

Board of Studies (BoS) – 12 meeting 2022

13 December 2022, 10.00-11.30 in 4A05

In attendance: Stine Gotved (Chair), Peter Bech Astrup, Dan Witzner, Hanna Wirman, Signe Yndigegn, Pernille Rydén, Ea Feldfos, Christian van Randwijk, Eva Hauerslev, Magnus Borum Nordraak Green.

Apologies: Nynne Grauslund, Theodor Kier, Khurram Murtaza Kahn, Irina Papazu.

Guests: Louise Lundsgaard Nielsen (item 2), Annelise Agertoft and Jakob Tonn-Petersen (item 4), and Lise Lawaetz Winkler (item 5).

Agenda

1. Approval of agenda

Stine: There is no decision in item 2, so the word 'decision' is removed in the heading

Ea: Should the permanent guests step out for item 3? *BoS agreed that it is not necessary, but the information should not be shared outside of the room.*

Hanna: I would like to add a question on the quality policy update to the AOB.

Hereafter, the agenda was approved.

2. Information: Update from BoS' exemption committee

Stine presented the item and the appendix. Only two cases were discussed in the Exemption Committee, the rest of the cases were processed in SAP.

Dan: Have you over the year seen any changes in e.g. the number or kind of cases?

Stine: We are just starting up after the COVID period so not yet. We can most likely expect the number of cases to go down because many of them are about registration requirement.

Louise: There is an overview of the applications from September to November in the appendix, and we see a rising number from students with impairments. The total number shows the processed applications, and as Stine says there are mainly registration requirement applications.

Dan: I think we should expect a lot more applications in the future, especially from students with impairments.

Ea: Yes, and we already see this.

Pernille: Should we still define it as a disability? Maybe we should reconsider.

Ea: We only grant students exemptions if they have a doctor's note showing that the impairment affects them in their studies. Maybe it is not a new normal, but just something we should have looked into years ago.

3. Consultation (confidential item): National Teaching Prize 2023

Stine presented the item and BoS' role, and Pernille explained the process in more detail and presented the criteria.

Stine: The rules state that the BoS should be consulted, which is why this item is on the agenda.

Pernille: I will bring your input with me. Anything we should be aware of, or any other considerations let me know.

The Board of Studies has no comments to the suggestions and has now been consulted.

4. LearnIT templates for projects and theses in Spring 2023

Stine welcomed Learning Support to the meeting.

Ea: I would like to look back upon the two previous semesters and present the services for the semesters to come. In spring 2022, the students registered for the projects in My Study Activities, which generated a project agreement in the Projectbase, and lastly a LearnIT page for the submission. This semester, the project base had to be closed down, and the integrations were cut around week 42. The Projectbase was not working well at all. And the registrations for the upcoming spring semester, which is the big project semester, just took place, and we have been forced to make some changes. Now, students still register in My Study Activities, and when the registration is fully done by the end of week 6, the LearnIT pages can be opened up after a few working days. We need those working days after the registration has ended to make sure all is correct. We have around 400 registrations to handle manually in spreadsheets, and when all are in place, we open up the LearnIT rooms. So, the problem statement is due Friday in week 9.

Dan: The new problem statement deadline is very late.

Ea: Students can start working on their problem statement somewhere else much earlier.

Stine: Some students are motivated by deadlines, so it is important to keep the existing deadline.

Dan: Students often come to me and talk about the deadlines.

Ea: We have no platform at all to support it.

Dan: Can the students hand something in to their supervisor?

Stine: The template would work in word.

Dan: You could give them the template in word to hand in to their supervisor via email.

Ea shows the old project agreement vs the supervision agreement.

Ea: We could highlight the existing deadline to the students, and still keep the later deadline as this is when the exam team knows anything about the projects.

Dan: Is the LearnIT page used for anything except for the hand-in?

Ea: Some students use it but not a lot. That is why Annelise and Jakob is here. Hopefully, we can from fall 2023 have the registrations in My Study Activities generate a LearnIT page, and then we could have learning activities for projects.

Dan: That might be a good idea. Many in CS supervisors use something like Slack to have a weekly update and having a way of communication that is not emails but threads. Might be trivial to do in LearnIT but could be good to have something like that in LearnIT.

Stine: Figuring out what to be in I LearnIT will be a process. The pages are individual now, but could we have a page for all those students writing projects in e.g. a semester so they can contact each other and work together? That would be nice, and students often come to me with that question.

Jakob: Could you elaborate on learning activities for projects?

Ea: The supervision agreement shows something about how to work, what to expect from each other etc.

Stine: We use it in DDIT.

Pernille: It is important to have this balancing of expectations. Why not make that mandatory?

Stine: There were a somewhat heated discussion in the BoS about that a couple of years ago and then it was decided not to have it mandatory. But maybe we should take it up again?

Pernille: Would be very good to have this mandatory as many students are unsure of the expectations.

Signe: I might understand why it is not a good idea to make it mandatory as I use this document, but it does not get around the potential difficulties. For that I have my own process. If it should be mandatory, it should be reworked.

Pernille: I agree with this. An agreement is important, but the format could be discussed. Maybe we should take a look at what other universities do.

Jakob: I support the idea of having this kind of process and document.

Ea: Regarding the deadlines for spring 2023, I have to go back and see what we can do.

BoS strongly recommended that the usual deadline, Friday week 5, for the project agreement should be kept in the communication to the students. Furthermore, BoS decided to make an updated supervision agreement. It should be on the agenda in spring 2023, taking effect from autumn 2023. Learning Support takes the lead on the process.

5. Update: Study Environment Assessment Action Plan

Lise presented the item and the action plan setup.

Lise: I will report some of the new activities to BoS now. Regarding wellbeing activities, the Study and Career Guidance has created mentor group meetings for new BSc students, and they have been very successful with many sign-ups. The Study and Career Guidance has also updated texts on ITUStudent on loneliness and anxiety. Regarding the learning environment, the focus has been on TA's and we will continue this focus. A lot of data has been collected for the TA project, and this week we have a focus group for TA's and have one for course managers in the pipeline. It will end with suggestions to improve the TA process. Moreover, a delayed network meeting for TAs about feedback and question techniques has now been conducted. For the physical environment, an area on RLV has been dedicated to being a quiet area. There are noise cancelling headphone. Regarding the indoor climate, FM must now follow the temperature restriction for public institutions, but before this restriction not many students reported issues to FM. Students are very welcome to do so. The WIFI works better than ever according to some students but do keep on reporting WIFI issues to the IT department

Pernille: Some issues are still in focus, and we are trying to do things in the right manner, and we are learning along the way.

Lise: We will have a new survey next year, and we are also considering how to convey the action plan in a different way. Please, come to us if you have comments or ideas.

Pernille: There are many action plans on many levels, and we are trying to not spread the energy but focus our energy.

Dan: Can you show us what the strategy is for the years to come? What direction is it going?

Pernille: We are working on this, and it has to be approved by Management.

6. AOB (Any Other Business)

a) Quality Policy update

Hanna: What is the status for the discussion from last meeting on updating the Quality Policy? Has it been approved?

Lise: It is still in process.

b) Representative from CS department

Dan: There will be a change in BoS faculty from the first spring meeting.