

Minutes DS Board Meeting #HT15-2

Date: 2015-10-16, 14:00-17:00

Place: Fasrummet A820, MC2, Chalmers

Attachments: List of participants

§1 Opening of the meeting

The meeting is opened.

§2 Election of meeting officials

Elected are:

- Chairman - Oskar Thulin
- Secretary - Ronja Thies
- Adopt the minutes - Fatemeh Ayatollahi

§3 Approval of agenda

The agenda was approved.

§4 Meeting notice in due order

The meeting notice and agenda were sent out in due order.

§5 Minutes from previous meeting

There are no comments to the minutes from the previous meeting.

§6 DOMB recruitment

The working group presented a proposition how to proceed which was discussed and accepted.

§7 Financial and economic update

Information from Maria on economic situation and budgeted time.

- Budget tight since the unrecognised exceed of DOMB budget 2 years ago.
- DOMB recruitment process takes a lot of time and is priority, thus we have to cut down on all other activities. When there is a new DOMB in place the budget will be updated.
- DS will try to be involved in renegotiating the framework agreement for allowance from Chalmers.
- DS will ask Chalmers for financial support for the DOMB recruitment.
- All extra activities (all which we do not have to do according to statues) are on hold. The PhD satisfaction project got a grant from SU, this money they can still work with. The investigation on department duty project is encouraged to also apply to SU for funds. Virginia will upload the application by the PhD satisfaction project as an example to Box.
- Presentation of the budged and the remaining available hours for each task.
 - The board has to limit even its communication.
 - There are several activities which need more budget if other activities can save some (e.g. DS webpage).
- When the DOMB recruitment is closed these hours should be reported asap., so that the budget can be updated.

- Board agrees to budget.

§8 Plan of Operations

Plan of operations was sent out. One suggestion:

Due to the budget situation the projects on PhD satisfaction and departmental duty might not happen. This should be made clear in the Plan of Operations. The board accepts the Plan of Operations with the suggested change.

§9 Key topics from the committees

1. PhD satisfaction: Two paths, select only one with present budget: raise awareness, i.e. lunch seminars together with PhD councils (or groups of). The second path was to find out in which committees the problems can be addressed. This is put on hold, but instead a letter to Chalmers is planned.
2. AJK: Evident from employee survey; the supervisor spending too little time on the PhD student is the main reason for dissatisfaction.
3. Chalmers AB Board: New rector gives a good impression. DS pointed out that by improving PhD student situation the employee survey would improve a lot since a very large fraction of employees are PhD students.
4. Charm: meeting to come.
5. CKI: The committee is writing a PoO and discussing important topics. Suggestion: address level of English for those working at Chalmers and those coming to Chalmers (international).
6. Faculty council: nothing to report
7. Homepage: You have to inform Fatemeh about changes (especially for PhD councils). Input to Q&A has to be sent to her. One old meeting minutes is missing.
8. FUN: They decided that all "Kappa" have to be published in CPL. They work on that all PhD theses get a DOI. The project on the electronic study plan is in progress. Affe recommends the self-assessment tool developed by AP. Oskar will ask for enforcement by FUN that PhD council work counts as departmental duty.
9. Introduction day: The introduction day is 2015-11-11. No new movie. The lunch seminar by SACO has to be financed by them.
10. Departmental Duty: waiting for budget, pre-study almost completed. Will apply to SU for funds.
11. Library Council and Repub: nothing to report.
12. Newsletter: The newsletter should come early enough so we can cover a reminder for the supervisor of the year award, announcement of GA, announcement of the lunch seminar and other social activities, info on CHARM and a DOMB interview. Deadline announced on slack (or we would have one early Nov and one mid Dec if we can't have the DOMB interview now.)
13. SFS-DK: they are looking for a PhD representative (Maria will announce more information soon).
14. Research foundation: Applications arrived, work is ongoing.
15. Research misconduct: nothing to report.
16. SACO and wage negotiations: negotiations almost done.
17. Social Activities: Upcoming: PhD movie, PhD introductory tour, and hopefully lunch seminar by SACO.
18. Supervisor of the year: Try to include the call into every department-newsletter. All should send the email address of the one responsible for their department-newsletter to Ceena.

