

MINUTES OF MEETING #3.2017 IN THE STUDY ENVIRONMENT GROUP FOR AAU CPH

DATE 29.05.2017, 13.00 – 15.00

ROOM 2.1.025, BUILDING A (A.C. MEYERS VÆNGE 15), AAU CPH

FÆLLES SERVICE CPH

PARTICIPANTS: Nikolaj Stegeager (NS), Martin Vive Ivø (MVI), Anders Paarup Nielsen (APN), Bjarke Madsbøll (BM), Anders Bech Mogensen (ABM), Jon Ram Bruun-Pedersen (JBP), Danny Raymond (DR), Brian Møller Pejter (BMP)

SPECIAL INVITEES: Lukas Bjørn Leer Bysted (LBB), Student study counsellors

CANCELLATIONS: Olav Emil Nissen, Ruta Naujokaite

SECRETARIAT: Simon Holmen Reventlow Clemmensen (SRC), Bente Juhl (BJU)

AGENDA	FOLLOW-UP
<p>1. Approval of agenda and minutes</p> <p><i>Round of introductions.</i></p> <p><i>NS made a brief presentation of the group and its work/raison d'être for the specially invited student counsellors</i></p> <p><i>The agenda was approved.</i></p> <p><i>The minutes of meeting #2.2017 were approved.</i></p>	
<p>2. Follow-up from last meeting</p> <ul style="list-style-type: none"> • Friday bar • Massage service • Moodle space for campus communication • Visit from taskforce on study spaces <p><u><i>Slusen/Friday bar</i></u></p> <p><i>The Study Environment Group and Slusen have developed a good working relationship. Slusen will open at 3 pm on Friday every week in the hope of catching people before they leave campus, and thereby increase attendance in the Friday bar.</i></p> <p><i>A large obstacle in developing the study environment is the noise from gatherings in common areas that might disturb the employees and other activities. This is partially being handled by replacing all façade windows with more energy efficient and noise reducing glass. However, internal windows are not planned to be replaced right now– that requires further financing. Several employees as well as students have commented on air quality and temperature. This, MVI ensured the group, is very much a concern when planning campus development.</i></p> <p><u><i>The Coffee Spot</i></u></p>	



<p>Since the last meeting, MVI has entered into a dialogue with CAS about resources for redecoration of the canteen in building B (FKJ12).</p> <p><u>Moodle space for campus communication</u> Communication CPH is planning to test a Moodle space where all students at AAU CPH are automatically members, and through which Shared Services CPH can communicate important information. This is a way of honouring the wish from students of receiving all information on a single platform.</p> <p><u>Visit from taskforce on study spaces</u> Lars Døvling Andersen, Associate Dean for The Faculty of Engineering and Science, heads the taskforce on study spaces, and his two research assistants will visit AAU CPH on June 19th and 20th to conduct focus group interviews with students. Therefore, each programme will have to select students to participate in order to give the taskforce valid data. SRC will send out an e-mail with more information on the subject.</p> <p><u>Other</u> Student representatives raised the question of what the red booths that housed the student guidance team will be used for in the future. MVI and SRC responded that the initial thought is that they are to be allocated to student purposes, however the specific use has yet to be determined.</p> <p>AAU has entered into an agreement with a new massage therapist. Shared Services CPH would like some feedback from the students about how it works, and invited the student representatives to ask around and report back.</p>	<p>SRC will distribute an email regarding the focus groups on study spaces.</p>
<ul style="list-style-type: none">• The study environment from a study counsellor's perspective <p>The student study counsellors on campus have been invited for an open discussion on what they perceive to be needed to improve the study environment at AAU CPH.</p> <p>The student study counsellors discussed their conditions at AAU CPH. The employee representatives expressed interest in getting information about how the student counsellors' work is structured and what can be done to optimise their working conditions within the given framework.</p> <p>What works well?</p> <ul style="list-style-type: none">• The establishment of new counselling facilities that gather all student counselling activities in one place is very positive.• New facilities are easy for the students to find	

- *Good cooperation with staff regarding answers to student's questions*
- *Feel well prepared for the job because of courses and good introduction*

What could be improved?

