



AALBORG UNIVERSITY
DENMARK

Approved minutes of meeting 2/2017 in the Study Board of Languages and International Studies, April 26, 2017 – 12.30-15.00

Study Board of Languages and International Studies
Kroghstræde 1,
DK- 9220 Aalborg East

Study Board Secretary
Inga Ernst Andersen
Phone: +45 9940 9190
E-mail: inga@cgs.aau.dk

Present: Ben Dorfman (BD), Kirsten Jæger(KJ), Bent Boel (BB), Sara Elmiina Viitanen(SEV), Laura Høvring Møller(LHM), Camilla Søndergaard (CS), SIS Studievejledere Nanna Søndergaard Holt (NSH) & Trine Degn Preuss, Susanne Hald (SH), Liza Pank (LP), Robert Thomsen (RT)

Not present: Oscar Garcia (OG), Inga Ernst Andersen(IEA), Ana Maria Macias (AMM), Thomas Bavnsgaard Jensen (TBJ)

Referent: NSH, IEA, BD

- 1) Approval of Agenda
- 2) Presentation by Trine Østergaard Nielsen, Study Abroad Office; Establishing New Exchange Agreements
- 3) Semester Plans (BD)
- 4) Status on Teaching Coverage in SIS Spanish (BD)
- 5) Overview of Education Report(s) (Uddannelsesberetning), plus Discussion of Admission Procedures (Summary of Meeting with Vice-Dean) (BD)
- 6) Norm for 3rd Attempts on Projects (BD)
- 7) Status on SIS Spanish Curriculum Revisions (BD)
- 8) Proposed Curriculum Revisions (LISE) (BD)
- 9) Censor Report 2016, LISE (BD)
- 10) Discussion of Duties of Study Board – Input Requested from Rector's Office (BD)
- 11) Addenda

1) Agenda approved by the study board

2) Presentation by Trine Østergaard Nielsen, Study Abroad Office; Establishing New Exchange Agreements

Officers from the Study Abroad Office were invited to discuss the possibility of new exchange agreements – as primarily LISE, but also IS Spanish, could use more exchange possibilities.

Salient points from the discussion:

1. The Study Abroad Office, as well as students, need to be made aware that study abroad is a possibility in LISE in semesters 3, 4 or 5 – not only 4th sem. (IS Spanish students are limited to 4th sem.)
2. LISE students are *not* solely focused on Anglo-American worlds in the study program. The program is in fact focused on *International* studies, wherein English is understood a lingua franca to comprehend the global environment. Therein, the program encourages study abroad to all global areas
3. It was nonetheless noted by student representatives as well as the Study Abroad Office that destinations in the UK and U.S. remain the most sought after by LISE students
4. There are ranges of potential agreements that might be made: through Erasmus, bilateral agreements and also potentially Nordlys agreements; it is at the Study Board's initiative, however, that more agreements will be made. Typically, agreements will encompass 1-2 students
5. It can be expected to take a year to establish new agreements

It is noted that International Office holds an information meeting each fall semester. However, as it often takes a year for students to get all Study Abroad arrangements into place, the Study Board need encourage students to engage this as quickly as possible. Moreover, the International Office encourages faculty members to remind students that they must have teaching equivalent to 30 ECTS – wherein it can be better get 40 ECTS approved as to avoid complications in case particular classes wind-up not being on offer abroad.

3) Semester Plans (Coordinators & BD)

There were continued gaps in the semester plan, wherein it was suggested it be addressed either per mail or in the next meeting of the study board. This plan was approved.

4) Status on Teaching Coverage in SIS Spanish (BD)

The Chairman of the Study Board expressed concern for ability to properly cover teaching within the IS Spanish education, as there were problems finding sufficient staff. That issues would be addressed with the School and the Department.

5) Overview of Education Report(s) (Uddannelsesberetning), plus Discussion of Admission Procedures (Summary of Meeting with Vice-Dean) (BD)

The Education Report (Uddannelsesberetning) was discussed in terms of overall issues regarding the quality of the education in terms of key indicators.

