



**Minutes from Media Technology Study Board Meeting 2024.9
Wednesday, December 11th, 2024**

**Study Board of
Media Technology**

mtstudyboard@create.aau.dk
www.create.aau.dk

Chairman

Claus B. Madsen
Phone: +45 9940 8788
cbm@create.aau.dk

Secretary

Anne-Marie Rasmussen
Phone: +45 9940 8792
amr@create.aau.dk

Present members:

Claus B. Madsen, VIP AAL (CBM)
David Meredith, VIP AAL (DM)
Ali Adjorlu, VIP CPH (AA)
Lukas Gade Ravnsborg, MED8 CPH (LGR)
Mads Nyborg Jespersen, MED4 AAL (MNJ)

Secretary:

Anne-Marie Rasmussen (AMR)

Present observers:

Trine Dalgaard (TDAL), observer, secretary, Quality assurance
Markus Löchtefeld (ML), observer, Head of Studies

Absent:

Jesper Rindom Jensen, VIP AAL (JRJ)
Georgios Triantafyllidis, VIP CPH (GT)
Carlos Diaz, VIP CPH (CD)
Julius Ebenau Winther, MED8 CPH (JEW)
Joan Toribio Aquarales, SSD8 CPH (JTA)
Vanilla Riis Mortensen, MED4 AAL (VRM)
Nicolai Reinhold Schøler MED4 AAL (NRS)
Martin Tran Pham (MTP), observer, study counselor AAL
Sofie Julsgaard Nielsen (SJN), observer, study counselor CPH
Mathilde Maria Stanborough (MMS), observer, study counselor CPH

Agenda		Enclosure
1.	Approval of agenda and minutes from last meeting	2024-9-1
2.	Information from the Chairperson <ul style="list-style-type: none"> The last meeting in this period. Goodbye to members that will not continue in the study board Coordinator meetings Education meetings "Æbleskive event" AAL Study Board budget 	
3.	Information from the Vice Chairperson <ul style="list-style-type: none"> AAU election 2024 results 	2024-9-2
4.	Status on the action plan from meeting no. 2024.8	2024-9-3
5.	Study plan revision <ul style="list-style-type: none"> Artificial Intelligence Engineering, B.Eng Medialogy BSc. (enclosure) Medialogy MSc. Sound and Music Computing, MSc. Service System Design MSc. Lighting Design MSc. 	2024-9-4
6.	Self-evaluation action plan <ul style="list-style-type: none"> Artificial Intelligence Engineering, B.Eng Medialogy BSc. Medialogy MSc. Sound and Music Computing, MSc. Service System Design MSc. Lighting Design MSc. 	
7.	Minutes from semester group meeting minutes, Fall 2024	2024-9-5



8.	Semester Coordinator list, Spring 2025	2024-9-6
9.	"Datapakken" 2024	2024-9-7
10.	Quality status reports	2024-9-8
11.	Annual report: Censor Corps <ul style="list-style-type: none">"Diplomingeniøruddannelserne"	2024-9-9
13.	Any other business	
14.	Dispensations <ul style="list-style-type: none">Information from the study board secretariatCases (info via mail)	2024-9-10

1. Approval of agenda and minutes from the last meeting

Approval of agenda: Agenda approved.

Approval of minutes from the previous meeting: Minutes approved.

2. Information from the Chairperson

CBM thanked LGR for the great effort he has contributed with over the past two years as Vice Chairperson of the Study Board. Also, thanks to all other student representatives that will stop after this period. When the period ends, we will prepare diplomas for you all.

Action: AMR will prepare diplomas to the student members that will end after this period.

Coordinator meetings were held in both AAL and CPH this week. It was fine to have these two meetings physically. It is always good to feel the temperature both places. We somewhat lack to have the semester steering document that we had in old times. ML is working on a new document right now.

Education meetings were held last month. Basically, things are running well. Progression and scientific focus on the B.Sc. programs are often on the agenda. However, we do not have any critical issues right now.

In December 2024, the Study Board has participated and supported the event "Æbleskiver" in AAL for staff and students, and supported the Christmas party for the students in CPH.

Study Board budget. We have had 50.000 kr. to spend on student activities this year and we have spent kr. 40.000. We have supported the applications that we have received. We expect to have the same amount next year.

