

Study Board CAS



MINUTES- APPROVED

1 OCTOBER 2021

Forum Study Board CAS

Meeting held 1 October 2021

Place 6B-0-36

Minute taker Stephan Reinemer

**THE STUDY BOARD AT THE CENTRE
FOR AFRICAN STUDIES**

KAREN BLIXENS PLADS 16
2300 KØBENHAVN S

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Present

Associate Professor Stig Jensen (chair), Student Representative Sissel Rosenberg, Student Representative Monika Grinschgl, Head of Studies Marlene Ringgaard Lorensen, Director of Studies Maj-Britt Johannsen, Study Board Secretary Stephan Reinemer

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Agenda

1. Approval of the agenda

Approved

2. Approval: Minutes from last study board meeting

Approved – to be published without remarks on individual cases.

3. Matters arisen from approval of minutes

None.

4. Applications to the Study Board

Continued use of written case processing has proven to bring down the processing time. A more formally correct sub-committee for case handling was decided, with participation from Chair Stig Jensen and Student Representative Monika Grinschgl.

5. Urgent applications processed since last meeting

The Secretary informed of applications since last meeting.

6. Discussion: Process of course evaluation

The Chair informed of the process of course evaluation which has returned to the format used pre-shut down.

The board was informed that the administration is working on a digitalization of the evaluation forms.

It was noted that the number of respondents has fallen during the shut-down. Hopefully a return to the usual process will help in this regard.

The process was discussed:

- Should the forms be handed in to the teacher, or as it is now send to the CAS student assistant?
- Should the questionnaire be revised?

It was decided to include the above questions when the implementation of a digitalized, will result in other changes of the process.

It was decided in the future to only approve of the process once a year (in august). To be changed in the annual cycle.

It was decided to change the first line of the letter, to include both "Final" and "Mid-term" -evaluation. Also include possibility of anonymization of the mid-term evaluation.

The Board welcomes a digitalization of the evaluation process.

It was suggested for the faculty/Head of Studies to set up a process for the teachers to decide on guidelines for mid-term evaluation.

Secretary will inform Astrid who will distribute to the teachers.

7. Information: cover letter for teaching requisition for the coming academic year

Approved with minor change in a course-title.

8. Information on minor issues

None

9. Point of discussion raised by the Head of Studies

Head of Studies informed of the consequences of the dimensionalizing and regionalization at UCPH.

The Board discussed the ramifications for especially the international programmes.

10. Point of discussion raised on behalf of the student counsellor

Study Start 2021 has been a great success. The new students seems motivated. Study trip to Aros has been planned with a high number of participants.

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The Board discussed other possible events for the new CAS-students.

11. Other business

The chair informed of his participation in a cross-faculty work-group for a harmonization of the curricula's at UCPH.