Re. Dropout Rates

Regarding LISE, the teaching faculty and faculty office are in agreement that pursuing the use of a letter of intent as part of the admissions process is at this point the best approach to reducing drop-outs. I.e., as many hours and as much effort as possible are being put into first semester students, and the curriculum has been made as sharp as possible – in addition to administrative procedure having been normalized and regulated. Therein, the clear hope is that a student body with greater ability to articulate why precisely it has chosen LISE will result in a generally more motivated atmosphere among the students – and that it is incumbent on the study program and university administration to attempt to find the most motivated students among the program's roughly 400 applicants (all rules regarding admissions procedure acknowledged).

Regarding IS Spanish, there is also clear acknowledgment of issues with drop-out rates in that regard. BD, along with the Spanish coordinator, will explore the possibility of a meeting with the Vice Dean for Education at the faculty to see if strategies used for LISE might also be appropriate for IS Spanish.

Re. Pass Productivity

Pass productivity in both LISE and IS Spanish was deemed to be at a high level.

RT noted that disenrollment as a result of non-appearance needs to be noted and submitted to the Study Service Office as soon as possible. After September 15, they will be counted in in the dropout rates. Meeting this date will help the Study Board *not* have those students counted in drop-out rate assessments.

6) Norm for 3rd Attempts on Projects (BD)

There had been recent discussion within the study of how to handle potential supervision regarding third attempts on projects. The Study Board's decision and rationale is as follows:

Third attempt students will be granted supervision on projects at a margin of -2.5 hours in relation to regular supervision norms. This is based on the idea that first and second exam attempts are built into the initial number of supervision hours allocated students, and that second exam attempt happen relatively quickly on the heels of the first. Third attempt students are asked to retake all relevant courses and begin projects from scratch. This justifies supervision – however, with a subtraction of hours based on the idea that a potential

fourth exam attempt is *not* included in attempt three (whereas two attempts are thought into the supervision allotted in attempt one).

7) Status on SIS Spanish Curriculum Revisions (BD)

BD noted that work is ongoing in collaboration with the Spanish coordinator and faculty regarding curriculum revisions. Much concerns achieving clarity and distinction between modules.

8) Curriculum Revisions (LISE)

Based on education and semester reviews, as well as faculty evaluation of the disciplinary needs of the education, the Study Board approves the following curriculum revisions to be implemented for Fall 2018:

The module 'Methods in Qualitative and Quantitative Research' (4th sem.; 5 ECTS) will be turned into an 5th sem. elective and will only concern only *quantitative methods*

A module in World Religions will be obligatory on the 5th sem. (5 ECTS)

The number of elective ECTS will be increased from 10 to 15

5th Sem. Electives Will Be:

Introduction to Quantitative Methods

Introduction to Business Studies (currently placed on 6th semester)

Introduction to international Human Rights

BD will look into IS Spanish students being able to take all electives from the LISE curriculum.

9) Censor Report 2016, LISE (BD)

It is noted that the Censor Corps expressed concern with grade levels standing unduly high, as well as whether or not students' English levels are appropriately high. BD will participate in a meeting with the Censor Corps to address these concerns on May 15. There are questions as to how many of these concerns address LISE or the program Culture, Communication and Globalization, which shares the same Censor Corps. That regards especially language teaching – a prominent part of the early semester of LISE.

It is also noted that there is a continuing need to take advantage of the demand to switch-out 25% of the Censor Corps such that areas regarding especially international political and social issues have proper censor coverage.

10) Discussion of Duties of Study Board – Input Requested from Rector’s Office (BD)

The Study Board was satisfied with the description of Board of Studies duties as currently laid-out in the relevant documents sent by the Rector’s Office (input to possible revisions had been requested from the Rector’s Office).

11) Addenda

The student counselor of LISE will be hosting a polish high school class in May, with help from student counselor of IS Spanish.

Problems were noted concerning the Research Topic Study modules, 6th sem. Students have been using them a free study spaces instead of opportunities to work closely with an individual faculty member’s research, or the activities of a research group. Clearer formulation is needed in the curriculum, and there a screening process for entry into the module needs to be established.

It was also noted that many – many – LISE students are having significant success gaining access to prestigious international MA programs. The need for awareness of this phenomena was discussed, as was the communication of those experiences to current LISE students. It was also considered that there need be a noticeably better mode of keeping track of LISE alumni – Facebook or LinkedIn networks were noted as possibilities.