



**Minutes from the meeting in
Programme Committee for Global Health
Monday 31 May 2021 at 14.30 – 16.15 p.m. (on Zoom)**

Attendees: Karen Marie Moland (head); Ingunn Marie S. Engebretsen; Sven Gudmund Hinderaker; Bente Moen (Head of CIH); Tehmina Mustafa; Ingvild Fossgard Sandøy; Catherine Schwinger

Secretary: Linda Karin Forshaw

I Approval of the Agenda

The agenda was approved.

II Minutes from the Programme Committee meeting on 22 March 2021

The minutes were approved.

III Matters arising from the minutes

Karen Marie reminded everyone about the SAFE server, which all those carrying out research are expected to use, this also applies to student projects. All projects should also be registered in RETTE.

She also reminded everyone about the Thesis guidelines for the 30 ECTS credits Master Thesis and the Guidelines for examiners.

Subject 18/21 Matters of information

New Head of Programme Committee

Bente and Karen Marie have sent a letter to the Faculty suggesting that they appoint Ingvild Fossgard Sandøy as new Head of the Programme Committee from the Autumn semester.

Admissions

- Offers for admission were sent 29 April to 50 international applicants (INTGRAD and EU/EØS/Switzerland), the deadline for accepting was 7 May.
- Master admissions for Norwegian, Nordic or other persons residing in Norway - Assessment 7 to 11 June.
- Ingvild will replace Karen Marie in the Admission Committee.

Time schedule for autumn courses 2021 and rooms

The dates and timeslots for the autumn courses were registered in March. Due to the COVID-19 measures the capacity of all seminar rooms and auditoriums is reduced. As of now the capacity for Seminar room 438 at Overlege Danielsens Hus is reduced to 25 students. It is difficult to predict what will

happen in the autumn, but this room is booked for most of the semester (SDG303 and INTH315). However, there are some exceptions. We have to compete for rooms with other courses from our Department and from the Faculty of Psychology.

Quality reporting 2021

The report was sent to the Faculty 23 April.

Graduation celebration

The Committee decided at its last meeting to have an online celebration for the graduating Master students. The date for the Graduation celebration is set to Thursday 17 June at 3.00 p.m. The content will be decided later, a working committee should be appointed. Bente suggested these persons; Ana Lorena Ruano, Ingunn Engebretsen, Vilde Hjellbakk (temporary student employee) and Linda Forshaw.

Subject 19/21 ECTS credits for INTH326 and INTH330A

Follow up of from previous meetings (Subject 5/21 and Subject 14/21).

Background: There is an imbalance in the ECTS credits for compulsory courses/activities versus elective courses. Almost all our Master students have too many ECTS credits when they take the Master exam, the requirement is a total of 60 ECTS credits. The Faculty has criticized this and has asked us to reorganize our courses. The compulsory courses/activities add up to 46 ECTS credits, so there are only 14 ECTS credits left over for elective courses. The head and secretary had two suggestions; 1) to reduce the 6 ECTS credits for *Research Seminars* (INTH326) to 5 ECTS credits, which the Committee decided at its last meeting. 2) to reduce the 10 ECTS credits for *Proposal development* (INTH330A) to 5 ECTS credits.

Decision: The Committee decides to reduce the ECTS credits from 10 to 5 for INTH330A (from the next cohort), the new course code will be INTH330B

Subject 20/21 Reorganization of INTH330A

There is one week introductory course on proposal development for first year students at the end of the autumn semester. The students must prepare their proposals from January to 15 April (submission date). The students' proposals that have not been approved have previously been allowed to resubmit later (not a set date). This has resulted in long delays for the proposal to be registered as approved which the Faculty has commented critically on. The course coordinators Tehmina and Karen Marie in cooperation with the administration decided to give the grade "Fail" to the students with unapproved proposals (this year three). They have been given a resubmission deadline 7 June. Another issue is that this year, as previous years, many students have asked for extensions. 6 students have been given an extension until 14 May, one until 29 May and one until 1 September. The coordinators would appreciate if the Committee could discuss how to organize this so long delays can be avoided.

The following came up in the discussion: to move the deadline for submission forward to 20 May (the students can submit sooner); to have set dates, e.g. pass/fail three weeks after submission, new submission 15 August or certain dates for extensions; to spend less time on the evaluation and not give such thorough feedback; to try sharing the responsibility with others (now most of the work falls on the two course coordinators); to revise examiner instructions; to shift the responsibility back to the supervisor so the course coordinators will give quality assurance; to give rapid feedback if the proposals are not good enough; to introduce a three-stage rocket – which will start with peer review - choose Master projects already in December; to have set deadlines to get started on time.

Decision: Tehmina will update the course description and incorporate some of the suggestions from the discussion above, which will be presented at the next meeting in August.

Subject 21/21 New global nutrition course

Follow up of from last meeting (Subject 15/21).

The Master Programme in Clinical Nutrition has requested that Professor Ingunn Engebretsen, who is the course coordinator for the course *Global Nutrition* (INTH360), makes a shorter version of the course which is compulsory for Master students in Clinical Nutrition. The course should be reduced from 5 to 4 ECTS for this student group. Thus, the course will then have two course codes with varying assignments. The existing INTH360 course with 5 ECTS will be open as an elective course and continue with an essay and exam. The 4 ECTS course will only have one written exam. The course should have a separate course code which reflects that it is a course in nutrition but that it is offered by CIH/IGS.

Decision: To keep INTH360 as it is for our Master students, tropEd and project students. Make 4 ECTS credits course for the Master students in Clinical Nutrition assessed with a written exam (2 hours). The course code will be INTH360A. Ingunn will make a course description which will be presented at the next meeting in August.

Subject 22/21 Elective courses Spring 2021

How did the change to online teaching go? The Committee should discuss the challenges and lessons learned.

How will we use our earned digital competence to improve access and quality of teaching and learning in the future?

Decision: There was not enough time to discuss this. The subject is moved to the August meeting.

Subject 23/21 Elective courses Spring 2022 and planned sabbaticals in the academic year 2021/2022

The Committee should discuss whether the elective courses should be digital or on campus next year. Which elective courses will be offered? A tentative

schedule for courses should be made. The Committee must have an overview of how many course coordinators who plan to have sabbaticals in the academic year 2021/2022 in order to plan who will take on responsibility for courses.

Decision: Karen Marie will be on sabbatical leave for one year from the autumn semester. Bjarne will be on sabbatical in the Autumn semester. Thorkild will be on sabbatical in 2022 (from January to December). We will ask them if they has found substitutes for the courses INTH314, INTH321A and INTH323O.

Subject 24/21 Literature review projects

Due to the COVID-19 pandemic many students have chosen literature review projects. Ingunn has suggested that two Master students can cooperate and write their Master Thesis together. The Committee should discuss the suggestion.

Decision: Postpone to first meeting in the autumn semester.

Subject 25/21 Meetings autumn semester 2021

The Committee should agree on dates for two to three meetings in the autumn semester (on even weeks).

Decision: 23 August, 18 October and 29 November.

Subject 26/21 Report from the student representatives

No student representatives present.

Subject 27/21 Internal evaluation of the programme

We were earlier this year asked to conduct an internal evaluation of the master's programme by May 2021, but the deadline has recently been changed to 2023. We should discuss whether we should complete the evaluation that was planned for 2021.

Decision: To finish the internal evaluation during autumn 2021 since this Maria Emmelin's last period as Programme auditor and she knows the programme very well. Karen Marie will continue working on her part of the evaluation and will involve one of the student representatives.

Subject 28/21 Any other business

None