

**Minutes ArT-Study board – August 24, 2012, 13.00-16.00- Strandvejen 1 room 105**

Date: 27.08.2012

		Present	Excused	Not met
Falk Heinrich	FH	X		
Morten Søndergaard	MS		X	
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		
Kaylee W. Pearsson	KWP	X		
Invited:				
Referent:	Anne Nielsen (AN)			
Start of meeting:	9.00			
End of meeting:	13.30			
Next meeting:	September 26, 2012 at 13-16			

1.	Approval of Agenda.
	<p>New point 5:</p> <p>Group Examination</p> <p>Point 6:</p> <p>Results of student's program evaluation 2012 – moved to next meeting.</p>
2.	Approval of Minutes – <a href="#">06.06.2012</a>
	<p>Comment to point 9:</p> <p>LMBJ, SS and KWP were pointed out to suggest a new web-site for ArT.</p> <p>After this the Minutes was approved.</p>
3.	Informations:
	<i>News from Head of Study Board. (FH)</i>
	<p>ArT-rooms</p> <p>From autumn 2012 the ArT-room will be like this:</p> <ul style="list-style-type: none"> <li>- Room 126 will be a part of ArT-Lab</li> <li>- Room 124 can be used for teaching from September to November and from February to April.</li> <li>- Room 107 – Betty Li Meldgaard, Carsten Friberg, Jakob B. Sabra</li> <li>- Room 106 – AN</li> </ul> <p>Room 105 – FH, SS</p>
	Havnefront: update and tasks
	FH gave a short orientation about the 3 workshop that were held about the new building, its common

	<p>spaces and the program and departments' wishes and demands.</p> <p>ArT is situated at 1<sup>st</sup> floor at the same floor as HUM.INF.</p> <p>ArT is working with 'stamrum' idea, one for each semester - just as we are doing now.</p> <p>ArT would kindly ask MW to have a meeting to inform about the process and decisions. (WR).</p>
	ArT website
	<a href="http://www.art-technolog.dk">www.art-technolog.dk</a> is not a useful site anymore, it does not support quick updates and the communication among ArT people. SS, LMBJ, Jakob Sabra and KWP are working on a proposition for a simpler webpage and a logo for ArT.
	<i>News from CAT-School. (WR)</i>
	<p>The CAT-school has completed a study evaluation for ArT6. Was send for 22 students – 15 answered the evaluation.</p> <p>The discussion about the outcome was postponed to the next meeting.</p>
	<i>News from Students Representative. (SL)</i>
	<p>BDL wishes to resign from ArT-sn.</p> <p>SL contacts the students for an alternative.</p>
	<i>News from Study Counselors. (SL/KWP)</i>
	<p>Many contacts from new students.</p> <p>START-Kit ready for 1st semester students.</p>
	<i>News from Copenhagen v/MS.</i>
	MS wasn't present.
4.	<p>ArT1, 3, and 5 study guides (decision)</p> <p>The following comments on the study guides.</p> <ul style="list-style-type: none"> <li>- The missing part must be put into the study guides (ex. content and Literature).</li> <li>- It is extremely important that the students get the information before the semester start to ensure that all have info about course contents, lectures and appertaining literature</li> <li>- The information must be in both study guide and on moodle.</li> <li>- When using images, use references.</li> <li>- Good idea with total hours table and e-mail addresses on a list (must be correct data)</li> </ul> <p>Because of new regulation for exam – we have to remove the description for exam from the study guides. When the Hum-Fak. approves new regulation the Art-sn will inform all students.</p>
	<p>ART1:</p> <ul style="list-style-type: none"> <li>- Structure has to be as in lign with the module structure of the study plan.</li> <li>- Describe in more exact terms the requirements for the semester project. (Module 1)</li> <li>- Submission Requirements and suggestions for a report structure (what the report must contain)</li> <li>- To many tba - in terms of literature.</li> <li>- A workshop has to be described as a course with number of lessons.</li> </ul>

