

# Minutes from DC Meeting May 27th, at 9.30 – 11.30

## **1. Approval of Agenda**

The agenda was approved by the Council.

## **2. Approval of Minutes**

Minutes of meeting on March 4, 2024, was approved by the Council.

## **3. Update from the Head of Business School**

Regarding the AACSB accreditation the Council asked if we should all be physically present on the 4<sup>th</sup> and 5<sup>th</sup> of November where Ihsan will visit AAUBS. Ihsan will meet colleagues, councils, research group leaders, the strategy group, the dean etc. with the purpose of getting to know us and getting to know how we do research. The visit is informal so not everybody needs to be present.

## **4. Follow-up on budget and plan for open positions (stillingsplan) (Annual cycle of work)**

Mie Boldsen reviewed the status of the budget and open positions (see also PP presentation for a more detailed overview).

In relation to revenues for 2024, we will receive 0.8 million more on the self-paying part. However, there is still some uncertainty on the prognoses for enrolment.

There is 0.8 million less on external funding, but that is because we still lack answers to several applications.

We ended 2023 with a deficit of DKK 4.8 million, which we were supposed to find in 2024, but the dean has changed the figure to DKK 0.5 million, which must be repaid to the faculty, i.e. we keep DKK 2.6 million.

In relation to the extra costs from the OK-agreement, 50% must be paid by the departments themselves, the rest is paid by AAU.

We must include the OK-agreement increase for 2025 in the budget. We cannot yet get a clear message from the finance department about the PL regulation.

In relation to the winter exam 23/24, we still need 15 STÅ. One challenge is that if some master's thesis students postpone their submissions, we will not receive the money until next year. However, it looks very reasonable for the fulltime studies.

At Executive, we are approx. 0.8 million ahead in the spring semester on production, but it can be eaten up in the autumn. According to the budget we should be in about the same place as last year.

In relation to the new unit for executive, we are not expected to save any money in the first and second year, as there are a lot of expenses for setting up the unit, but it is expected in the long term.

Expenses – we have prioritized to use more on marketing and events in high schools around Aalborg in the aim of attracting more bachelor students in the upcoming semester. In addition, we are planning workshops in AI, for teaching, research and administration in the autumn. There is also opened for travel and conferences.

At the beginning of the year, we only had 5 positions available, now we have 10. At this time, about 1 million less has been spent on salary.

The money we have saved here can be used for marketing the available positions. It has been tried on the programme Marketing and Sales and has worked.

We need to spend DKK 1.7 million more on the OK-agreement increase, and we also expect that we need to spend DKK 1 million more on DVIP, as we lack VIP and we expect this to continue in the autumn.

EBA will not have any effect on this year's budget, it will only have an effect after the winter exam 24/25.

We aim to end up with a profit of DKK 1 million.

External Funding - We are still missing some details, so not much can be said yet. There has been a slight decrease in activities, and it is expected that Mie Boldsen will be able to say something more about it before the summer holidays.

There are two major projects underway where there is no risk, including Port of Aalborg and AI.

We still need to get answers to several applications. There is a deadline for many in August. The focus has changed from quantity to quality. We want to build quality with the individual and have a better hit rate. We have only budgeted the appropriations that we knew we would get.

We have sent 72 applications in 2023, we are still awaiting answer on 14.

We have sent 13 applications in 2024, we are still awaiting answer on all.

The work that has been put into the 13 applications can be used in the future and used in other applications. We hope that over the next few years we can see an increase in the hit rate.

In relation to the profitability analysis on fulltime studies, the numbers must be completely dismantled at the module level. We will look much more into the details and look at what does PBL cost and is there anything we can do.

We do not currently have any strategic discussions about what we spend on the various programmes.

How do we find the right balance in relation to what we earn on a course and what it costs us?

Electives and project modules are some of the things that cost a lot. How can we make the electives more sustainable? Can we generate electives where there are participants from several different programmes?

Of course, we have some economies of scale at BSc in Business Administration compared to the master's programmes.

There are many teachers who have too many hours. Are there other ways we can think PBL into the teaching?

Do we need to change the norm to make it work? At the risk that it can damage the quality.

Of course, we want to create programs that attract the students and are what the students are looking for.

To minimize costs and hours, the council suggests, among other things, that you only have project modules every second semester, or that you adjust the project modules so that you decide which topic the students should write about.

The overview is fine, but it would be nice if a list with number of students on the different programmes could be included. In the future, the Council would also like to have the master budget and the plan for open positions that has been made in the beginning of the year when there is a follow-up on this item.

## 5. Discussion of Ph.D. program management

Focusing on:

- Considerations related to developing and reorganizing the bi-annual evaluations.
- Considerations related to the process of extending the enrollment of Ph.D. students – How do we handle it if the Ph.D. is not on track.

We have already started the progress seminars with Poul Houman Andersen as the Ph.D. programme leader. The first seminar is placed in the Autumn.

The Council made the following comments to the focus points.

No one from the faculty participates in the seminars, how do we make sure that someone shows up? Mette Vinther Larsen mentioned that external guests, supervisors, colleagues, and the other Ph.D. students will be invited to the seminars. The Council asked if the participants would receive hours for attending the seminars and this they will until further notice.

Often they look at the norms and cannot get it to add up, but it is only face to face hours they need to look at.

What do they expect to get out of the seminars?

Is it are they on track, is it stop or go?

It would be a good idea if there was like a community around them, maybe there could be something arranged for the other Ph.D.'s, where they should not perform but where they could spar with each other and learn from each other. It is not to replace the report but to assess where something needs to be done.

Pretty much all the Ph.D. students' positions need to be extended among others because of Covid, where they did not have the possibility to travel.

