

Present: Stine Gotved, Jörn Messeter, Christopher Gad, Paolo Burelli, Kristina Mituzaitė, Emilie Hvasshøj Pedersen Theodor Christian Kier, Mark Hyslop Graham, Stilyan Petrov, Sophia Aumüller Wagner Nanna Sidelmann.

Absent: Marco Carbone

Guests: Lene Rehder (SAP), Allette Bjørn Bundgaard (SAP), Dorthe Stadsgaard (SAP), Karina Garnier (LS).

## Agenda

### 1. Approval of the agenda

*The Agenda was approved*

### 2. Approval of the Minutes

*The Minutes were approved*

### 3. Approval of revision of the description of modules at K-DDIT

The Study board is to approve changes to the description of modules at K-DDIT. See att.1

*Jörn made an introduction to the changes.*

*The proposed changes are to remove specific references to UX and prototyping in the courses descriptions (Prototyping of Interactive Technologies and Advanced Design Processes) in the KDDIT Curriculum based on learnings from the first iteration of the course in Autumn 2019. This small change will allow the Course Managers to focus on the delivering strong content in the core elements of the programme.*

*Emilie: I agree, that this is a good idea. There is too much UX in XXX.*

*So does SAT Digital Design.*

*Decision:*

*The Study board decided to approve the suggestion.*

### 4. Approval of a new standard for oral group exams.

The Study board has once decided on four types of group exams, that can be used at ITU. See att. 2.

Bachelor in Software Design (Dan Witzner and Claus Brabrand) now ask the Study board to approve the use of a fifth type in Fall 2019 and to approve this as another standard for oral group exams. Please see att. 3.

*Allette:*

*The Bachelor in Software would like to use and get an approval of a fifth type of exams for oral group exams. A type where there the oral part is individual (no group element in the oral part).*

*This fifth type of exam should be added to the four already existing types oral group exams. (See the list added to the agenda.)*

*Stine:*

*Are there any comments?*

*Paolo:*

*It is more work, but it might be necessary.*

*Kristina:*

So they will not get a joint grade?

Stine:

Grades always need to be individual.

Decision:

The Study board decided to approve the suggestion.

Learning support will update the description of exam types and it will be put on Teaching guide.

## 5. Approval of a new concept and process for Course and Supervision Evaluations at ITU.

The Evaluation portfolio project suggests a new concept and process for Course and Supervision Evaluations at ITU.

For content see att. 4 and 5.

Dorthe gave a short introduction to the history. A revised Evaluation portfolio was approved in August 2018.

during Spring 2019, we are focusing on course and supervision evaluations.

All technical solutions have not been found. We are working on it.

The aim is to implement in autumn 2019.

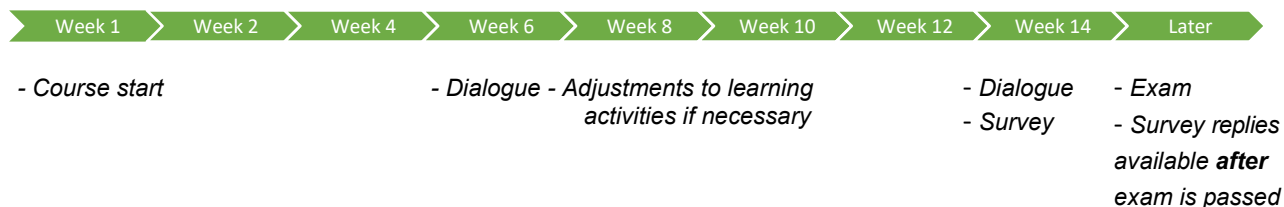
First the Course Evaluation.

Karina:

We have worked on changing the focus from teacher to teaching.

We propose getting a score per course, not per teacher.

### Timeline for course evaluation



Dorthe:

The formative, dialogue based evaluation is focusing on things that can be changed while the course runs.

The aim of the summative evaluation is to look at the full course. The feedback will be used next time the course runs.

The course manager sends the written summary of the summative evaluation to the Head of Study Programme.

The survey results (a score) will be public, except from individual comments.

We are focusing more on the course, rather than the individual teacher.

Theodor:

We can't grade teachers? Or we can use text box?

