Present:

* Lene Pries-Heje, faculty, chairman
* Martin Pichlmair, faculty (GAMES)
* Christopher Gad, faculty (BGBI, KDIM, MILS),
* Marco Carbone, faculty (BSWU, KSDT, MSOK, DIPL),
* Nanna Sidelmann, Secretary to the Study Board

Absent:
Jörn Messeter, faculty (BDMD, KDDK, MIND), Emma Arfelt Kock (Student),
Sune Ørnemark Lægdsmand (student- DS), Lea Porsmose Hansen (DDK),

Guests: Lene Rehder (Head of Student affairs and Programmes), Jonas Fritsch (KDDK), Signe Vægter Rasmussen, Dorthe Stadsgaard (SAP), Nikolaj Licht (stud - GAMES).

**Agenda**

1. Approval of the agenda
2. Approval of the Minutes from[22062018](https://studyboard.wikit.itu.dk/Minutes_20180622)
3. Approval of a new ITU Evaluation portfolio.
4. Approval of a Code of conduct - the final version.
5. Discussion. Curriculum in LearnIT.
6. Any other business

**Re 1 Approval of the Agenda**
The Agenda was approved

**Re 2 Approval of the Minutes**
*Lene PH*: The sentence “The grading will be higher for oral exams and lower for written exams. So more written exams leads to higher grade”. Must be changed to ” leads to lower grades”.
The Minutes were approved.
*Lene PH* gave a short status of the student representatives in the Study board. Emma ( directly elected) and Sune ( SAT Computer Science) are still part of the Study board. Lea Porsmose has taken over from Jakob (who is no longer at DMD). Nikolaj is representing GAMES (not formally elected). GBI/DIM does not have a student representative.
If they find a student who is interested, they can send someone until the next election in November, just as it is done for GAMES.

**Re 3 Approval of a new ITU Evaluation portfolio**
*Dorthe:* The suggestion was discussed at the last Study board meeting in June. We did´nt receive any further comment after the meeting and has only made one single change to the suggestion.
Based on comments from the Study board meeting we have changed the formulation on page 4 regarding feedback and end evaluations. It now says that “Anonymous feedback from students must be possible.”
*Lene PH:*
Some teachers didn’t have time to give input because of the summer holiday coming up.
If there is any comments send them to Signe (Vægter).
Dorthe:
Hereafter the suggestion will be approved in Education Group and at the Executive Management.
The process allows comments to be handled at a later stage.
Regarding the The Ministrys new quality measurement:
They have come out with a questionnaire that contains around 60 questions.
ITU have commented on the English version.
The collection of data start mid October and we have to make some initiatives to get the students to answer.

**Re 4 Code of Conduct – the final version**
*Lene PH:* Since a Code of Conduct was discussed in Spring 2018, ITU has made a sexual harassment policy. The policy must be implemented in the Code of Conduct.
The suggestion is to refer to the sexual harassment policy in the Code of Conduct.
The suggestion contains an explanation of the process, from when a student reports an incident
*Martin:*
We discussed it at our SAT meeting, and the following comments were given:
One of the examples mentioned under non acceptable behavior, is not actually an example.
The process described is still very fluffy – what can happen , when an incident is reported?

*Lene PH:* We need the flexibility. For me it is a possibility to work with our culture at ITU.
*Lene R:* My experience is, that the student don´t report incidents because they are afraid of the consequences.

The members all agreed that the rules need to be flexible.
Two suggestions came up:
To add the sentence “ The Head of Studies has the responsibility to handle the issue”
And to add a phonenumber in stead of just the e- mailadresses, so the students can actually stay anonymous.
*Lene PH*: We will try to incorporate that.
The suggestion was approved by the Study board and the two things will be added.
Right now there is a suggestion at ITU level to make a policy for staff and students regarding bullying and other types of harassment Therefore it might be necessary to discuss the Code of Conduct once again.

**Re 5 Curriculum in LearnIT**
*Christopher:*
I have handled a case where a student was uncertain of what was part of the curriculum for a course.
When the course base was used, the course managers were asked to put it on a list.
My suggestion is to ask all courses managers to make a list in LearnIT before a certain date.
There was a discussion of what is actually considered the curriculum now. For some it is all that is found on LearnIT, for others it is not.
*Lene R:* Many course managers didn´t make a list in the course base either. Will this be seen as yet another bureaucratic initiative?
*Lene PH:* Could we write, “ You have to list everything here ( and then a certain date)?
The Study board agreed.

**Re 6 Any other business**
As many already know, Lene PH will take over as Head of the Business IT Department very soon. Therefore there will be appointed a new Head of studies and Chairman of the Study board.
*Lene PH:*
It is uncertain, whether I attend the next meeting.
I will attend until someone else takes over. Possibly until late September.