

Minutes from TB Study Board meeting

Date:	30-01-2023	Time:	12.30 – 15.00
Place:	AAL: RDB14 4.307 / KBH: ACM15 2.1.023 / Online via Teams		
Catering:			
Minute-taker:	Study secretary Cilline Mølkær & Study board secretary Janni Frellsen		

Name	Rolle	Attendance
Study Board Members		
Maj-Britt Quitzau (MBQ)	Study Board Chair	Present (AAL)
Lars Botin (LB)	Programme coordinator TAN CPH	Present (CPH)
Maurizio Teli (MT)	Programme coordinator TAN AAL	Present (AAL)
Andrés F. Valderrama Pineda (AVP)	Programme coordinator SD	Absent
Signe Pedersen (SP)	Programme coordinator BD	Present (CPH)
Maja E. Hultberg Rasmussen (MHR)	Student rep. TAN AAL	Present (AAL)
Petrine Tveden (PT)	Student rep. BD/SD	Present (CPH)
Bob Mølgaard Sørensen (BMS)	Student rep. TAN AAL	Present (AAL)
Gorka Diaz (GD)	Student rep. BD/SD	Absent (mandate to Petrine)
Mette Simonsen Abildgaard (MSA)	Rep. Department of Culture and Learning	Present (CPH)
Observers		
Janni Rise Frellsen (JRF)	Study board secretary	Present (CPH)
Cilline Elene Mølkær (CEM)	Study secretary and study board minute taker	Present (CPH)
Laura Telling Clausen (LTC)	Student study councillor BD/SD	Absent
Marc Dean Mejnert (MDM)	Observer (student study councillor TAN CPH)	Present (Online)
Kristina Contaoi Nielsen (KCN)	Observer (student study councillor TAN AAL)	Present (AAL)
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)	Absent
Astrid Oberborbeck Andersen (AOA)	Rep. Department of Culture and Learning CPH)	Absent
Mathilde Eie Nielsen (MEN)	Observer (student observer BD/SD)	Present (CPH)
Sophie Skotte Worm (SSW)	Observer (student observer BD/SD)	Absent
Martin Lunding Bengtsen (MLB)	Observer (student observer TAN AAL)	Present (AAL)
Sebastian Husted Petersen (SHP)	Observer (student observer TAN CPH)	Present (Online)
Agnete Lund Freudendal-Pedersen (ALF)	Observer (student observer TAN CPH)	Present (Online)

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

Follow-up for Cilline, Janni and Maj-Britt

Follow-up for others

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

Minutes

1. Approval of agenda and meeting minutes from last meeting	
Timeframe:	12.30 – 12.35 Responsible: MBQ/JRF
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 December 2022 (appendix 1)
Quality assurance:	-
Discussion:	
Conclusion:	<p>The study board was competent to make decisions, as enough members were present or represented by mandates.</p> <p>The minutes from the December meeting were approved without further comments.</p> <p>However, MHR had a comment in relation to the TAN8 AAL semester description for Spring 23, that was processed and approved at the December meeting. She found that the exams are very close to each other, as they are all held in May. In the semester overview in the description it says, that one of the course exams will be held in April, so JRF will contact semester coordinator about this discrepancy and the challenge of the large number of exams in May.</p>

2. Information from Study Board Chair and Secretary	
Timeframe:	12.35 – 12.45 Responsible: MBQ/JRF
Presentation:	<ol style="list-style-type: none">a. Welcome round (new students + Cilline)b. Thank you to those student members leaving TB-SN (+ diploma)c. AAU green light for NordPlus application for TB-SN (appendix)d. Student case from last meeting – exemption grantede. TAN CPH appointed for PRE-accreditation processf. Jorge has won the price as teacher of the year from the Faculty of Design and IT and is nominated for AAU teacher of the year.
Appendix	One pager of Nordplus application (appendix 2)
Quality assurance:	-
Discussion:	
Conclusion:	<ol style="list-style-type: none">a. The meeting started out with a presentation round as some of the new study board student members who will officially join the study board in February were present at today's meeting. Also, CEM who is TAN CPH study secretary, is new as observer and minute taker at the study board meetings.b. MQ thanked all the study board student members who have been part of the board during 2022 and will be leaving, for their

contribution to the study board. JRF will be making a diploma for all the student members that are leaving the study board.

