

MCT Program council meeting nr. 2/2019 10.00-11.30

21. March 2019, 10:00 -11:30. (Fjordgata 1, 7010 Trondheim / 103, ZEB-Building, SEm Sælands vei 2, 0371 Oslo)

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

Present: Johan, Anna, Robin, Andreas, Daniel, Peter, Mons, Kristian, Eigil, Maj

A special welcome to the new external representatives: Marte Bratseth Johansen and Johan Ludvig Nielsen.

Our mailing list is: mct-programme-council@musikk.ntnu.no

Ordinære saker/ Ordinary cases

V-SAK 1 Approval of minutes from last meeting

Decision: Approved

The decision is unanimous

V-SAK 2 Approval of invitation and Agenda

Decision: Approved

The decision is unanimous

Orienteringssaker/Orientation cases

No cases

Diskusjonssaker/Discussion cases

D-SAK 1 Revise last actions to be taken

- Website for Program Council:
 - Proposal: Use NTNU website service e.g. <https://ntnu.edu/wac2019>, <https://www.ntnu.edu/now>.
 - Content
 - Link it to/from UiO/NTNU master's webpage
 - Summary of program council meetings (transparency)
 - Committee members

Decision: Given that everybody has an NTNU account we agree to on Anna's proposal (above).

Decision: We agree on the name domain ntnu.edu/mct-programme-council. Anna will ask NTNU to setup a page.

Decision: No need to include an online platform for students to raise issues. Find an alternative.

Decision: Eigil will ask the students whether they need a person in addition to the student representatives to report to. He will get back with an answer.

Decision: We use Alexander's suggestion: New procedure with Sakskart and Protokoll (decisions and a bit of context) to report the meetings. Example:

<https://www.hf.uio.no/imv/om/organisasjon/programrad/Sakskart%20og%20protokoller/>

- Website guidelines:
 - Pre-knowledge recommended
 - Guidelines of submission for MCT
 - Draft already in Canvas

Decision: We agree that the deadline for this online guidelines should be on July 2019, before starting the master (responsible: Kristian).

Decision: Johan asks to make it appealing for women to make sure there is gender balance at MCT.

- Division of courses between UiO/NTNU + Restrictions regarding who can participate
 - Updates from Mons and Maj, shareable docs to be added
 - It is possible to turn the joint courses MCT4021 + MCT4023 into UiO courses + MCT4022 into NTNU course. NTNU-Deadline December 1. 2019.

Decision: Continue discussion in next PCM + Look into how we can soften the requirements on webpage mostly for NTNU + maybe UiO a bit.

- Master file for final report evaluations

Decision: Creation of a master file of a requested master file of MCT reports for final report evaluations (@all: to be completed whenever there is relevant info).

- Årshjul/Annual planner
 - Any suggestions?

Decision: Mons will share the annual planner he uses. We can all start and put deadlines in a document whenever we have new deadlines and compile these later

- Master supervision
 - Set up appointments with students to discuss the current topic of their master thesis (Alexander/Anna)

Decision: Share guidelines from both places (UiO-Veiledningsavtale and NTNU-Masteravtale)(Mons/Maj)

Decision: Set up 1-1 appointments with students to discuss the current topic of their master thesis after Easter week (Alexander / Anna)

D-SAK 2. Course evaluations, Spring 2019

MCT4046: The best aspects of the course as well as the aspects the students liked the least are presented. In general challenging, high quality course they want more of. They favoured the collaborative work. The course was too short, too condense.

Updates from reference group: Next meeting will be on Monday March 25.

Eventuel/AOB

- September exams?

Decision: There is no structure for September exams. We need to figure out an alternative if attendance is a requirement, probably asking the student to take again the course.

- Create a rubric?

Decision: We agree about the need of creating rubrics for assignments so that students know the expectations and the criteria of evaluation.

- Creation of a document with MCT rules/expectations for teachers and students

Decision: Create a master file about the rules across the MCT courses. Some ideas discussed: (1) Make the attendance rules clear to students, they should be in alignment with UiO and NTNU requirements. (2) Request rubrics for assignments. (3) Expected time to give feedback to students.

- Substitutes for the MCT PCB, shall we follow an official protocol?

Decision: Follow UiOs way: Make varas. List the names of the substitutes on the PBM website.

5. Next meeting:

Decision: Decided to meet again this semester before summer because the board is just starting (only expected to meet 2 times). Anna/Maj to send a Doodle.