



Minutes from Media Technology Study Board Meeting 2020.2 Aalborg, Wednesday February 12, 2020

Present members:

Claus B. Madsen (CBM),
Jesper Rindom Jensen (JRJ)
Rodrigo Ordonez (RO)
Eva Triantafyllou (ET)
Olga Timcenko (OT)
Stefan Nordborg Eriksen (SNE)
Louise Dørr Nielsen (LDN)
Hamzah Ziadeh (HZ)
Victor Stan (VS)

Secretaries:

Annette Erichsen
Anne-Marie Rasmussen

Present non-members:

Ingeborg Goll Rossau (IR), observer, study counselor
Marlene Geer Lomborg (MGL), observer, study counselor
Maria Timis (MT), observer, study counselor

Absent:

Jon Ram Bruun-Pedersen (JRBP)
Nick Boe Elsborg (NBE)
Sára Janácková (SJ)
Nis Ovesen (NOVE), observer
Mikkel Gede Hansen (MGH), observer, study counselor
Pia S. Vase, secretary

Agenda
1. New study board <ul style="list-style-type: none">• Presentation round• Expectations to the study board by CBM• Constitution of the new study board (election of chairman and vice chairman) Information from the chairman <ul style="list-style-type: none">• Selection criteria for M.Sc. applicants
2 Approval of agenda and minutes from last meeting
3 Status on the action plan from meeting no. 2020.1
4 Budget for Study Board
5 Study plan revision <ul style="list-style-type: none">• Medialogy BSc.• Medialogy MSc.• Sound and Music Computing MSc., AAL• Sound and Music Computing, MSc., CPH• 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 First year drop out figures
8 Revised list of semester coordinators spring 2020



9 "Censorformandskabernes" annual report and news letter
10 Flipped classroom, MED4C 2019 by JRBP
11 Application for 4-person thesis group (continued from last meeting)
12 What requirements do we have for POWIAC hosts? Can it be another university, for example
13 Semester group meeting minutes (1 from fall 2019)
14 Any other business

1. New study board - Presentation round

We had a presentation round in both AAL and CPH.

Constitution of the new study board

CBM was elected as chairman

SNE was elected as vice chairman

Expectations to the study board by CBM

CBM informed about the expectations. We meet once a month (approx. 10 meetings per year). Two meetings will be held from CPH. Most of the meetings will be held at Wednesdays. The meetings starts mostly at 11.30 and ends at 15.00.

There will be a number of enclosures to the meetings. You can find them in the Moodle Intranet page that you are enrolled. It is fine, if you prepare for the meetings with focus on the topics that would be of most interest to you. Focus will be on quality assurance. We have a 6 year period for the self-evaluation action plan. Into that includes focus on semester evaluation reports twice a year and semester group meeting minutes during the semesters. We have the formal responsibility for the study plans under Media Technology and among other things we handle the dispensations. Another issue that we handle is the process "Teacher of the year". It is the vice chairman that has the responsibility for this task.

Information from the chairman

Selection criteria for M.Sc. applicants

Recently we had a mail from the Faculty, where we should give response with regards to the selection criteria for the coming M.Sc. applications. We have replied that we will continue with the same setup, as we have had for a number of years.

2. Approval of the agenda and minutes

Approval of agenda: Approved.

Approval of minutes: Approved.



3. Status on the action plan from meeting no. 2020.1

Information from the Chairman / Guidelines for non-disclosure agreements

CBM will contact the department to ask how this can be informed to both staff and students.

120220: 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.

040919: CBM will soon meet with NOVE to discuss status on all MTSB SEAPs, and this topic will also be addressed there.

131119: Not handled yet.

041219: Not handled yet.

090120: Not handled yet.

120220: Not handled yet.

Remains in the action plan.

Study environment, fall 2018 – spring 2019

SB chairman will address the bullets that requires focus.

Handled. **To be removed from the action plan.**

Semester group meeting minutes, fall 2019

MED7A SGM1 – General start up took too long time.

CBM will address this to head of studies.

090120: Not handled yet.

120220: Handled. **To be removed from the action plan.**

CBM will contact the coordinator and head of section regarding project proposals so we represent the different specializations.

090120: Not handled yet

120220: Handled at coordinator meetings. **To be removed from the action plan.**

MED3A SGM2 – study environment issues. Use the CAS app.

CBM will address this at the next coordinator meetings in December.

090120: Not handled yet.

120220: CBM has promoted the CAS app at meetings with the students. **To be removed from the action plan.**

LID7 SGM1 – Can a LID student be an observer at our SB meetings.

CBM will consider if it is possible.

090120: CBM – there is no formal reason that this cannot be possible.

090120: CBM will contact Ellen to find a student representative.

120220: CBM has been in contact with Ellen, and she will inform us about the student.

Remains in the action plan.

Self-evaluation action plan

• Medialogy B.Sc. and Medialogy M.Sc.

AMR will contact head of studies to hear if it is possible to incorporate the small competence profiles at aau webpages as well.

