

*To the members of*

*CAS Study Board (2017)*

Student Representative Kijoli Sofie Funder Yurary

Student Representative Bente Fonkert

Associate Professor Stig Jensen

Associate Professor Karen Lauterbach



## MINUTES

13 JUNE 2017

**Forum** CAS Study Board

**CENTRE OF AFRICAN STUDIES**

**Meeting held** 13 June 2017, 9-11

FACULTY OF THEOLOGY

**Place** Meeting room 6B-0-36

SOUTH CAMPUS

**Minutes-taker** Mette Juhl Vedel

KAREN BLIXENS PLADS 16

DK-2300 COPENHAGEN S

### Present

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Karen Lauterbach (Chair, Associate Professor) (KL), Stig Jensen (Associate Professor) (SJ), Carsten Selch Jensen (Head of Studies) (CSJ), Maj-Britt Johannsen (Director of Studies) (MBJ) and Mette Juhl Vedel (Secretary of the Study Board) (MJV).

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www.teol.ku.dk/cas/about/study\_board/

### Absent

REF: MJV

Kijoli Sofie Funder Yurary (Vice-Chair, Student Representative) (KFY) and Bente Fonkert (Student Representative) (BF).

### Agenda

#### Ad 1) Approval of the agenda

A new item was added under item 9 (the implementation of a teaching portfolio).

The agenda was approved.

#### Ad 2) Approval of the minutes from the last SB meeting

The minutes from 15 May 2017 were approved.

The Study Board discussed the issues about a Skype thesis exam. This must be an item on the agenda for the next meeting. The

sensor chair must approve of a new form of assessment if necessary.

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**Ad 3) Urgent applications processed since last meeting**

- a. The Study Board did not approve an application for pre-approval of credit transfer of the course *Undersøgelsesdesign – Kultur og medier* from the Faculty of Humanities, UCPH, since the course is at bachelor level.
- b. The Study Board approved an application for pre-approval of the course *Discourse analysis* from the Department of Psychology, UCPH, to replace Optional Course 7.5 ECTS.
- c. The Study Board approved an application for pre-approval of the course *The Anthropology of Global Health* from the Department of Public Health, UCPH, to be included as a study element in the Professional Master at CAS.

**Ad 4) Applications for dispensation and credit transfer**

- a. The Study Board approved an application for dispensation to submit the thesis without having fully participated in the thesis seminar due to the proportionality principle.
- b. The Study Board approved an application for dispensation to take the thesis exam as a long distance exam (Skype) due to the special circumstances.
- c. The Study Board approved an application for dispensation to register as ill for the thesis exam and to take the thesis exam as a long distance exam (Skype) due to the special circumstances and based on a medical certificate.
- d. The Study Board approved an application for dispensation to extend the thesis deadline based on a medical certificate.

**Ad 5) Annual cycle for the Study Board**

The Study Board added two items on the annual cycle:

- August: Appointment of new student representatives to the Study Board.
- February: Following up on the courses from Political Science.

**Ad 6) Appointment of new student representatives**

This will be an item on the agenda in September (or the first meeting after the summer vacation). The Study Board will consult the new student counsellor about whether or not she wish to be a new student representative.

The information to the students about student representatives must be on the study start programme.

**Ad 7) Points of discussion raised on behalf of MA students (Student Representatives)**

No student representatives present.

**Ad 8) Point of discussion raised on behalf of the student counsellors (MBJ)**

**a. Study start 2017 – programme**

The study start no longer includes an overnight stay and now only lasts for two days. The study start focuses on social activities.

The information to the students about student representatives of the Study Board must be on the study start programme. A former student representative of the Study Board will be invited.

The Study Board commented on the evening plans: The dinners must be planned beforehand. On Thursday, the “Teobar” is closed and the students must find somewhere outside of the faculty.

The Study Board found that the programme misses some academic relevant elements. A longer lecture could be a possibility. The students must be introduced further to the study programme (courses etc.).

An introduction for the international students is missing in the programme. This could be placed in the morning (Friday). An introduction to the Study Board could also be placed here.

**Ad 9) Point of discussion raised on behalf of the Head of Studies (CSJ)**

**a. The implementation of a teaching portfolio**

UCPH has decided that all teachers at UCPH must have a teaching portfolio. This should be rolled out during 2017. The implementation at the Faculty of Theology takes place in the autumn. The tentative plan for implementation was handed out on the meeting.

SJ commented that the evaluations of courses could be a part of the teaching portfolio. The overall perspective of the

evaluations can be copied from the minutes from the Study Board meetings.

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**b. Information on the programme report (uddannelsesredegørelse)**

The admission rates and the dropout rates are two of the challenges in the report.

Completion time: how much time do the students use to complete their studies? How many ECTS do the students earn each semester? The CAS students earn 41.7 ECTS, which is under the minimum studies of 45 ECTS and about 20 % under the prescribed 45 ECTS.

Fifty-one per cent graduates within the prescribed graduation time + one year. One issue of concern is the thesis where many students use their second and third exam attempt.

The Study Board is positive about that the numbers for unemployment seem to move in the right direction.

The Study Board finds it critical that fewer are admitted to the study programme. It is important to advertise about the study programme.

The Study Board are concerned with the dropout rates. This is an issue to be aware of. The dropout rates are linked to the number of admitted students.

The Study Board follows up on:

- Dropout rates: what is causing the high dropout rates?
- Completion time: it is important for the students to begin the thesis process way earlier. This will be included in the work on the revision of the study curriculum.
- The admission rates: marketing is important.

**c. Management report (Ledelsesrapport)**

The management report was sent out with the agenda for information.

**Ad 10) Information on minor issues**

**a. Annual meeting with the censor chairmanship**

Information about the meeting. The minutes from the meeting has not been sent out to the Study Board.

**b. Feedback on the career day**

Twelve students participated in the career day. A career advisor from Magistrene participated together with three former students.

The competences from the study were in focus.

**c. Meeting with David Anderson**

The overall purpose of the study curriculum was discussed at the meeting.

**d. Update on the work on the revision of the study curriculum**

Briefing from KL about the work on the revision of the study curriculum from (in effect from the autumn 2018).

**Ad 11) Other business**

Next meeting must be moved because of the study start.