

Board of Studies (BoS) – 1 November 2019

Minutes

- Present:** Jörn Christiansson (SAT DD), Baki Cakici (SAT Bus), Marco Carbone (SAT CS), Theodor Christian Kier (SAT CS), Stilyan Petrov (SAT Bus), Mark Hyslop Graham (SAT Games) *and one more student.*
- Absent:** Stine Gotved, Emilie Hvashøj Pedersen (SAT DD), Sophia Aumüller Wagner (SAT Bus), Paolo Burelli (SAT Games), Dorthe Stadsgaard (secretary)
- Guests:** Lene Rehder (SAP), Aske Kammer (HoSt), Annelise Agertoft (LS), Karina G. Christensen (SAP), Natalie Schluter (HoSP for B-DS)

1. Approval of agenda

The agenda was approved.

2. Approval of minutes from meeting 9 October 2019

The minutes were approved.

3. Election of new chairperson for Board of Studies

Executive Management has decided that Head of Studies is not a member of Board of Studies. It takes effect from 1 October 2019. BoS must elect a chairperson among faculty.

At the meeting 9 October, not enough members were present to elect a new chair. All members who were present wish to ask Stine Gotved to continue chairing BoS (Stine continues to be a member of BoS throughout 2020).

All members present supported Stine Gotved as chair. Stine Gotved was not present, but prior to the meeting she had given an oral accept to continue chairing BoS until the end of 2020. BoS secretary will send an email to all BoS members asking if anybody objects. If nobody has any objections, Stine Gotved is considered elected as chair from 1 november 2019 – 31 december 2020.

8 Nov 2019: No BoS members had objections – Stine Gotved is elected chair of BoS.

4. X-forms: Approve/reject applications for summer exams 2020

Appendix 1-3.

Head of Study Programme Natalie Schluter participates.

Nathalie: The Course has been running for two years. We use internal examiners. This exam form is a good choice, as students are examined earlier and not at the end of the year.

Lene R: Administratively, we can run this exam form. But it requires more resources. EG has a comment to the exam form: Make sure that students understand exactly what they have to do.

Lene R: The documents need to be reviewed and adjusted. E.g. write that it is an individual project.

Nathalie: Separate project means Individual project. I will go through the documents and make the necessary adjustments.

Mark: The exam form requires experienced teachers. I would be worried if new teachers used it.

Baki: I would worry if this kind of exam form was used in other courses.

Aske: Can BoS approve that this course uses this exam form from summer 2020 onwards?

Mark: The three week time frame is short. You should be aware of not inducing stress among students. I would not consider it as a general exam form.

Marco: This exam form makes sense for course projects.

Lene R: If we develop a new exam form it should be for several courses, not just a single course.

Stilyan: The idea is to soften the workload for exams. It is a good idea to spread out exams to achieve this.

Baki: I would worry if it was to be used widely because the timelines are different. I am ok with it being used for this course. But I would be concerned if it is possible for other courses to use it as well. There are a lot of practical questions that have not been answered.

Annelise: Do the students get information after each assignment on whether or not they have passed or failed?

Nathalie: We only release the grades at the very end. I know a teacher who runs a huge course in Finland this way.

Marco: Why do you not release the grade as you go along?

Nathalie: That is not allowed.

Annelise: What did SAT say to this exam form?

Marco: I don't know. I wasn't there for the meeting where it was discussed.

BoS decided to approve use of this exam form for this course for summer exams 2020 - with revised wording (see above).

BoS does not want this exam form to be a standard exam form.

5. FYI: Guidelines mandatory activities 2019

Stine Gotved has finalized the guidelines considering all comments.

Appendix 4.

Baki: I am happy with the guidelines.

Aske: Principles, point 3 – it says that only teachers can decide. What about TAs?

Theodor: It is due to a legal issue that only teachers can decide.

Lene: I suppose it is because TAs cannot be responsible for course contents etc. The teacher is responsible.

*Annelise: We should add in Teaching Guide that TAs and assistant lecturers **cannot** decide.*

Marco: Perhaps we need to be more specific in Teaching Guide about who teachers are.

BoS approved the guidelines for mandatory activities.

6. Project sizes and examination syllabus

The item was on the agenda 9 October 2019. SAT was tasked with forwarding the study programmes' specific and concrete needs. BoS must make a decision today as the deadline for updated guidelines are 1 December 2019.

Appendix 5 (uploaded 29 October)

Karina G. Christensen participates.

Aske: Comments on wording: Syllabus in projects. Add what a standard page is. Take out 'dramatically' concerning reduction. The former lower limit is now a range.

Jörn: The hyphen can be read as 'minus'.

Karina will rephrase 'lower limits'. With this change, the Board of Studies approved the guidelines.

Karina is in charge of communicating the new guidelines to faculty and students as well relevant administrative staff.

