



## Minutes of The Board Meeting - Spanish Language and Latin-American Studies

**Date:** 17<sup>th</sup> of February 2021

**Time:** 12:30-14.00

**Place:** digitally (Zoom)

**Attendance:** Xavier Llovet Vilá, Jon Askeland, Synnøve Rosales, Maria Soledad Marambio Castro, Miguel Angel Quesada Pacheco, Ernesto Semán, Håkon Tveit, Aslak Dahl, Solange Estrada Saballos and Robert Graff Bakkevold (Secretary)

### 01/21            **Approval of agenda**

Approved

### 02/21            **Approval of minutes – Board Meeting 25<sup>th</sup> November** *(attachment 1)*

Approved

### 03/21            **Orientation**

#### 1. *Teaching online (Zoom, Mitt UiB).*

*a) Law and rights*

*b) Routines at UiB*

The Board Secretary informed The Board about the main guidelines set out by UiB concerning digitally teaching and recordings. When are we entitled to record? What kind of information must be sent to the students in advance of the class? etc.

A member did mention that the question about recordings also applies for the teacher and urged to get more information that clarifies in what circumstances the teacher may be entitled to reject proposals from students that applies having one or more class sessions recorded.

The Board Secretary will follow it up and send the Board members a note based on his presentation.

#### 2. *Midterm exams 2021 (attachment 2)*

Xavier informed the Board about the upcoming exams and how it is going to be scheduled. Several board members made some notifications, and the schedule was concluded.

### 04/21            **Discussion**



1. *Evaluation of 2020 (attachment 3)*

*The Board is set to evaluate both the bachelor and master program and the coordinator should write a short report based on a discussion of the reports conducted and handed in by the persons with course responsibilities.*

Former ... Jon Askeland made his resume of the academic year of 2020 and highlighted the pros and cons, and hereby referred to the difficulties of teaching online in Zoom and how to create a lively learning environment online. Further on, several board members commented that the report should encapsulate how the pandemic has contributed to an all over increase in the workload. Askeland agreed to write the report on behalf of the Board members.

2. *How to write the bachelor and master thesis?*

*It has been suggested that our students could need some more guiding and advises during their process of writing the thesis (bachelor or master). It is proposed that the academic staff could be in favor of preparing a learning package that may deal with common issues regarding students use of sources and referencing, processing and summarize data, disposition etc.*

Several members of the Board wanted to involve The University Library (UB) who do offer courses in academic writing. In so, the aim is to offer a set of courses that may give the students needed knowledge and practice. Student representative, Aslak Dahl, noted that it may be of the student's best interest if one of these courses help them make use of End Note.

The Board agreed upon the plan and Xavier Llovet Vilá will be in touch with Pål Steiner at UB and report back to the Board.

3. *Members of the academic staff reports of an increased workload.*

*The board members are entitled to discuss what could be called a new working environment consisting both of managing the new model of online courses and on top of that an increased number of applicants to our campus courses at 100-level. This is set to challenge the estimated hours of working (budget) concerning time spent on supervision, mandatory assignments, exams etc. What should be addressed to improve this situation?*

- a) *Notice the leader group at the Department?*
- b) *Appointment of vicars 2021?*
- c) *Other measures?*

The board agreed to contact the head of department to ask for a meeting with the academic staff at the Spanish section. The board wants to discuss the challenges the program is facing with increasing number of students (online, campus and in



didactics courses), corona measurements, lack of position due to Askeland's departure etc.

In regard of the overall situation, several Board members pointed out that seminars should be given the same working factor as teaching lectures. It was suggested that both forms of teaching require a lot of preparations and this must be reflected in the system of registration. One member mentioned the importance of register working hours that included time spent on producing modules and film posted at Mitt UiB due to the introduction of the hybrid model. The Board members was concerned about these issues and the possibilities of a system that does not make all working hours counted for. In so by looking at the registered working hours it may seem that the there is enough positions at the section, but in contrary of what are experienced by the staff.

The Board did also share a common concern about the overall quality of the program in a situation where an increased amount of students will be given fewer classes due to a reduced academic work force at their disposal.

4. *The online model "part two" (100-level)*

*The administration is already planning for autumn 2021 and we are going to offer three new online courses Spanish II (SPLA637), Latin American Literature II (SPLA638) and Culture and Society in Latin America (SPLA639).*

- a) *Review of today's situation: What have we learned? What could be better and must be improved?*
- b) *Who are going to be the persons with course responsibility autumn 2021?*

It was not time to discuss this matter, but several issues were notified in the overall discussion during discussion case nr. 3.

**05/21**

**Decisions**

1. *Approval of course description - SPANDI201 (attachment 4)*

*SPANDI201 is going to be a mandatory course for students that are enrolled at the lector program (MAHF-LÆFR) and has Spanish as their main course.*

The Board approved of the proposed course description.

Approval of change made in the course description - DIDASPA1.

It was proposed by course responsible, Xavier, to remove the option students had to choose, either to write two short texts or one major. The Board approved to get the students to hand in one major text.



UNIVERSITETET I BERGEN

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**25/20**

**Other business**

Student representative, Solange, wondered if the students could get more information about their working opportunities.

The Department of Foreign languages do already arrange a seminar called "Arbeidslivsdagen for språkstudenter".

17.02.2020/RGB