

# Board of Studies (BoS) – 31 March 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), Sophia Aumüller Wagner (student), Mikala Sofie Skoglund Thomsen (student, SAT Business), Dorthe Stadsgaard (secretary, SAP)

**Absent:** Annelise Agertoft (LS)

**Guests:** Lene Rehder (SAP), Aske Kammer (HoSt)

## Minutes

### 1. Approval of agenda

*The agenda was approved.*

### 2. Approval of minutes from meeting 3 March 2020

*The minutes were approved.*

### 3. FYI: New strategic goals of ITU

Head of Studies Aske Kammer informs on ITU's updated strategic goals.

*Executive Management have not yet finalized the strategic goals. The item is pushed to next BoS meeting.*

### 4. Policy for use of evaluation results

Executive Management have discussed BoS' draft. They ask for the background comment to be removed as they do not find it belongs in a policy. BoS is to discuss its response/next step.

Appendix 1 (the version sent to Executive Management ultimo February 2020)

*Stine: What should be our next move? Do we let it rest and accept the policy without the background comment? Or?*

*Baki: As long as teachers are evaluated individually, we will probably not agree with Executive Management on the wording of the policy. I suggest we ask Executive Management to explain why the background paragraph does not belong in the policy.*

*Stine: I agree.*

**Decision:** *BoS sends the draft policy (including the background comment) back to Executive Management, stating that BoS thinks the background comment belongs in the policy and ask them to explain why they want to take it out.*

### 5. Guidelines for cross-programme projects

Students can write their BSc project/MSc thesis in a group with students from another ITU study programme. The present guidelines are highly implicit and leave plenty of room for interpretation

and confusion for supervisors and SAP.

This proposal for new guidelines is meant to be a pilot used on BSc projects/MSc thesis. If they work well, they can be extended to all projects at ITU.

The proposal focuses on the practical process and aim to leave the academic setup as it is.

Appendix 4

Guest: Allette B. Bundgaard

*Allette: Students have always been able to write projects across programmes. With the introduction of CrossDit, we expect more students to do it. The Programme Coordinators feel guidelines are in place to avoid having to reinvent the process for handling such projects every time they occur. We suggest testing the guidelines in a pilot (from 1 September 2020) before introducing them on all programmes. In most cases, we expect it possible to use only one supervisor and one external examiner. The supervisor must consider if a co-supervisor is needed to cover the disciplinary fields involved.*

*Marco: How do we control that such projects' topics are within the programmes' field?! I think it should be added that the Heads of Study Programmes involved must approve cross-programme projects.*

*Stine: I agree. It should be confirmed by all Heads of Study Programme involved that the topic is within each programme's learning objectives.*

*Allette: We will add this.*

**Decision:** *The guidelines are approved with the addition that the relevant Heads of Study Programme must approve cross-programme projects.*

*Allette updates the guidelines and makes sure the pilot is realised. The pilot runs from 1 September 2020.*

## 6. Course evaluations autumn 2019 – report

Discussion of the course evaluation results based on the report on course-specific questions. Do the results require immediate action (by BoS or other bodies)? What trends, issues etc. can be identified (if any)?

Appendix 2

*Stine: I would have expected a better response rate.*

*Aske: Karina and Rikke in SAP have investigated differences in scores etc. between course evaluations Autumn 2019 and earlier. There is a tendency towards a lower score when a course has several teachers. Other than that, they found no patterns.*

*Aske: The new course evaluation system has three elements. I am not sure the low response rate in the survey part is a sign that students do not participate in course evaluations.*

*Baki: I would like to discuss the timing of the course evaluation – before exams. The exam is a big part of a course. If the evaluation happens before exams, students might feel cheated of evaluating everything concerning the course.*

*Stine: There are pros and cons of evaluating before and after exams. The formal argument for not placing the evaluation after exams is that it could easily become more an evaluation of exams than the course.*

*Theodor: Students really want to evaluate the exams as well.*

*Marco: I have always been against evaluating after exams, but I am starting to think otherwise.*

*Jonathan: On MSc Games, response rates were higher on courses where teachers gave us time to participate during class. Should that be made a general practice?*

*Mikala: I prefer evaluating mid-course where things can still be changed. But exams could benefit from being evaluated, they play an important role in the course for students.*

*Theodor: Written exams could be evaluated before grades are available.*

*Paolo: I use data from the final evaluation in class much more than the survey results.*

*Baki: I agree that the survey score is not so useful for developing a course. Even more because the survey is placed before exams. It should be moved to after exams.*

*Sophia: I suggest a trial run/pilot where the survey runs after exams.*

*Stine. Please remember that we are not yet evaluating or making changes to the system.*

