



Program Board Meeting - English

Date: 26 May 2021, 12:15-14

Zoom: <https://uib.zoom.us/j/69113922084?pwd=ZENsZFNGQU5VZXNWbW9kdUZaaWJNUT09>

Agenda:

07/21 **Approval of agenda**

08/21 **Approval of minutes from last meeting - 3 March 2021 (*Attachment 1*)**

09/21 **Information items**

1. Redesign: The linguists received incentive funds to hire two research assistants this spring to work on digital learning tools for 100-level linguistic courses. Kari Johnsen Skjelvik and Yulia Hathaway will present some of their work for the program board (approx. 10-15 minutes).
2. Course evaluation (*Attachment 2*)
See attachment for a schedule for the 3-year course evaluations for the different English courses (including didactics and ENGMAU). Please note that all courses taught this semester must be evaluated by submitting an annual assessment form. See e-mail to alle.if from Benedicte Irgens.

The annual assessments from the spring semester should be discussed in the first program board meeting in the fall semester. The 3-year course evaluations should be sent to Sigrid and your program coordinator by 1 September.

3. Suggested dates for meetings, fall:
8 September – program board meeting
6 October – teacher's meeting
17 November – program board meeting
8 December – teacher meeting/program board meeting

Please note that Wednesdays 12-14 will be frequently used in the fall semester for redesign purposes and that teacher meetings can be changed to program board meetings if we need to decide on proposed changes for BA-program. We would encourage you all to keep Wednesday 12-14 free as much as possible.

10/21 **KFK (Kompetanse for kvalitet) – English (*discussion*)**

The program board should discuss the format of our KFK-offer in English. We only had enough applicants to start *English 1* and switching to a more digital format might increase the number of applicants. A change like this needs to be approved by the program board by 15 December and will be valid from August 2022.

The department is in the process of filling the position in charge of KFK and this person needs to be included in the revision work. If the board agrees on making KFK a fully digital/more digital offer, a work group should be established in this meeting.



11/21

Proposed changes to MAHF-ENG: ENG340 and ENG350 (discussion)

Erik Tønning will present proposed changes to ENG340, a Thesis Preparation course offered by the literature section and an obligatory course for students wishing to write their MA in literature/culture.

The changes will have to be approved by the program board by 15 December, but since the changes might impact ENG350, it should be discussed in the program board. For 350 Tønning also proposes to make some changes to when ordinary supervision sessions should happen during the masters program.

It is also worth noting that teacher training students, in particular, are asking for a more systematic and similar approach across disciplines when it comes to the Thesis Project Form and preparation for writing an MA-thesis in English. The program board should discuss how we can prepare students more, specially with ENG340 being removed from the program. We might not need to do all that much but creating a joint document that is posted on Mitt UiB and scheduling a couple of brainstorming sessions in semester 1 and 2 of the MA-program might be enough.

12/21

Possible course revision, ENGD201 (decision)

The assessment form in ENGD201 is a non-supervised term paper on a given topic. The course description does not have any information about the resit exam, and this has led to some questions in the past.

For the re-sit exam, will students receive a new topic to write the paper on? The program board should decide on a practice for the resit exam, and suggest a sentence that will be added to the course description:

I emnet nyttar ein følgjande vurderingsformer:

Ikkje-retteleia oppgåve med oppgitt emne.

Lengda på oppgåva er 2000 ord ($\pm 10\%$), og den vert skriven på engelsk. Nærare retningslinjer for oppgåver vert gitt i studiet.

13/21

Possible course revision, 200-level (decision)

See the paragraph about the 200-level in the minutes from last meeting, item nr. 4/21.

The program board should discuss/decide whether you want to limit access to our 200-level and if this should include BA-courses only (ENG261, ENG262, ENG263 and ENG264) or if it should also include the school exams (ENG221, ENG222, ENG223 and ENG224). This will be a part of the redesign project, but it is possible to limit access to the courses from spring 2022.

It is possible to restrict access and only allow BA and L-students to these courses. It is also possible to remove the courses from the list of courses available for incoming exchange students, but the courses are already announced for spring 2022 and the impact of this restriction will not be felt in spring 2022.



UNIVERSITY OF BERGEN
Department of Foreign Languages

14/21

Other business

20.05.21/SS



Attachment 1 - Minutes - Program Board Meeting – English

Minutes - Program Board Meeting - English

Date: 3 March 2021, 12:15-14

Zoom Meeting

Present: Dagmar Haumann (coordinator, linguistics), Erik Tønning (coordinator, literature), Aud Solbjørg Skulstad (coordinator, didactics), Jerzy Nykiel, Kevin McCafferty, Joseph Paul Tabbi, Bente Hannisdal, Carolina Amador-Moreno, Lene Johannessen, Hild Elisabeth Hoff, Andre Storto, Jacopo Romoli, Michael Dopffel, Anja Eriksen (student representative), Clara Debus (student representative), Tormod Lilleårstein (student representative), Hanne Svanholm Misje (secretary)

01/21 Approval of agenda

Approved, no comments.

02/21 Approval of minutes from last meeting - 25 November 2020

Approved, no comments.

03/21 Information items

1. Registration numbers, spring 2021

High registration numbers across the board this semester. Note that registration numbers tend to drop a bit towards the final exam.