Dorthe: You can use the free text box

Jörn:

*We can do several formative evaluations if we want?*

*Dorthe: Yes, you have freedom of method both for the formative and the summative evaluation. Learning Support provides a toolbox for those who seek inspiration.*

*We want to cater to different types of courses. And it is difficult.*

Christopher:

*It is good, that student can have an opinion about the teachers. But what they can't say is how much time a teacher has to do their job.*

Theodor:

*What about the timing? Will there be an opportunity to give input after exams? There might be a problem in relation between exam and courses.*

Dorthe:

*There are pros and cons to both – doing the evaluation before or after exams.*

*It is a choice. We have chosen before exams. Results of the survey will not be available to teachers until after exams.*

Christopher:

*We could put it on the agenda in SAT groups.*

Paolo:

*One of the main issues is if the students are motivated to give feedback after the exam. Maybe only those who have had negative experiences.*

Kristina:

*It is difficult. Sometimes they meet challenges, when they want to talk to someone. Or they don't bother.*

*Maybe we could do a simple form after the exam.*

Stine:

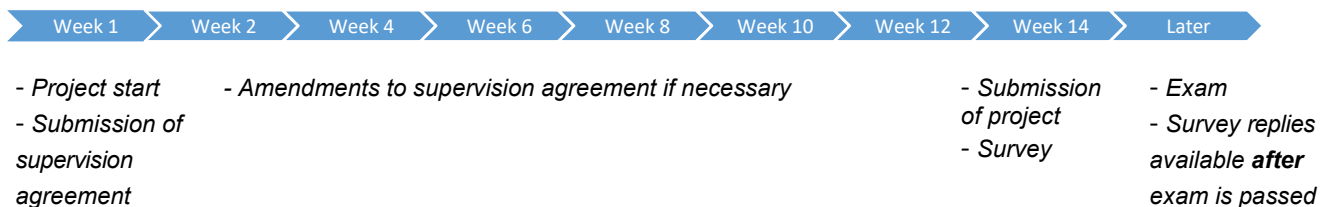
*It is an issue. What do we do about feedback from exams.*

*We can't find the format right here.*

*The Study Board decided to recommend doing pilot tests in Autumn 2019 of different ways to get information from students after exams.*

*The Study board went on to talk about Project Evaluations:*

#### **Timeline for supervision evaluation**



Karina:

*The supervision agreement and alignment of expectations are very important here.*

*And to maintain a short questionnaire.*

*The students get the survey once they have submitted. The supervisors get their survey at the same time.*

*Supervisors only see the results once the exams are over.*

*We will use their ITU mail.*

*Paolo:*

*That might not be a good idea.*

*Stine:*

*It will pop up.*

*Dorthe:*

*The supervision agreement:*

*It can include other things, than the listed aspects*

*Sophia:*

*It is important that there is a conversation on expectations.*

*Paolo:*

*I experience, that it can be difficult to make the students react if they don't meet the expectations.*

*Can this format help support a problematic relationship between supervisor and the student.*

*Karina: What happens today?*

*Lene R:*

*We already support such issues. It sometimes ends up in a new supervisor.*

*Kristina: Are there some rules on how many times a supervisor is allowed to cancel!?*

*Christopher:*

*It is difficult to control that sort of agreements. How much feedback are you obliged to give, how much of a thesis are you to read?*

*Stine:*

*We have to discuss such issues further.*

*Dorthe:*

*We will look into that. We will now take all input to EG and Head of Departments tomorrow and get their input.*

*And bring it back to the Study board for approval on the 27 June.*

*Re 6: Evaluation reports*

*Kristina:*

*There has been an issue with one course this semester. I have been shocked to see how this was handled.*

*There has been bullying of teachers and very harsh comments from both sides.*

*Censoring the results of the course evaluation made it unclear, what was happening.*

*Christopher:*

*It has been inappropriate from both sides. What caused it is – among other things – the use of peer grading*

Stine:

*It will not be possible from now on to use peer grading as part of mandatory activities.*

*It was no easy decision to make, whether I should censor it or not. Only very specific circumstances in this case, made me make that decision.*

*But all comments will be used when evaluating.*

Christopher:

*This example shows, that we don't have an effective system to handle such conflicts.*

Stine:

*In September the Study board will look at the Code of Conduct again.*

## **6. Evaluation reports – final and other projects Dec 2018 - April 2019**

The Study board is to decide, whether immediate action is to be taken, based on the reports.

See att. 6, 7 and 8.

*Stine: the response rate is so low, that it is hard to use.*

## **7. Any other business**

*Stine og Mike explained how they are now handling cases on exemptions in the Exemption Committee.*

*We see difficult cases and look into them thoroughly*

*Nanna: It is always handled anonymous.*

*Stine: Unlike earlier you are now allowed to study less than 30 ECTS for several semester, if you document extraordinary circumstances. Earlier this would only be considered for one semester at a time.*

