



AALBORG UNIVERSITY
DENMARK

Study Board ArT & Technology
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Denmark

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MINUTES
Extraordinaire ArT Study Board – meeting
April 12, 2013 at 11.00-12.00

Date: 25-04-2013 / Case No.: / AMN

| <i>Members</i> | | Present | Apologies | Not met |
|-------------------------------|------------------------|----------------------|------------------|----------------|
| Ann Morrison | AM | X | | |
| Morten Søndergaard | MS | X | | |
| Line M. B. Jespersen | LMBJ | X | | |
| Betty Li Meldgaard | BLM | X | | |
| Stine Lund (student chairman) | SL | | X | |
| Freja Berger Petersen | FBP | X | | |
| Morten Nielsen | MN | X | | |
| Nanna Maria Kofod Schmidt | NMS | X | | |
| <i>Referent:</i> | | | | |
| Anne Nielsen | AN | X | | |
| <i>Start of meeting:</i> | 11.00 | | | |
| <i>End of meeting:</i> | 12.00 | | | |
| <i>Next meeting:</i> | <i>ArT Study Board</i> | 23.04.2013, 13-16 | | |

1. Election of Head of Study Board

AM and LMBJ was elected as a unanimous vote in the Study Board for option 6 (from last meeting).

With AM as acting Head but tasks are co-delegated and more task are distributed to other board members.

According to the extra workload the Study Board request for extra hours to cover the acute load as per option 6.

Option 6

Ann and Line take a joined leadership to run the study board on a day to day basis.

They will be at ArT one day per week.

Due to this extra acute work we think it will fair to increase the hours for administration to 300 that divide equally.

They will NOT take part in the accreditation process – see point 3.



We want to implement the following solution regarding divisions of tasks:

1. Chairing the study board meetings, deciding on discussion and action items.
- **Ann/Line alternate**
2. Participating in "studieråds"-meetings (CAT school meetings, twice a semester), factuality (humanities) meeting with all heads of study boards and head of studies (twice a semester) and the rector's meeting with the heads of study boards and head of studies (whole university – twice a semester)--> those meetings are held in Danish.
- **Line**
3. Writing accreditation applications together with CAT school and the faculty, the next one is fall 2013 (turnus-akkreditering).
- **Falk, Morten and Jørgen Stigel**
4. Organizing and writing curriculum revisions. There will be a minor revision due to group exam and the upcoming accreditation.
- **Falk, Morten and Jørgen Stigel.**
5. Participating in various other meetings, depending on your energy, interest and ambition.
- **Ann/Line depending on relevance.**
6. Be responsible for the budget and expenses and the hour requisitions (rekvisitioner), study guide.
- **Ann**
7. In general, be responsible for the quality of the programme :) - the head of study board is not responsible for staff issues (that's the head of institutes).
- **Ann and Line w study board**
8. Day to day decision: student applications, student complaints, student questions etc. So we have time to communicate and just work on this stuff, let students know we are available that one day.
- **Ann and Line, one day each at ArT in the office, shared time in the office.**
9. Reading a lot of emails about administrative issues, new regulations, etc.
- **Ann and Line on the one day.**

This will be told the Faculty and must be stated before next meeting.

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| 2 | Evt. | | | | |
| | Next meetings: | ArT Study Board | 23.04.2013, 13- 16 06.06.2013, 13- 16 | ArT- Aftagerpanel: | 02.05.2013 at 3 pm. (might be postponed) |