



AALBORG UNIVERSITET

Minutes from TB study board meeting Thursday May 27, 2021, 12.30-15:00

SN members: Maj-Britt Quitzau, Maurizio Teli, Lars Botin, Andreas Birkbak, Søsser Brodersen, Andrés Felipe Valderrama Pineda, Ina Overgaard, Kista Bianco Kjær, Maja Elisabeth Hultberg Rasmussen.

SN observers: Annie Grim Balsen, Sofie Rähr Graunbøl, Lasse Langstrup Hägerstrand, Evie Marcellia Trappaud Rønne, Rasmus Mølgaard Hansen, Astrid O. Andersen, Trine Hertz, Trine Pernille Petersen, Charlotte Risom, Janni Rise Frellsen, Mariann Dam Lerkenfelt (minute taker)

Absent

Søsser Brodersen, Annie Grim Balsen, Trine Hertz, Trine Pernille Petersen, Charlotte Risom

Copenhagen: Online via Teams

Aalborg: Online via Teams

Meeting agenda (in Danish only)

1. Godkendelse af dagsorden
2. Orientering fra studienævnformand og studienævnsekretær
 - a. Maurizio ny programkoordinator for TAN AAL – skift til engelsk tale
 - b. Dimensionering af TAN kandidat fra ministeriet (se bilag – mail fra studieleder)
 - c. Punkt på DRU møde ift. semesterevalueringer
3. Kort om opfølgingspunkter fra mødet i april (orienterende)
 - a. Data om inaktive studerende ift. frafaldsopgørelse
 - b. Janni har udsendt vejledningstilbud til programkoordinatorerne
 - c. Opmærksomhedspunkt ift. trivselssamtaler noteret i SEHP skema
 - d. Svar til censorberetninger udsendt og orientering til vejledere/censorer ift. eksamensformat, herunder PBL indhold. (se bilag og link)
https://www.plan.aau.dk/digitalAssets/1002/1002878_projektksamensformat---project-exam-format---dk---uk.pdf
 - e. Ift. ressourcer til kollegiale workshops så kan det kun ske, hvis det er rettet mod studerende, f.eks. at invitere en oplægsholder og studerende.
 - f. Oplæg om E21 fælles seminar om TECH-integration sat i arbejdsplanen for juni
 - g. Maj-Britt har kommunikeret med Sidse ift. færdiggørelse af TAN-quiz (se bilag)
 - h. Janni har opdateret retningslinjerne for brug af alternative medier (se bilag)
 - i. Maj-Britt har sendt besked til Trine Hertz ift. tidlig semestergodkendelse for 9. og 10. semestre
4. Årets underviser
 - a. Indstilling af norminerede samt valg af årets underviser (Maja)
 - b. Opfølgning ift. procedure for årets underviser fremadrettet (Maja)
5. Planer for dimission (programkoordinatorer præsenterer oplæg)

6. *Brev fra SD studerende ift. kvaliteten af programmet (se bilag)*
7. *TAN rekvisitionsaftale og revisionsproces (se bilag)*
8. *Forslag fra arbejdsgruppe ift. retningslinje for eksamener (se bilag)*
9. *Aktiviteter*
 - a. *Støttemidler skal bringes i spil – status og opsamling*
 - b. *Arrangementer for de studerende i juni*
10. *Status og opdatering ift. SEHP (se bilag)*
11. *Antropologisk censorkorps som valgmulighed på TAN6*
https://www.plan.aau.dk/digitalAssets/995/995224_overview-of-censorship-on-tan-project-module-examinations.pdf
12. *Orientering om behandling af adgangskrav og udvælgelseskriterier ift. kandidatoptag 2022 på juni måneds møde*
13. *Nyt fra programkoordinatorer, studenterrepræsentanter og studenterstudievejledere*
14. *Eventuelt*

