



Study Board for
Media Technology
mediatech@sict.aau.dk
www.sict.aau.dk

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

Secretaries
Annette Erichsen
Phone: +45 9940 7790
ane@create.aau.dk

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

Pia Vase
psv@create.aau.dk

Minutes from Media Technology Study Board Meeting 2019.4 Aalborg, Wednesday May 8, 2019

Present members:

Claus B. Madsen (CBM), Chair
Rodrigo Ordonez (RO)
Martin Kraus (MK)
Michelle Fly (MFL)
Stefan Nordborg Eriksen (SNE)

Secretaries:

Anne-Marie Rasmussen (AMR)
Annette Erichsen (ANE)
Pia S. Vase (PSV)

Present non-members:

Ingeborg Goll Rossau (IR), observer, study counselor
Marlene Geer Lomborg (MGL), observer, study counselor
Britta Jensen (BJ), observer

Absent:

Olga Timcenko (OT)
Christine Ingerslev (CI)
Sára Janáčková (SJ)
Jon Ram Bruun-Pedersen (JRBP), observer
Nis Ovesen (NOVE), observer
Alexander Sennefelder (AS), observer, study counselor
Elisabeth Sidenius Nordentoft (EN), observer, study counselor
Morten Falch (MF)

Agenda
1 Approval of agenda and minutes from last meeting
2 Information from the Chairman <ul style="list-style-type: none">Coordinator meetings in 2019
3 Information from the Vice chairman <ul style="list-style-type: none">Teacher of the year 2018-2019
4 Status on the action plan from meeting no. 2019.3
5 Study plan revision <ul style="list-style-type: none">Medialogy BSc.Medialogy MSc.Sound and Music Computing MSc.Service System Design MSc.Lighting Design MSc.
6 Self-evaluation action plan <ul style="list-style-type: none">Medialogy BSc.Medialogy MSc.Sound and Music Computing MSc.Service System Design MSc.Lighting Design MSc.
7 Semester group meeting minutes, spring 2019
8 Semester evaluation reports, fall 2018
9 Input to coming requisitions
10 Aspects of project supervision <ul style="list-style-type: none">Avoiding overly long analysis phasesGetting all students in the group to work on all aspects of the project
11 Any other business



1. Approval of the agenda and minutes

Approval of agenda:

Approved.

Approval of minutes:

RO had a comment to the minutes regarding understanding the text in topic 4: "Discussion about students' use of report material in scientific publications". MK: I advise my students to mark the report as confidential when uploading; this way it does not become publically available online. CBM states that NOVE is working on a document regarding copyright and plagiarism in report material. The minutes were approved.

2. Information from the Chairman

Coordinator meetings in 2019

CBM has arranged meetings with coordinators in May and December. Both in AAL and CPH. The plan is to inform the coming coordinators about news and general rules from the study board, and for the coordinators to be able to give feedback to the Study Board.

CBM would also like to have 1 or 2 meetings with students regarding semester evaluation reports. Expect to plan it fall 2019.

3. Information from the vice chairman

Teacher of the year process

SNE has prepared a document regarding how to communicate more broadly (to teachers and students) about the teacher of the year process after the process has run. The suggestion is to write a small document containing these elements: When were students notified? Number of nominations? Who was selected? Why? When was the award given? And finally a short evaluation of the process. We had a debate about the system and the ongoing process, and SNE's proposal for the document was approved. The AAL student representatives had a small meeting alone, where they debated the nominees. As CPH student representatives were absent, SNE will inform them by mail. A final selection will be handled by the student representatives before May 20, and SNE will inform CBM and send the document for communicating about the process.

Action: SNE will inform CBM about the elected teacher of the year, as well as the prepared document.

4. Status on the action plan from meeting no. 2019.3

Constitution of the study board

CBM will meet SNE and prepare him for the task.

May meeting: A small meeting has taken place. Main focus was to inform about study board work and study council work. **To be removed from the action plan.**

Teacher of the year process

SNE will send the announcement to AMR soon, so the students can nominate their candidates before deadline.

May meeting: It is handled. **To be removed from the action plan.**

Course / project grade statistics

CBM will prepare some text to a document that includes a reply related to revision of study plans. The study board requested some changes. CBM has received a document from Hendrik Knoche recently with the requested changes. We will look at it at the next meeting. **Remains in the action plan.**



AV productions – future hand ins:

CBM and AMR will find a student helper to start up this process.

April meeting: It has not been possible to find a solution yet. We had a debate about which solution we should focus on.

CBM and AMR will contact ITS and studieservice to find the platform.

May meeting: CBM will ask Jon about update from VBN. **Remains in the action plan.**

New examination rules 2019

CBM will figure out how to interpret the rules for the project exams (deadlines etc.) regarding individual exams in groups. CBM awaits an answer from the study council meeting.

May meeting: It is now possible to have an individual project exam despite the student is in a group. Deadline for application is 6 weeks before hand in.

Action: CBM will ask NOVE about a guide for this. **Remains in the action plan.**

Identification of students in risk of dropping out, March 2019

Under this topic we had a debate about study counselors being visible.

CBM will at the next coordinator meetings mention the study counselors.

CBM would like to meet the study counselors during this semester.

May meeting: The study counselors will participate in a secretariat meeting mid may. **To be removed from the action plan.**

Semester evaluation reports, fall 2018

CBM will draft conclusions for all available semester evaluation reports for approval at the next meeting. May meeting: It is handled. **To be removed from the action plan.**

5. Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc.**
- **Sound and Music Computing MSc.**
- **Service Systems Design MSc.**
- **Lighting Design MSc.**

All our study plans are in process. The SSD study plan draft has been made.