3. Information from the Vice Chairperson

AAU election 2024 results: New student representatives for the next period (2025) are now final. VRM is reelected, the rest are new. In the attachment it is shown what programs and semesters the students are following.



4. Status on the action plan from meeting no. 2024.8

Information from the Vice Chairman – alumnus for former Media Technology students

LGR will try to bring something more about this in the next meeting.

09.10.24: Not handled yet.

06.11.24: Not handled yet.

11.12.24: Not handled yet. **To be removed from the action plan.**

Evaluation of Study Activities, Spring 2024

CBM will talk to all coordinators about how much effort must be put into filling out the reports.

11.12.24: CBM addressed this at the coordinator meetings. **To be removed from the action plan.**

MED2A: CBM will have a dialogue with the coordinator about the PMA course and how this can be improved.

11.12.24: The Study Board noted that it is important with some interaction between the teachers in AAL and CPH. It was a new coordinator in AAL. We expect the course to be updated in the future. DM has also new intentions with this course. **To be removed from the action plan.**

MED4A: CBM will do a debriefing of the semester with coordinators, students and other relevant individuals to discuss learning outcome for next year. CBM takes initiative on this in good time for next semester.

11.12.24: Was handled at the coordinator meeting in AAL. MED4A will be a bit different next year than compared to 2024. JRJ is still part of this semester in 2025. **To be removed from the action plan.**

MED2C: CBM will contact the coordinator for details on the comments on the UX course and the comment on project supervision.

11.12.24: LGR will help with Python teaching in the Spring 2025 and DM has also been in contact with Sofia Dahl, teacher in CPH.

To be removed from the action plan.

MED6C: CBM will contact the coordinator to get more information on examination criteria for the mini projects.

11.12.24: Handled at the coordinator meetings especially extra focus on hand in dates is needed.

To be removed from the action plan.

MED8C: CBM will contact Head of Section and Head of Studies to inform them that the report was not handed in on time.

11.12.24: Not handled yet. **Remains in the action plan.**

LID8: There is a comment about challenges arising from an increase in students without a corresponding increase in teachers. CBM will discuss this with Head of Department

06.11.24: Not handled yet.

11.12.24: Has had "bemandingsmøde" and it looks fine for 2025. **To be removed from the action plan.**



Evaluation of Study Programs, Spring 2024

LID: Quality of supervision is reported poor by one respondent. CBM contacts the responsible behind the education and make them aware of this.

SMC: One respondent reports that the quality of supervision is low. CBM contacts the coordinator to make her aware of this.

SSD: Self-reported study load is very low. There seems to be a discrepancy between the "Uddannelseszooom" self-reported workload and the reported workload on this survey. CBM raises the issue with the Head of Studies

06.11.24: This will be part of a quality assurance meeting soon.

11.12.24: LID – has informed the group that one student gave this feedback. SMC: Working effort – is no longer a problem. SSD issues is handled. **To be removed from the action plan.**

Semester group meeting minutes, Fall 2024, SSD7 SGM1

The students were very disappointed, that the opening speech was only in Danish. Some Danish students also mention that the AI translation was not very good. ML will reflect on the language of the speech and communicate with the Pro-dean regarding this.

16.12.24: ML has contacted the pro dean for education. In the future she would expect it to be two speeches, one in Danish for new Bachelor students and one in English for new Master students. **To be removed from the action plan.**

5. Study plan revision

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. (enclosure)**
- **Medialogy MSc.**
- **Sound and Music Computing, MSc.**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

In this topic we should debate what the exam modality should be on the 4 courses in the BSc. Medialogy study plan. Both for AAL and CPH.

The coordinators and lecturers were asked if they can support this.

The Study Board (5 members) agreed.

After the meeting CBM has asked both JRJ and GT and they both agreed as well.

The Study Board secretariat will apply for the changes together with The Study Board of Electronic and IT (owns MED4 AAL course).

6. Self-evaluation action plan

- **Artificial Intelligence Engineering, B.Eng**
- **Medialogy BSc. and Medialogy, MSc. AAL**
- **Medialogy BSc. and Medialogy, MSc. CPH**
- **Sound and Music Computing, MSc. CPH**
- **Service System Design, MSc.**
- **Lighting Design, MSc.**

Nothing new.



