

**Chairman**

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Minutes from Media Technology Study Board Meeting 2023.7 Thursday, August 17, 2023

Present members:

Claus B. Madsen (CBM)
Cumhur Erkut (CER)
Olga Timcenko (OT)
David Meredith (DM)
Lukas Gade Ravnsborg (LGR)
Mads Nyborg Jespersen (MNJ)

Secretaries:

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

Present observers:

Jesper Rindom Jensen (JRJ)
Nicolai Reinhold Schøler (NRS), observer, study counselor AAL

Absent:

Asger Arendt Langhoff (AL)
Frederik Hald Stappert (FHS)
Nis Ovesen (NOVE), observer
Doğa Gürler (DG), observer LID student
Kit Valentin (KV), observer MED student AAL
Atle Søbørg Nyhus (ASN), observer, study counselor CPH
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH
Jeanette Karina Ærengren (JKÆ), observer, study counselor AAL

Minutes keeper:

Anne-Marie Rasmussen

Agenda		Enclosure
1.	Approval of agenda and minutes from last meeting	2023-7-1
2.	Information from the Chairman <ul style="list-style-type: none"> SSD is picked for two audit trails in AAU's Institutional accreditation Employer panel meeting for all Master programmes 	
3.	Information from the Vice chairman <ul style="list-style-type: none"> The student representatives have elected Stefania Serafin for TOTY 22/23 LGR has elected a student to receive a 500 D. Kr gift card for a library for the TOTY nomination 	
4.	Status on the action plan from meeting no. 2023.6	2023-7-2
5.	Study plan revision <ul style="list-style-type: none"> Artificial Intelligence Engineering, B.Eng Medialogy BSc. Medialogy MSc. Sound and Music Computing, MSc. Service System Design MSc. Lighting Design MSc. 	
6.	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. 	
7.	PBL Group Formation Processes	2023-7-3
8.	Semester group meeting minutes, Spring 2023	2023-7-4



	<i>Please read the ones from your own campus!</i>	
9.	Any other business	
10.	Dispensations <ul style="list-style-type: none">• Information from the study board secretariat• cases (none)	

1. Approval of the agenda and minutes

Approval of agenda: Agenda approved.

Approval of minutes from the previous meeting: Minutes approved.

2. Information from the Chairman

CBM welcomed David Meredith (DM) to the meeting. DM is taking over from the supplement seat as JRJ has changed department at AAU by July 1, 2023. JRJ will continue as observer from department of Electronics and IT until the next VIP election in the fall period will take place.

SSD is picked for two audit trails in AAU's Institutional accreditation:

CBM and NOVE are busy preparing documentation for the SSD audit trails. Focus is on employability and access to qualified scientific staff during the programme. Regarding employability we have hired a career advisor in the department. Regarding qualified staff: 3-4 years ago, it was an issue with qualified scientific staff. In the meantime, the department has hired more qualified scientific staff, so it should not be an issue anymore. In September we will have visits from the accreditation panel. Representatives from the SSD staff will be asked questions at this meeting.

Employer panel meeting for all Master programmes:

June, we had employer panel meetings.

Topic for the next meeting. We will present the employer panel meeting minutes held in June 2023 at the next study board meeting

3. Information from the Vice chairman

The student representatives have elected Stefania Serafin for TOTY 22/23 based on nominations. We will later send out a document with all the nominations.

LGR has elected a student to receive a 500 D. Kr gift card for a library for the TOTY nomination.

4. Status on the action plan from meeting no. 2023.6

Minimum admission requirements 2.0 for the 2024 intake

All master programs must make new, more specific admission requirements for the 2024 intake. Not handled yet.

15.12.22: Not handled yet.

18.01.23: Not handled yet.



08.02.23: Not handled yet.

08.03.23: Not handled yet.

12.04.23: Not handled yet. CBM will start the process.

03.05.23: Not handled yet. CBM is waiting for Ellen (Programme coordinator for LiD) is back from sick leave.

17.08.23: We had a debate about this topic. What does the admission criteria mean, and how will we be able to write them correctly in the study plans. It seems that the administrative system at AAU would like to have an algorithmically system to handle it, however in reality the programmes' designated application reviewers apply a more holistic approach, evaluating each individual applicant on general suitability and likelihood of succeeding on the programme. The main purposes of the admission criteria are 1) to discourage applications from not-qualified students, and 2) to give potential students a clear idea what background is needed to succeed on the programme. **Remains in the action plan.**

Evaluation of study activities, Fall 2022:

Elective courses MED7:

CBM will arrange a meeting with the MED7 coordinators and teachers from both AAL and CPH to address the issue with the themes of the elective courses this semester.