120220: AMR has informed the department staff that handles communication for students, that we have this request. **To be removed from the action plan.**



Where are MED graduates employed, by study counselor EN

CBM will figure out whether it is a study board matter or a departmental matter to ask Henrik Schønau Fog to arrange future meetings for MED5 students and the industry.
120220: Not handled yet. **Remains in the action plan.**

Teacher of the year process by SNE

CBM and NOVE can perhaps find out who can write on the screens in the building.
120220: Please contact the attendants in the buildings. **To be removed from the action plan.**

SNE will send out the material to the members before the next meeting.
120220: SNE has posted the material to the members since last meeting. The material is made in collaboration with study board student member SJ. It is a very nice graphical work. At the same time SNE has prepared a text for the students using Moodle.
AMR and SNE will have a meeting next week to start the process. **Remains in the action plan.**

4. Budget for the Study Board

CBM oriented that we do not have a budget in details. We will keep spending money on what we normally spend the money for. It could be conference fee for students participating in conferences, study environment etc. Students are welcome to apply for funding.

5. Study plan revision

- **Medialogy B.Sc. and Medialogy M.Sc.**
In the future we will see Medialogy B.Sc. and M.Sc. will be split up into two (AAL and CPH). We still expect to revise them this year.
- **Sound and Music Computing MSc. AAL**
IR: The study counselors in AAL get a lot of e-mails from potential students that would like to start the program here in AAL.
Is there a plan for this education? CBM: it is not settled yet. There might be a chance to have a cooperation with another program from another department in the future, but it is too early to say anything yet. However it is fine to know that you hear from potential students.
- **Sound and Music Computing MSc. CPH**
Nothing new.
- **Service System Design MSc.**
Nothing new.
- **Lighting Design MSc.**
Nothing new.

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.)**

We have had a self-evaluation meeting in January 2020. The minutes are attached. Our educations are all doing very well, except for two things: The drop out figures on 1st year of the bachelor in both CPH and AAL are too high and the unemployment figures after the students are graduated from the Medialogy and Lighting Design programmes are also too high.

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

7. First year drop out figures

This was handled slightly under topic 6. In addition it was also mentioned that the drop out figures will need focus every semester. It is an ongoing process to work with this and we expect the department will focus on new PR material, updated AAU webpages and also through the revision work, that will soon take place. We hope that we can have the 1st year students integrated in the Create building in the near future, but it is not settled yet.

8. Revised list of semester coordinators spring 2020

The study board approves the revised list. We had a debate about the time planning regarding coordination and semester planning. At ESN the coordinator, supervisors and teachers must have their material (project proposals, teaching material, literature etc.) ready 2 weeks before semester start.

Students would like to have the material as soon as possible. Project proposals would have been nice to have at least 1 week before semesterstart. Master thesis project proposals will probably be uploaded sooner next year. Project proposals for MEGA projects should also be ready 1-2 weeks before semesterstart.

ET: We have had focus on MEGA projects in CPH regarding 2nd semester projects.

Action: CBM will contact all semestercoordinators and hear how the process regarding semester start has been and maybe the possibility to incorporate the projects into MEGA projects.

9. "Censorformandskabernes" annual report and news letter

We have received the annual report and news letter from "Censorformandskaberne", regarding the ingeneering corps. CBM did not find new information here. The process assigning the censors will be modernized. They have discussed the grading scale and will try to combat the inflation of grades. We had a debate about how to interpret the grading scale.

10. Flipped classroom, MED4C 2019 by JRBP

A flipped classroom means no lectures, but more a discussion about the material that the students have had as homework. It requires more activity from the students. We have seen more negative feedback from the students previously, but the coordinators would like to try this setup again with focus on earlier expectations, mistakes and good reviews. OT felt that it went much



better in MED4C in the fall 2019. Hope to repeat it again next semester. It might be a good idea for the "strong" students that are fully prepared.

We had a debate about supervisors and match with students in different specializations.

11. Application for 4-person thesis group (continued from last meeting)

At the last meeting we opened up for this debate. There is normally a limit, that there can only be 3 students in the master thesis group. We have had a case, where 4 students would like to be in one group. Do we have any opinion, if we grant the dispensation in the study board secretariat? It would depend on the ambitions in the group and the problem formulation. There is also a cap regarding the examination time in a master thesis group with 4 persons. But it should be possible. CBM states three options:

- Always say no
- Always say yes, if the supervisor agrees
- Look at learning goals, project content, ask the supervisor etc.

It was decided, that the study board secretariat is allowed to say "yes", if the supervisor agrees. In "weird" cases the study board members will be asked electronically.

We expect that head of studies will change the group forming rules next year.

12. What requirements do we have for POWIAC hosts? Can it be another university for example?

We had a debate about the POWIAC hosts. At Electronic Systems they have students in POWIAC in research projects at AAU. It is important that the proper research project is there, and maybe if the student lack to pass one or two courses from 7th. Semester, it could make sense.

Other examples that could be less good, could be "basement companies" without CVR no. or museums that would like to have help to make an APP, but cannot be a future employer. We agree that there needs to be some kind of filtering on what is allowed. It has to be a potential future employer.

13. Semester group meeting minutes (1 from fall 2019)

LID7 SGM2 – it is obvious that the students are new in the AAU system, and they lack structure. No other comments.

14. Any other business

SNE would like to point out that the AAU system lacks to give communication regarding the MEGA projects.

CBM: Completely correct. The department will continue the work in the future, but implementation takes time, especially if it is given from the top.

SNE also mentions that we might have a task to integrate the first year students in the Create building. We have an international environment here but the coming 3rd semester students are enrolled in the Danish studyplan.



Actions:

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Revised list of semester coordinators spring 2020

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Topics/actions to the next meeting agenda:

- Study plan revision
- Self-evaluation action plan