- c. The study board has developed and is about to send in an application for The Nordplus Programme which offers financial support that strengthens and develops Nordic and Baltic co-operation on education and helps to create a Nordic–Baltic educational area. The application is directed at a development project with partners from AAU, a university in Helsinki and 3 universities in Stockholm and a university in Malmø. Both the BD/SD and TAN study programmes will be included in the project – however, mostly the master’s programmes. MQ is suggesting a modern learning lab as a part of the cooperation. MQ mentions that the intention of getting funds for student mobility was not possible in the first round, because the teachers first need to coordinate the initiative and it was either funds to cover teacher salary or student mobility. The application includes a second period with student mobility, but this needs to be reapplied for next time. The application can be found in the appendix.
- d. The members were informed about the processing of the student case from last time and that an exemption for a fourth exam attempt has been granted on the basis of documentation from the student.
- e. TAN CPH has been selected for the pre-accreditation process, so MQ will be looking into TB-SN’s documents etc. Some of the student representatives and the program coordinator might be contacted in relation to the process.
- f. We have planned a small celebration for Jorge Ivan Contreras Cardeno who has been proclaimed Teacher of the Year at the TECH Faculty. The event will take place on February 28 at 4:00 pm. We would like a student to be present to speak about the TAN education and why Jorge is a great teacher. MQ is coordinating the event together with Lars Botin and Tom Børsen. It is mentioned that this event will only take place in CPH, but that TAN AAL might also have a seminar with Peter-Paul Verbeek later in Aalborg this semester.

3. Follow-up status

Timeframe:	12.45 – 12.55	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</i>		

deliverables and updates are outlined in the appendix. The action list is inserted at the end of minutes from each TB-SN meeting.

Appendix Updated action list (appendix 3)

Quality assurance: Follow-up and execution of decisions and items

Discussion:

Conclusion: There were no comments to the list. **Maj-Britt and Janni will go through the list and update it.**

4. Yearly account from the engineering examiner corps

Timeframe: 12.55 – 13.25 **Responsible:** MBQ/Programme coordinators

Presentation: *The study board looks through and discusses the yearly account from the engineering examiner corps. The main points relevant for our educations are identified and the experiences with these examiners discussed. The yearly account is approved and points for feedback are formulated in order for the TB-SN chair to send a response.*

Appendix Yearly account from engineering examiner corps (appendix 4)

Quality assurance: Improve and develop teaching quality

Discussion: At the TB study board we use two different examiners corps in our study programmes: the engineering examiners corps (BD/SD + TAN + MPBL) and the anthropological examiners corps (TAN). We have now received the yearly account from the engineering corps and the study board went through it at today's meeting. The yearly account is overall very general, and not with a lot of details. The main points are the following:

The current appointment period of examiners is 01.04.22 to 31.03.26.

The engineering corps has been divided into two individual corps; the civil engineering corps and the diploma engineering corps. There are different types of requirements for the examiners in the two corps, so when planning exams for BD/SD and TAN we must make sure to only use the examiners corps for civil engineering, which is the one used for the bachelor's and master's educations.

The civil engineering examiners corps now has 2.700 examiners. The corps advises us to make sure to plan our examinations during summer and winter periods in due time, as there is great pressure on the examiners.

There is an overweight of men in the engineering examiner corps (19,7% women and 80,3% men in total), but the corps describes this as a successful balance. 60% of the examiners are from society and 40% from other teaching institutions.

The work on the new Censornet platform has been delayed. It is expected that the new platform will be able to automatically appoint a number of qualified examiners for a given exam.

The corps asks us to make sure to inform the examiners that they must provide feedback in the Censornet system in order to keep up their qualification as examiners. If feedback is not provided the examiner will not be registered as appointed for the exam, resulting in incorrect statistics of the use of examiners.

The engineering examiners corps is divided into different academic fields. We are allowed to use examiners from all the academic fields, However, at BD/SD we typically use examiners from the academic field of Design & Architecture. The vice chair of this field is Gudrun Schack Østergaard from Aalborg Municipality. The gender balance here is 39% women vs. 61% men. For examinations at TAN and MPBL examiners from the academic field of Maths, Physics and Social Studies are used. The vice chairs of this field are Steen Martiny from Innovia and Per Hedegaard from KU. They encourage a broader application of examiners for a master's thesis, since examiners do not need to be specialists – as a thesis should be able to communicate generally.

