

REFERAT Studienævn for Kommunikationsfagene d. 20-03-2024

Mødedato Onsdag d. 20. marts 2024 kl. 13:00

Mødested 40.1.27

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Punkt 1: Approval of the agenda (2 min.)

Study Board for the Communication Programmes
Board meeting March 20st.
Room 40.1.27
At 13.00-15.00 pm.

Agenda

3/2024

Approval of the agenda (2 min.)

Approval of last meeting's minute (2 min.)

appendix number 03.24.10

Closed agenda (30 min.) - separate agenda and appendices

Student applications

Follow-up on the autumn teaching evaluations at Kommunikation and Media and Communications

In the autumn, the study board evaluated teaching activities, cf. the adopted evaluation cadence. The study board follows up on these, cf. the decided evaluation policy and the board's rules of procedure.

Decision items (30 min.)

Approval of action plans in the head of study reports

appendix number 03.24.11

The head of study report includes an action plan for the upcoming academic year's work for the individual education. The action plan must contain operational goals, concrete actions, and time indications for the implementation of the actions. The plan must be approved by the study board. The head of study sends the completed report to the deputy dean and identified problems are dealt with in the study board with a view to the action plan for the coming academic year. After the report has been processed in the study board, it is approved by the dean and attached as an appendix to the department's education report.

Approval of questionnaire regarding evaluation of master theses and coherence of master programmes

appendix number 03.24.12

The board discusses draft questionnaires cf. the case presentation (attached as an appendix)

Overview and reconfirmation of delegations

appendix number 03.24.13

The study board has decided to attach the board's delegations as an appendix to the agenda once a year in February. However, the overview is postponed until this meeting, as the board was awaiting input from Education and Students. As the delegations have not been revisited for the last constitution, they will not only be presented, but also put to a vote at the board meeting.

Discussion items (30. min.)

Evaluation of the project formation process

"Tour de table" among VIP- and student representatives

Extended study board meeting in April appendix number 03.24.14
Once a semester, the study board sets aside time for an extended meeting, where the board can elaborate on an education-related topic. Based on the discussion at the study board meeting in February the chairman has suggested a discussion on exam forms

New weekdays for study board meetings?
The members should discuss whether they prefer an alternative day for study board meetings due to the discussion at the meeting in February.

Orientation items (10 min.)

Overview of application data for the master programmes appendix number 03.24.15
The deadline for applying to one of RUC's master programmes in the first round was March 1st (EU-citizens). Please note that these are application data that do not show whether the applicant has applied with a higher priority at another Danish university. The applications are currently being processed to clarify the applicant's basis for admission in relation to the admission requirements laid down in the executive order and by the study board. Applicants with legal requirements can also apply at the second round in the second half of June 2024.

Written orientation on the admission analysis, the dropout analysis, and the transition matrices appendix number 03.24.16
The study board has received three analyses regarding the student conduct in relation to admission, dropout, and transition to the master programmes. If the board wishes to put them on the agenda as a discussion item, this can be agreed with the chairman. The analyses at educational level are placed in the teams' channel where only head of studies have access, (for reasons of data security). If the rest of the board wishes to see these, please contact the department secretariat.

Announcements from Head of studies and student representatives (5 min.)

Announcements can be given under the item.

Any other business (2. min.)

Written orientation on upcoming agenda items at the next meeting according to the 'annual wheel'

- Approval of the rule-oriented part of the activity descriptions, and review of quality features including the full-time declarations (with reference to the board's policy)
- Extended study board meeting with a discussion of exam forms

Please report your cancellation to the secretary

Punkt 2: Approval of last meeting's minute (2 min.)

Bilag

Appendix number 03.24.10 A°bent referat SN-møde 21.2 2024 SN for Komm.uddannelserne- til godkendelse i SN.pdf

Punkt 3: Approval of the agenda

**Closed agenda
Study board meeting March 20th.
Study Board for the Communication Programmes
Room 40.1.27**

Agenda

3/2024

Approval of the agenda

Approval of last meeting's minute

Student applications

Follow-up on the autumn teaching evaluations Kommunikation, Communication studies, and

Media and Communication

annex number 03.24.03A

annex number 03.24.03B

annex number 03.24.03C

Please report your cancellation to the secretary

Punkt 4: Lukket

Punkt 5: Lukket

Punkt 6: Lukket

Punkt 7: Approval of action plans in the head of study reports

The head of study report includes an action plan for the upcoming academic year's work for the individual education. The action plan must contain operational goals, concrete actions, and time indications for the implementation of the actions. The plan must be approved by the study board. The head of study sends the completed report to the deputy dean and identified problems are dealt with in the study board with a view to the action plan for the coming academic year. After the report has been processed in the study board, it is approved by the dean and attached as an appendix to the department's education report.

