



**AALBORG UNIVERSITY**  
DENMARK

**Study Board ArT & Technology**

Rendsburggade 14, 9000 Aalborg,  
Denmark

Contact person: Anne Nielsen

Phone: +45 9940 9919

E-mail: amn@hum.aau.dk

Date: 03.03.2016

Case No.: Paste the file number

**ArT Study Board – meeting–, February 24, 2016 at 13.00-16.00.**

**Rendsburggade 14 room 5.237**

**Minutes**

| <i>Members</i>                                |              | <i>Present</i> | <i>Apologies</i> | <i>Not met</i> |
|---|--------------|----------------|------------------|----------------|
| <i>Ann Morrison</i>                           | <i>AM</i>    |                | X                |                |
| <i>Betty Li Meldgaard</i>                     | <i>BLM</i>   | X              |                  |                |
| <i>Morten Søndergaard</i>                     | <i>MS</i>    | X              |                  |                |
| <i>Palle Dahlstedt</i>                        | <i>PD</i>    | X              |                  |                |
|   |              |                |                  |                |
| <i>Preya Ravichandran</i>                     | <i>PR</i>    | X              |                  |                |
| <i>Rebekka Kolding Borum</i>                  | <i>RKB</i>   | X              |                  |                |
| <i>Signe Aagaard Håggqvist</i>                | <i>SA</i>    | X              |                  |                |
| <i>Signe Smedegaard Frederiksen</i>           | <i>SSF</i>   | X              |                  |                |
|   |              |                |                  |                |
| <i>Malthe Roed Jensen (student counselor)</i> | <i>MRJ</i>   |                | X                |                |
| <i>Falk Heinrich (CAT-school)</i>             | <i>FH</i>    | X              |                  |                |
| <i>Winnie Ritterbusch (CAT-school)</i>        | <i>WR</i>    | X              |                  |                |
| <i>Minutes Taker:</i>                         |              |                |                  |                |
| <i>Anne Nielsen</i>                           | <i>AN</i>    |                | X                |                |
| <i>Invited:</i>                               |              |                |                  |                |
| <i>Hanne Dauer Keller (Pro-Dean HUM-FAC)</i>  | <i>HDK</i>   | X              |                  |                |
| <i>Start of meeting:</i>                      | <i>13.00</i> |                |                  |                |
| <i>End of meeting:</i>                        | <i>16.45</i> |                |                  |                |

**Next meetings:**

**ArT Study Board**

06.04.2016, 12.30-16.00

**ArT Advisory Board**

01.12.2016, 14.00-18.00



| Item. | Subject:x   |
|-------|---|
| 1.    | <b>Approval of Agenda</b>   |
|       | Agenda was approved   |
| 2.    | <b>Approval of Minutes 27.01.2016 (Attached)</b>  |
|       | The Minutes has been approved by e-mail.  |
| 3.    | <p><b>Orientation from the pro-dean.</b> The reason for not accepting Betty as head of Study board is Betty's time-based contract, cf. lack of stability.</p> <p>Process of reorganization till October: the study board should work with that date in order to foresee and organize the fall semester prior to the shift.</p> <p>Some discussion on the re-configuration process: merging cultures, securing an <u>international</u> master level for ArT students, organisational issues and reason,</p> <p>Distribution of duties and hours:</p> <ul style="list-style-type: none"><li>• meeting (lead, call, agenda), representation (rector, faculty, CAT studieråd) → Head of Study-board – PD.</li><li>• budget<ul style="list-style-type: none"><li>○ money: PD, FH and AN</li><li>○ requisition: MS</li></ul></li><li>• Evaluation: AM (assuring deadlines, SN decisions are implemented)</li><li>• Action plan: item 1 teachers meeting on artistic evaluation PD. 18.8;<ul style="list-style-type: none"><li>○ other points: FH and PD go through and appoint responsible persons</li></ul></li><li>• complaints:</li><li>• drop out (traffic light system): (few cases: AN and Students Supervisor prepares a plan, mandatory meeting for the student in question) → study board</li><li>• dispensation/merits → ANand ArT-SN</li><li>• PR/ website: PD discusses with Ståle Stenslie (SS).</li><li>• The ProDean invites the Studyboard for a course in StudyBoard tasks –run by the Faculty</li></ul> |
| 4.    | <b>News:</b>  |
|       | <b>Head of Study</b>  |
|       | Nothing   |
|       | <b>Relate:</b>  |
|       | EAJ, PD, FH and (SS) are going to a conference "ArT In context".  |
|       | <b>Students (SAH):</b>  |
|       | <p>The Students are frustrated because there are still challenges with the "physical" Lab situation. The Department is now in charge of the Labs (no longer ITS).</p> <p>The Lab assistant (Thomas Christensen (TC)) has been offered a position 30 hours pr. week as of March 1<sup>st</sup> and he has accepted this position.</p> <p>The intention is to fuse the media Lab function and the Lab function – in order to build up the Departments common labs. The ArT lab equipment is moved to a new location and need to be unpacked. The location of the new Lab is not yet decided. The Lab is stored in "the Dead Room" entrance from the outside passage.</p> <p>Projectors and Loud speakers are lent out from the Media Lab (Thomas Busk (TB)) – and he also has</p>   |