*Dorthe: BoS and Vice-chancellor Martin have agreed to evaluate the evaluation system after three rounds. This means no changes will be made to the system until after at least three rounds. I am part of the project group working on the evaluation portfolio. Rest assured, that we listen to all you say and keep it in mind for when we evaluate the system. Please keep in mind, that sometimes good ideas founder due to practical issues. Moving the course evaluation to after exams could be one of those cases, where implementation is too difficult or resource demanding...*

*Paolo: Could we ask SAT to bring BoS some information from the qual part of eval to complement the scores in the report?*

*Stine: and this semester's corona-eval...*

**Decision:** *No immediate action is required based on the survey part of course evaluations Autumn 2019. BoS are a bit concerned about the response rates and will monitor them. Dorthe works on making results from the final evaluations in class more available to BoS from next round.*

## **7. Letter to Executive Management, diversity officer**

Stine Gotved and Baki Cakici have drafted a letter from BoS to Executive Management suggesting employment of a diversity officer aimed at student diversity and acting as a resource for staff when developing and quality assuring study programmes.

Appendix 3

*Sophia: I support the letter. Could we elaborate and be more specific on what aspects of diversity we mean?*

*Stine: Good idea. That might support our position.*

*Baki: From what I know, HR is not hiring a new diversity officer. What relates to diversity HR-wise will be handled by existing HR staff. The head of HR wants HR-trained staff to handle HR-issues related to diversity.*

*Sophia: I think we should ask for the task to be divided between at least two diversity officers; it's potentially a lot of work and the diversity officer could easily become a target (= nice to be more than one).*

**Decision:** *Baki and Stine operationalise diversity and rewrites the paper. They send it to Dorthe to send to Executive Management.*

## **8. Evaluation portfolio**

Marco Carbone has requested the item: Students are asked to participate in many evaluations, and they spend much time on them. Might it be possible to cut back on the amount of evaluations?

*See discussion above (item 6). The item as such was pushed as the evaluation system is not evaluated until after three rounds.*

**9. FYI: Course Manager report on CrossDit**

As you were informed 3 March, Gitte Bang Stald has written a report on CrossDit.

*The report has not been forwarded to BoS – probably due to the Corona-crisis. The item is pushed to next meeting.*

**10. FYI: Delayed grades – updated overview winter exams 2019-2020**

SAP has added %-distribution of exam forms on departments to the overview discussed 3 March 2020.

*An updated overview has not been forwarded to BoS as the Exam Team is very busy with Corona-handling. The report will be forwarded later, and SAP will make one for summer exams as well.*

**11. AOB**

- a. **Student representative from SAT DD:** ITU's election regulations state the vice-chancellor can appoint student representatives to SAT (§25). Before lockdown, SAT DD's secretary informed the vice-chancellor and the students attending SAT DD's meetings about this. By 24 March we had yet to hear back from them.

*Dorthe: I have not heard back from the Vice-Chancellor and SAT DD.*

b. **Study environment Assessment**

*Theodor: When is the next Study Environment Assessment? In SAT CS the students want to focus on student well-being. A student did a survey for her thesis. 212 students participated and results point to stress etc.*

*Stine: That is troublesome news, I agree.*

*Theodor: It would be nice if IITU flagged its support-system more.*

*Aske: Please feed into the current task force's work on student well-being, it would be much appreciated.*

c. **Corona and hand-in of final projects**

*Sophia: Many students are stressed because of impacts caused by Corona-measures. Could the hand-in date for theses be postponed?*

*Aske: This is the one item I have discussed the most the past weeks. It is up to Executive Management to decide.*

*Stine: All supervisors are aware of it! Rest assured it is being discussed.*

*Aske: I meet with Heads of Study Programme and Heads of Department almost daily, and exams are high on the list of things we discuss!*

*Theodor: SAT CS discussed if Heads of Study Programme should write a personal email to all students; I hope you are well etc. The video greeting from Vice-Chancellor the other day was nice to receive.*

*Mikala: Student Council is pushing for a decision for BSc projects and theses as well. Many GBI students work with companies, and that is not possible right now. We have been told we will probably not get a later hand-in date. It is a big issue right now.*

*Jonathan: It exemplifies how stressed students are right now... Having to redirect your project without getting more time is a problem!*

*Aske: We are doing something, it's just not final yet. We also have to coordinate with the other universities.*

*Marco: We should tell the students we are still there, but there should also be some help – just like DK helps companies affected by corona...*

*Aske: A survey will be sent to all students today from Learning Support asking how they are holding up.*

*On 1 April 2020, BoS was consulted on a management decision to make it possible for students to extend the deadline for handing in their MSc thesis from 2 June to 1 September. BoS supported the decision.*

**d. Corona**

*Aske: During corona-handling management have had to make many decisions very fast and may not have observed involvement of BoS as much as should have been the case. We hope for your understanding.*

*Stine: Thanks.*