MCT Programme Council Meeting nr. 4/2019

26. September 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)

Ordinære saker/Ordinary cases	
V-SAK 1 Saksnr. 12/2019	**Approval of the protocol from the past meeting** Document: • [Protocol] from the meeting 14.06.2019 Proposed resolution: *The program board approves the protocol of the previous program council meeting*
V-SAK 2 Saksnr. 13/2019	**Approval of the invitation and agenda** Proposed resolution: *The notice and agenda are approved*
Orienteringssaker/Orientation cases	
0-SAK 1 Saksnr. 14/2019	**News** Program council approved by our Head of Department: https://innsida.ntnu.no/wiki/-/wiki/English/Programme+council+-+MCT Website on guidelines pre-knowledge published: https://mct-master.github.io/prepare/, external approval from Johan Ludvig Nielsen
0-SAK 2 Saksnr. 15/2019	**Program Webpage** Program page must include semester and institution of the courses (one link is actually to a pdf file rather than webpage) **Travel week** We should involve also the study program consultants **Student exchange program** Is it worth it the investment? We already provide a diverse environment.
Diskusjonssaker/Discussion cases	
D-SAK 1 Saksnr. 16/2019	**Revise last actions to be taken** • Gender balance & new strategies for recruitment • Division of courses between NTNU / UiO: NTNU-Deadline December 1, 2019 • Attendance more equal (update website)

	• Make elective courses open: Soften requirements (NTNU) • Årshjul/Annual planner. Template from UiO. Any ideas for an efficient strategy? • Master supervision: Share guidelines: status?
D-SAK 2 Saksnr. 17/2019	**Recruitment** **Registration / Enrollment** It is needed an evaluation of the registration process, especially the process with international students. **Canvas and new students** How to communicate ASAP preparation material, how to make the registration to course more automatic, how to not overwhelm study consultants? Potential solutions: • pull out enrolled students from the respective studentweb once a week. • having a guest user with no writing rights on Canvas that anyone can use until they get their own accounts?
D-SAK 3 Saksnr. 18/2019	**Organization** **Academic/Administrative tasks** Academics are exposed to more and more administrative tasks during the start of the semester: bookings, details in the schedule, add them on Canvas, print weekly calendar for the portal... • Admin support to timetabling, room booking and scheduling (in Fall is harder than Spring) • Academics provide standardization/clarification of course requirements (hours and room). • Do we want to split the portal hours into slots?
D-SAK 4 Saksnr. 19/2019	**Legal** **Video streaming recording in class** We had a few instances: Is this allowed or not. Shall we have a common policy? Potential issues: GDPR, storage, non-attendance
D-SAK 5 Saksnr. 20/2019	**Finance** • We need ongoing funding for technical gadgets and more importantly, provide some budget for the students' master theses. • Equal semester fee in both places?
D-SAK 6 Saksnr. 21/2019	**Curricula** **Students' feedback (forms)** How to legally use it in the Program Council and SALTO? Pre-post questionnaire of the whole master, or at least post. **Grading scale** Agreement to use NTNU grading scale? **Thesis**

	Supervision, admin issues, missing information: we have a long list of items. Proposal: Schedule a separate meeting involving the heads of departments, administration roles and academic roles. **Rubrics** Agreement on a template? **MCT blogging** General strategy? **Portal booking** How can we give more granularity to the booking and from both sites? **Student representatives** Now that we have 1st years, who will be the 2 substitutes for student representatives, do we agree to have one student representative from each year (and site)? **Workflow** Setting all meetings for a semester, or even an entire school year, in one go. We foresee the need of less meetings once we finish with the first MCT group (2018-2020). Setting a meeting to discuss how to make the meetings more efficient and reduce the number of meetings? Send the agenda so that people can add their concerns, not send bits & pieces by emails. Or perhaps: having an online dropbox that we can compile more easily? Or just a link of the future agenda where people can add their points? Otherwise it's an overhead for us.
EVENTUELT/AOB	
	- Portal dual-booking status - Rubric for assignments (for students to know expectations, criteria for evaluation) status - Code of conduct status - Master file with shared information for writing annual reports. Do we need it? - Master thesis topics list available for first year students? - Next meeting