(bilag eftersendes dagsordenen)

Bilag

Appendix number 03.24.11 2024 Studieleterrapport for Professionel Kommunikation v.2.pdf

Appendix number 03.24.11 Studieleterrapport for Journalistik 2024 HJ.pdf

Punkt 8: Approval of questionnaire regarding evaluation of master theses and coherence of master programmes

The board discusses draft questionnaires cf. the case presentation (attached as an appendix)

Bilag

Appendix number 03.24.12 Evalueringsskema for specialer og kandidatuddannelsernes helhed (002).pdf

Appendix number 03.24.12 SN-KOMM_ Evalueringsskema for specialer og kandidatuddannelsernes helhed - forklæde.pdf

Punkt 9: Overview and reconfirmation of delegations

The study board has decided to attach the board's delegations as an appendix to the agenda once a year in February. However, the overview is postponed until this meeting, as the board was awaiting input from Education and Students. As the delegations have not been revisited for the last constitution, they will not only be presented, but also put to a vote at the board meeting.

Bilag

Appendix number 03.24.13 Delegeringer fra SN til SL - forklæde.pdf

Punkt 10: Evaluation of the project formation process

“Tour de table” among VIP- and student representatives

Punkt 11: Extended study board meeting in April

Once a semester, the study board sets aside time for an extended meeting, where the board can elaborate on an education-related topic. Based on the discussion at the study board meeting in February the chairman has suggested a discussion on exam forms

(bilag eftersendes dagsordenen)

Punkt 12: New weekdays for study board meetings?

The members should discuss whether they prefer an alternative day for study board meetings due to the discussion at the meeting in February.

Punkt 13: Overview of application data for the master programmes

The deadline for applying to one of RUC's master programmes in the first round was March 1st (EU-citizens). Please note that these are application data that do not show whether the applicant has applied with a higher priority at another Danish university. The applications are currently being processed to clarify the applicant's basis for admission in relation to the admission requirements laid down in the executive order and by the study board. Applicants with legal requirements can also apply at the second round in the second half of June 2024.

Bilag

Appendix number 03.24.15 Ansøgninger til IKHs kandidatuddannelser med studiestart 1. september 2024 - forklæde.pdf

Appendix number 03.24.15 Kandidatansøgninger IKH 2024.pdf

Punkt 14: Written orientation on the admission analysis, the dropout analysis, and the transition matrices

The study board has received three analyses regarding the student conduct in relation to admission, dropout, and transition to the master programmes. If the board wishes to put them on the agenda as a discussion item, this can be agreed with the chairman. The analyses at educational level are placed in the teams' channel where only head of studies have access, (for reasons of data security). If the rest of the board wishes to see these, please contact the department secretariat.

Bilag

Appendix number 03.24.16 Frafaldsanalysen 2023 - forklæde.pdf

Appendix number 03.24.16 Frafaldsanalyse 2023.pdf

Appendix number 03.24.16 Overgangsmatricer 2023 - forklæde.pdf

Appendix number 03.24.16 Notat_om_overgange_2023 (1).pdf

Appendix number 03.24.16 Optagsanalyserne for studieåret 2023 - forklæde.pdf

Appendix number 03.24.16 Optagsanalyse KA 2023.pdf

Appendix number 03.24.16 Trends ansøgning til indskrivning på kandidatuddannelserne E2021-E2023.pdf

Appendix number 03.24.16 Notat - Trends in International Master's Admissions 2023.pdf

**Punkt 15: Announcements from Head of studies and student representatives
(5 min.)**

Announcements can be given under the item.

Punkt 16: Any other business (2. min.)

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Punkt 17: Written orientation on upcoming agenda items at the next meeting according to the ‘annual wheel’

- Approval of the rule-oriented part of the activity descriptions, and review of quality features including the full-time declarations (with reference to the board’s policy)
- Extended study board meeting with a discussion of exam forms

Punkt 18: Godkendt referat

Bilag

Godkendt Åbent referat af SN-møde SN for Komm.uddannelserne 20.marts 2024