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)

Present: Alexander, Stefano, Peter, Sam, Johan, Andreas, Maj, Anna, Jackson and Magda

Ordinære saker/Ordinary cases

V-SAK 1 **Approval of the protocol from the past meeting**

    Decision: Approved

V-SAK 2 **Approval of the invitation and agenda**

    Decision: Approved

Orienteringssaker/ Orientation cases

O-SAK 1 **News**

    Program council approved by our Head of Department: https://innsida.ntnu.no/wiki/-/wiki/English/Programme+council+-+MCT

    NTNU link: https://www.ntnu.edu/studies/mmct/contact

    UiO link: discuss later in the website point
    Website on guidelines pre-knowledge published: https://mct-master.github.io/prepare/, approval from Johan Ludvig Nielsen

    Make sure it is findable, add a link to the MCT webpages

O-SAK 2 **Program Webpage**

    Program page must include semester and institution of the courses.

    Responsible of the courses should be updated

    Mismatch between institutions, which modules belong to who, we cannot use an independent platform because it would be double work: we still need to give the info on each institution's website.

    Email from the communication at the faculty level and NTNU is required to have pages in both Norwegian and English. Only NTNU requirement, Cecilia can translate.

    NTNU system is manually handled. Possibility to turn 4021 and 4023 for UiO and 4022 for NTNU. Deadline: 1st December. See later point.

Travel week

Travel week involves also the study program consultants

Student exchange program

Is it worth it the investment? We already provide a diverse environment. There should be encouragement. Students: it is a nice offer to have. Try to be as efficient as possible and have agreements that apply to all the programs. It should not take too much time, however a close follow up is needed. We should have more resources: NTNU has international office, but communication is difficult, we need to take responsibility. We should push this up! If internationalization is a keyword, we should tell how to make this happen. Planning to be more effective.

Diskusjonssaker/ Discussion cases

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

Gender balance & new strategies for recruitment and general recruitment plans for this year Workshops at UiO great initiative, WoNoMute.

Involving more industry, this can speak to students, hearing more about alumnae. MMUST planning to gather more names. FB alumni group that is working well at UiO.

Equalize attendance requirements more equal on course websites

Make elective courses open: Soften requirements (NTNU)

Deadline approaching October 7 for Spring 2020 course planning: can we postpone it given all the changes coming at NTNU. 1.November is the very last deadline for administration.

Årshjul/Annual planner. Template from UiO, can you provide? (all deadlines) Any ideas for an efficient strategy? Ellen takes lead on this!

Master supervision: Shared guidelines status. NTNU needs more argumentation why a joined electronic agreement instead of our respective agreements. Make it online available is the main reason.

D-SAK 2 **Recruitment**

Registration / Enrollment

It is needed an evaluation of the registration process, especially the process with international students.

Clarify the application process on the website, look at the admission letters. International relations not adapted to special programs. It is possible to customize the admission letter and make sure that it is sent to the students.

Application information: if we need to change it, it should be by December 1.

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:

a. pull out enrolled students from the respective student web once a week.
b. having a guest user with no writing rights on Canvas that anyone can use until they get their own accounts.

Looking into solutions (at UiO). We should do it at NTNU too. Avoid daily manual labor. Perhaps solve it in group walking them together for signing up in the courses?

Fees also create confusion, there should be a consistent deadline and form. Separate meeting!

D-SAK 3 **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...

o Admin support to timetabling, room booking and scheduling (in Fall is harder than Spring)
o Academics provide standardization/clarification of course requirements (hours and room).
o Split the portal hours into slots.

D-SAK 4 **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. Standard rule is NO recording.

D-SAK 5 **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 **Curricula and Students' feedback (forms)**

2nd years: not reference group yet. Having to juggle applied projects and intensive workshop. Workload, timing of deadlines. Difference in applied projects this semester vs. Last semester. Perhaps assessing the feasibility of the projects before taking them in, clearer criteria.

1st year: introduction and portal course. They are struggling with the portal setting day-to-day communication. Last year they had more support from teachers. There is no formal mentoring. They are left to their own.

Some criticism of the structure. MCT400 + Methods: Too broad, multidisciplinary it has more like an undergrad structure. We should frame it better.

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 https://innsida.ntnu.no/wiki/-/wiki/English/Grading+scale+using+percentage+points

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.

Assessment 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.