

Program council meeting MCT 1 February 1.2.2019 10.00-11.30

Location: The portal.

Present:

Agenda:

1. Welcome and review of agenda
  - a. Round of introductions / roles
  - b. Goals: <https://innsida.ntnu.no/wiki/-/wiki/English/Programme+council>
  - c. Quick overview of the agenda
  - d. Who is taking notes?
2. Course evaluation MCT Autumn 2018 (Maj)
  - a. Subject report / Reference group report
  - b. Actions
1. Reference group meetings Spring 2019:
  - a. Preferred approach? 3 meetings with representatives vs all-students feedback (Andreas)
  - b. Actions (scheduled?)
3. Common policy between teachers
  - a. Late submissions
    - i. Legal constraints?
  - b. Attendance
    - i. Legal constraints?
    - ii. Middle ground UiO (70%) and NTNU (80%)?
  - c. Feedback from teachers
    - i. How long? 7-10 days the latest?
    - ii. How? written feedback on Canvas?
  - d. Code of conduct
    - i. Make sure we offer a safe space
    - ii. Include the C.C. in all the syllabus?
  - e. Grading? Free style?
  - f. Template for syllabus and courses on Canvas?
  - g. Actions
4. How to evaluate the quality of the program
  - a. Quality report. Deadline December 1, 2019.
    - i. Each university has a particular template. Master file?
    - ii. Actions
5. Other
6. Schedule Next meeting