**Agenda for SATBUSS January 31st 2020**

**Attending:** Baki Cakici, Louise Klitgaard Torntoft, Marisa Cohn, Mikala Sofie Skoglund Thomsen, Norkka Mirella Medina de Gúzman, Anne Jensen (Secretary and leading the meeting)

* **Welcome to all of our new representatives at SATBUSS**

What are the Subject Area Team’s responsibilities?

 A Subject Area Team handles programme-specific questions regarding the represented programmes or topics common for all programmes at ITU. That can be issues of academic character e.g. regarding specific courses in the programme(s), course evaluation, and quality assurance tasks such as review of mandatory activities and credit transfer, changes to a programme structure or content, review of Study Programme Reports, among others.

 Items for the meetings can be provided either by members of the Subject Area Team, students or faculty or come from other parties such as the Study Board. The Study Board will typically send documents in hearing in the Subject Area Teams and the feedback can then form the basis of discussion in a Study Board meeting.

 All members are welcome to provide items to the agenda, preferably with a text if the Subject Area Team members need to prepare before the meeting. If you are not able to participate in a meeting, you must cancel to the programme coordinator.

* + **Round of presentation of all attendees**
* **Approval of agenda**

Approved.

* **Approval of minutes from last SATBUSS meeting on December 12th 2019**

Approved.

* **Student representatives at the Board of Studies**

The student representatives will talk about how to go about the representation at the Board of Studies and return with an answer to Anne.

* **News from the study programmes**

**ILM:** Lars Rune Christensen is taking over as Head of ILM from February 1st 2020.

**GBI:** NYIT competition for GBI students – email will be sent out to all GBI students.

**DIM:** Upcoming change to the DIM programme admission process – an essay, a question (assessed separately), grade point average = the admission process. Board of Studies has previously decided that DIM needs both quantitative and qualitative qualifications and it has the previous years been solved by offering qualification seminars, but will now be solved through the review of the curriculum of the DIM programme 🡪 depending on whether the admitted students have programming experience or not. The DIM programme will offer a programming course on the second semester. If you already have sufficient programme experience from your previous education, you will be able to take an elective instead of the programming course.

* Programming and Data Structures - New programming course for the DIM curriculum
* New ILOs for Organisational Change and new teachers and ILO changes for Critical Big Data Management.

Open house for MSc on February 4th and BSc on February 25th.

* **AOB**

**Issue about exam complaints:** If you file a complaint about an exam for your ordinary exam, the process of handling the complaint is most often too long to have effect on the re-exams. Which means that students might face an examiner they have filed a complaint towards for their re-exam while the complaint is processed.

* The students are not aware of specific cases where this has happened, but think it should be taken into consideration that this can happen and that it might need new procedures.
* The issue goes for both formal evaluation criteria and for person-to-person uncomfortable situations.

**Do we need to bring this to BoS?** Everyone agrees, that this is a very specific and rare case, but it needs to be discussed in BoS.

**There is no longer a diversity officer at ITU – do we need to ask the Board of Studies to find a new one and consider where to find this person?**

We need a new one, but where to find the person is the question.

* A person from Learning Support would be most beneficial for students and staff – they are more reachable and not connected to internal interests as HR.
* Suggestion🡪 Divide the position between LS and the Student Advisors as ambassadors.
* Students ask for better communication about the diversity officer, because the student were not aware of this position.

Anne will pass on the two discussion topics to the secretary of Board of Studies for next Board of Studies meeting.