03.05.23: CBM has arranged a meeting later in May with the MED7 coordinators and teachers. The Study Board will get more information after this meeting.

17.08.23: CBM held a meeting late June and the participants agreed that the requirements need to be clearer this year in the semester descriptions.

CE agrees – Stefania will co-coordinate MED7 this fall. It does appear that the roll-out of the current study plan could have benefitted from a more in-depth discussion of the intentions of the MED7 semester amongst the key people, e.g., coordinators and teachers of the mandatory course. **To be removed from the action plan.**

Micro credentials:

Regarding lack of Micro credentials CBM will investigate the case, as he had not heard anything about the problem.

03.05.23: CBM has talked to Hendrik Knoche regarding this matter. We need to have a student helper to help setup the process with the Micro credentials in Moodle. CBM will investigate if it is something that can be done, if so, the Micro credentials also has to be available for the students in CPH.

17.08.23: CBM has met with NOVE and Hendrik Knoche earlier today and it was decided to point this task at the Career advisor in CPH to investigate the importance of these micro credentials together with heads of sections in the department. The students are struggling to show what skills they have obtained during lectures/programs, and it is a good idea to make it visible, especially with focus on employability. CBM showed an example on LinkedIn with the content of one of our students from Aalborg where micro credentials were used. **To be removed from the action plan.**



Follow up on the PMA course in AAL

CBM will follow up on the PMA course In AAL as it is stated in the SGM2 that "Overall, the students are very unhappy over how the course was run".

17.08.23: DM has had a meeting with NOVE and gave the students response. Next year the course will be revised with new content with regards to the study plan. Perhaps also with a new programming language. We had a small talk about how things are running in both AAL and CPH.

To be removed from the action plan.

5. Study plan revision

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy B.Sc. and Medialogy, M.Sc. AAL**
- **Medialogy B.Sc. and Medialogy, M.Sc. CPH**
- **Sound and Music Computing, MSc.**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

We expect that the Sound and Music Computing study plan will run out within two years' time. Because of that we expect some changes in the current Medialogy MSc. Study plan. There will be a meeting next week about this. There was a debate about an Erasmus application regarding this matter, but it does not have any influence on this. We expect to hear more about the study plan work during the next year.

6. Self-evaluation action plan

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

Nothing new for this meeting.

7. Semester descriptions, Fall 2023

We have received an overview from the study secretaries in both AAL and CPH. They lack about 50%. It is somewhat critical, as the rule states that the documents should be visible for the students when Moodle is open for the new semester. Hopefully the task will be carried out as soon as possible. We had a debate about the exam formats and the lack of templates.

8. Intake numbers, Fall 2023

The intake numbers for the bachelor programs are visible in the attachment. We would like to have more students in the Medialogy bachelor program in Aalborg. The interesting thing is that 1/3 of the students are woman. 25 students will start in the Artificial Intelligence Engineering



program. The figure is quite fine as the marketing of the programme was carried out relatively late.

9. PBL Group Formation Processes

CBM decided to bring this topic to this meeting mainly to hear the opinion from the student members in the study board.

LGR: We had this discussion on a former semester. One of the reasons are that the students work fine together. We know who work well and who don't. And the topic of the project adds up to the skills and interests of the members in the group.

MNJ: Just to be clear the debate is about the general group forming. It can be problematic to work with a group member that is working less or not carrying the weight of the part in the project as agreed or expected.

We had a continued debate about performance, group collaboration, and the equality of grades.

CBM: It might be a fact that occasionally the group exams are not good enough at evaluating every student on every learning goal.

We will continue this kind of debates in the future.

10. Semester group meeting minutes, Spring 2023

The Sound Processing (lydprocessering) course did have issues with less students participating in the lectures.

Nothing further to comment on the two attached minutes.

11. Any other business.

Nothing to this topic.

12. Dispensations

- **Information from the study board secretariat**
None.
- **Cases (closed point)**
None



Actions:

Minimum admission requirements 2.0 for the 2024 intake

All master programs must make new, more specific admission requirements for the 2024 intake. Not handled yet.

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17.08.23: We had a debate about this topic. What does the admission criteria mean, and how will we be able to write them correctly in the study plans. It seems that the administrative system at AAU would like to have an algorithmically system to handle it, however it is almost always individually. Maybe the admission criteria could avoid the not-qualified students to apply.

Topics/actions to the next meeting agenda:

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps (June)
- Employer panel meeting minutes held in June 2023 (September)