The main points in the yearly account were discussed at the meeting. Luckily, we have not yet experienced problems with finding examiners for our exams despite the pressure. However, we will of course make sure to pay attention to all the highlighted points when planning exams in the future.

Conclusion: The study board processed the yearly account without any further comments.
 MQ will formulate and send a response to the censor chairmanship. As we would like a closer dialogue and cooperation with the engineering examiners corps it is agreed that MQ will include the vice chairs of our preferred academic fields in the response and try to encourage a continuous dialogue with them.

5. Approval of revised draft of Quality Report for BD-SD and TAN

Timeframe:	13.25 – 13.30	Responsible:	MBQ/Programme coordinators
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Presentation: *We have been informed by the administration that there was a mistake in the data package for BD-SD regarding the STUD/VIP ratios. The indicator has shifted from green to yellow and the revised text for this point should be approved. Do please also note that in dialogue with the Head of Studies, we raised the lack of student space for the last year of MScs as a point of awareness under study environment. We have also gone through the TAN reports with minor adjustments. These should also be approved.*

Appendix Quality Report for SD (appendix 5.1)
 Quality Report for TAN (appendix 5.2)
 Data Package (appendix 5.3)

Quality assurance: Improve and develop teaching quality

Discussion: The two quality reports were on the agenda at the December meeting where they were processed and approved by the study board. Afterwards MQ and JRF went through the reports together with the Head of Studies and the quality employee of the department where some smaller adjustments were made. Also, an error was detected by the faculty administration and

corrected, resulting in the STUD/VIP ratio at the SD study programme changing from green to yellow, which is probably related to the large pressure at the research environment responsible for the study programme. Initiatives to strengthen employment and correct the ratio have been initialized.

Furthermore, a comment about the lack of physical study places for master's thesis students have been made in relation to the study environment. Being a PBL university it is not satisfying that we cannot provide working spaces for our students to do their problem-oriented group work. The Head of Studies will raise the issue to see if anything can be done about it.

Conclusion: The quality reports were approved by the study board and will now be sent to the Quality Assurance and Development Department by our quality employee. On February 9, 2023, a meeting about the reports with the Vice Dean and the Faculty will be held, where both JRF and MQ will be present.

6. Semester descriptions

Timeframe:	13.30 – 13.40	Responsible:	MBQ/Programme coordinators
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Presentation: *TB-SN has to approve the semester descriptions for Spring 2023 that were not approved in December 2022. Programme coordinators and students are asked to look through the descriptions for their educations and to have a look of the overview of the descriptions from the TB-SN chair. Issues are pointed out and discussed and feedback to the semester coordinators is prepared.*

Appendix Semester descriptions for TAN8 CPH and BD4 (appendix 6.1)
Semester description overview (appendix 6.2)

Quality assurance: Improve and develop teaching quality

Discussion: The TAN8 CPH and BD4 semester descriptions were not handed in within the deadline, so the study board could not process and approve them at the December meeting. Instead MQ and JRF have gone through the two semester descriptions afterwards and have provided feedback to the semester coordinators in order to make sure to have the semester descriptions ready for semester start at February 1, 2023.

In the BD4 semester description there was an attention point as a DVIP is responsible for one of the courses (the LCA course), which is a problem in relation to the requirement for research-based teaching. However, BD4's LCA teacher (Monia Niero) is leaving for a job position in Italy, so TB-SN have gotten an exemption to use Louise Laumann Kjær instead.

It was noted that the semester description had a lot of different exam submission times which can be confusing to the students. Thus, TB-SN encouraged the time of submission to be standardized. The students in the study board agreed with that.

The re-examination in the course Systemvisualisering was planned to be held in July. However, as July is considered a summer holiday the re-exam must be moved to August.

In relation to the TAN8 CPH semester description MQ asked for a bit more emphasis on digitalization in the descriptive text, as this has become a central part of the new curriculum.

Conclusion: The board went through the two semester descriptions, which were approved. Information has already been sent out to the semester coordinators about the comments and changes.

