Approved minutes of constituent meeting and 1/2016 in the Study Board of Languages and International Studies, 17. februar 2016, 1300-1530, room 2.026

Present: Ben Dorfman(BD), Kirsten Jæger(KJ), Ana Maria Macias(A-MM), Sara Elmiina Viitanen(SEV), Randi Kallestrup(RK), SIS Studievejleder(SS), Susanne Hald(SH)

Not present: Bent Boel(BB), Laura Bang Lindegaard(LBL), Robert C. Thomsen(RCT), Laura Høvring Møller(LHM)

Referent: Kirsten Jæger/Ben Dorfman

Agenda:

1. Welcome and presentation
2. Election of new chair of the study board(VIP) and næstformand(student)
3. Evaluation(Courses, semester and project) Fall 2015 (attachment)
4. Semesterbeskrivelser foråret 2016 (attachment)
5. Plagiarism and Complaints
6. Censorberetning Spanish (attachment)
7. Quotas
8. Study board’s nomination of head of the school
9. Orientation on the meeting with the faculty on January 7th.
10. Addendum

Ad 1 Welcome and presentation of the new members of the study board,
Members of the study board agreed that meetings from now on will take place in English.

Ad 2 Election of new chair of study board and næstformand
Ben Dorfman was elected as the new chair of the study board. The new næstformand will be Laura Høvring Møller. Randi Kallestrup agreed to function as a replacement for Laura in the spring. Laura will be taking over the position as ‘næstformand’ when she gets back in the fall.

Ad 3 Evaluation (Courses, semester and project) Fall 2015

Spanish:

Evaluations indicate that changes in the curriculum should be made

AMA noted the recurrent problem of overlapping classes in both the 3rd semester and the 5th semester. It is difficult for the teachers to make the courses sufficiently distinct from each other. The only solution is to change the curriculum. The deadline for handing in proposals of curriculum changes to the faculty is November 1st. The Spanish group will meet with Ben regarding changes in the curriculum.
RK was surprised that it was not reflected in the evaluations that many students in the Spanish program feel that too little teaching is offered. However, students may not be aware how much work they need to put into preparation for classes, for example reading. Information on how much time students are supposed to spend on reading etc. is available in Moodle (course descriptions). RK pointed out that the amount of teaching constitutes a quality issue.

The study board agreed on two lines of action to address the problem: 1) it should be made clearer to students how much time they need to use for preparation of classes 2) the issues will be discussed further in the “program group” (a subgroup under the study board consisting of SIS Spanish staff and a number of Spanish students).

AMA also addressed the issue mentioned in the evaluation that some student feel that it is difficult to improve their language skills if they are only offered one class a week. AMA explained that this was related to the fact that some students’ level of Spanish language competence is quite low in the first semester, which explains why especially these students experience the need for more language classes.

RK mentioned that it was important to pursue the ideas from the accreditation meeting in August, involving, for example, Skype meetings with Spanish-speaking students and other student-led activities. KJ responded that these ideas were included in the strategy plan of the study board.

**PBL course**

Both in the SIS Spanish evaluation and the LISE evaluation, it is clear that Danish students already have basic knowledge of and a certain experience with PBL, acquired in high school. This means that some of the students will experience the content of the PBL courses as a repetition of what they already know. It was discussed whether the purpose of the course is to expand students’ knowledge of PBL or develop a common point of departure? We agreed that the purpose of PBL courses is to ensure basic competencies in the area for all students, meaning that students should not expect course content that is entirely different from what is taught in Danish high school. Furthermore, SV emphasized that international students find the introduction to basic PBL principles helpful.

**LISE:**

The evaluations show that it can be difficult for teachers to find a balance between student presentations and time for discussions. The problem will be solved in the future by way of the new curriculum, in which the discussions are replaced by portfolios and active participation in class.

There was a short discussion of evaluation forms; various forms of evaluation can be added but we cannot avoid the Survey Exact-based evaluations. NH emphasized that it is a serious problem when students feel that their supervisors are too busy to take of their problems. The problem might be larger than is reflected in the evaluation surveys. Supervisors could be better at communicating when there are extraordinarily busy periods. More group supervision could be part of the solution. To be discussed in small groups.

**Ad 4 Semester descriptions**

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**Ad 5 Plagiarism and Complaints**

We see some plagiarism cases each semester. For the time being, one is being handled by the Rector’s office. Less serious cases are handled by the chair of the study board. In 2015, we had only one exam complaint (which was rejected).

**Ad 6 Censorberetning Spanish**

The beretning opened a discussion about the less than satisfying availability of the Spanish censors. The censors are not available to the extent that we need them in the program. The study board needs to inform the faculty about this.
Censors should be given a copy of the course descriptions of the courses relevant for the exam they are censoring.

**Ad 7 Quotas**
The study board decided to keep the distribution of quotas that we already came:

- LISE: Kvote 1: 60%, kvote 2: 35% and kvote 3 (foreign students): 5%.
- Spanish: Kvote 1: 90% and kvote 2: 10%

**Ad 8 Study board’s nomination of head of the school**
The study board recommends the nomination of Robert Thomsen as a school leader.

**Ad 9 Orientation on the meeting with the faculty**
KJ informed about the meeting with the faculty of the humanities on January 7th. The faculty supported the SIS strategy plan, apart from an initiative to encourage more self-directed language training in the SIS Spanish program that would have involved curriculum changes.

**Ad 10 Addendum**
Åbent Hus March 2nd. Nikoline Juhl Pedersen will be helping and represent SIS Spanish.

The study board has agreed to reimburse NH for expenses to candy for prospective students.

Many students fail their exams; Ben will handle the petitions for fourth attempt.

BD informed about the nomination of a candidate for the ‘teacher of the year’ (to the students in the study board). The announcement should be put in Moodle.

AMA informed about two workshops/Guest lectures, one in Spanish; one in English, on April 4th.

NH mentioned that the electives orientation meeting had not been announced to SIS Spanish students. We will invite the Spanish students to this orientation in the future.

Spanish students must be invited to Introduction to elective courses on 5th semester by our coordinators.