

**Minutes ArT-Study board – June 6, 2012, 13.00-16.00- Strandvejen 1 room 105**

Date: 19.06.2012

		Present	Excused	Not met
Falk Heinrich	FH	x		
Morten Søndergaard	MS	x (skype)		
Line M. B. Jespersen	LMBJ	x		
Ann Morrison	AM	x		
Stine Lund	SL	x		
Bjørn Dam Larsen	BDL	x		
Anna E. Malysa	AEM			x
Lara Maria Neumann	LMN			x
Mikael Vetner	MV		x	
Winnie Ritterbusch	WR	x		
Ninna S. Kristensen	NSK	x		
Kirsten N. Christensen	KNC		x	
Kaylee W. Pearsson	KWP	x		
Invited:	Ståle Stenslie (SS)			
Referent:	Anne Nielsen (AN)			
Start of meeting:	13.00			
End of meeting:	16.15			
Next meeting:	August 22 at 9-13			

<b>1. Approval of Agenda.</b>
Approved.
<b>2. Approval of Minutes – April 18, 2012</b>
The minutes were approved.
<b>3. Informations:</b>
<b><i>News from Head of Study Board. (FH)</i></b>
<ul style="list-style-type: none"> <li>ArT BA celebration June 27, 2012 for all ArT students, teachers and staff are invited.</li> </ul>
<ul style="list-style-type: none"> <li>Insurance students (Lab) The AAU Board have decided to offer liability insurance for all students. They still have to have an accident insurance for themselves to work in the labs. Information will be issued on a special AAU website.</li> </ul>
<ul style="list-style-type: none"> <li>Accreditation application sent The BA- and MA-programme have been send for accreditation. If the accreditation board needs more information they will let us know. MA-Aalborg expected September 2013. BA-Copenhagen expected September 2013. MA-Copenhagen expected September 2014.</li> </ul>

	<ul style="list-style-type: none"> <li>Havnefront: news and tasks (representatives in user group (burger gruppe) and lab committee Expected moving in September 2014. There has been settled 1 steering user group, in which school leader Vetner and head of department Jantzen will be our representatives. There has been established two further user groups:             <ol style="list-style-type: none"> <li>Learning environment – FH and SL representing ArT.</li> <li>Lab-committee – AM representing ArT.</li> </ol> <p>Both (FH and AM) will involve teachers and staff to secure ArT interests.</p> </li> </ul>
	<ul style="list-style-type: none"> <li>Economy: budget 2012 – update The account for spring 2012 has been exceeded. Due to this situation and the expected costs of the implementation of the new curriculum, there will be no means for guest lectures in the autumn semester. At the meeting in August AN will send out an overview of the remaining funds.</li> </ul>
	<ul style="list-style-type: none"> <li>New colleague: Carsten Friberg Will teach in Art Based Research at ArT and other classes at Humanistic Information.</li> </ul>
	<p><b>News from CAT-School. (MV)</b></p>
	<ul style="list-style-type: none"> <li>Nothing.</li> </ul>
	<p><b>News from Students Representative. (SL)</b></p>
	<ul style="list-style-type: none"> <li>SL is now a member of FAG-HUM and Akademisk Råd. Congratulations.</li> </ul>
	<p><b>News from Study Counselors. (KNC/NSK)</b></p>
	<ul style="list-style-type: none"> <li>Stine Lund and Kaylee W. Pearson have been employed as student counsellors. Both are now in training at KNC and NSK.</li> </ul>
	<ul style="list-style-type: none"> <li>NSK is still working hard to maintain the corner in room 101.</li> </ul>
	<p><b>News from Copenhagen v/MS.</b></p>
	<ul style="list-style-type: none"> <li>Are preparing to move to Sydhavnen. The pertinent question for all AAU is how to arrange teachings environment and labs.</li> <li>ArT does not figure in Sydhavnen at the moment and MS is trying to get focus on ArT in Copenhagen.</li> </ul>
	<p><b>4. Obel professor positions: recommendation from the Study Board (discussion)</b></p>
	<p>Short round of what to do with the free position ended up that FH and SS will contact Christian Jantzen, Hans Kiib and Lone Dirckinck-Holmfeldt for further information about re-issuing of the free positions.</p> <p>The Art Study Board call for a procedure / instruction on how to apply for funding for extra months to the Obel visiting professor. These money (monthly guest professors is essential during the transition period till new professors will be employed.</p>
	<p><b>5. Implementation of group examination (see attachment) (decision)</b></p>
	<p>Generally, the study board is in favor of the group examinations and expressed the wish to introduce format 1 for all bigger modules (15 and 20 ECTS). Yet, the final decision was postponed, since the study board needs more time to elaborate on the concrete implementation for all semesters. SN is furthermore waiting for more information from the faculty.</p>