|           |  |
|-----------|--|
|           | <p>the key for the storage room.</p> <p>TC has to get started with the storage room.</p> <p>BLM suggests compiling a list for each semester (acute list) with needed materials – for TC to work according to: (student representatives, SA, SSF and PR - Compile and send to TC.</p> <p>The students points out that they have a need to borrow the equipment for more than one week. (exhibition) – FH will talk to TC and TC about long term loans.</p> <p>Regarding the FabLab/Wet Lab and Spray cabine (paid by ArT).</p> <p>BLM discovered that Architecture and Design use the Fab Lab/Wet Lab to storage furniture. The janitors found out who filled the labs.</p> <p>FH: There is an agreement with A&amp;D that they can use the fab Lab/Wet Lab /Spray Cabine, in exchange for the use of their wood labs - ... this situation still needs to be handled from the top management. FH will contact the heads of the departments.</p> <p><b>Media Arts Cultures:</b></p> <p>The Students have been here for 14 days. The collaboration with ArT will start with the Chris Salter presentation this week. The ArT Social Committee has agreed to set up a bar at three on Wednesday. The Media AC group is going to Copenhagen for two weeks in the beginning of March. (Ken Rinaldo, and Laura Beloff). After Easter there is a possibility for interaction between Media AC/ArT.</p> |
|           | <p>2<sup>nd</sup> of March there is Åbent Hus at KS3</p>   |
|           | <p><b>CAT-School (FH WRB)</b></p>  |
|           | <ul style="list-style-type: none"><li>• The KDM re-accreditation application deadline is on Friday</li><li>• New project regarding the CopyDan</li></ul>   |
| <b>5.</b> | <p><b>Collaboration with Aalborg Kommune – Contact Person ArT</b></p>  |
|           | <p>There is a need to find a contact person from the ArT studyBoard.</p> <p>Technical Department in Aalborg Kommune regarding the “while we are waiting”</p> <p>Desire to collaborate with the ArT Study Board. BLM suggests inviting the contact to a Study Board Meeting. Followed up on regular meetings. PD suggests that BLM is the contact person to the commune.</p> <p>It is decided to delegate the contact to BLM and that she will invite the Aalborg Kommune for the next Stud Board meeting.</p>  |
| <b>6.</b> | <p><b>Educational evaluation BA2015</b></p>  |
|           | <p>Postponed for next meeting</p>  |
| <b>7.</b> | <p><b>RUS-arrangement Fall 2016</b></p>  |
|           | <p>SA is guessing that SS has suggested that the RUS trip is replaced with a visit to Bente Nordheim. From Friday to Sunday. The RUS coordinators are responsible for planning. PD will talk to SS about the suggestion, potential dates/days and (first or second weekend in September). If this is a reel option this will be included in the instructions for the RUS trip.</p> <p>Otherwise the visit is still a good possibility for a day-trip.</p> <p>Put on the agenda for next meeting</p>  |
| <b>8.</b> | <p><b>General about semesters</b></p> <ul style="list-style-type: none"><li>- <b>how to get a supervisor – BA-project</b></li><li>- <b>other practical about ArT</b></li></ul>   |
|           | <ul style="list-style-type: none"><li>• Regarding how to get a supervisor: The coordinator makes the initial assignment. The proposal is</li></ul>   |



