

Board of Studies (BoS) – 5 May 2020

Due to the Corona-lockdown of ITU, the meeting was held via Zoom.

- Present:** Stine Gotved (faculty, chair), Baki Cakici (faculty, SAT Bus), Jörn Christiansson (faculty, SAT DD), Paolo Burelli (faculty, SAT Games), Marco Carbone (faculty, SAT CS), Theodor Christian Kier (student, SAT CS), Jonathan Jung Johansen (student, SAT Games), Mikala Sofie Skoglund Thomsen (student, SAT Business), Sophia Aumüller Wagner (student), Dorthe Stadsgaard (secretary, SAP)
- Absent:** Norkka Mirella Medina Nino de Guzmán (student, SAT Business), Annelise Agertoft (LS, guest)
- Guests:** Lene Rehder (SAP), Aske Kammer (HoSt)

Minutes

1. Approval of agenda

The agenda was approved.

2. Approval of minutes from meeting 31 March 2020

The minutes were approved.

3. Guidelines for online oral exams

Due to Corona, all exams have been moved online. HoSt asks BoS to approve the Guidelines for online oral exams.

Appendix 1

Aske: The guidelines have been discussed by Executive Management, Heads of Study Programme, Education Group and Heads of Department and they have all given their input. We also want to ask BoS if you have any concerns and/or input to the contents etc. The guidelines go out to the students and faculty tomorrow. They will also be published in ITU Student and Teaching guide and sent to the external examiners.

Paolo: As a Head of Study Programme I have already given my input.

Mikala: Do the guidelines include something on BSc final project exams?

Aske: Not now. What are we missing?

Mikala: We are just a bit in the dark, at least on my study programme. Using several computers in the same room for group exams creates feedback loops. It is better to use one computer with an external microphone to pass around. This could be elaborated in the guidelines.

Aske: We have been back and forth on what we should write on group exams. We landed on a soft recommendation (that students use several computers). We will take another look at it and see if we can be more precise.

Theodor: I appreciate the guidelines and I think they will answer a lot of the students' questions. I am surprised by one thing though; that recording an exam is not allowed. I am surprised by this as I have experienced recording of exams before.

Baki: We have discussed making recording a given, but we worry that it will have the unintended consequence of making it a default once we are back to normal.

Jörn: I have a question on backup for Zoom; phone-in numbers are provided in case of technical problems. Are we allowed to use them?

Aske: Yes.

Jonathan: I think the part about rescheduling due to technical problems is unclear.

Aske: These are general guidelines. Each examiner must fill in a plan and what-to-do in case of technical problems. That way examiners can arrange it the way that suits them, the course and exam form.

Stine: I noticed that students must be ready to prove their identity, e.g. by showing their student ID. Is that normal procedure?

Aske: Yes. Students can always be asked to validate their identity at exams.

Stine: I also noticed that students must prove they are alone. But exams are public.

Aske: It might be the wording. The intention is to ensure the integrity of the exam. We want to allow examiners to ask students to show they are not assisted. We will most likely have examples where children or such enter the room during an exam. It is up to the examiners to make the call on the integrity of the exam in such situations. The examiners determine if the students are alone in the sense that they are not assisted in their performance.

Theodor: What about security requirements when we use Zoom?

Paolo: ITU hosts the Zoom server, it is safe.

Aske: Thank you for your comments and input. The document will be finalized right after this meeting and published tomorrow.

Stine: Is it possible to enter the ITU building when sitting an exam to be sure of a stable connection?

Aske: Probably not. Right now, we cannot enter the building. We do not know what the situation is in a week or two. We hope to be able to open the building for students who do not have a stable connection at home, but we must plan for the opposite since we do not know if it will be possible.

Marco: The CS Department have just discussed that issue. And how the reopening of ITU could be organized. Many of us put opening the building for exams high on the list of priorities.

Decision: *BoS approve the guidelines.*

4. Policy for use of evaluation results

After the meeting 31 March 2020 BoS asked Executive Management to clarify their position on the background comment in the draft policy (Executive Management had requested the background comment removed as they do not find it belongs in a policy).

Executive Management's response: "Executive Management recognizes the policy as an attempt to have joint rules for the use of course evaluations and does not find that disagreements have a place in such a policy".

BoS is to discuss its response/next step.

Appendix 2 (the version that was sent to Executive Management ultimo February 2020, which includes the disputed background comment)

Stine: How do we proceed from here?

Baki: I am not sure. The BoS minutes are publicly available so BoS has left a visible trace on the matter. And I am not sure we want to enter another evaluation round without a policy.

Stine: I think we should leave it for now. If issues come up during evaluations and/or follow up, we can open the discussion again.

Baki: We could reopen the policy when the new evaluation system is evaluated (after three rounds).

Decision: *BoS accept Executive Managements decision to take out the background section and asks for the policy to be revisited when the evaluation system is evaluated.*

5. Diversity Officer, response from Executive Management

At the last meeting, BoS agreed to send a letter to Executive Management concerning recruitment of a diversity officer aimed at diversity among students.

Executive Management responded 23 April:

“Executive Management thanks the BoS for your suggestion and opinions, dated April 14, 2020, regarding recruitment of diversity officer at ITU.

Executive Management agrees that diversity in a broad sense is important. Diversity has already been on the agenda for some time now, and Executive Management has focus on getting a clear strategy on the subject in regards to the further development and work. As part of this and the future decision making, Executive Management has taken note of the suggestion and opinions put forward by the BoS, and these will be part of the total considerations on the subject.”

Stine: Executive Managements response indicate they will take BoS’ input into consideration.

Baki: The response is somewhat vague, but not negative. I think we should follow up later this year.

Decision: BoS asks Executive Management to keep BoS informed and puts the item on the agenda ultimo 2020.

6. AOB

SAT CS: Extension of deadlines for BSc final projects and MSc theses

Marco: Many BSc project students were slowed down by the lockdown and it took a while before they were back on track. This could affect the quality of the projects. We understand that BSc graduates need their grade before 1 July to be able to apply for an MSc, but a 2-3-week extension would still make it possible to hold exams and grade the projects before 1 July.

Mikala: GBI’s Head of Study Programme have send an email explaining our possibilities. I know several students who have had to change the entire scope of the project. Most students seem to manage, though. I am not sure an extension would make a big difference at this point.

Sophia: On DIM, we have discussed our issues as well, we do not think the three-month extension of MSc projects is very helpful. Many students are disappointed at how it was handled. The extension was communicated as something that would help a lot, but really it does not. DIM students often work with companies and that is no longer possible. An extended deadline does not change much and we wrote you to highlight that.

Aske: I apologize for the lack of response in that specific case; I know that we in the Head of Studies’ office misread our role as we were only cc on the correspondence. I am sorry too, that DIM students do not find the extension helpful.

Marco: Is it possible to hold exams earlier than September if the MSc thesis is handed in earlier?

Stine: No. You can hand in your project early, but exams will not be held earlier than planned.

Lene: The main problem is the volume of students handing in projects. We cannot make individual solutions and both examiners and external examiners must be available.

Marco: Have all exams been planned?

Lene: Yes.

Marco: I will inform SAT CS that it is too late to rearrange exams.

Lene: Either that or help me find a good solution. Only remember that any solution must be open to all students.

Stine thanked everybody Zoom-present for engagement and good spirit.