Approved minutes 5/2016 in the Study Board of Languages and International Studies, November 23, at 12:30-14.30

Present: Kirsten Jæger(KJ), Sara Elmiina Viitanen(SEV), Laura Høvring Møller(LHM), SIS Studievejledere Anita Toft Jepsen & Trine Degn Preuss, Robert C. Thomsen(RCT), Inga Ernst Andersen(IEA), Oscar García(OG)
(Isa Bakkegaard and Julie Larsen attended the meeting under point 3)

Not present: Randi Kallestrup(RK), Laura Bang Lindegaard(LBL), Bent Boel(BB)

Referent: ATJ, IEA, KJ

Agenda

1. Approval of agenda and minutes 4/2016 (attached)
2. RUS camp
3. Report on students’ uncompleted exams Trafiklysrapport, per October 1, 2016
4. Planning of the spring semester 2017 (SIS Spanish and LISE, semester plans will follow shortly)
5. Curriculum changes, suggested by 5th semester students:
   a. More electives, electives in the 5th semester.
   b. Earlier introduction to case study method
6. Orientation:
   Guest lectures November 8 and November 18
   Uddannelseszoom: frist for indberetning til timetalssystemet December 1.
7. Other issues

1. Approval of agenda and minutes 4/2016

   Agenda and minutes were approved

2. RUS camp

   Previously, the teachers and the program administration had presented their concerns re the RUS camp in its present form. In 2016 the RUS camp was cancelled and replaced by other activities. This was criticized by many students, and the issue was brought up in a study board meeting (meeting
3/2016, date September 14, 2016. It was agreed that the current RUS coordinators (JL & IB) should present a revised model for RUS activities. JL and IB presented a proposal for a new form of RUS camp. At the new RUS camp, focus will be on introduction to various aspects of being a university student, including information on academic issues and student politics. Activities involving alcohol should be limited to one evening. In order to ensure the quality of the academic content, the student counselors should be involved. Furthermore, relevant student organizations, such as Connect intl. should be invited.

Because of the event’s focus on academic and student political issues and issues of social and academic inclusion of all students, it was decided that the event should be referred to as a “RUS seminar”. One or two RUS coordinators should be found relatively early in the spring semester (allowing the study board to approve the program).

3. Report on students’ uncompleted exams Trafiklysrapport, per October 1, 2016
Fewer students than previously turn up as ‘red’ and ‘yellow’ in the report (both for LISE and SIS Spanish). The program administration is familiar with all cases and is/has been in contact with the students. Examples of reasons for the delays are serious plagiarism cases, resulting in the students being temporarily expelled (3 students), sickness, or maternity leave (3 students).

4. Planning of the spring semester 2017
Due to some form of misunderstanding between OG and KJ, OG raised the question of responsibility for the planning of teaching. OG would prefer a model where the coordinator takes the initiative and asks teachers to teach the different courses and prepares a preliminary plan. It was clarified that this is in fact the role of the coordinator. However, the chair of the study board needs to be involved in order to be able to report detailed information on decisions about teaching and supervision to the school and the department.

Furthermore it was clarified that a course on oral communication will be taught in the SIS Spanish program. The exam is taken as a part of the Bachelor project exam.

The planning of the 2nd semester in the LISE program is influenced by the fact that LBL will be on maternity leave in the spring. External lecturer Bjarke Zinck Winther will cover LBL’s teaching and supervision. Paul McIlvenny will cover some of LBL’s administration duties.

Teaching in the course Qualitative and Quantitative Methods will be done by a partly new team of teachers. The teachers should be encouraged to revise the exam format as the exam caused a lot of confusion among the students in the spring of 2016. The study aboard agreed that it might be a good idea to return to a more ‘orthodox’ interpretation of the exam format recommended in the curriculum.

In relation to the Regional studies-course on 6th semester LISE: An overall theory should be presented before all regions are presented. It may be a good idea to introduce the students with the Arctic Studies already in the 3rd semester.

The 4th semester coordinator should communicate the concerns re the exam format of the Qualitative and Quantitative course to the teachers and make sure that a good exam format is found.
The 6\textsuperscript{th} semester coordinator should communicate to the Regional studies teachers that the overall theory should be presented in the first part of the course.

5. **Curriculum changes**

   It is important that students have the opportunity to suggest curriculum changes, and that these suggestions are considered as part of the continuing revision of the curriculum. In order for such changes to be registered, they will be accounted for in the minutes of meetings of the study board. The minutes will then be consulted when the next ‘round’ of revisions takes place. LHM argued that students should be made aware that they can influence the curriculum. KJ presented two changes to the curriculum suggested by LISE 5\textsuperscript{th} semester students:

   a. Many LISE 5\textsuperscript{th} semester students would like the program to offer more electives (in the sense of freeing more ECTS for electives) and preferably offer electives both in the 5\textsuperscript{th} and 6\textsuperscript{th} semester. It will also be necessary to revise the electives that the LISE program offers. Maybe the program should offer a new set of electives.

   b. Some students would like to have an introduction to the case study method relatively early in the program. We agreed to include it as part of the teaching in PBL.

On behalf of the LISE 1\textsuperscript{st} semester students, LHM asked for a clarification of the rules re number of characters. Especially, the 1\textsuperscript{st} semester students have been concerned over the consequences of exceeding the number of characters. Rules for what to include in the counting of characters is specified in all curricula as part of the ‘Generelle prøvebestemmelser’. RCT states that the study board should decide what to do about cases where the limit of characters has been exceeded but recommends that the study board does not allow students to exceed the limit.

6. **Orientation**

   Guest lectures November 8 and November 18:

   They were well attended and the material was well-targeted to the students.

   Uddannelseszoom: Frist for indberetning til timetalssystemet December 1:

   - The hours each student is offered had to be reported.
   - Another procedure for calculating hours has been initiated

7. **Other issues**

   - Laura and Sara would like to be re-elected as members of the study board
   - OG suggested that the SIS-day should be revived
   - KJ has tried to institute a ‘cancellation policy’ due to the many cancellations and rescheduling of classes in the 5\textsuperscript{th} semester. The idea was that the rescheduling of a cancelled class should be announced a week ahead of the class. However, the involved teachers argued against this policy, and a good solution has not been found yet. The problem is first and foremost to announce rescheduled classes as early as possible in order to enable students to rearrange their own personal schedules.