7. Semester group meeting minutes, Fall 2024

AAL

DAKI1 SGM2: Nothing for the Study Board.

DAKI3 SGM2: Nothing for the Study Board.

DAKI3 SGM3: Nothing for the Study Board.

MED1A SGM2: Nothing for the Study Board.

MED3A SGM2: Nothing for the Study Board.

MED5A SGM2: Coherence between the project unit and the DIO course. It is an ongoing debate between the coordinator and students if the topics, in the course are relevant for the projects. Perhaps the separation from the project module will somewhat help. The coordinator is collaborating with the teachers during the semester about this issue. This relates to good communication about what we expect from the students.

And time spent on miniprojects and mandatory assignments groups vs. individually. Will talk about this under Any other business.

MED7A SGM2: Optimization of the cross-campus course *Real Time Computer Graphics*. On MED7A it is now a mandatory course as the other elective course was cancelled. Some of the teaching is handled from Copenhagen and it does not work well for the students.

We had a debate in the Study Board about this topic. How to teach the course online without "loosing" the students. One student found that it is a pity that the elective courses are limited. It narrows the possibilities for the students.

ML: The Medialogy Study Plan was made based on online teaching. A new Study Plan would look totally different, as it is very expensive to handle this. A way to handle this could be in the project work.

CBM: We need to accept the shared online courses otherwise they will disappear.

CPH:

MED1C SGM3: Nothing for the Study Board

MED5C SGM1: The students all support a suggestion that it would make much more sense not to have the Advance Human-Computer Interaction course on MED5. The students experience way too much overlap from earlier semesters. Instead, they would like a complete Perception course since it feels needed and applies to other semesters.

Action: CBM will contact the coordinators and teachers in both AAL and CPH to find out what academic focus should be on that semester. Is the Curricula appropriate? Needs focus before MED5 next year.



MED5C SGM2: Nothing for the Study Board

SMC7C SGM3: Consider the scheduling and content wishes for Medialogy MSc

Action: CBM will contact the coordinator to figure out what they would like the Study Board to help with.

SSD7 SGM3: Nothing for the Study Board.

8. Semester coordinator list, Spring 2025

The Spring coordinator list, Spring 2025 was approved by the members of the Study Board present at the meeting.

9. "Datapakken" 2024

The Study Board reviewed the data package, with particular focus on the data that exceed the threshold values (yellow and red indicators):

Dropout in the first year:

SMC and SSD are marked as red and MEDAAL KA is marked as yellow.

The Study Board notes that dropout rates for the first year related to "yellow/red" figures at the master's level are 1-3 students, so it is not considered a major problem. There are no systematic challenges to be identified from this dropout.

Dropout within the standard time plus 1 year:

MEDAAL BA, LID, and MEDAAL KA are marked as red.

The Study Board notes that MEDAAL BA has a 50% dropout rate within standard time + 1 year. Part of this is still due to Covid effects, but it is still a significant dropout. It is noted that the Study Board expects the dropout to be lower next year with the cohorts we have coming now. It is noted that there could be more focus on the dropout that occurs late in the study, as there are many wasted resources for the students and for the institution, when students drop out late.

LID, and MEDAAL KA.

The Study Board notes that the red figures at the master's level are related to 4 and 6 students respectively and is not considered a major problem.

Exceeding study time:

SMC is marked as red

Analysis at individual level has been done for the students that have exceeded the study time for SMC. This shows that delay is a result of different issues and there are no systematic issues to be identified. SMC is a program that is being phased out, and in this context, processes have been agreed upon to ensure student progress in the program.

It is also noted that the exceeded study time is low for MT in general.



Planned guidance hours:

SMC is red

Sound and Music Computing is marked as red. It is assessed that this is a registration error. The requisition system and the hour reporting system have been examined more closely, and more guidance hours have been requisitioned than the figures indicate. Consistency will be ensured in the next reporting, and otherwise, no further action should be taken.

Unemployment, 4.7. quarter

SMC, LID, MEDCPH KA, and SSD are red

It is expected that the unemployment figure will decrease next year, as we will see the effects of actions initiated after 2022, e.g. the effects of the employability ambassador and the career-VIP.

