efficient common exercise solving in a group). AP: department encourage experience sharing among teachers (responsible: OA)
- **Recording of lectures:** during online teaching many students has preferred live teaching instead of prepared in advance videos. However, they wished for recording of live lectures. The same goes for physical lectures. Currently, our policy is that the teaching is based on physical participation in the lectures and different digitally -supported elements can be incorporated in the educational activities. The Study Board acknowledges that the number of students asking for lecture recordings is increasing. This will be discussed during meetings in 2022.
- **Mega projects:** on PDP4 one of the groups has chosen a project related to one of the Mega-projects themes, however the students has chosen not to participate in the mega project due to the high demands and increased time needed to perform additional activities required by mega-projects. The students felt that they did not have time for that. Additionally, the time plan for mega projects is not fitting the usual time planning for semester projects and this resulted that a number of other groups has eventually decided not to participate in the mega-projects (since all projects at ESN educations are implementation heavy, it requires that analysis phase is finished early in the semester and that's why the groups miss a lot of benefits from mega projects participation).

Ad. 4. Minutes from semester group meetings

A number of minutes have been discussed. The semester is progressing fine and there are no aspects that require ESN attention.

ROB1 minutes report that students have different programming experience when starting at AAU. It also applies to EIT and COMTEK. It could be considered to advice students who would like to get more programming



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experience to follow some online courses. When groups are formed for P1 administratively, coordinators try to mix students with different programming experience.

Students report that they are missing paper trash cans and often there are a lot of trash in the group rooms lying around now when the trash cans are placed in the corridors.

Ad. 5. Datapakker

The following has been discussed concerning KPIs presented in Data packets:

Drop-out rate

PDP and COMTEK are in red category. Ongoing activities on creating education identity should be continued. Focus is on the activities combining educational and social aspects, also going across the semesters.

On Cyber master there is established a mentor program. It will be considered whether other programs should introduce it. For many programs already now a coordinator de facto plays a role of a mentor.

In the coming years we increase focus on early actions (tidlige indsats) and increase the use of well-being coaches (trivels vejledning).

Drop out on the master educations is due to personal challenges and the Study Board concludes that for master educations no additional new actions should be initiated.

Increased study time

The observed numbers is a result of several things:

- We observe that a number of students with personal challenges and diagnosis are increasing . For them to successfully complete an education will require that some semesters are split into two and it gives +1 year. Since our focus is on inclusion of all students, we are accepting that for some educations and some years the numbers are in the red category.
- Reduction of teaching hours allocated to different activities has a negative impact here. Given the reduced resources, teachers does not have the same resources to provide help to an individual students who is challenged and to provide help to a group where this person is.

Planned teaching and supervision hours

The red numbers for Communication Technology can be explained a low number of students and some courses running as a self-study. For all other educations the numbers are in green category.

Time used for studies

For ICTE and ITCOM students report that they are using approx. 33 hours per week, which is lower than expected. Previous years similar numbers have been reported. Investigation, conducted by ESN, has showed previously that students at CPH campus have a tendency to report less hours than actually used (most probably the students are reporting only hours they are on campus, but forgetting to report also hours used at home).

ITCOM education has been closed and a new bachelor CCT has been opened. Study curriculum for ITCE has been revised in 2021 (with start in 2022) . This is expected to have a positive effect on this KPI. Additionally, there has been done work on improving study environment at CPH campus making study places more comfortable and attractive. This is also expected to have a positive impact on the time students are using at campus.

Exam results

One can noticed that grades of diplom students are on average lower compared with e.g. EIT. This can be expected, since diplom students are less academic oriented, compared with bachelor students.



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Study environment

Social study environment: ESN does not see anything alarming and we find it to be acceptable.

Professional (Fagligt) study environment: ESN does not see anything alarming and we find it to be acceptable.

We note that for ICTE numbers are lower compared with other our educations. We have addressed this by making a revision (start in 2022). Additionally, it should be considered whether carrier VIP should also be introduced at CPH campus.

Research coverage (Forskningsdækning)

ESN finds it acceptable.

Employability

The only education in red category is PDP; all other are in green. It is not surprising and similar numbers have been observed previous . We continue to have a focus on arrangements with companies and help students to do POOV on their 9th semester.

Note that there has been no students at MICT education and therefore it was not considered during the meeting.

Ad. 6. Recommendations for use of helping tools during written exams

The Study Board has discussed and concluded the following:

In case when it is allowed to use notes during written exams, these notes can be in both hard copy and digital version. To use digital notes a laptop or a tablet can be used during exam. These devices should be put in flight mode or WiFi and other communication should be turned off. In this situation ITX Flex is not used.

Ad. 7. Dispensation

One application has been processed

Ad 6. Messages

The Study Board is in the process of employing a new study councilor.

Ad. 7. AOB

None