



Minutes from Media Technology Study Board Meeting 2020.10 Aalborg, Wednesday November 25, 2020

Present members:

Claus B. Madsen (CBM),
Jesper Rindom Jensen (JRJ)
Rodrigo Ordonez (RO)
Olga Timcenko (OT)
Jon Ram Bruun-Pedersen (JRBP)
Eva Triantafyllou (ET)
Stefan Nordborg Eriksen (SNE)
Victor Stan (VS)
Sára Janáčková (SJ)

Secretaries:

Annette Erichsen
Anne-Marie Rasmussen

Present non-members:

Mikkel Gede Hansen (MGH), observer, study counselor
Daniel Kierkegaard Andersen (DKA), observer study counselor

Absent:

Hamzah Ziadeh (HZ)
Louise Dørr Nielsen (LDN)
Nis Ovesen (NOVE), observer
Dimitra Hadji-Popovski (DHP), observer, student
Jeppe Paaske (JP), observer, study counselor
Alexandru Cristian Chiritescu (ACC), observer, study counselor
Marlene Geer Lomborg (MGL), observer, study counselor

Agenda	
1	Approval of agenda and minutes from last meeting
2	Information from the Chairman
3	Status on the action plan from meeting no. 2020.9
4	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.
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	Administrative decisions in cases requiring dispensation from physical exam
7	Semester coordinator list, Spring 2021
8	Study board report 2020
9	"Censorformandskabernes årsberetning" <ul style="list-style-type: none">• Ingeniørcensorformændenes årsrapport 2019-2020
10	Semester evaluation reports, Spring 2020 <ul style="list-style-type: none">• Aalborg• Copenhagen
11	Study environment, Fall 2019 – Spring 2020



12 Semester group meeting minutes, Fall 2020
13 Identification of students in risk of dropping out, October 2020
14 Any other business

1. Approval of the agenda and minutes

Approval of agenda: Approved

Approval of minute from the previous meeting: Approved

2. Information from the chairman

Nothing to comment.

3. Status on the action plan from meeting no. 2020.9

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.

28.10.20: SNE has made a fine status report. Attached. We had a small debate about the phrasing. The winner among the students did not get the award gift as the student graduated. If the students in the study board can find another winner, the secretariat will look into the case again.

SNE will debate with the student members, if they should find another student that has nominated a teacher of the year to be a winner.

CBM will draft an email with the report to the students and staff regarding the 2020 Teacher of the year. Staff will receive it through mail and the students through Moodle.

25.11.20: CBM has made an email and it will be send out soon. It was also decided which student should be the winner of the competition. **To be removed from the action plan.**

Any other business

HZ: MED5A – some students do not have access to the MS teams room. And there are also technical challenges – mostly Audio.

CBM will contact the teacher to give some good advise.

28.10.20: CBM has been in contact with the teacher and the outcome was that he would get another microphone.

HZ: It is still a problem with the MS teams groups in the RAT and CGP courses. Not all students are enrolled.

CBM: it is important that you confront the teacher or the study secretary directly with these



problems.

CBM will contact the teacher and the study secretary asap to find out if this problem can be solved.

25.11.20: CBM has been in contact with the teacher and the student. It seemed that it was an IT issue. The student needs to contact the ITS department. **To be removed from the action plan.**

The Screen Media course is pushed to November to hopefully have it physically. The students would prefer to have it online. Due to Covid-19 some students do not like to be present in the Create building and things might be worse in November.

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

28.10.20: The corona situation has been tightened since the last meeting, so the students expect the teaching to be handled online. The students are waiting for some information.

CBM will ask the Screen Media teachers about teaching in November and also ask them to inform the students directly.

25.11.20: CBM has been in contact with the teachers, and the teachers would approach the students directly with this issue. **To be removed from the action plan.**

Semester group meeting minutes, fall 2020

MED3A SGM1:

The Perception course teaching did not improve compared to the challenges last year. CBM will contact the MED3A coordinator to get the status on the Perception course.

CBM has been in contact with the coordinator and the TA's regarding both this course and a Perception course in MED7A and things have changed quite a bit regarding education and examination. **To be removed from the action plan.**

SNE would like to add comments under "Any other business".

SSD7 SGM1:

CBM will invite JRBP, Hendrik Knoche and maby a few other people from the department to a meeting to look into having a PBL VIP in both AAL and CPH. They will also look at the dropout figures for the programs in general.