7. TB-SN teacher funds (Spring 2023)

Timeframe:	13.55 – 14.15	Responsible:	MBQ
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Presentation: *The applications for TB-SN for teacher funds for spring 2023 are discussed and prioritized. As earlier agreed, the TB-SN also discusses the possibility to strategize the use of the funds in terms of appointing specific semesters to receive continuous funds. This is in order to allow a more continuous plan for semester activities. This is also discussed, and a distribution is approved.*

Appendix TB-SN teacher funds Spring 2023 (appendix 7)

Quality assurance: -

Discussion: The available teacher funds amount for the study board to distribute each semester is around 30.000 DKK. For the Spring 2023 semester we have received two applications from semester coordinators. Furthermore, we have granted money for the BD2 semester back in December, allowing us to use funds from the 2022 budget for this application.

TAN2 AAL + CPH have applied for funds for a joint project seminar in Copenhagen. Thus, they are applying for financial support for transportation and overnight stay for the AAL students which is 14.500 DKK. Furthermore, they would like to apply for a similar amount for the AAL students to visit and participate in the celebration of Jorge Ivan Contreras Cardeno at the end of February.

TAN2 AAL + TAN4 AAL have applied for funds for attending a theater show at Nordkraft. The expenses in total for both semesters are 3320 DKK. With the 30.000 DKK. the study board is almost able to grant all the money that was applied for. However, all the funds would then be spent on the TAN bachelor's study programmes. Thus, we need to discuss and decide whether we would like to prioritize the semesters who have sent in applications or if we would like to do a broader distribution of the funds in order to favor more semesters. Furthermore, in case of the latter we should discuss whether we should designate specific amounts to specific semesters beforehand to strategically encourage activities at the given semesters. A more fixed budget could ensure that the funds are spent strategically.

MQ added that she has spoken to a couple of semester coordinators, and some of them mentioned that they would prefer to push some of the Spring funds to the Autumn on relevant semesters.

Signe agreed that it would make sense to focus on the Autumn semesters where e.g., the BD students could use the money for prototype materials. TAN3 and SD1 semesters have also been mentioned as important autumn semesters.

MHR made a remark that pushing funds to Autumn to benefit new master's students would be very positive. However, maybe the Head of Studies will be spending some of her funds on this matter, as a result of the coming

study start revision for the master's programmes, allowing us to focus on other semesters. We should investigate and consider that.

There was also a discussion about the division of the funds between the teachers and the students. The current division is 75% for the teachers and 25% for the students. However, each semester we receive a lot of good and relevant applications from students applying for funds for transport in relation to field work and materials for prototypes, and we either must turn down a lot of applications or only grant a small amount of what was applied for to each applicant, which is very unsatisfying. At the same time, we experience receiving a very low number of applications from the teachers, which is a shame as the funds granted to the semester coordinators favors all the students in the given semesters. Thus, it is relevant to discuss whether to change the division of the funds.

It was decided to put down a task force to investigate the matter, investigate how the funds of the Head of Studies are being spent and make a proposal for how to distribute and spend the study board funds in the future. MHR and PT volunteered to participate in the task group as student representatives. It is to be decided whether the programme coordinators, relevant teachers and/or MQ should be included in the task group as VIP representatives.

MLB mentioned that it is important with transparency in relation to how we choose to divide and distribute the funds.

Conclusion:	<p>Besides the amount for BD2 granted in December, it was decided to grant TAN2 and TAN4 AAL the funds for the theater show (3320 DKK.). Also, TAN2 AAL is granted the money for the trip to Copenhagen to attend the final project seminar with the CPH students (14.500 DKK).</p> <p>Regarding the application from TAN2 AAL for funds to attend Jorge's celebration TB-SN decides not to grant funds for this trip, as we are already supporting one other trip for them. However, MQ will send their application to the Head of Studies instead.</p> <p>Based on the above TB-SN has used around 18.000 DKK. of the teachers' funds.</p> <p>A task group including PT and MHR as student representatives is to make a proposal for the division and distribution of the rest of the funds and the students' funds. VIP representatives to participate in the task group must be identified. MQ will take the lead on this.</p> <p>Janni will inform the applicants about the approval of their applications</p>
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8. New meeting dates for 2023

Timeframe:	14.15 – 14.20	Responsible:	JRF
Presentation:	<i>TB-SN decides on which dates and times to have meetings in 2023. After this decision, meeting invitations will be sent out to everybody.</i>		
Appendix	Draft of meeting dates (appendix 8)		
Quality assurance:	-		
Discussion:	The draft for the TB-SN meeting dates in 2023 was discussed. We had to consider the planned teaching at the different semesters during spring in the planning of the meetings, and it was agreed that Thursdays were the		

most suitable for having the meetings. Of course, at the moment it is not possible to know if this will still be the case during the autumn 2023 semester, but we will review the meeting calendar, if necessary. We decided to have the meetings the last Thursday of each month except for the months of June and December, when the meetings must be held a bit earlier due to the summer examination period and Christmas holiday. Due to the summer holiday no meeting is held in the month of July.