The Study Board discussed the figures for unemployment and pointed out that surplus unemployment in actual numbers is low. However, the Study Board notes that the indicator for unemployment is the most important of all and has the focus of the Ministry every year. It is noted that the unemployment for MED AAL is green, due to the initiation of many different activities. Similar initiatives should be done in Copenhagen. Unemployment figures are a continuous focus for the Study Board, and it should be discussed whether it could be a theme for the "education day".

10. Quality status reports

The Study Board reviewed the list of actions in the action plan and the status of their implementation.

Tasks from the action plan completed since the last quality status meeting (1.4.2024):

- 2.08: List over admission requirements LID has been revised
- 1.04: The students have been informed of who to contact regarding study related and personal problems on the study
- 6.06: Reduction of unemployment for MED AAL and MED CPH Implementation of action plan has commenced
- 6.08: Analysis of employment status on individual level – LID and SSD has been completed.

List of tasks in progress or in operation in the action plan:

1.03: Recruitment actions to optimize future employment possibilities for LID. Status: in progress. No comments from the Study Board.

1.04: Recruitment action for the bachelors' educations. Status: in operation. No comments from the Study Board

1.15: New concept for MSc study starts. Status: In progress. No comments from the Study Board



2.04: Low weekly self-reported workload from the students. Status: in progress. Comments from the Head of Study Board: the students now self-report through the national survey "Denmark's Studieundersøgelse". The results of this survey show that the weekly workload in the MT studies differs only slightly from the expected weekly workload. There will be a continued focus on the self-reported workload when the next survey is conducted.

2.21: Reduction in dropout. Status: in operation. No comments from the Study Board

4.03: Efforts to heighten response rate for surveys. Status: in progress. No comments from the Study Board

4.04: Social and professional activities across studies and semesters. Status: In operation. No comments from the Study Board

5.01: Monitoring of STUD/VIP ratio. Status: in operation. No comments from the Study Board

5.02: Education day. Status: In progress. No comments from the Study Board

6.12: Reduction of unemployment. Status: In Progress. No comments from the Study Board

The study board has no further comments regarding adjustments of the ongoing/planned actions or on the initiation of new actions.

11. Annual report: Censor Corps

"Diplomingeniøruddannelserne" – DAKI education – no comments.

12. Any other business

The department would like to arrange some events in 2025 with focus on teaching and has asked us to bring topics to this. We suggest some of the below ideas.

"Education Day" - 2025:

- Miniprojects and their role on the semesters (how can they be kept in the frame of 5 ECTS?)
- Employability – the teachers need to be more active. What does the students learn in the courses and the projects that can be referred to in a job interview?
- Group forming
- Relevance for the Industry (is it possible to be too academic?)
- 3D modelling
- IT-security

Action: CBM will bring the topics to the department. And he will investigate the different semesters if there is a need for some extraordinary topics in our Study Plans that could be debated at the "Education Day" in 2025 as well.



13. Dispensations

- **Information from the study board secretariat**

None.

- **Cases (one)**

We had one case. It was an application for an extra exam attempt in a Master thesis. It was decided to contact the supervisor to get a statement about the student and the project before the decision can be made.

Action: AMR will contact the supervisor for a statement regarding application for an extra exam attempt.



Actions:

Information from the Chairperson

AMR will prepare diplomas to the student members that will end after this period.

Evaluation of Study Activities, Spring 2024

MED8C: CBM will contact Head of Section and Head of Studies to inform them that the report was not handed in on time.

11.12.24: Not handled yet.

Semester group meeting minutes, Fall 2024

MED5C

CBM will contact the coordinators and teachers in both AAL and CPH to find out what academic focus should be on that semester. Is the Curricula appropriate? Needs focus before MED5 next year.

SMC7C:

CBM will contact the coordinator to figure out what they would like the Study Board to help with regarding the scheduling and the content of the Study Plan for Medialogy MSc.

Any other business

"Education day" 2025

CBM will bring the topics to the department. And he will investigate the different semesters if there is a need for some extraordinary topics in our Study Plans that could be debated at the "Education Day" in 2025 as well.

Dispensations:

AMR will contact the supervisor for a statement regarding application for an extra exam attempt.

Topics/actions to the next meeting agenda:

- Study plan revision and self-evaluation
- Dispensations (last topic in the agenda)
- Annual report: Computer Science censor corps - the report is still not available (17-12-2024)
- Student exchange agreements available for MTSB students
- Students time planning and miniproject structures