2. Fagkritisk dag

Fagkritisk dag is on 11 March this semester, and student representative Anja Eriksen informed the program board about the event. Fagutvalet hosts *Fagkritisk dag* and the aim is to connect students and faculty in a less formal way. This year is modeled after the successful *Fagkritisk dag* in spring 2020, where members of staff presented their research/PhD-projects etc. Very fun and social way to create interaction between staff and students.

Carolina, Erik, Jacopo and Sigrid, are participating this year.

3. Virtual Study Trip to York

Erik informed the program board after talking with the NSC. Initial registration had around 50 students. Some students have withdrawn because they need to catch up on course material, and numbers are down to 40-42 students. They are divided into one group for BA-students and one group for teacher training students. It seems to be working well (I heard back from student representative and they are loving the instructors and the set up).

04/21 Course reports, fall 2020

The following courses left over from the spring semester 2020 were discussed in the meeting: ENG222/262, ENG337“L”, ENGMAU641.

The following courses from the fall semester 2020 have been evaluated: ENG100, ENG107, ENG118, ENG119, ENG122, ENG331, ENG332, ENG333, ENG339+L, ENG341, ENG343, ENGDI101, ENGDI111, DIDAENG1.



Comments from meeting:

Low class participation in fall semester 2020 across the board. Might be time to consider including obligatory attendance or obligatory activities.

200-level: Student numbers are very high for 200-level, and this is a recurring problem. We will look into this in the redesign-project but should still look at possible changes to implement now. We could restrict courses and make them available only for students enrolled in the BA, one-year or teacher training program. We could remove the 200-level (or only the BA-courses) from the course list available for incoming exchange students. Any changes will have to be decided on in the next program board meeting, scheduled 26 May.

Course relevance: seem to be a recurring problem that (mainly teacher training) students feel that the courses we offer are not relevant for their education. We should perhaps emphasize more that everything is relevant. Teacher training students find the 300-level hard. Collisions with practice period make it almost impossible to give the students full freedom in choosing courses; and the frustration with courses could come from not being allowed to choose. This could be taken into account when deciding on course content for 300-level.

Is it possible to raise the question of teaching from 16-18 to help face the challenges we have when scheduling the fall semester at 300-level?

Student evaluation: very low response on most of the student evaluations. The online format might not be helping. We should have another look at the questionnaire, and perhaps change the phrasing of some of the questions. Do the students understand the question of relevance, for instance? We should discuss how to make students answer more and react more. Bringing back a student evaluation on paper could be a solution.

05/21 Yearly program evaluation BAHF-ENG and MAHF-ENG 2020

Based on the discussion in 04/21 the program coordinators (Dagmar and Erik) will write a short program evaluation and send to the department by 8 March.

06/21 Other business

The mandate for the redesign group was briefly addressed. It is important to emphasize that it is the disciplines and, ultimately, the program board that will make will decisions. The redesign group is in charge of moving the project forward, but all future changes will be made by the disciplines and will be approved (or not) by the program board.

Hanne will fill in as head of studies from 12 April, when Silje Grønner Stang starts a new job at NHH. The department is in the process of hiring a replacement for Hanne as student advisor for the English section.

Comments? Send Hanne by 19 March.

12.03.21/HSM



Attachment 2- Evaluation plan

See separate document.

Evalueringsplan: 3-årig emneevaluering og rapport frå ekstern fagfelle

Mer informasjon: <https://www.uib.no/studiekvalitet/134145/kvalitetssystem-utdanning-ved-uib#2-utvikling-og-kontroll-av-studiekvalitet>

Prossesser i UiBs kvalitetssystem for utdanning – årlige prosesser

- Kort egenvurdering av emne: hver gang emnet undervises (har mal)
- Kort egenvurdering av program: en gang i året (vanligvis frist i mars for foregående kalenderår)
- Rapport fra ekstern fagfelle

Programstyrevedtak for engelsk

- alle emner skal ha studentevaluering hvert semester

3-årig syklus – emneevaluering

EFF = ekstern fagfelle

Alle emner som det undervises i skal evalueres minst hvert 3. år. Dette er en større og mer omfattende rapport enn den korte egenvurderingen.

	høst 2020	vår 2021	høst 2021	vår 2022	høst 2022	vår 2023		høst 2023	vår 2024	høst 2024
Lingvistikk		ENG345	ENG100	ENG114	ENG339(L)	ENG221/ENG261		ENG339(L)	ENG345	ENG100
		ENG349	ENG117	ENG115	ENG341	ENG223(L)/ENG263		ENG341	ENG349	ENG117
		ENG350	ENG118	ENGMAU641	ENG343			ENG343	ENG350	ENG118
			ENG119							ENG119
			EFF 300-nivå		EFF 100-nivå			EFF 200-nivå EFF BA & MA		
Litteratur		ENG335	ENG100	ENG125	ENG331	ENG222/ENG262		ENG331	ENG335	ENG100
		ENG337	ENG122		ENG332	ENG224/ENG264		ENG332	ENG337	ENG122
		ENG340	ENGMAU642		ENG333			ENG333	ENG340	ENGMAU642
		ENG350							ENG350	



			EFF 300- nivå		EFF 100- nivå		EFF 200- nivå EFF BA & MA		
Didaktikk		ENG350			ENGMA U643				ENGMA U650
		ENGDI 201	DIDAEN G1 ENGDI1 11	DIDAEN G2 ENGDI3 01				ENGDI 201	DIDAEN G1 ENGDI1 11