Present:

* Lene Pries-Heje, faculty, chairman
* Martin Pichlmair, faculty (GAMES)
* Christopher Gad, faculty (BGBI, KDIM, MILS),
* Jörn Messeter, faculty (BDMD, KDDK, MIND),
* Emma Arfelt Kock (Student)
* Jakob Uttenthal Israelsen (student -DMD)
* Sune Ørnemark Lægdsmand (student- DS)
* Nanna Sidelmann, Secretary to the Study Board

Absent: Marco Carbone, faculty (BSWU, KSDT, MSOK, DIPL), Felipe Dacal Fragoso (student- GAMES)

Guests: Lene Rehder (Head of Student affairs and Programmes), Jonas Fritsch (KDDK)

**Agenda**

1. Constitution of the Study Board. Welcome to all new members. Election of a vice chairman (student) Rules on the decision- making competence of the Study Board. See item. By Lene PH/ Nanna
2. Approval of the agenda
3. Approval of the Minutes from [19122017](https://studyboard.wikit.itu.dk/Minutes_20171219)
4. Approval of a Code of Conduct at ITU. Proposal from Valeria Borsotti/ LS. See item
5. Discussion. Proposal from SAT Group Computer Science to have an official lunch break at ITU. Discussed in SAT Group on December 15. See item.
6. Information. Project - and Programme Evaluations, June - Nov 2017. As the owner of the evaluations it is the role of the Board of Studies to receive and handle any suggestions for improvement of the evaluation content, operationalization etc. pointing forward. Any suggestions for improvement will be discussed at the Study board meeting 2 March.

**Re 1 Constitution of the Study Board**
All members and guests presented themselves.
*Nanna* made an introduction to the rules of Association. The tasks and decision- making competence is described in section 14 and 15.
To be able to make decisions at least half of VIP members and half of student members are to be present. The Study board take decisions by simple majority.
*Lene PH*: Very often not enough members are present at a meeting. The Study Board needs to be able to act to relevant issues. Decisions are therefore made and members, who were not present, are given a chance to comment or make objections.
Then the Study Board had to elect a vice chairman among the student members.
Emma signed up and was elected as the vice chairman.

**Re 2 Approval of The Agenda**
The agenda was approved

**Re 3 Approval of the Minutes**
The Minutes were approved

**Re 4 Approval of a Code of Conduct at ITU**
*Lene PH* gave some background information. We have been working on improving the Study Environment since the result of the Study Environment Assessment in Spring 2017.
The focus has been onsexual harassment.
A proposal for a Code of Conduct was discussed at the last meeting.
*Emma:* I find a lot of good things in the Code of Conduct. But we should be aware what we put in it. I find the wording “ political attacks” problematic. ITU should be a place where we can speak out our political differences.
And trolling should not be a part of the Code of Conduct.
*Martin:* But it says a political attack. That is something else. Trolling is not okay.
All members agreed that the terms used are vague. What does tolling mean?
And that it doesn’t help to specify.
There was also an agreement that we should never tolerate harassment, bullying etc.
A few members argued that there need to be certain steps in the process. First you try to solve the problems, if that is not possible you consult your student counsellor etc.
*Jonas* suggested once again to look at the Code of Conduct from “Forfatterskolen.”
The Study board agreed to take out sentence 2“ Trolling, insulting/derogatory comments, and personal or political attacks”.
And that the description should leave it open to decide on the handling.
It was decided to look at the suggestion once again and sent out a proposal to comment on before the next Study Board meeting.

**Re 5 Proposal from SAT group Computer Science to have an official lunch break at ITU**
*Sune:* The planning of courses doesn’t allow all students to have a lunch break. It is important to have a break before we start a new class
*Emma:* With more student we can now have days with 6 hours in a room without a longer break.
*Christopher:* It is a problem for faculty as well.
*Lene PH*: Ole Pedersen, who used to be responsible for the timetabling, has pointed out that it needs to be a fixed time slot ( for instance 12.00 – 12.30).
It was discussed whether it is possible for lecturers themselves to plan for a break during the day.
Especially if a course consist of both a class and exercises, it should be possible to plan a break around midday.
*Lene PH:*
We could work with some guidelines on how to make space for it in the planning. IT is very difficult to handle in the timetabling (skemalægning.)
It was decided, that Lene PH and Lene R. take it to the group currently discussing the frameworks for scheduling.

**Re 6** **Project - and Programme Evaluations, June - Nov 2017.**
*Lene PH* gave some background information. The study boards is the overall responsible for things regarding the teaching. As the owner of the evaluation of Programmes, Final Projects and Other Projects, the Board of Studies is responsible for reviewing results as well as handle Head of Study Programme follow-up, if the results show a need for action
*Christopher:*
As mentioned earlier, since only few students participated, it is difficult to use the results for anything.
*Emma:* We get at last 4 evaluations every year. That is why not a lot of the students participate. Because of the layout, I thought this was spam.
A few members mentioned that it would be good to have a look at GBI. Some students at GBI seem to be unsatisfied.
*Lene PH:* GBI will very soon be undergoing a programme review (Terms of Reference is made and sent to SAT group and Education group, an internal review report is made and an external panel is appointed).
We can then suggest what the external panel should look at.

**Re 7 Any other business**
*Lene PH:* We are challenged regarding the planning of the fall.
The study board might need to look into some principles on what can be taught outside ITU.