MCT Programme Council Meeting nr. 3/2019

14. June 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: Alexander, Stefano, Peter, Sam, Johan, Andreas, Maj, Anna

Absent: Eigil, Marte

Ordinære saker/Ordinary cases

V-Sak 1 **Approval of the protocol from last meeting**

Decision: Approved

V-SAK 2 **Approval of the invitation and agenda (Sakskart)**

Decision: The notice and agenda are approved

Decision: Make the agenda public before meeting. Upload the document to the webpage Programme council – MCT: *Link*

(Small discussion about substitutes for student representatives in Programme Council)

Decision: Student representatives from the Reference group are substitutes

Orienteringssaker/ Orientation cases

O-SAK 1 **New website for Programme council**

(Small discussion about External representatives and gender balance)

Decision: Concerned about gender balance and we will take action in the Fall semester inviting new female students

Decision: if the regulations allows it, Marthe will be the external representative to UiO

Diskusjonssaker/ Discussion cases

D-SAK 1 **Revise last actions to be taken**

- **Platform for students to raise issues**

Decision: Not needed. But we should make sure they know what options there are (Ombudsman etc)

- **One person more to report to in addition to student representatives**

Decision: Covered by the four already (V-SAK 2) but we must make sure, to have representation from both first- and second-year students

- **Website on guidelines pre-knowledge required: Deadline July 2019**

(Discussed: Appealing to women. Scholarships. Should start from bachelor level. Need to connect with schools. It's important to connect with young researchers when we go abroad. Improve how we announce the registration process. Be active promoting the masters during all year)

Decision: Johan will give feedback on the website

https://mct-master.github.io/prepare/

- **Gender balance & new strategies for recruitment:**

(Small discussion about highlighting WoNoMute and make sure to post pictures where the female students show. Perhaps   a committee, perhaps students' stipends to promote the course(?))

- **Division of courses between NTNU / UiO: NTNU-Deadline December 1, 2019**

Decision: get back to it in the next meeting. Cross-listing courses so that we can recruit more students

- **Make elective courses open: Soften requirements (NTNU):**

(Discussed: Make all courses joint. We should have a priority scale: 1: MCT, 2: Department students/locals, 3: Other

departments/neighbours, 4: Externals. Also, we should be consistent with the requirements expected)

- **Årshjul/Annual planner. Template from UiO**

No action taken yet, but we will follow up

- **Semester planning**

Decision: finalize as much as possible. Status of the 1st week (see D-SAK 4).

Decision: We need a responsible for Entrepreneurship: Daniel? and then invite external. The rest is OK!

- **Master supervision: Share guidelines: status?**

Decision: UiO will make one digital form available to all. Needs to be formally approved by both UiO and NTNU

- **1-1 appointments with students: summary**

(Discussed: Many students are unclear about the master thesis topic, supervisors, etc. Then we can organize a next meeting. A number of students would like a list of topics.)

Decision: We need to publish topics to the provided list. All are welcome to add a topic.

We publish the list on Canvas webpage together with all info about the master projects. First year students should be able to access it too. An email to the first year students at least so they get the info.

Where to showcase the list of master thesis topics: MCT GitHub? On the program page? Canvas is a good candidate.

D-SAK 2 **Master thesis writing and mobility of students:**

How many supervisors? Main and secondary?

Possibility for students to move to the other university and closer to supervisor?

(Discussion: This makes sense. Secondary is optional. We need a list of legal supervisors. We should showcase the available master supervisors. There's a negotiation needed: fair distribution. At NTNU students propose their topics and make a wish of their supervisors, and then we decide. Same at UiO. If the topic is proposed by the teacher, then the student goes with that teacher.)

Decision: Student can move: The point of cross campus

D-Sak 3 **Course evaluations, spring 2019:**

Updates from the student representatives reference group meeting March 25

Sam reads the summary for each course and overall.

(Discussion: Intense courses are they OK? They hardly suit with normal scheduled courses / people who work. Required clear syllabus and grading. Missing summary of sonification (we can use the post-questionnaire). Where/how shall we publish this feedback? Also next year we will need to reduce the amount of teaching hours, currently it is unsustainable.)

Officially the feedback needs to be adapted by September 1 (reference group in charge)

D-Sak 4 **Collision with Nor-Fishing conference in Trondheim every year**

Permanently change travel week from 34 to 33 or 35?

What is the plan for week 34? (first and second years?)

Decision: Week 33 welcome, week 34 MCT students meet each other & introduction activities, week 35 travel week (permanent)

Eventuelt/AOB

- **Portal dual-booking:**

Decided to use UiO system

- **Rubric for assignments (for students to know expectations, criteria for evaluation)**

Decision: Follow up

- **MCT rules/expectations for teachers and students**

Decision: Address the issues in the opening week in conversation with students

- **Master file with shared information for writing annual reports**

No action taken

- **Technology sustainable plan**

No action taken

- **External exchange students to MCT4000**

For info

- **Substitutes and new members for MCT PBM:**

Decision: Stefano will take over deputy, Alexander substitute

- **Next meeting**

Decision: Week 36