

# MINUTES OF MEETING #1.2018 IN THE STUDY ENVIRONMENT GROUP FOR AAU CPH

DATE 19.02.2018, 10.00 – 12.00  
ROOM 2.1.021, BUILDING A (A.C. MEYERS VÆNGE 15), AAU CPH



AALBORG UNIVERSITET  
KØBENHAVN

FÆLLES SERVICE CPH

**PARTICIPANTS:** Lene Tølbøll, Martin Vive Ivø, Anders Paarup Nielsen, Bjarke Madsbøll, Signe Deichmann Nielsen, Jon Ram Bruun-Pedersen, Danny Raymond, Lene Ørnbøll Larsen, Vera Götze

**SPECIAL INVITEES:**

**CANCELLATIONS:** Brian Møller Pejter

**SECRETARIAT:** Simon Holmen Reventlow Clemmensen, Bente Juhl

AGENDA	ACTIVITY
<p>1. Approval of agenda and minutes</p> <p>The agenda was approved.</p>	
<p>2. Introduction of new members</p> <p>LT, MVI and SRC gave a brief introduction to the purpose and work of the student environment.</p>	<p>SRC will distribute the terms of reference for the group to all members.</p>
<p>3. Study Environment Conference</p> <p>The programme for the conference is taking shape. The next step is to invite students to participate and promote the event. Pro-rector Inger Askehave will host and introduce the event.</p> <p>The program will be divided in three parts:</p> <ol style="list-style-type: none"><li>1) presentation of results of taskforces under the Student Environment Council (Study spaces, communication to students, IT support for learning)</li><li>2) Representatives from AAU CPH present local initiatives</li><li>3) Workshops regarding study environment on AAU CPH</li></ol> <p>The main purpose of the conference is to get the students talking and gather their input for how to improve the study environment. This will be facilitated through workshops (on events &amp; activities, indoor facilities, outdoor facilities, and organization – how can students gain influence), where participants will choose two of four themes they want to work with.</p> <p>The study environment group will recruit a facilitator for each station, who will moderate the dialogue and summarise the generated ideas. The group estimates that around 10-12 facilitators are needed. Lene, Vera and Signe agreed to be facilitators.</p> <p>Decisions regarding the workshop:</p>	<p>SRC: send relevant information to pro-rector</p>



<ul style="list-style-type: none"><li>• Each of the discussion groups choose two ideas to elaborate on</li><li>• The brainstorming process in each group should be semi-structured by the chosen facilitators to ensure concrete suggestions for solutions/improvements</li><li>• If a theme has not been chosen by any participants, its relevance should be presented anyways – maybe followed by a Q&amp;A about why participants have not chosen it</li><li>• Emphasize matching of expectations; describe the framework within which changes are feasible - inform and explain about limitations.</li><li>• Arrange a follow-up event to make sure that the ideas are not lost</li><li>• The break will be shortened to 15 minutes</li></ul> <p>The process of choosing which two themes the participants want to work with has not been established. BMP and SRC will check if it still possible to incorporate in the sign-up process</p> <p><b>Other points</b></p> <p>The student representatives suggested a strong focus on the possibilities for getting involved – both in existing student organisations, by creating new organisations/activities, and explaining the official structure for student councils etc.</p> <p>The students are the main driver of ideas and events – the campus administration is merely a support function.</p> <p>Make use of the fact that the students are present; motivate them to carry out some of the ideas they discuss at the event.</p> <p>Clarification of what responsibilities and resources fall under the departments, and what belongs to Shared Services.</p> <p>Explain the terms for how rooms, facilities and placement on campus are allocated, in order to anticipate frustration.</p> <p>Be open about how AAU CPH work with improving the campus and study environment – e.g. negotiations with PFA regarding the outdoors facilities.</p> <p><b>Promotion of the event</b></p> <p>The plan is to use the information boards (posters) and screens on campus. For this purpose, it was suggested to create a more eye catching and simple visual concept, that differs from the normal AAU design concept. The student representatives also suggested to use Instagram more actively in the promotion. E.g. ask the instagrammer of the week to advertise. The student representatives will meet with Communication CPH and discuss the design and promotion.</p> <p>It was suggested to push the opportunity to gain influence as the main selling point. Possibly by slight provocation and revealing the amount of funds that are in play.</p> <p>The staff representatives will work towards keeping the time of the event free of lectures.</p> <p><b>Appendix:</b></p>	<p>All group members: Recruit relevant students for the facilitator roles.</p> <p>BMP and SRC: check if choice of themes can be incorporated in the sign-up process.</p> <p>SRC will arrange the meeting between Communication CPH and the student representative.</p>
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Draft programme (in Danish)	
<p>4. Study start 2018</p> <p>How can the Study Environment Group actively contribute to a great study start in September?</p> <p>Involve departments earlier in the planning process – possibly by contacting the local management representatives for each department.</p> <p>The study environment group members agreed on being physically present at the study start; however, there was some discussion about how best to go about it. The following was mentioned:</p> <ul style="list-style-type: none"><li>- Presentation of the group in the morning</li><li>- Brief teaser in the morning, referring to a stand on the quay in the afternoon</li><li>- A study environment group stand</li><li>- A joint stand with the student organisations</li><li>- Event at Kaffepletten a couple of weeks after the study start (offer cake and beer) where all student organisations are represented</li></ul> <p>The dilemma is to catch the students as early as possible and get them involved from the beginning, but avoid the competition with all the other information/activities etc. that are on offer during the study start.</p> <p>Buddies and tutors would like to be involved in the study start earlier and get the possibility to provide input as well as participating – it will generate more engagement and motivation. Furthermore, the tutors and buddies desire a clearer division of tasks – what is already arranged, and what should they actively arrange themselves?</p> <p>MVI asked how the distinction between paid coordinators and unpaid tutors during the study start works. The student representatives responded that it seems random who is selected to coordinate and hence get a salary, and that they would like more transparency. MVI asked LT to bring the issue up in the Study Environment Council so as to establish some standardized rules/procedures for AAU as a whole and maybe introduce a joint recruiting process and establish coordinator jobs.</p>	
<p>5. Action plan</p> <p>What themes should the group focus on in 2018?</p> <p>Suggestions:</p> <ul style="list-style-type: none"><li>• Arrange a follow up event after the study environment conference</li><li>• Describe and present the organisational framework for starting new student initiatives (finance, admin support etc.)</li><li>• Producing a list/catalogue of student organisations on campus</li><li>• Recommend the student organisations to improve integration of new volunteers that join the organization</li><li>• Theme: International students and Danish study culture</li></ul>	SRC: Invite Jan Vang



<p>The group decided that the next meeting will be about international students and planning a follow up event after the conference. Professor Jan Vang, who works with intercultural studies, will be invited, and all members of the group should invite relevant international students or colleagues, who can provide input.</p>	<p>All group members: invite international students or employees</p>
<p>6. Other business</p> <p>The next meeting will be held on May 7<sup>th</sup> 13:30-15:30</p>	