Agenda for SATBUSS May 1st 2020

Attending: Marisa Cohn, Lars Rune Christensen, Anna Elizabeth Thomsen, Louise Klitgaard Torntoft, Norkka Mirella Medina Nino de Guzman, Anne Jensen (secretary+leading the meeting)

- **Approval of minutes from last SATBUSS**
  Approved

- **Approval of agenda**
  Approved

- **Visiting SATBUSS: Maria Kronberg Nedergaard, PA to Lene Pries-Heje**
  RS/LS, PA to Lene Pries-Heje, coordinate administratively and processes according to Head of Department Business IT – presentation round

  Contact Lene Pries-Heje as usual, Maria is not a new layer in the structure

- **Changes to DIM courses for Autumn term: ILO & exam format (Baki)**
  - Postponed until next meeting on May 28th

- **Guidelines for syllabus at ITU (Anne & Anna)**
  External lecturers have been asking for guidelines for course syllabus standards, but we have no official set of standards for this. We would therefore like to ask SATBUSS: Is there a need for rules or guidelines for syllabi at ITU?

  ILM: No problems at ILM with concerns or questions about the syllabus – would not recommend a guideline/set of rules
  GBI: Would not recommend official guidelines but set out examples as to the type of course and how many pages per ECTS. There is a sort of guideline for how many pages per ECTS on Teaching Guide.

  Would it help the students?
  It is always nice for the students to know the literature beforehand, so they have a chance to see whether they can manage the course.

  We need a guideline for the expectations for syllabus and when it's accessible and so on..

  Conclusion: Anna and Anne will take the comments into consideration and figure out if we should add a paragraph for teachers on the expectations/recommendations for syllabi for courses at ITU.

- **News from the programmes – updates on the covid-19 situation**
  GBI: Online teaching – we have had semester meetings with all three years at GBI. Students are generally okay and think it is going well.

  They are having a hard time with meeting in study groups and project groups and some exercises are problematic since it's online. And there are technical issues occasionally.

  The students are concerned with the online teaching as a concept.

The students are having a hard time keeping motivated and focused for online lectures. They suggest having shorter sessions or record the lectures.
Students try to motivate each other by encouraging each other to attend lectures with their camera on, so they get a feeling of being together in class.
Marisa will try and forward these comments to Head of Studies and Learning Support to let them know and maybe take something into consideration for any potential future online sessions.

Online exams: Two courses at GBI has been changed, Data Intelligence and Database Use and Design.
Louise: The students need some more info on online exams in general. Student advisers would like to have some good advice for the students.

DIM: At DIM the students have arranged a facebook study group to help motivate the students. The students have adapted fast to the online teaching. They also had problems with the group work.

ILM: Huge burden for the teachers to go online. The move to online teaching has been good, the lectures have been compressed a bit. It's going well in general, but the students are still looking very much forward to get back into the ITU Building for lectures.

- **AOB**
  We ran out of time and will take up any other business at next meeting.