

MCT Programme Council Meeting nr. 1/2020

12. February 2020, 10.00-11.30 (F341, Fjordgata 1, 7010 Trondheim / 103, ZEB-building, Sem Sælands vei 2, 0371 Oslo)

Zoom meeting room nr. 309-209-231 (MCT Programme Council Meeting)

Ordinære saker/Ordinary cases	
V-SAK 1 Saksnr. 1/2020	Approval of the protocol from the past meeting Document: <ul style="list-style-type: none">• Protocol from the meeting 26.09.2019 Proposed resolution: <i>Approve the protocol of the previous program council meeting</i>
V-SAK 2 Saksnr. 2/2020	Approval of the invitation and agenda Proposed resolution: <i>The notice and agenda are approved</i>
V-SAK 3 Saksnr. 3/2020	Approval of the new council members Link Proposed resolution: <i>New members are approved despite gender unbalance</i>
V-SAK 4 Saksnr. 4/2020	Approval of the 2020 council meeting dates Link (<i>Fall dates may change after semester planning</i>) Proposed resolution: <i>Dates are approved</i>
Orienteringssaker/Orientation cases	
Ø-SAK 1 Saksnr. 5/2020	Master Thesis Link Coordination, supervision, guidelines, template, assessment criteria, examiners, resources.
Ø-SAK 2 Saksnr. 6/2020	Storage of MCT data Shared G Drive.
Diskusjonssaker/Discussion cases	

<p>D-SAK 1 Saksnr 7/2020</p>	<p>Strategy for Course Evaluations and QA</p> <ul style="list-style-type: none"> • Goal: develop a sustainable, consistent, and structured strategy for assessing MCT courses compliant with both UiO and NTNU guidelines/requirements. • Problems with existing reference group organization (workload, reports not submitted). • Existing agreement states: <i>“For quality assurance of the courses, the rules are used at the place where the courses are offered. Quality assurance of the program takes place according to the rules at NTNU”</i> • Proposal (from Spring or Fall 2020): Use NTNU for program QA, and merge NTNU and UiO for course QA. <ul style="list-style-type: none"> ○ Student online survey (standardized) during last days of course, run and consolidated by UiO admin. ○ Student group discussion during last days of course (and submit report immediately). ○ Course coordinator receive and use these to compile course report submitted to NTNU admin. ○ 1 meeting with program reference group at end of semester with program leaders and admin. • Problems: submission and storage of reference group report <i>“...report sent to current students enrolled in the course, the head of department and the head of programme(s) of study. The report should be made available to the reference group and student representatives at the faculty, department and programme of study for the next three times the course is held”</i>
<p>D-SAK 2 Saksnr 8/2020</p>	<p>Evaluation of Fall 2019 Courses</p> <ul style="list-style-type: none"> • Updates from student representatives reference group meeting 16th December 2020
<p>D-SAK 3 Saksnr. 9/2020</p>	<p>Course Coordinators</p> <ul style="list-style-type: none"> • Need for 1 coordinator for each course. Coordinator in charge of description, syllabus, topics, contents, assessment and feedback strategies, quality assurance, contact point with students (should be permanent academic).

	<ul style="list-style-type: none"> • Mismatch: coordinator is visible on NTNU website, not on UiO
D-SAK 4 Saksnr. 10/2020	<p>Master Thesis Workshop and Supervision</p> <ul style="list-style-type: none"> • Thesis workshop F2F or online, Beginning of Fall 2nd year (travel week) or End of Spring 1st year. • Possibility for cross campus supervision
D-SAK 5 Saksnr. 11/2020	<p>Miscellaneous & Pending Issues</p> <ul style="list-style-type: none"> • Code of conduct, ethics, copyright, speak-up system, data protection (and where to store these online). • MCT programming languages and preparation page: <ul style="list-style-type: none"> ○ remove javascript? ○ Python and PD/Csound • Elective courses requirements have been softened, but cross-campus visibility/enrolment is still an issue. • Årshjul/Annual planner with UiO template • Preliminary discussion on MCT4000 Revision
EVENTUELT/AOB	
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