7. Role Descriptions for BoS and HoSt

With the separation of Board of Studies and Head of Studies, the Programme Coordinators ask for written role descriptions in order to know who to approach with different issues, questions, concerns etc.

Dorthe suggests HoSt and BoS ask Executive Management to make role descriptions.

Approved.

8. Goals and learning outcomes for projects and final projects

See agenda, appendices and minutes from BoS meeting 9 October 2019.

BoS is to decide if the word 'problem' should be replaced with 'research problem' and 'solution' with 'resolution'.

The two suggested changes were approved. With these changes approved, BoS have approved the goals and learning outcomes.

BoS secretary will inform Anna E. Thomsen (SAP). Anna is in charge of dispersing the goals and learning outcomes.

9. Approval of project group

Six students on MSc Games are writing a 15 ECTS project together (supervised by Miguel Angel Sicart). Groups with more than four students must be approved by BoS.

Karina: Stine Gotved had given the following information: In the company that the students collaborate with, it makes sense to have a group of 6 students. Topic wise it makes sense too and the supervisor is in agreement with the group size.

Baki: Since Miguel approves, it is fine.

Approved.

10. Consultation on draft Quality Policy 2020

ITU's Quality Policy is updated once a year. BoS is consulted on the draft.

Appendix 6-7.

Mark: It should be discussed if employment should be part of the policy. Are we forced to include it?

Lene: Unemployment rates are used by the ministry to decide on restricted student intake.

Employment data is relevant because of the new funding system for the universities. A small percentage of our budget depends on the employment figure. That is why ITU management want to include numbers on employment. That is the background to include both unemployment and employment figures in the Quality Policy.

Jörn: It is confusing because employment is not a simple term. There is a problem with BSc graduates. How can they adhere to the quality standard?

Lene: You will get the numbers. The Analysis Unit is working on this right now. The Ministry provides employment figures for both MSc and BSc graduates.

Baki: International students and anyone going abroad after graduation are not covered. Are the international left out of all employment numbers?

Lene R: International graduates are not part of unemployment statistics, according to Michael Simonsen. I do not know if the same goes for employment figures.

BoS had no comments they wished to forward to Executive Management.

11. Overview of mandatory activities used at ITU

At the meeting 9 October, BoS decided to discuss mandatory activities further (what are they, the extent to which they are used, how, when and why are they used etc. across study programmes and departments). We start by getting an overview of mandatory activities used at ITU in spring and autumn semester 2019.

Appendix 8.

Baki: The spreadsheet is overwhelming. It is hard to get a sense of the sheets contents as a whole. It is difficult to get a grasp of what is happening throughout the study programmes. I am course manager for Navigating Complexities on DIM. This could be a good case to test?!

Mark: It is nice to have an overview. There is a course with 10 mandatory activities – but you only need to pass two of them. Such examples makes it relevant for us to discuss mandatory activities.

Baki: Could we delegate the initial discussions of our use of mandatory activities to SAT and Heads of Study Programme?

Marco: What is the goal of the discussions? To identify patterns?

Baki: On DIM, we are revising mandatory activities right now, so this comes too early for us.

Annelise: New guidelines for mandatory activities are implemented from spring 2020 onwards.

Marco: How are we going to inform teachers about this?

Annelise: Mikkel from LS has communicated to all CMs who have previously had mandatory activities. Six or seven of them replied back that actually they don't need to have mandatory activities.

Annelise: In Spring semester 2020 there are 44 courses that used to have mandatory activities.

Marco: HoSP should have a look at it.

Theodor: In SAT I would look at Software Development only. Then students could talk with fellow students. It is a good idea to discuss it in SAT. We should involve the students as much as possible.

Mark: I agree, take it to SAT and involve the students.

Annelise: When? We have to think about the timing.

Lene R: I suggest we wait until courses for spring 2020 are ready. Within two weeks the spring 2020 data should be ready (= mid-november).

Annelise: All CM will be asked to reflect on mandatory activities. The version we saw today (appendix 4) is the same one teachers receive.

Decision: BoS delegates it to SAT to discuss the use of mandatory activities on the study programmes they cover and identify issues. SAT will be tasked with this when we have the spring 2020 information. If SAT identifies issues with the use of mandatory activities, they must bring it to the attention of BoS. BoS will then discuss it.

12. Any other business

FYI from Dorthe: Policy for use of evaluation data is being produced by Dorthe and Karina. BoS will be consulted asap.

Mark: Moving process (new premises in DR Byen from 2020): Students have not been informed or involved. Student council has no information.

Lene: I have asked in several fora how students will be involved in the process. Would it be possible to form a group to bring forward student ideas and concerns?

BoS agreed to ask Executive Management how students will be involved. BoS secretary will send an email to ExeMan and put the response on the agenda for the next BoS meeting.