|            |  |
|------------|--|
|            | <p>sent to the Study Board for approval – this has already been decided.</p> <ul style="list-style-type: none"><li>Regarding the students experience with differences in grading – the students are uncertain about how to prepare for the examination. Feedback in relation to the examination (differences) Also an external censor has pointed out that there are big differences in the approaches to the examination between the supervisors. The students experience differences in requirements from supervisors (research areas).</li><li>This could be a topic for at teachers' seminar.</li></ul> <p>SA will collect data for the topic and the Study Board will decide how to frame the discussion.</p> |
| <b>9.</b>  | <b>Photoshop and Layout skills</b>   |
|            | <p>4<sup>th</sup> semester has to design a poster and need the Photoshop skills.<br/>The Study Board accepts the plan proposed by email<br/>Overall it should be discussed how the skills should be integrated into the study (teachers meeting).<br/>The Study Board decides that the Photoshop course payment is to be deducted from the semester fund (6.000)</p>   |
| <b>10.</b> | <b>Budget 2016.</b>  |
|            | <b>Studieenhedsbevilling</b>   |
|            | <p>There is a minimum of 6000 DKK for each semester. If possible the amount should increase to 10.000.<br/>The rest of the budget needs further investigation in collaboration with AN</p>   |
| <b>11,</b> | <b>Requisitions Fall 2016.(Budget attached)</b>  |
|            | <p>MS has been delegated the proposal for requisitions regarding ArT. He will propose the plan for the semester taking into consideration the evaluations and continuity in the staff. The teachers will respond/give feedback to the suggestion. MS will work together with Anne in this process.<br/>The head of the Department is the responsible in case of conflicts of interest or lack/surplus of hours.<br/>The Head of the Department will inform the Head of knowledge groups.</p>   |
| <b>12,</b> | <b>Semester coordinators Fall 2016.</b>  |
|            | <p>1<sup>st</sup> sem.:<br/>3<sup>rd</sup> sem.:<br/>5<sup>th</sup> sem.:<br/>Postponed till next meeting</p>  |
| <b>13,</b> | <b>Items for next meeting.</b>   |
|            | <p>Hours for Study Board Work<br/>Educational evaluation BA2015<br/>RUS-arrangement Fall 2016<br/>Studieenhedsbevilling<br/>Requisitions Fall 2016.<br/>Semester coordinators Fall 2016.</p>   |
| <b>14,</b> | <b>Any further Business.</b>   |
|            | <p>Solo writers: if you choose to work alone you only have 10 hours.<br/>New norms may be proposed for the fall semester.<br/>BLM suggests that the 7 hours are pooled for soloists on the 6<sup>th</sup> semester.</p>  |



A proposal for the new division of supervision hours will be suggested by BLM. Still “push” for group formation.

Dispensation:

RBK suggests that she will talk with AN on this topic. If a Study Board decision is needed, it will be done through mail.

Game Scope: in Aalborg in August want to collaborate with students. Has to be on individual basis.

Contact person: Stine Lund

Suggestion of meeting days in 2016.

06.04 – 04.05 – 08.06 – 17.08 – 31.08 – 05.10 – 09.11 – 14.12 – 11.01.17 and 30.01.17.

Agreed to keep the dates

Next meeting 6.04.16 12.30-16.00