§10 Actions from last meeting

A recommendation will be written by DS on that work for local councils should be counted as departmental work.	Oskar	Waiting for input from SU.
Send out documents covered bike shelters.	Fatemeh	Done.
Future DS Meeting dates	Oskar	Done. Now with rooms.
Time records and how payments will be sent out.	Maria	Done.
Fill in Time records.	All	Done. Next in December.
Common plan for the activities.	All, Oskar	PhD satisfaction missing.
Q: Are interests rates paid on late paid SSU-fees?	Maria	Done.
Additional comments on the plan of operations should be sent to Oskar.	All	Done.
Bring Newsletter items into FAQ.	Fatemeh	In progress.
Check issues related to visa and Swedish citizenship for PhD-students.	Oskar	Done. Citizenship still not working.
New Logo for DS	Elke	Done. Update all pages!
Texts for different committees	All	Not done.
For SFS-DK: Contact list to PhD-councils at other Universities.	Maria	Almost done.
Lunch seminar on working in Sweden.	Jonas, Elke	In progress
Mecenat	Oskar	Seems to be solved for 2016.

§11 Other issues

There will probably not be a dedicated Vice-rector for research and research education. The task is transferred to pro-rector Mats Viberg. The board is very concerned that he will have too many other tasks such that there will be too little time for the questions of research and research education. The board will seek communication with the Chalmers management to assure that the PhD education will have the same or even better attention going forward.

§12 Closing of the meeting.

The meeting was closed 16.40. Thereafter the board had a small "Thank you!"-reception for the parting DOMB Bengt Stebler.

Information coming meetings:

Board meetings:

October 16th, 14:00 - 17:00, Fasrummet A820

December 1st, 14:00 - 17:00, Direktorn D209, meeting 13.55 at MC2 entrance call 0704668810 if you are late

February 3rd , 14:00 - 17:00, Luftbryggan A810

April 13th , 14:00 - 17:00, Luftbryggan A810

May 17th , 14:00 - 17:00, Luftbryggan A810

General Assemblies:

December 11th , 12:00 - 13:00, HA1

June 7th , 12:00 - 13:00

Tasks:

A recommendation will be written by DS on that work for local councils should be counted as departmental work.	Oskar	Waiting for input from SU.
Fill in Time records.	All	In December.
Common plan for the activities.	PhD satisfaction	
Bring Newsletter items into FAQ.	Fatemeh	In progress.
Texts for different committees	All	Not done.
For SFS-DK: Contact list to PhD-councils at other Universities.	Maria	Almost done.
Lunch seminar on working in Sweden.	Jonas, Elke	In progress
GA minutes missing	Virginia	Search in progress.
Keep the budgeted time	All	
Upload PhD satisfaction application to SU on Box	Virginia	
Apply for SU funds	Departmental duty	
Sent in times on DOMB recruitment	DOMB recruitment group	When process finished.
Adjust PoO.	Toni	
Q&A on homepage: sent input to Fatemeh	All	
Set deadline for newsletter.	Sankar	
Sent email address of responsible for department newsletter to Ceena.	All	Before 2015-10-22

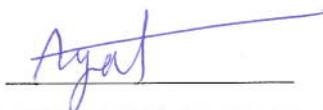
Chair: Oskar Thulin



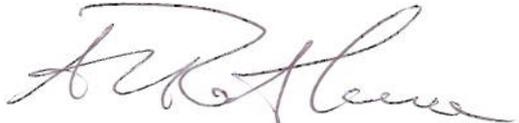
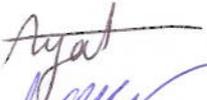
Secretary: Ronja Thies



Adopt the minutes: Fatemeh Ayatollahi



Participants List DS BM 2015-10-16

Oskar Thulin		AM
Maria Ekström		ML2
Alberto Alama		FF
Elle medema		FF .A
NAGA V. IRUKULAPATI		S2
Fatemeh Ayatdahi		CSE
Onur Kaya		PPU
Rouja Aries		FF
Sankar Menon		SMT
Ragnar Larsson		AM
dinnia Quist		AM B
Toni Gutmnecht		AM K
Virginia Claudio		TF