LID and SMC study plans will be handed in to the study board secretariat before June 1, 2019.

Medialogy study plans are in an ongoing process. NOVE will have to look at specialisation rules as soon as possible before the next step.

Topic for the next meeting: AMR will remember to add the topic in the agenda.

6. Self-evaluation action plan

- **Medialogy B.Sc. and Medialogy M.Sc.**
- **Sound and Music Computing M.Sc.**
- **Service Systems Design M.Sc.**
- **Lighting Design M.Sc. (encl.)**

There is no new to this topic. Major focus topics will be drop-out figures and employability.

Topic for the next meeting: AMR will remember to add the topic in the agenda.



7. Semester group meeting minutes, spring 2019

CPH:

LID8 SGM2: No comments

MED2C SGM2: No comments

MED6C SGM1: No comments

MED6C SGM2: Technologies and social Media – the minutes contain a comment regarding the teacher which is not presented in a proper way.

Action: CBM will contact the coordinator regarding quality check of the minutes.

Action: CBM will contact the study secretary and ask that the minutes are without annotations.

MED8C SGM1: No comments

SMC8C SGM1: No comments

SMC8C SGM2: ROD - many comments about the math level in the education. We had a debate about the technical level in the programs and students backgrounds.

SSD8 SGM1: No comments

SSD8 SGM2: No comments

ESB:

MED10E SGM1: No comments

MED10E SGM2: No comments

MED10E SGM3: No comments

AAL:

MED2A SGM2: No comments

MED2A SGM3: The students asks for more TA´s for PFI

Action: CBM will look into this matter.

MED4A SGM2: No comments

MED6A SGM2:

Action: CBM will contact the coordinator to hear if the minutes are quality checked.

MED6A SGM3: Study environment – a lot of noise in the building. Also mentioned in the evaluation report.

MED8A SGM2: No comments

MED10A SGM1: No comments

MED10 A SGM2: AVA lab was not available in a period with conference and stress testing, where students needed to test systems at the same time. We had a debate about new equipment.

Action: CBM will contact the coordinator to hear about buying equipment to the labs or potentially allow students to get access to Robotics Lab for VR testing purposes.

SMC10A SGM2: No comments



8. Semester evaluation reports, fall 2018

CBM had prepared comments for all semester evaluation reports (see the enclosure for the meeting: Notes regarding semester evaluation reports, fall 2018).

We had small debates about programming languages, harmonization both education and exam wise and exam planning.

Action: CBM will contact section leader regarding MED3A evaluation report.

Action: CBM will look into revision of the harmonization rules in general.

Action: CBM will look at critique regarding MPC and MLMT in MED7A.

Action: CBM will contact coordinator for MED9A regarding MID term seminar.

9. Input to upcoming requisitions

The Entrepreneurship course in MED9A will be taught at Computer Science fall 2019.

10. Aspects of project supervision

- **Avoiding overly long analysis phases**
- **Getting all students in the group to work on all aspects of the project**

We had a debate about the analysis phase – pros and cons for how much time groups spend on the initial analysis phase. The phase from the broader perspective to the concrete project is important to focus on. Students are fond of deadlines. It is important that the group knows about the resources including supervision. Project management is also important. Supervisors tend to be very different, but all kinds of types seems to be good. Regarding PBL it is important with a good analyse and it is important with an adjustment of expectations from the beginning of the semester.

Action: We will keep this topic in the next meeting as we lacked meeting participants from CPH.

11. Any other business

Nothing



Actions:

Status on the action plan from the last meeting:

Teacher of the year

SNE will inform CBM about the elected teacher of the year, as well as the prepared document – deadline May 20.

Course / project grade statistics

CBM will prepare some text to a document that includes a reply related to revision of study plans. The study board requested some changes. CBM has received a document from Hendrik Knoche recently with the requested changes. We will look at it at the next meeting.

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May meeting: CBM will ask Jon about update from VBN.

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CBM will figure out how to interpret the rules for the project exams (deadlines etc.) regarding individual exams in groups. CBM awaits an answer from the study council meeting.

May meeting: It is now possible to have an individual project exam despite the student is in a group. Deadline for application is 6 weeks before hand in. CBM will ask NOVE about a guide for this.

Semester group meeting minutes, spring 2019

MED6C SGM2: Technologies and social Media – comment regarding the teacher in a bad way.

CBM will contact the coordinator regarding quality check of the minutes.

CBM will contact the study secretary and ask that the minutes are without annotations.

MED2A SGM3: The students asks for TA´s to PFI

CBM will look into this matter.

MED6A SGM2:

CBM would like to contact the coordinator to hear if the minutes are quality checked.

MED10 A SGM2: AVA lab was not available in a period with conference and stress testing, where students needed to test systems at the same time. We had a debate about new equipment.

CBM will contact the coordinator to hear about buying equipment to the labs or potentially allow students to get access to Robotics Lab for VR testing purposes

Semester evaluation reports, fall 2018

CBM will contact section leader regarding MED3A evaluation report.

CBM will look into revision of the harmonization rules in general.

CBM will look at critique regarding MPC and MLMT in MED7A.

CBM will contact coordinator for MED9A regarding MID term seminar.



Topics/actions to the next meeting agenda:

Study plan revision

Self-evaluation action plan

Aspects of project supervision

- **Avoiding overly long analysis phases**
- **Getting all students in the group to work on all aspects of the project**