

Minutes

Study Program Council

Meeting date: 25 August 2021 Time: 16.00 to 17.15 (Oslo time)

<https://hvl.zoom.us/j/65977248834?pwd=U2tZR0hBcE1ZSGx5WDZzay9aUEljQT09&from=addon>

Members: Djenana Jalovcic (Programme Coordinator and Course Coordinator), Graziella Van den Bergh (Course Coordinator), Hanne Kristin Tuntland (Head of Section), Emmanuel Cohen Waluge and Shalya Anand (Students), Leslie Duran (External Member), and Hilde Kristin Tveit (Administration)

People present: Djenana Jalovcic, Graziella Van den Bergh, Hanne Kristin Tuntland, Emmanuel Cohen Waluge, Shalya Anand and Leslie Duran. Hilde Kristin Tveit met instead of Kristina Elisabeth Alsos.

Case	Document	What is going to happen in the meeting	Process	Appr. time
1/21 Approval of the notification and the agenda		Agenda and the notification for the meeting should be approved.	Briefing by the Program Coordinator, Djenana Jalovcic	2 min
Minutes: The Study Program Council (SPC) approved the notification and the agenda without any comments.				
2/21 Adjust the Follow-up form 2021	Attachments: Page 3	Adjust the plan for following up course evaluation, anonymous evaluation, and external censorship.	Briefing by the Head of Section who initiates discussion, Hanne Tuntland	13 min

Minutes:

Hanne Tuntland presented a revised follow-up form for study year 2021-2022:

MARE540: Class meeting, Dialogue meeting and anonymous survey in September.

MARE550: Class meeting in October and, Dialogue meeting and anonymous survey in November.

MARE560: Independent Study: a dialogue meeting and anonymous survey are proposed in November

MARE570: Master`s Theses: The course starts before Christmas. The course has external censorship, Dialogue meeting and anonymous survey

External censorship: Two of the courses this academic year has external censorship. It is a requirement (HVL) that all courses in the programme have an external censorship within 2 years.

Input from the Study Program Council:

MARE570:

- The students and the teachers want online class meeting in December, an anonymous survey in May, and a dialogue meeting at the end of June.
- It is possible to have the class meeting at the end instead of an anonymous survey? A class meeting should be conducted approximately midway through the course.
- Can the class meeting be open for the mentors? It is not necessary, there will be set up regular meetings in the course with the supervisors on the master's thesis.
- It is possible to use reference group instead of class meeting? Yes, but then we can't have class meeting. We can choose between reference group or class meeting.

MARE550:

- Can we put in reference group in MARE550 instead of Class meeting? Yes you can.

The Study Programme Council approved the follow up plan for the academic year 2021-2022.

3/21 MARE Program Update with Results from the Course Evaluations	Attachments: Page 4 <ul style="list-style-type: none"> • MARE Program update (will be sent separately) MARE 530 and MAMET 500 <ul style="list-style-type: none"> • Dialogue meeting minutes • Class meeting • Student survey report 	The Study Council takes note of the matter.	Briefing by the Program Coordinator, Djenana Jalovcic	15 min
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Minutes:

Djenana presented the results from the first year.

In total 29 students started the programme in August 2020 and 17 students are enrolled in MARE 540 in August 2021. In all 12 students dropped out. Nineteen students completed 1st semester and 17 students completed 2nd semester.

Four courses were completed successfully.

- MARE 510 Healthy Ageing: Theoretical Foundation (average grade B)
- MARE 520 Rehabilitation: Theoretical Foundation (average grade B)
- MARE 530 Leadership in Rehabilitation (average grade C)
- MAMET 500 Philosophy of Science, Ethics and Research Methods (all passed)

MARE 530 and MAMET 500 were opened for international exchange students. Eleven were admitted to MARE 530 and eight completed it, while 11 were admitted to MAMET 500 and four completed it.

The activities in the first year have been implemented as planned. All input has been received and feedback has been followed up. Overall, a majority of students were satisfied with the program. The students feel a sense of belonging to the programme. They are socialised and felt appreciated. The overall feedback was positive – the most important was that the teachers received good feedback.

In January 2021 Dr. Mariya Bikova Stoyanova joined the program (50% of time) as an Associate Professor. She is a course coordinator for MARE 540 Active and Assisted Living. This spring Dr. Yaliso Yaya Balla also joined the MARE program in a work training position until the end of September 2021. He contributed to MAMET 500.

The MARE programme is a pilot project for HVL's marketing and recruitment plan. The goal is to increase the number of qualified applicants.