- *More space for individual counselling sessions.*
- *The possibility of using the central counsellors' room outside of normal opening hours would increase flexibility*
- *A shared calendar for booking of facilities*
- *Closing of the gap between the wall and the hallway (already in progress)*
- *Possibility to cover windows in rooms to increase privacy in individual counselling sessions*
- *Students often contact the counsellors too late - More information to students about the guidance/counselling options may help this**
- *Sometimes CPH student counsellors feel as if they do not matter in their meetings with Aalborg colleagues*
- *Students feel detached from their study programme because they are spread over different locations (CPH vs. Aalborg). Physical proximity would help this.*

**discussion about how to communicate. The need usually arises after 1st semester, so introduction at the study start will probably be in vain.*

General discussions

The need for student counsellors (decentral) is still being discussed across the organisation, which poses a challenge. The campus management is of the opinion, that there is a need for more student counsellors at AAU CPH. Especially, for SES and one pr. Bachelor study programme.

In line with student request for a pool of funds for student activities, MVI has applied for a larger fund for this purpose. The idea is that Shared Services CPH can administer the funds, and that students apply for funding to finance projects/activities. The student study counsellors could be the point of contact for fellow students and handle communication with Shared Services CPH. However, it could cause potential conflicts of interest. A student organisation could also handle the communication; however, it is difficult to get students to engage.

Dual roles

Several student counsellors are also elected student representatives (probably because of the few number of students that engage in study boards). This dual role as a student representative and AAU employee has caused ethical conundrums for some student counsellors but not all.

Shared Services CPH will look at establishing a shared calendar for room booking, and options for covering windows.

Student representatives create a newsletter to send out to all students twice a year (3 times the first year), reminding them of the student counselling services

*Increasing the no. of student counsellors will be pursued by the employee representatives.
SRC will produce a list of counsellors pr. study programme.
NS will present it to the Associate Deans.*



<p><i>The student counsellors generally feel that the cooperation with the study boards it is good. They are invited to meetings and keep themselves updated that way.</i></p>	
<p>3. Giving students at AAU CPH a voice</p> <p>Lukas Bjørn Leer Bysted, student representative on the board of AAU, will participate in a discussion on how to engage students at AAU CPH in the work of the study boards and other university bodies</p> <p><i>The following ideas were discussed:</i></p> <ul style="list-style-type: none"> • <i>Information/boot camp initiative in the beginning of the semester where student representatives from Aalborg visit CPH campus and inspire the students in CPH. Furthermore, invite other interesting people (e.g. Associate Deans) to speak at the event.</i> • <i>Student environment bar (mid October) for recruiting students for study boards etc. Coordinate with schedules and combine with Slusen. Act as a pilot project before arranging a larger information/boot camp initiative (e.g. a conference) in the spring 2018.</i> • <i>Better information regarding elections for study boards, student organisations etc.</i> 	<p>Theme for next meeting: Recruitment of students for study boards etc.</p> <p>BMP coordinates the concept of the student environment conference</p>
<p>4. Study start</p> <p>Should the Study Environment Group be represented at the International Welcome Day and/or at the Official Study Start? If so, in which way?</p> <p><i>The tutor team and buddy program will be integrated as a test.</i></p> <p><i>The group members decided that the group should be represented at study start – preferably at a booth. BMP and SRC will coordinate the work and contact students who could also be potential representatives (about 2-3 people)</i></p>	<p>BMP and SRC will follow up.</p>
<p>5. Other business</p> <p>Meeting frequency: twice pr. semester (mid-August, mid-November 2017)</p> <p>Future subjects?</p>	<p>NS</p>



<ul style="list-style-type: none">- Start of the semester- Presentation of student organisations- Study environment challenges for master's students- International students <p>The group decided to maintain the planned meeting frequency – i.e. twice per semester.</p> <p>Potential student representatives could be found in: the social life organisation, The coffee spot, Slusen. LBB is also interested in participating again.</p> <p>SRC is working on a mailing list that students and employees can subscribe to in order to receive the minutes of the group's meetings.</p>	<p>SRC will invite student representatives for the next meetings</p>
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