They will normally be offered 4 to 6 months as teaching assistant with 15 hours a week.

The Council asked if we are not strict enough about time, and that we should investigate if there are some patterns since so many of the Ph.D. students' positions need to be extended. It can also be a problem if it is too easy for the students to have their position extended.

We also need to investigate if it is the structure of the programme that is the problem and how do we prepare them for their career. It is difficult the way the programme is put together now.

Poul Houman Andersen has been asked to look into the challenge.

Mette Vinther Larsen states, that there has been talk of creating more courses for the Ph.D. students.

## 6. Follow-up on Business School Seminar 25 April (Annual cycle of work)

In relations to the next step, two things are relevant:

- 1) How do we prompt? And how can we use generative AI in solving our core tasks
- 2) How can we support students in using generative AI?

If we want to use AI more individually it needs to be customized. There are companies that hold presentations/seminars adapted to different user groups, so it becomes more concrete.

In relation to how the students should use AI, the council encouraged AAU to teach the students how to use it and afterwards inform the teachers on how they have been introduced to it. Something is more general, and something is narrower and more fitted for a smaller crowd.

Until further the students can read more about the rules for using generative AI at AAU on this page (only in Danish): <https://www.studerende.aau.dk/praktisk/it/generativ-ai-pa-aau>

As employee on AAU, it is okay that we use Chat GPT if we do not enter personal data and company data that will conflict with the GDPR-rules and regulations. Otherwise, we need to use Co-Pilot.

The Study Board is also working on a guide on how to use AI in exams and teaching.

The Council gave their accept that AAUBS invest in AI.

## 7. Approval of annual cycle of work for Department Council

The annual cycle of work for Department Council was approved by the Council.

## 8. Follow-up on SSH-agreement “Målaftale”

The existing “Målaftale” focuses on the following items, and the items are prioritized by AAU:

**Integration of SSH in STEM and vice versa-** We move on with EBE and Summer School (Project management and Intrapreneurship).

**Strengthening of lifelong learning (Air Traffic Management. Innovation and Entrepreneurship in tourism – continue)** – These courses will continue, but there are not enough students enrolled.

**AAUBS play an active role in missions and SSH signatures** – We need to be more visible regarding SSH signatures. Yariv Taran, Yimei Hu and Jonas Strømfeldt Eduardsen are a part of the SSH signature in Green Societies. Roman is involved in the SSH signature MASSHINE and Jacob Brix is involved in the overall project management of the AAU missions. What is important when colleagues from AAUBS participate in the missions and signature projects is that these platforms are used to strengthen colleagues’ research profiles.

**One joint AAU Administration** – We are in close dialogue with the new joint Executive unit to ensure we can maintain the good collaboration between administration and academic leadership of the exec. programmes. and our administrative staff is working on sharing best practice with the remaining colleagues in the team. Regarding the joint Communication unit our contact person Kim Rathcke Jensen will visit us and present some of their work on our morning meeting Thursday May 30, 2024.

**A strong security culture at AAU(BS)** – project registration, code of conduct research – not on track yet due to illness in the administration. So this is really a focus area for the Fall 2024.

**New process** – The process of reporting has changed, so we now only report to SSH twice a year based on specific AAU questions developed by the Rector's office. Mette Vinther Larsen and Mie Boldsen will do the preliminary work with report in the Autumn.

SSH have asked for no new goals.

## **9. Update on SSH-strategy process**

Not addressed in the meeting.

## **10. Update from Student representatives and Research Groups**

The student representatives mentioned that it is an important factor that the teachers work on their language (very academic language) because the students use a big amount of time to translate and understand what has been said during the lectures.

They also mentioned that they would like a better planning of the schedule regarding the exams. They think that there is too much time from the end of lectures in a module to the time where the exam is being held. Especially for the electives but also some compulsory modules. They are uncertain of if there is a reason for it and if that is the case they want it to be communicated to the students.

Another issue is that the supervisors do not have the same approach to the projects structure. We currently have a guide for written products, but the students would like a more detailed guide where the structure of the project is also included.

The Council agreed that it would be a good idea to look into the challenges about time between the end of the lectures and the exam and check if there are any AAU rules for when the exams should be placed. The Council also mentioned that the Study Board for Economics and Business Administration is of the opinion that the exams should be placed in the last two months of the semester.

If the teachers could plan the teaching first in the semester and end it with the projects, it would ease the capacity problems at the BSc in Economics and Business Administration a bit. It will also have an impact on the staffing of external censors, so there will not be as much pressure in the last two months of the semester.

However, the Council points out that it is an advantage if all the module coordinators on the programme agree that this is how we do it, and that it is done the same way throughout the programme and not just on the individual semesters.

## **11. Communication from the meeting**

The Council decided on the following communication from the meeting:

Mette Vinther Larsen – information about presence on the 4th and 5th of November where Ihsan will visit AAUBS.

Mette Vinther Larsen – information on an employee meeting (morning coffee)- The Ice-cream truck will arrive on June 19th, where we will wish each other a good summer.

## 12. AOB

We will revisit the item about the reorganization in the administration again in the autumn, where we know what is going to happen and the positions are filled.

Mette Vinther Larsen and Mie Boldsen have ordered the Ice-cream truck to arrive on June 19<sup>th</sup>, where we will wish each other a good summer.

At the next meeting, we will try to use AI to generate the minutes of the meeting. Teams will record our meeting and then we will have the system transcribe our dialogue. Subsequently, Karina will try to prepare the minutes with the help of generative AI. If anyone has any objections to the meeting being recorded on Teams, please contact Mette Vinther Larsen as soon as possible.