Conclusion: A meeting calendar for the TB-SN meetings during the entire year of 2023 was created based on the decision to have the study board meetings on the last Thursday of each month, except the months of June and December, where the meetings will be placed a bit earlier.
A meeting calendar with the exact dates can be found at the TB-SN webpage here:
<https://www.plan.aau.dk/Uddannelser/Studien%C3%A6vn+for+Teknoantropologi+og+B%C3%A6redygtig+Design/M%C3%B8dekalender/>
CEM will send out meeting invitations for all the 2023 meetings to all study board members and observers as soon as possible. She will also make sure to check the dates with Andrés who was absent at today's meeting.

9. Drop-out-rate status

Timeframe:	14.20-14.30	Responsible:	MBQ
Presentation:	<i>The study board looked at the newest drop-out rates taken on the 19th of January. Unfortunately, TAN AAL is red, and TAN CPH is yellow. BD is green. Discussion about explanations and follow-up actions that we can initiate. Especially the TAN AAL is a delicate year group with only 6 students left. We are already taking initiatives to take good care of them, but perhaps more is needed.</i>		
Appendix	Drop-out-rates overview – 2 documents (appendix 9)		
Quality assurance:	Improve and develop teaching quality		
Discussion:	<p>The study board discussed the drop-out rates which do not look so good for TAN. MQ mentions that TAN AAL started out with 8 students and is currently down at 6 students, so they lost 25% of their students which means that the rates are going fast into the red area. However, MT and MHR have the impression that the remaining students at TAN1 AAL are very motivated but at the same time they are concerned about the group formation during the programme as there are so few students. We will try to integrate them with TAN CPH or maybe with BEM, e.g., by forming groups across campus for the third semester. If so, we need to be aware of the different focus and learning goals.</p> <p>The TAN CPH rates are yellow in the appendix. However, Lars says that the CPH numbers unfortunately do not reflect reality. 12 students have dropped out (and then there are also three inactive 'ghost' students), so the numbers in CPH should be red too. Possible reasons for the large drop-out in Copenhagen could be the identified lack of social relations and the missing trip (RUS-tur) at TAN1. Furthermore, there was a lot of chaos at campus Copenhagen as some of the tutor coordinators quit, leaving the tutor volunteers alone with the task of taking care of the new students.</p>		

We need to focus on more social activities for the CPH students as the students do not really get together across semesters. MHR mentions the student organization's TAF-BAR as a way of bringing students together in Aalborg. Maybe the campus bars in Copenhagen could be used in the same way.

JRF encouraged the tutors and students to apply for the Head of Studies' funds which focuses on social activities. In relation to this PT mentioned that BD is starting up a student organization. The Head of Studies is very positive towards student organizations so it could be a good idea to apply for funding for the BD student organization through her.

The members of the study board would like a status on the tutor team and planned social activities as semester start is just around the corner.

Conclusion: MQ will contact Jan Svendsen from the CPH study administration to get a status on the tutor corps and the plans regarding social activities in the spring semester. ALF would like to be a part of it, as much as she can handle.

10. Sprint retrospective

Timeframe: 14.30 – 14.40 **Responsible:** MBQ

Presentation: *Evaluation of 2022 in the TB-SN. What has worked well that we should continue to do? What has not worked well that we need to improve? And are there any new elements that it could be good to introduce in our work? The aim here is to have an open and honest dialogue about the meetings and our way of collaborating in order to improve and develop our ways of collaborating.*

Appendix -

Quality assurance: -

Discussion: The TB-SN meetings and operation were evaluated. MQ mentioned that she finds the study board meetings a bit stressful, as there are so many items on the agenda. She would like to have more time for nice and meaningful discussions. The issue is that there are a lot of formalities that take up time. Thus, she would like us to try to have more room for dialogue instead of rushing through the agenda. Of course, there are some formalities that need to be addressed, but it could be positive to focus on the items that allow for deeper discussion.

