

## Agenda and Minutes

### Study Program Council

Zoom-meeting, 19 August 2020 – 16:00-17:15 (Oslo time)

<https://hvl.zoom.us/j/64522403428?pwd=azR3ZEdQTzl6Kyt6eDJwOWxXQVc4dz09&from=msft>

**Members:** Djenana Jalovic (Programme Coordinator), Graziella Van den Bergh (Course Coordinator), Hanne Kristin Tuntland (Head of Section), Emmanuel Cohen Waluge (Student), Leslie Duran (External Member), Hilde Kristin Tveit and Christina Havn (Administration)

**Present:** Djenana Jalovic, Graziella Van den Bergh, Hanne Kristin Tuntland, Emmanuel Cohen Waluge, Leslie Duran, Hilde Kristin Tveit, Christina Havn, Mike Landry (observer)

Case	Document	What is going to happen in the meeting	Process	Appr. time
<b>1/20 Approval of the notification and the agenda</b>		Agenda and the notification for the meeting should be approved	Briefing by the Programme Coordinator	2 min
<b>Minutes</b> The Study Program Council (SPC) approved the notification and the agenda without any comments.				
<b>2/20 Establish the Study program council</b>	Attachments: •	Presentation of the members and their expectations, council mandate and annual tasks.	Briefing by the Programme Coordinator	13 min
<b>Minutes:</b> Djenana Jalovic, the Programme Coordinator introduced herself and gave an orientation on the mandate of the SPC and which tasks the council needs to do throughout the year. Also, each member got to present himself/herself to the council:				

- Emmanuel Cohen Waluge – elected at the student representative, new student to HVL, currently located in Volda.
- Leslie Duran – external member, based in Canada, Professor and Director of University of British Columbia Rehabilitation Sciences Online Programs.
- Graziella Van den Bergh – Associate Professor in Physiotherapy at HVL, with a PhD in Anthropology.
- Hanne Kristin Tuntland – Docent Professor and the Head of Section for Master in Healthy Ageing and Rehabilitation (MARE), her background is in Occupational Therapy.
- Christina Havn – Study Adviser at the faculty, will be taking the minutes and assist in the Study Program Council as secretary.
- Hilde Kristin Tveit – Senior Adviser at the Faculty of Health and Social Sciences, working with Education Quality at HVL. Assisting in this meeting only.

<b>3/20 MARE Programme Presentation</b>	Attachments: <ul style="list-style-type: none"> <li>• <a href="#">Programme description</a></li> </ul>	Presentation of the MARE Programme	Briefing by the Programme Coordinator	10 min
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**Minutes:**  
The Programme Coordinator presented the MARE programme on Powerpoint. There are 29 students, with 12 different professional backgrounds from 15 countries. A student group of diverse backgrounds creating a global community in MARE. One third of the students do not have previous experience of studying online. This shows how much support the students will need to integrate in the online tools. 82% of the students will balance studying with work commitments. The presentation itself can be found in the attachments.

Question round from the members, answered mostly by the Programme Coordinator and the Head of Section.

- What was the drop-out percentage in MARE at the start of the programme? There are currently 29 students following the programme. Some have dropped out, for various reasons. This was however expected, as with other study programmes. HVL was prepared for that.
- Why aren't there more elective courses? There is one elective course offered by the MARE Programme giving students an opportunity to take elective courses at other departments and universities, do independent study or transfer credits. HVL will try with a curriculum as it is now and see if there is interest in having more elective courses.
- How is the thesis process? How will the supervision of the thesis be organised? The thesis is a major piece of academic writing worth 40 ECTS credits. The master thesis starts in the first term of the second year of the programme. It can be based on new or existing data, or literature. There are external examiners. The department as well as colleagues from other departments will supervise these students on their thesis.

<b>4/20 Framework – Systematic work with quality improvement in education</b>	Attachments: <ul style="list-style-type: none"> <li>• <a href="#">Presentation of the Education Quality System at HVL</a></li> <li>• <a href="#">Quality Framework</a></li> </ul>	Presentation of how the program work to improve the courses and the study program	Briefing by the Head of Section	20 min
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**Minutes:**  
The Head of Section presented the Education Quality system at HVL. The information on the quality system is on HVL's webpages, however only in Norwegian. The Quality Framework has been translated to English and shared with everyone with the minutes. The SPC must follow an annual cycle with regular evaluations to be carried out including reference group meeting/class meeting, anonymous evaluation and the final evaluation of the course.