Meeting minutes

1. Approval of meeting agenda
2. Information from study board chairwoman and study board secretary
 - a. Maurizio is new TAN AAL programme coordinator – SN meeting will be held in English from now on.
 - b. Dimensioning of TAN Master study programme from the Ministry (appendix – mail from Head of Studies)

The dimensioning is a reaction to the employment challenges that our graduates are experiencing. However, as all TAN Bachelor students are still ensured a study place at the TAN Master’s study programme, we do not identify a need for communicating this information officially to our students. The dimensioning will be effective for the following five years. However, if the employability numbers improve in the meantime, we can re-evaluate and redistribute the study places locally between the AAL and CPH campus and also apply for internal redistribution at AAU.
 - c. Item at DRU meeting reg. semester evaluations

The departments are responsible for the semester evaluations, which means that we are free to make changes to the format. Mette (PA of Head of Studies) is in charge of the semester evaluations, and we will follow up on changes with her.

We have talked about the possibility for integrating the nominations for Teacher of the Year in the semester evaluations. However, a problem in relation to this could be a possible lack of detailed arguments and explanations regarding the nominations.

We are experiencing a problem with offensive comments appearing in the semester evaluations, and measures will be made to address the issue, as this is of course not acceptable.

There is an extra pool of money available this year, from which the study board can be granted financial support for activities. It is suggested to pass on the funds regarding well-being to our student organisations in order for them to arrange student activities. This topic is added to the meeting agenda and will be discussed, if the time allows us to.

3. Follow-up from the April meeting

- a. Data about inactive students in relation to drop out rate overview to be further looked into.
- b. Janni has sent out an overview of student guidance offers to the programme coordinators
- c. Well-being conversations added to the self-evaluation plan (SEHP) as a point of attention
- d. Response to annual report from the external examiners corps will be sent out. Guidelines for project examination format has been sent to supervisors/examiners. In addition information about PBL will be updated and sent out prior to the coming winter 21/22 examination period (appendix and link)
https://www.plan.aau.dk/digitalAssets/1002/1002878_projektsamensformat---project-exam-format---dk---uk.pdf
Maj-Britt will follow up on the response to the external examiners corps as soon as possible
- e. In relation to resources for collegial workshops, it is only a possibility to get funding if the workshop also targets students, i.e. by inviting a guest speaker and students.
- f. Presentation about joint seminar on TECH integration in Fall 2021 has been added to the work plan in June.
- g. Maj-Britt has communicated with Sidse about completion of the TAN quiz (see appendix)
- h. Janni has updated the guidelines for use of alternative media in project work (see appendix). We will have a dialogue about how to distribute the different guidelines for students and colleagues. The guidelines will be uploaded at the TB-SN webpage by Janni.
- i. Maj-Britt has informed Trine Hertz about early approval of semester descriptions for 9th and 10th semester.

4. Teacher of the Year

- a. Indstilling af norminerede samt valg af årets underviser (Maja)
Jes Lynning Harfeld, associate professor at Department of Culture and Learning, Faculty of Humanities, who teaches at the TAN AAL study programme has been elected Teacher of the Year at the TB study board. The student study board representatives elected Jes due to the number and extension of the nominations. Several students have been really happy with Jes' online teaching. Maja will look into how to announce his election as Teacher of

the Year to Jes in a good and surprising way. The rest of the nominees will receive an e-mail informing them about their nominations for Teacher of the Year.

b. Future procedure for Teacher of the Year (Maja)

Maja has been promoting 'Teacher of the Year' and has received 10 nominations. This number is okay, but could be even better, and she has made a plan for the future procedure. She has thought about how to include nominations for Teacher of the Year in the semester evaluations, to hopefully get more nominations. However, that would call for the possibility to include an elaborated nomination text in the semester evaluation. In relation to this, it can be a challenge that the semester evaluations are anonymous. Alternatively, an individual not anonymous survey could be distributed among the students i.e. at the different Facebook channels. Then it would be possible to contact students and have them elaborate their nominations. However, that would of course mean a lot more work for the student representatives in relation to the nominations. Another possibility could be to include the nominations in the semester steering group meeting, which could allow for great discussions and even further elaboration of the nominations. Apparently, other study boards are doing that with great success.