Not handled yet.

25.11.20: We had a debate about the PBL set up and what students are supposed to learn, group forming, supervisor role, PBL workshops and PBL dynamics. CBM would like to create a task force that could look into this matter. CBM and JRBP will talk about this after the meeting. **Remains in the action plan.**

MED5C / OT: Screen Media physical exam in January

CBM will contact NOVE and let him know that students and staff are frustrated regarding lack of information with physical teaching and handling physical exams in January.

25.11.20: CBM contacted NOVE and he has promised to send out guidelines. Today staff in the department have received an email from head of studies with updated guidelines for exams in January. AAU is open and we expect the physical exams will take place.

At the same time teachers are allowed to apply for changing exam formats to the study board.

Deadline: Before December 4th **To be removed from the action plan.**



Any other business (meeting 2020.9):

SNE: New course in MED1, a description and thoughts behind would be good to have:

CBM will contact Kasper Rodil and ask him to make a document regarding the new course in MED1.

25.11.20: CBM has been in contact with Kasper Rodil and we will invite him to the December study board meeting to inform us. **This topic can be removed from the action plan.**

AMR will remember to add the topic in the agenda.

MGH: Scientific communication course in MED7C and hand in requirements:

CBM will ask the coordinator to look at the semester description for MED7C, especially the 1 ECTS Scientific Communication course and the hand in requirements.

25.11.10: CBM has been in contact with the coordinator. Students should be aware that hand in is a paper and an AV production. The conference will not be held in Copenhagen this time, mostly because it has never been held, and it is also too late to organize it at this time. SMC, LID and MED could have a joint conference in the future. **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**

We are working on revising this study plans and hopefully they will be ready early 2021.

- **Sound and Music Computing MSc. AAL**
- **Sound and Music Computing MSc. CPH**
- **Service System Design MSc.**
- **Lighting Design MSc.**

Nothing further to note.

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.)**

CBM has a planned meeting with NOVE regarding this. No news to this topic.

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

6. Administrative decisions in case requiring dispensation from physical exam

The Study Board approves that the Study Board secretariat can handle applications from staff that needs to change project or course exam formats for the January 2021 exams. The rules are stated in the mail from Nove.



7. Semester coordinator list, Spring 2021

Minor changes. MED4 and MED8 Aalborg will have new coordinators. The coordinator list regarding Spring 2021 was approved.

8. Study board report 2020

In preparation for the Study Board meeting, the chairman has drafted comments for all the parts in the study board report that are not "in green". These draft comments can be seen from the enclosure for this meeting. In addition to the comments, below notes were made at the SB meeting.

This time we have many red parts in the report. We will specifically look into figures regarding "drop out figures for first year" and "overskridelse af studietid". The two columns for "VIP/DVIP" and "STÅ/VIP" relates more to the department.

We would like to have more students signing up for the Medialogy M.Sc. with legal rights in Copenhagen. We are aware that there are more competition among universities and programs there. The MED6 coordinator will establish info meetings for the students earlier.

The responsible VIP behind the SSD education has suggested that it might be prudent to adjust the intake figure, to avoid future problems with unemployment.

Drop out figures in both B.Sc. in Medialogy in AAL and CPH are red. It is a problem that many universities experience. It could be due to grade averages, motivated students from time to time, Corona etc. The study board has sponsored funding for social activities (Create Jam) in AAL to promote the program. Similar social activities in CPH are welcome and can get funding as well.

"Overskridelse af studietid" – MED B.Sc. is mainly because of students having personal problems eg. Medical issues. It is the same for other programs.

The "VIP/DVIP" ratio figures in B.Sc. Medialogy CPH is too low, mainly due to external lecturers, in reality mainly the use of Lars Reng for certain courses.

The "STÅ/VIP" ratio figures will be debated with head of the department.

Grade statistics looks generally fine. However, the Lighting Design average grades are still a little too high.

RO: It is important to mention that the performance indicators are not quite right. CBM: it is important to look at the employment figures, the drop out figures and normal study time.

Action: AMR vil sørge for at arkivere referatet fra dette møde i Workzone på det id-nr., som er meldt ud fra fakultetet.



9. Censorformandskabernes årsberetning Ingeniørcensorformændenes årsrapport 2019-2020

We have received the annual report and news letter from "Censorformandskaberne", regarding the engineering corps. CBM did not find new information here. The grading scales needs to be changed. It has resolution problems. It is also a nationwide problem. It was debated in the study board report that many students get high grades.