Conclusion:

The first year of the program went well. Feedback and experiences of students and faculty are documented. They will be used in planning and implementation of the subsequent courses and preparations for the new intake of students.

Input from the Study Program Council:

- External representative: Congratulations for a very successful first year! Well done. You should be proud!
- Student's perspective: It has been a great year!
- The quality work in the program: Good work has been done. It has been a good dialogue between the students and the teachers.
- Dropout of students in the program was due to family reasons, students were ill and for some students the reason was that it was not the study they wanted.
- Some students think that in an online master program, they can work 100% and study 100%.
- It is normal with 40 % drop out in an online course. For the next academic year, we must admit at least 60 students.

The Study Programme Council is very satisfied with the quality work in the first year of study. The results of the evaluations show that the students have received good teaching and feedback during the academic year. The feedback has also been followed up.

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4/21 Need for Adjusting the 2022 Curriculum?	Attachments: The study plan 2021 The courses	Need for changes in the study programme for the next academic year. The Study Program Council is invited to provide input to the program.	Briefing by the Course Coordinator, Djenana Jalovcic	15 min
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<p>Minutes: Djenana Jalovcic began by saying that the organization of the teaching of the first year has been good. There have been two teachers on each course. This is time-intensive for the faculty, but it has been very useful for the teachers as they can discuss the course and implement change if needed. Teamwork has been difficult for the students. For the next class of students, we will give them some more time and tools to prepare them for the teamwork, and have it only as a requirement.</p> <p>Every year HVL update the curricula. The deadline for making changes to the study program for the next academic year is January 2022. Does the Study Program Council has any comments of improvements of the curriculum?</p> <p>The initially planned on campus sessions for the current students will be delivered as hybrid sessions. For the second intake of students in August 2022, the planned on campus sessions will be delivered as hybrid sessions. The second on campus for the second cohort will be moved to August 2023 to ensure early start for the thesis development.</p> <p>Input from the Study Program Council:</p> <ul style="list-style-type: none"> • It is a good idea that the program starts in August with a hybrid solution, either on campus or online. • The student representatives want to start earlier with the master`s thesis and begin to discuss topic with the teachers. This will not result in more credits. It will be the same amounts of weeks. • Maybe the campus session in the second year can be at the end of the year? The students can present the Master Thesis for each other. • Can the students present and defend their master's thesis to the examiners, teachers and other fellow students? • The external representative: We have 4 hours compulsory seminar for Master project preparation at the University of British Columbia. <p>The Study Programme Council supports the proposals for adjusting the curriculum that emerged in the meeting.</p>				
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5/21 Information from the Students, Teachers	Attachments:	Participants share key information, and the student representative presents relevant information from their fellow students.		15 min
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Minutes:				
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Information from the teachers:

The programme needs students' representatives for the next academic year. The two student representatives are both positive to be student representatives and to participate in the study program council for another year. They are re-elected since no one in the class has volunteered.

The Study Programme Council accepts the decision.

6/21 Plans for the recruitment of 2022-2024 cohort

Report on preparations for the recruitment of the 2022-2024 cohort.

Briefing by Hanne Tuntland, Head of Section

10 min

Minutes:

Hanne Tuntland present the plan for the recruitment:

Since the last admission, HVL has gained more experience in offering online courses. There will be a budget for advertising this year. We will also get some more help to advertise the master's program digitally on other platforms. We want to improve our website to make the master program appealing for target groups. The main target for advertising this year, is North America, South America and Europe. We also want to post stories from one or two students that talks about their experience from the study so far.

The work with the advertising started earlier. The program is already put in the Study Abroad.

We must find some new pictures for the advertising. We hope that students and all our contacts will help to spread the advertising for the program.

Some students have had trouble paying semester fees and Espen Fosse (administrative staff) is dealing with that.

Applications period for international students opens on 1 October 2021 and closes on 1 December 2021. There will be a Webinar for applicants outside Europe on 7 October and for applicants from Europe on 3 February.

The planned December 2021 on campus session for students will be delivered as a hybrid one, both online and on campus.

Input from the Study Program Council:

- It is important also to advertise on social media like FB, Instagram etc.
- Is it possible to get the master's program appear immediately on international websites for studies in Norway?
- International study programme should have student's stories.
- The student representative will send the story he already has written to Hanne.
- The students appreciate a hybrid solution.

The Study Programme Council supports the plans for advertising the study.

7/ Other issues

Next meeting

5 min

Minutes:

The next meeting will be on 19. January 2022 at 16.00 - 17.00