In addition, the timing of the nominations and the election of Teacher of the Year could be addressed, as many students have not yet gotten to know all the teachers at the current spring semester, at the time they are asked to send in nominations, which could end up favouring the teachers at the fall semester.

Maybe the criteria could also be more inspirational.

5. Plans for graduation ceremonies (programme coordinators)

It is allowed to have physical graduation ceremonies on campus. However, no relatives are allowed to attend - only students and teachers. It will be possible to order a box with catering (drinks and snacks) for the ceremony, and all programme coordinators confirms, that they would like to make use of this offer. In addition, it will be possible to order some decorations (i.e. balloons and flags), and have the expenses refunded by the study board, if somebody would like to decorate and make the room a bit more festive. However, please note that all decorations must be removed after the ceremonies.

Lars Botin informs, that he will be hosting the TAN graduation in Copenhagen, which will take place on campus on June 30. A video from the vice dean will be shown to the Master graduates, envelopes with 'diplomas' will be handed out and hopefully there will also be a speech or two from students or teachers.

Maurizio says that there will be a similar graduation ceremony on campus in Aalborg for the TAN Master graduates. He will look into whether or not the Bachelor graduates would like to participate in the physical graduation as well. Rasmus comments that it would be a good idea to combine the Bachelor and Master graduation.

Andrés will also be having a physical graduation for the SD Master graduates, where some of the teachers will participate. He does not have any knowledge about if the Bachelor graduates would also like a graduation ceremony on campus, as he is only in charge of the Master's study programme. **Janni will follow up on this with Søsser.**

6. Letter from SD students regarding the quality of the study programme (see appendix)

We have received a letter from some of the 2nd semester students at Sustainable Design. The reason for the letter is that they feel there is a lack of quality in the programme, and that they have been promised something, that the study programme cannot keep. The teachers seem stressed, which again causes the students to be stressed.

Several students experience a lack of motivation, as they do not feel that they receive the proper amount of feedback on their work. Andrés acknowledges that there is a challenge, as the teachers are given less and less resources, but at the same time, the courses have evolved. Fx. the teachers do not have time for feedback during the examinations.

Maj-Britt suggests that the study board could ask to have a dialogue with the study management regarding the resources. It could also be a possibility to organize a working group that could follow up on the dialogue with the students and pass it on to the management. We would also like to offer support to the teachers in regard to interpreting the new curriculum effectively in order to release time, which was actually the intention behind the cut.

Rasmus and Lars mention, that they do not experience similar problems at the TAN study programmes. Lars says, that he made sure to communicate the cut and the changes to the students: there are not similar problems at TAN. Maybe some of the frustrations among the SD students are related to a lack of communication?

However, Rasmus mentions that one thing the students in Aalborg are very frustrated about, is that it is no longer possible for them to apply for financial funding for their field work.

It is decided that **Maj-Britt, Andrés, Lasse, Sofie and Ina will form a working group** with the purpose of identifying, discussing, and following up on the problems at the study programme. They will i.e. look into how are other departments handle the cut and fewer resources. Maybe due to different resource accounting? The group will start out with a meeting on their own and later include the study management.

Maj-Britt closes the discussion with thanking the students for their letter, as it is important that the students raise the problems that they experience, so we can address them.

7. TAN requisition agreement and revision process (see appendix)

TAN requisition agreement

A new TAN requisition agreement has been made between the Dean, the Head of Studies and Head of Department of Planning together with the management at HUM. The agreement implies that 30 % of the teaching will be allocated to HUM the next year, and after that 25%. PLAN will be allocated 50% and other departments 25%

The new agreement is based on employability issues, as there is a desire to work on integrating more technical teaching – more digitalization, sustainability and health – into especially the Master study programme but also into the Bachelor programme.