Some points of the presentation to be aware of:

- Reference group meeting/class meeting – this is to be organised and led by the student representative with the support of the Course Coordinator
- Anonymous evaluation – is not yet translated to English. HVL is working on a new evaluation form, and this one will be translated to English.
- Final evaluation of the course - this is a meeting for the staff, without students present. This can be a course report and/or a dialogue meeting. However, not mandatory to do both.
- The Course/Programme Coordinator is responsible for conducting the evaluation of the course.
- Some courses will have an external examiner, according to Norwegian University Regulations.

<b>5/20 Determine the follow-up form for the study program</b>	Attachments: <ul style="list-style-type: none"> <li>• <a href="#">Follow up form</a></li> </ul>	Determine plan for following up course evaluation, anonyms evaluation, external examination etc.  The Study program council is invited to provide input to the plan	The Programme Coordinator gives a briefing and initiates discussion.	20 min
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**Minutes:**

The Programme Coordinator presented the follow-up form 2020-2022 and initiated discussion on the details in the form while inserting what was decided upon. The dates and details for the next study year can be decided at the next meeting in the SPC.

The members gave input to the plan in the follow-up form – the details can be seen in the form itself (attachment). The members also decided upon course evaluation, anonyms evaluation, external examination etc.

**Class meeting or reference group**

- It was suggested that the programme should have class meeting at the start of the semester, as is done in most other programmes. If the class meeting is chosen as a solution, the course coordinator should introduce first to get the students started, and then leave the meeting to the students.
- A reference group on the other hand can be more efficient to carry out. The council should also consider this solution.
- Given the newness of the programme and students settling in, several members consider a class meeting to be preferable: this encourages dialogue among the students. In a reference group one would rely more on the most outspoken students, not necessarily representing every students' need.
- A reference group should be considered for next year.

Conclusion: all members agree that a Zoom-class meeting is the preferred solution.

**Anonymous evaluation of courses**

- The Programme Coordinator suggested that there should be an anonymous survey at the end of each course. Although, the requirement suggests an evaluation of the course every three year. This is up to the council.

- Which tool can be used to create the survey? The council can investigate the matter at a later point.

Conclusion: all members agree to anonymous evaluation after each course.

**Final evaluation (dialogue meeting and/or course report)**

- The course report was suggested, because a written report makes it easier to have something to look back on. However, it was confirmed that the dialogue meeting requires minutes to be taken. The minutes function as a type of written report from the meeting.

Conclusion: agreed to have a dialogue meeting (with minutes), but the council can discuss at a later point if it is necessary also with a course report.

**External examinations 2020-2024**

The Programme Coordinator gave a briefing on the plan for the external examinations depending on the course. Information on external examiners can be found on the webpages: <https://www.hvl.no/en/hvl-students/examinations/for-examiners-at-hvl/>. More information on external examiners will be given at the next meeting if needed.

<b>6/20 Information</b>	Attachments: <ul style="list-style-type: none"> <li>• <a href="#">News regarding the start-up of the programme.</a></li> </ul>	The Study board takes note of the matter	Briefing by the Head of Section	5 min
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**Minutes:**  
**The Programme Coordinator presented some more information:**

1. News on the HVL website about the start-up of the programme.
2. The department has sent an application to DIKU – for funding of the student evaluations, to be used in publications to come. Ethical use here has been brought up. Applied for 5 million NOK. To develop and evaluate the study.

<b>7/20 Other issues</b>	Attachments:	Next meeting	Initiated by the Programme Coordinator	5 min
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**Minutes:**  
**The date of the next meeting of the SPC:**

- It was suggested to do the meeting either 20<sup>th</sup> January or 19<sup>th</sup> May 2021. Pros and cons: January is a good time to summarize after the first semester. May will be at the end of the first year of the study programme, summarize the whole year. However, easy to forget how it was in the first semester.
- The first student cohort will finish the second year, before the next student cohort starts.

Conclusion: the members agree to have the meeting 20 January 2021, from 16.00 to 17.15 (Oslo time).