

Board of Studies (BoS) – 28 June 2022, 10:30-11:45

- Present: **Stine Gotved** (directly elected faculty), **Martin Pichlmair** (faculty, SAT Games), **Irina Papazu** (faculty, SAT Business), **Therese Graversen** (faculty, SAT CS)
- Sofie K. Nielsen** (student, SAT CS), **Peter Bech Astrup** (student, SAT Games),
- Ea Feldfos** (assigned guest, SAP), **Pernille Rydén** (assigned guest, Dean of Education), **Dorthe Stadsgaard** (secretary, SAP)
- Louise** (SAP, guest for item 2)
- Absent: **Signe Louise Yndigeegn** (faculty, SAT DD), **Thomas Flodgaard Kaufmanas** (student, SAT DD), **Khurram Murtaza Kahn** (student, SAT Business), **Theodor Christian Kier** (directly elected student)

Minutes

1. Approval of agenda

The agenda was approved.

2. Information: Update from BoS' Exemption Committee

Stine: The committee has not met this semester and it has only consulted on one case. We have continued the delegation to SAP as we are still in the aftermath of Corona.

Louise: the overview only covers part of the semester as we are still processing applications that has come in since mid-May. In general, the number of applications is on the rise. Many applications concern the registration requirements (30 ECTS per semester). Also, a rising number of applications come from students with impairments. These cases are complicated.

Ea: The vast majority of applications are approved. Only few rejections are made. Cases that cannot be decided by SAP (because it needs academic and not only legal consideration) are decided in a cooperation between SAP, the course manger or supervisor and Head of Study Programme. rejections of applications have been based on academic grounds.

Martin: Do the numbers in the overview represent cases or students?

Louise: They represent cases, which means the number students involved is lower as some students send more than one application.

Sofie: It is telling that about 50 % of applications for exemptions concern the registration requirements. It is also noteworthy that most applications come from students from the CS department.

Ea: We are still at the tail of Corona and have not rejected many applications. Often the legal side is clear and then SAP can make the decision. When a case needs an academic assessment it is important to involve those who are close to the course or study programme (faculty and/or Head of Study Programme).

Ea: In SAP we are concerned with the students not being involved enough in the exemption work. Perhaps exemption decisions would be better placed in SAT than BoS because SAT are closer to the individual study programme.

Therese: I am approached by quite a few students who wants to study less than 30 ECTS per semester. However, it is difficult to allow this because courses in my programme build directly on each other.

Sofie: Are we not going to solve this with the 22.5 ECTS rule and the study programmes having to draw up possible paths through the study programme if registering for less than 30 ECTS per semester?

Therese: I hope we will be able to, but it is not easy.

Stine: Adjusting the workload on courses and not offer more than 3 courses per semester is another option.

Ea: We could also investigate if we have the right balance of grading versus pass/not pass for exams. There might be something to gain there.

Pernille: Another issue could be mandatory activities. Overall, there is an increase in students with special needs. The ministry predicts that soon, about 10 % of all students will have special needs of some kind.

Sofie: It is also worth noting, that not all of them had special needs when entering university. I know of several students who only developed special needs after entering university (stress, anxiety etc.).

3. Discussion: Results from and follow up on course evaluations Spring 2022

Stine: The response rate was much better than the past few semesters. But there is still room for improvement.

Pernille: Indeed, and we must not rest on the laurels concerning the response rate but keep on finding ways to keep it high and perhaps even improve it.

Sofie: It is interesting to see the differences in response rate between study programmes.

Pernille: Absolutely. We met with the Heads of Study Programme before the evaluation period to discuss and collect best practices. We still have an important task concerning making it apparent to students that evaluations are used actively and have effect.

Sofie: Making the evaluation results more available to students would be good. The student representatives could be involved in this.

Therese: Perhaps also the Study Programme Reports could be made more available. They show that course evaluation results are used actively and lead to changes.

Martin: It must be remembered that some follow-up takes time, changes do not necessarily happen one day after the evaluation results become available.

Stine: Is there a reason why the Tas cannot see the evaluation results in LearnIT?

Dorthe: TAs are not in charge of the course or responsible for it and they are not evaluated. Teachers and course managers are more than welcome to involve the TAs in their follow-up process.

Stine: It seems organisation of courses score lower than benefit from the course. This is seen across courses and programmes.

*Stine: **Summing up**; BoS recommends keeping up work on visibility of evaluations and how they are used to make changes, response rate and visibility of follow-up.*

4. Decision: Updated Appendix to the Curricula

Ea: I have highlighted the suggested changes (red color). Ea went through the changes.

Ea: Page 9 section 16; I am not entirely sure why we have these rules and I think we should make a task force on rules for group exams. Do we need a rule on how many students can be in a group?

The BoS members present suggested changing rules on group sizes to a minimum of 2 people in a group and a removal of the cap on how many students can be in a group.

Irina: Where do the rules say something about curriculum/syllabus for exam.

Ea: I have added something about this, but it seems to have gone missing. I will find it/add it again.

Ea will make the last changes to the document and send it to Dorthe who will consult all BoS members.

Decision: The Appendix to the Curriculum is approved.

BoS was not able to decide at the meeting as not enough students were present. Dorthe sent the final document to BoS 29 June and consulted all members. The decision had to be made before the summer vacation if the rules are to take effect from 1 September 2022.

5. Information: Status on task force's work towards recommendations for students with impairments and their study conditions

Ea: At present there are 110 ITU-students with special examinations conditions, 140 with special pedagogical support and 160 with exemptions. And the number is rising. The 140 and 160 students include several repeaters, so the total number of students in these groups is not 300. The task force consists of faculty, Learning Support, student counselling and caseworkers (SAP). Unfortunately, no students could be recruited during spring 2022, but we would still very much like to get students involved.

Sofie: Perhaps you could ask students in SAT.

Pernille: It is crucial to support students with special needs, but we must also remember to support faculty and assist them in finding ways to handle, include, accommodate, and spot students with special needs.

Ea: fortunately, a lot works well already, and we do not need to do all that much. But a few things need to be done to cater for students with special needs.

The task force has studied and discussed ITU's current practice and reports from the ministry and DCUM (the Danish work and study environment agency). The task force will give overall recommendations for equality in teaching activities. There are many actors involved in supporting better conditions for impaired students (from Facilities Management over SAP to faculty and fellow students) and the recommendations will cover a wide range of documents, practices, and set-ups. Examples that illustrate the range include

- describing division of responsibility (for ensuring equality in teaching activities) between TA's, Course Manager and teachers, and Study Guidance
- developing guidelines for group work
- making sure ITU's policies and values reflect the commitment to support good conditions for impaired students
- accommodating special needs in the physical classroom

BoS appreciates the work done by the task force.

6. AOB (any other business)

a. **New members in Autumn 2022:** Dorthe: In the Autumn semester 2022, Therese from SAT CS will be replaced by Dan Witzner Hansen, Head of study Programme for BSWU. Sofie from SAT CS will be replaced by Nynne Grauslund Kristiansen.

i. **Martin:** I might be replaced by Hanna Wirman from Autumn 2022. I will let you know.

b. **Changes on courses while they run:** Sofie: I hear some rumors among students who complain that they do not get the complete outline of lectures from the beginning or the syllabus, or the exam form or the number of mandatory activities is changed during the course. This increases stress.

Stine: There are rules about this, it should not happen.

Martin: The exam form or number of mandatory activities cannot be changed during the semester. But clarifications or descriptions can be altered and perhaps that is misconstrued as changes having been made.

Sofie: I wanted to raise the concern so that faculty representatives have heard it.

No conclusion was made.