	<ul style="list-style-type: none"> <li>- Check names and e-mail.</li> <li>- Clarify two courses not related to two exam terms Lars Knudsen and Liljedal.</li> </ul> <p>Was approved with these corrections.</p>
	<p>ArT3:</p> <ul style="list-style-type: none"> <li>- Absolutely clear what is the project and what's courses.</li> <li>- Course titles must follow the Study Regulation</li> <li>- Some course content descriptions are missing.</li> <li>- Exam must follow the study regulation</li> <li>- Remove schedule</li> <li>- Need to describe all courses with content etc.</li> <li>- All lectures must contain a description of content and practical exercises</li> <li>- To many tba - in terms of literature.</li> </ul> <p>Was approved with these corrections.</p>
	<p>ArT5</p> <ul style="list-style-type: none"> <li>- Describe how the different elements are weighted.</li> <li>- Missing literature throughout last parts.</li> <li>- Better description at each lecture (ABR).</li> </ul> <p>Was approved with these corrections</p>
	<p>Portfolio ArT1: Proposal Betty/Jakob</p> <p>ArT-sn approved the proposal..</p> <ul style="list-style-type: none"> <li>- Form this semester the Portfolio will be a part of the project report at ArT1</li> <li>- 7-8 pages/stud + app. 2-3 pages/stud to clarify how the learning outcome of the offered courses are used in the project.</li> </ul>
5.	<p>Group Examination</p>
	<p>The discussion at the meeting resulted in:</p> <ol style="list-style-type: none"> <li>1. We want to implement the new group examination format at all semesters from fall 2012 on.</li> <li>2. We respect the directions given by the management that in general the written texts do not contain a list of liability. Nevertheless, we wish to have the possibility that group can apply for exemption from this rule to the supervisor in case of severe collaboration problems</li> <li>3. We think we have to apply the faculty for this possibility. FH will inquire this further at the upcoming faculty meeting for Head of Studies – Thursday next week. Hopefully we will get more information on the matter.</li> <li>4. The paragraphs about examination in the study guide will be removed</li> <li>5. There will be an official text send out by the faculty or study board by the beginning of the semester.</li> </ol>
6.	<p>Results of students program evaluation 2012 (Postponed until next meeting in September.)</p>
7.	<p>Semester coordination/teaching:</p>
	<ul style="list-style-type: none"> <li>- ArT2 Line Marie Bruun Jespersen</li> <li>- ArT4 Ann Morrison</li> <li>- ArT6 To be decided.</li> </ul>
	<p>Remember - Image Festival – efterår 2013.</p>

	ArT4 - International collaboration (study trip)
	<ul style="list-style-type: none"> <li>- Ståle Stenslie is asked to be the coordinator of this module – International networking – possible to connect to a guest professor.</li> </ul> <p>Followed up by FH.</p>
9.	<p>Plagiarism:</p> <ul style="list-style-type: none"> <li>- How to prevent it and what to do when it was discovered (discussion)</li> </ul>
	<p>Decision:</p> <ul style="list-style-type: none"> <li>- To inform all students at semester start.</li> <li>- All assignment will be run through “the AAU plagiarism program” Ephorus, an online plagiarism tool ( get password from Michael Collin).</li> <li>- If plagiarism:             <ul style="list-style-type: none"> <li>o The head of styudie must be informed</li> <li>o He decide on whether to report it to the vice chancellor.</li> <li>o Risk of being expelled from the university</li> </ul> </li> </ul> <p>All written assignments must be handed in 2 hardcopy to study secretary and furthermore send 1 e-mail to study secretary and teacher.</p> <p>Project Report must be submitted as 2 hardcopies and 3 DVD (containing the report and additional files (photos, video, drawings etc.) to study secretary and furthermore being up-loaded at DDPB.</p>
10.	Former graduated students' use of lab and equipment (decision)
	<p>Contact to Michael Collin (MC) (Head of ArT-Lab). (AN)</p> <p>Comment from MC:</p> <ul style="list-style-type: none"> <li>- Labs at AAU are for education and science only (employees and student).</li> </ul>
11.	Any further business
	<p>Copy-dan afgift.</p> <p>It was decided:</p> <ul style="list-style-type: none"> <li>- ArT-sn recommends that the Humanities enter into an agreement with COPY Dan.</li> <li>- We also note that other educations uses photos.</li> </ul>
	<p>Akkreditering af MA in ArT.</p> <p>FH and faculty had to specify some parts of the application. We will receive a statement sept. 17.</p>
	<p>Toolboxes</p> <ul style="list-style-type: none"> <li>- Can be borrowed by all students / groups</li> <li>- Individuals have to borrow the tool boxed, this individual is responsible and has to pay for loss of or damage</li> <li>- Distribute tools into smaller units</li> <li>- Can only be lent max. 1 week at a time</li> <li>- Has to be borrowed from Jesper Thorup Nielsen as other equipment at ArT-la</li> </ul>
	<p>Next meetings 26.09, 31.10 and 06.12.</p> <p>ArT-aftagerpanel møde: 01.11.2012</p>
	<ul style="list-style-type: none"> <li>- Results of students program evaluation 2012</li> <li>- Budget</li> <li>- ArT-aftagerpanel (Agenda)</li> </ul>