The study board cannot influence the distribution of the teaching in the agreement, as this is a management matter. However, we can discuss the academically content and work on ensuring a good dialogue between colleagues.

Andreas says that it has now become very clear, that TAN is a PLAN study programme. He feels that the limitation of HUM in the programme is a shame, and that it is a huge reduction to go from 40% to 25%.

In relation to these numbers, Lars would like to clarify some misunderstandings, as the last couple of years the HUM part in AAL has only been 30% and in CPH 33%. However, Andreas still find that the changes are huge, when looking at the bigger picture, as the distribution of teaching among HUM and TECH was 50/50 at the last requisition, and that the identity of the TAN study programme will change significantly due to the changes.

Astrid adds that it is not only about the amount of hours, but also how they are distributed. There has been a change in the distribution of the teachers, and she is concerned, that the programme will be more siloed. Thus, it is very important that the teachers coordinate.

Maj-Britt has already addressed this issue with a mail to the semester teams, requesting them to make sure to discuss and coordinate, and to invite HUM teachers as guest teachers at the different semesters. Astrid finds it difficult for the HUM teachers to plan in this scenario, as they do not know whether they will be invited as teachers at a given semesters or not.

Maj-Britt emphasizes, that we really want to include HUM at the TAN study programme, where it is relevant, and encourages a dialogue about how to do that in a good way. Andreas says that he is happy that Lars and Maj-Britt are very good at still including HUM in the discussions about the study programme, and he assures that HUM will still contribute as much as they can at TAN.

Thus, Andreas urges, that the changes to the programme and the new direction for TAN must be communicated to the students in a good and clear way, so we will avoid confusion among and discussions with the students

Maj-Britt suggests that we could maybe communicate it to the students at the TAN workshop. However, it is not sure, that all students will be here, so other suggestions for communication to the students are welcome.

Maja finds that the most important information to communicate to the students is the new requisition agreement, as the revision of the curriculum will only affect future students. However, the requisition agreement will have an impact on both current and future students' supervisor choices.

It is decided that Maj-Britt, the programme coordinators and the TAN student representatives will form a working group with the purpose of making a draft for how to communicate the changes to the students. The draft will be sent to Astrid and Andreas for them to comment.

TAN curriculum revision process

The programme coordinators have been given the overall responsibility of the TAN curriculum revision process. The study board would also like to be included in this process, which is fine. However, in case of conflicts and disputes, the programme coordinators will have the last word. We will make sure to include the HUM teachers in the curriculum revision.

Status is that so far, invitations have been sent to the semester coordinator teams asking them to discuss the revision draft and return some comments and feedback, and a workshop is planned in the end of June, where the TAN group can discuss the different elements. We have agreed with Søsser to include her in the loop, so that we make sure that we are working within the framework. Rasmus mentions that it would be of great relevance for the students to be able to use the HUM Medialab in Aalborg in relation to their field work, as they could benefit from access to the materials in the media lab. Thus, the students would like to be a part of the booking system, and Rasmus would like this subject to be discussed. Maj-Britt will discuss this with Søsser.

It is also important that we make sure to include the recruitment panel and the external examiner corps in the revision process.

Lars and Tom are going to work on updating the recruitment panel during fall. Janni mentions that the next recruitment panel meeting will take place in October, so we might consider updating the panel before the meeting. We will discuss it in the TAN group.

8. Guidelines for examinations from working group (see appendix)

Maj-Britt, Annie and Janni have made a draft for examination guidelines. Maurizio comments that it can be difficult to plan ahead when the assessment is external, as external censors for the individual topics must be found. Maybe we can add a section about the guidelines especially being in relation to internal examinations.

The guidelines are approved with the addition of them applying especially for internal examinations. We will send out the guidelines to the Fall 2021 semester coordinators to make sure that they get familiar with them. Maurizio points out, that we must think about the format and make sure that the information is short and clear, i.e. with bullet points.