Thus, at future meetings we will try to give extra focus on selected items. MHR noted that we will have to make the selection of these items beforehand, and inform the members, so that it is possible for them to be well-prepared for those items before the meetings. MQ agreed that all participants need to be even better prepared before the meeting to go more quickly through the formalities to get time for deeper discussions. It was agreed that all the members of the study board are expected to read all the documents in order to avoid having (long) introductions to the agenda items.

JRF suggested starting the meeting at 12.00 in order to have more time for the meetings, but MHR pointed out that some members might have teaching until 12.00 making it difficult for them to attend the meeting on time. It was agreed that a meeting time at 12.15 works for everybody.

Conclusion:	A new meeting practice was decided. It was underlined that all study board members should prepare for the meetings by reading all the material thoroughly, because formalities in future meetings will be processed without long introductions. More focus will also be put on specific selected items allowing for relevant discussions. Students and teachers were encouraged to contribute with points for the agenda.
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11. Employability

Timeframe:	14.40 – 14.50	Responsible:	Andrés
Presentation:	<i>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 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.</i>		
Appendix	-		
Quality assurance:	-		
Discussion:			
Conclusion:	The item is postponed till the next study board meeting as Andrés is absent from today's meeting.		

12. Any other business

Timeframe:	14.50 – 15.00	Responsible:	All
Presentation:	<i>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.</i>		
Appendix	-		
Quality assurance:	-		
Discussion:			
Conclusion:	No other business.		

Action list from TB-SN meetings 2023

Last updated 19-01-2023

Done

- Maj-Britt has called program coordinator, semester coordinator and course coordinator for a meeting about the course Netværk and Forandring due to a red evaluation in F22.
- Signe has had a meeting with the new semester coordinator for the 'Viden om materialer' course and had a good dialogue about the student evaluation from last spring. This concerns follow-up on red evaluation.

- Maj-Britt has sent out information about the good employability numbers to our students and teachers.
- Maj-Britt has put education evaluation on the work plan for 2023, so that we can follow up on developing some better procedures.
- Maj-Britt has put the new time model on the work plan.
- Lars and Maurizio have identified constituting academic elements for the quality reporting for TAN.
- Maj-Britt has booked a meeting about GDPR with the central administration
- The address on the website is correct and an e-mail has been sent to Tom regarding the LinkedIn page. Maja will follow up if more is needed and get back.
- The decision was acceptance of hands-in 10 minutes late without use of a grace-period.
- Janni has handed over the point about including a picture of the Study start model in the evaluation questions for better recognition to Mette.

In progress

- Lars develops conceptual draft for studying abroad (to do).
- 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.
- 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.
- 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.
- Cilline will improve the information to students that they should actively inform us in the system if they are leaving the study.
- Maj-Britt has sent an e-mail to semester coordinators to follow up on the idea about having funds to make TAN2 and TAN3 groups from AAL collaborate with students in CPH.
- Janni has followed up, but there are some challenges with the system. Jan has taken over and will look into the ITX-FLEX challenges with an overview of courses with 'stedprøve' and dialogue with course coordinators about the challenge. We await further information.

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 will 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.
- Maj-Britt has to send out an e-mail to TAN semester coordinators to remind them about the new curriculum.
- Maj-Britt discusses follow up on pedagogical initiatives, so it becomes more systematic. Also issues in terms of hours for that.
- Maj-Britt will look into ways of finding data about students' expectations of the study programme in the study start tests to see if this can help to elaborate the quantitative data from the evaluations.
- Maj-Britt will follow up on discussing the application of the new template for all of our educations with the administration.
- Janni and Maj-Britt re-formulate (again) how the funding for students is presented in the guidelines and mails.
- Marc fremsender regelsæt og vejledning for ITX-Flex fra andet institut ift. eksamensvagt, så vi kan følge op ift. vores procedurer.
- A new member of the recruitment panel for BD/SD should be found and also follow-up in relation to that for TAN.
- Maj-Britt should send out information to semesters with episodes of harassment.
- Cilline will follow up and check that all semester rooms have information about how to handle episodes of harassment.
- Maj-Britt and Janni will follow-up with Mette about the educational evaluation.
- Marc and Lars will coordinate the master's day for TAN CPH.
- Maj-Britt will invite for a meeting with Emilie, Sidse, Emilie (central study councillor) and student study councillors with regards to master's day.