	It is important that the CAT-school provides all teachers with information/exercises in having group examination.
<b>6.</b>	<b>Evaluation procedure - discussion paper (attachments) (decision)</b>
	<p>There will be 3 types of evaluation: course, semester, study evaluation:</p> <p>The course responsible is in charge of the course evaluation. S/he has to write a short report after completion of the course and send it the semester coordinator.</p> <p>The semester evaluation comes in to formats: (A)surveyXact questionnaire and (B) minutes of formalized discussion between semester coordinator and students.</p> <p>(A) FH revised HumInfs questionnaire. AN sends it via Survey X-act, just after the exams.</p> <p>Format (B) is divided into two parts: 1. part is done by the students and is the minutes of the last semester group meeting. The 2. part is a sum-up written by the semester coordinator (addressed to the SN). Use the template: webpage:<a href="http://www.art.aau.dk/Organisation/Semesterevaluering/">http://www.art.aau.dk/Organisation/Semesterevaluering/</a></p> <p>It is very important to make a semester evaluation report after each semester. It is needed in connection with accreditation of the education. AN send message to all the coordinators.</p> <p>The evaluation of the study: ArT SN and CAT-school have written an evaluation questionnaire. This has been send to all 6.sem ArT students.</p> <p>FH presented a new procedure and templates for all evaluation formats.. It will be further discussed at the coordinator/teacher meeting in August.</p>
<b>7.</b>	<b>Semester coordination/teaching:</b>
	<i>update</i>
	<p>Meeting with all coordinators for Autumn 2012 where all formalities were settled.</p> <ul style="list-style-type: none"> <li>• Study Guides must be ready August 14, 2012.</li> <li>• Schedule must be ready August 20, 2012</li> <li>• Moodle must be up-dated August 27, 2012.</li> </ul>
	<i>new 'studiehåndbog' (study guide) - implementation next term (spring '13)</i>
	The CAT-school has decided to implement a new study guide. FH gave a short introduction, will be discussed and implemented on a later meeting.
<b>8.</b>	<b>Collaboration with Platform4 (LMBJ)</b>
	<p>LMBJ gave a short introduction to P4 and its new environment at "Påfuglen".</p> <p>LMBJ, Jakob Sabra and 2 representatives from P4 are trying to organize a calendar for the next ½-1 year to formalize cooperation ArT and P4.</p> <p>Invite new students          How do I come to P4          How do I 'act' at P4          What is going on at P4          How do ArT use P4 (more)          How do ArT use guest lectures in collaboration with P4</p>

	<p>How can P4 use ArT Calendar with all activities</p> <p>This autumn there will be an Image Festival opening up for possible collaboration with P4</p> <p>ArT will inform all semester coordinators to use P4 and to plan the calendar with activities at P4.</p>
<b>9.</b>	<b>ArT website (discussion)</b>
	<p>The Study Board had a short discussion about the web-page <a href="http://www.art-technology.aau.dk">www.art-technology.aau.dk</a>. All agreed that it needs to be redesigned and to be simpler. Need an additional blog to communicate on a daily basis.</p> <p>Don't forget Copenhagen!</p>
<b>10.</b>	<b>Any further business</b>
	<p>Things to discuss on later meetings:</p> <ul style="list-style-type: none"> <li>- Economy – remaining funds</li> <li>- Study Guide (studiehåndbog)</li> <li>- Template Semester Group meetings and reports</li> <li>- Teacher of the Year</li> <li>- Scholarship for Students</li> <li>- Best students work (should ArT organise student competitions?)</li> </ul>
	<p>Next meetings – 22.08, 26.09, 31.10 and 06.12.</p>