10. Semester evaluation reports, Spring 2020

The semester evaluation reports from Spring 2020 are attached and a document with notes relating to the evaluation reports made by the chairman of the study board can also be found. It is important to state that we still lack a lot of students to take part in these surveys. At the SB meeting further comments were made and can be found below.

MED2A and MED2C

There will be a new Math teacher in CPH spring 2021. No further comments.

MED4A and MED4C

No further comments.

MED6A and MED6C

Many AAL students were challenged in the RTII course. Some of it is due to Corona.

Reply to high grades in CPH could also be Corona related. The coordinator is aware of this.

MED8A and MED8C

No further comments.

LID8

No further comments.

SSD8

No further comments

SMC8

No further comments

Some of the surveys did not go out to all students. It should be fixed before the next survey are send out. The conclusions are approved and will soon be online on www.create.aau.dk.



11. Study environment, Fall 2019 – Spring 2020

We ran through the document and gave a few comments.

Physical environment:

The raised points are all points we have seen before, and in that sense we find it to be important that these issues are further addressed within the study environment monitoring pipeline.

We had a debate about acoustics in the Create building in AAL. It could relate to the poor working habits, and it might be possible to modify this; instilling more friendly neighboring skills. We support the students on these issues, and we find it to be relevant that the department and the University needs attempts to do something about it. Some supervisors are already requiring groups to book "meeting cubicles" for supervision meetings. A wide-spread usage of this approach might lower noise levels?

Psychological environment:

It can be hard to give comments to the psychological environment, if the comments are too harsh, or if it is made by only one student.

We acknowledge these observations that are coming from students, but we feel that we have addressed the most of the important issues during the processing of semester evaluation reports and in relation to processing of semester group meeting minutes.

Action: CBM will address the process with NOVE and Anne Christoffersen.

12. Semester group meeting minutes, Fall 2020

AAL

**MED1A SGM1 -
MED3A SGM2
MED5A SGM2
MED7A SGM1**

CPH

**MED3C SGM1
MED3C SGM2
MED5C SGM1
MED7C SGM1
SMC7 SGM2
SMC7 SGM3
SSD7 SGM2**

As we ran out of time CBM decided to read the minutes carefully and bring them to the next meeting if needed.

Action: AMR will bring the minutes to the next meeting if needed.



13. Identification of students in risk of dropping out, October 2020

The Study Board was presented with the October 2020 figures regarding students in risk of dropping out. The secretariat has already made individual plans with many of the students, so they do not receive notifications this time. Some of the master students have handed in blank or changed semesters which will cause some delayness in the ECTS points. The secretariat will send out letters to the rest of the students soon and invite them to meetings with the study guidance or the secretaries. We are talking about approx. 10 students in Yellow and 10 in Red category for both AAL and CPH.

14. Any other business

VS – Internship in SSD9 – Project in 25 or 30 ECTS:

VS would like to know why there are two possibilities for Internship in the SSD9 semester.

CBM – if you follow 25 + 5 you need to follow a course at AAU. The set up is made because the course is important for you. The students studying abroad are doing 30 ECTS and will not follow the course.

ANE: Next year the course will be taught online and for all students in SSD9. The dispensation for 30 ECTS was only given due to the Corona situation this year.

SNE – challenges on Multimodal Perception and Cognition course in MED7 AAL

SNE is in MED7 and gives feedback regarding the Multimodal Perception and Cognition course. The course has had quite some challenges this time.

CBM – over the years some of the perception courses have received mixed evaluations.

Many things have been done in order to fix that. This year it ended out that the teacher decided to run everything online. And suddenly it appeared that the two Perception courses were identical. It was decided that the TA´s should take part in the lecturing and the examination to strengthen the course. Because of that the exam format has changed. However, the Perception course in MED3 did not change. By this the department is confident that the problems will be solved.

We had a debate about courses in general and how to adopt parts from the courses in the projects.



Actions:

SSD7 SGM1:

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Study board report 2020:

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Study environment, Fall 2019 – Spring 2020:

CBM will address the process with NOVE and Anne Christoffersen.

Topics/actions to the next meeting agenda:

- Study plan revision
- Self-evaluation action plan
- New course in MED1 by Kasper Rodil
- Semester group meeting minutes from this meeting if needed