The new semester description format is really difficult working with in relation to comparison and review functions in Word. It loses all formatting.

The deadline for sending in the Fall 21 semester descriptions to the study administration is next week. However, the TAN semester descriptions are late due to the delay of the new requisition agreement. Thus, it is decided that we will inform Trine Hertz that the study board will allow a postponement of the deadline for sending in the TAN semester description.

9. Study related activities

- a. Study board funds – status and follow up
- b. Student activities in June

It is agreed to postpone this agenda item till the study board meeting in June, as there has not been enough time for considering possible activities. Please make sure to consider possible activities for us to discuss at the coming meeting. It would be great to be able to offer some activities for our students, as they have not seen each other for a long time.

We would like to apply for a part of the funds from the Dean for our student organisations. In addition, a part of these funds could be used for a tech integration workshop. Maj-Britt will make sure to report our interest in the funds. Sørsser has sent out information regarding ideas for social student events in June.

10. Status and update - SEHP (see appendix)

TAN: all actions are correlated to the TAN curriculum revision

Master day will be moved to third or fourth quarter

Synergy between courses and projects (BD2 and BD4). Part of it is about changing the content of the courses and some is about communication.

E-course is considered mandatory. However not officially. Maybe a student helper could be of

assistance with a pile of tasks in relation to this.

We will also have to do something in relation to the student wellbeing. Maybe also a task for a student helper.

11. Possibility for using the anthropological examiners corps at the TAN6 Bachelor project examinations

At the TAN study programmes two different examiners corps are used for the external project examinations. The engineering corps and the anthropological corps. Until now the latter has been used on 3rd and 5th semester and as an option on 10th semester:

https://www.plan.aau.dk/digitalAssets/995/995224_overview-of-censorship-on-tan-project-module-examinations.pdf

We would like to discuss the possibility for also using the anthropological examiners corps as an option on 6th semester. All agree that it is a good idea, and it is decided that we will allow for students to be able to choose between the two corps on 6th semester. Maj-Britt will ask the anthropological corps, if they will accept this task, and we will figure out how to handle it administratively.

12. Admission and evaluation criterias for Master intake 2022

According to the admission declaration, admission criterias or changes in relation to existing criterias for the Master study programmes must be announced one year before the next intake. In addition, at Master study programmes with numerous clauses the evaluation criterias for prioritizing applicants must be announced one year before they enter into force.

Thus, the Master Admission has asked us to let them know no later than August 1, if we have any changes in relation to the existing admission and evaluation criterias of our Master study programmes.

As it is already the case at TAN, we would like to include the E-course as an evaluation criteria at SD from Fall 2022. Janni will inform the Master Admission Office about this and make sure that the website is updated with this information.

The ministry is really focused on employability. Thus, we are expected to consider, if there is a need for tightening the admission criterias to ensure higher employability among our graduates.

Astrid finds this approach to our students and study programmes very frustrating, as the purpose of the universities is to educate people, not to be a supply chain for the labour market.

Maj-Britt agrees that the focus on employability is frustrating. However, we do need to address this issue, as the consequence of not improving the employability of our graduates is a reduced number of study places at our study programmes.

We feel that it is a wrong approach, that the system dictates us not to allow people into our study programmes, if we know in advance that they will probably have difficulties getting a good job. A consequence could be that we end up avoiding i.e. older people and foreigners, as they are probably less likely to get a job, and this is definitely not the vision that we have for our study programmes. Andrés adds that of course he would like our graduates to realize themselves, but both Techno-Anthropology and Sustainable Design is about a world changing vision, and the focus should not only be on employability.

The study board agrees that we should have a dialogue about this matter for us to gather good arguments and find a way to 'push back' at the Ministry in order to break with this tendency. Maj-Britt will but this topic on the meeting plan later this year.

13. News from programme coordinators, student representatives and student counselors.
14. AOB (any other business)