

Minutes, DS Board Meeting #HT17-1, 2017-10-26

Time: 14.00 - 17.00

Place: Luftbryggan A810, MC2 Building, Chalmers University of Technology

Attachments:

List of attendees

Plan of operation

Opening of meeting Election of meeting officials

Chair - Maria Ekström

Secretary - Joakim Strandberg

Adopt the minutes - Nadja Holtryd

§1. Approval of agenda

Agenda approved with two additions.

§2. Meeting notice in due order

Meeting was found to be in due order.

§3. Minutes from previous meeting

Previous meeting minutes is found on homepage.

§4. Key topics from the committees and activities

- 1) *Accounting (Financial and economic update)* *Anna*
Postponed to §5.

- 2) *Work environment and equal opportunity (AJK)* *Julia*
Postponed to "other questions"

- 3) *Chalmers AB Board* *Maria*
The Chalmers AB board has discussed how Chalmers fares in the national ranking and was content with the situation. They have also discussed the Chalmers foundation's call for strategic investment proposals. From the employee survey they noted that people are stressed and does not have time for reflection, this has been a recurring problem.

- 4) *Chalmers committee for internationalization (CKI)*
Milene
Nothing to report

- 5) *Chalmers research foundation* *Milene, Michael*
About 170 proposals, and 1 030 000 SEK granted. Some professors applied, but their chances are very slim. Next year the call may be revised to more clearly emphasize this.

- 6) *Chalmers workfare (CHARM)* *Joakim, Giulio,*
Dan

Have had meeting with rep. from CHARM committée. CHARM will take care of practicalities, DS will supply content. Suggestions for speakers are welcome and will be asked for in a later mail to both the board and local councils. During the event Chalmers PhD student alumni will talk about their career after their dissertation.

7) *DOMB contact*

Hanna, Maria

DOMB is very busy at the moment and has more to do than expected, we have to check why. Is it that more people know about her now, or that PhD students are feeling worse?

Maria is trying to get a co-understanding with the student union about the requirements on Swedish proficiency and education as requiring international PhD students to teach in Swedish and grade Swedish reports is a situation that neither under graduate students nor the PhD students themselves are very happy with.

8) *DS homepage*

Tomasz, Anand

Hand over meeting has been held. Work are being done for migrating homepage to new machine. Physical location for the machine is yet to be decided.

9) *Election committee*

Sobhan, Marco, Anand

Nothing to report.

10) *Facebook*

Maria (Anna),

Julia

Maria and Anna have been putting things up directly as they come to the DS-email. Anna will try to make people send the information to Julia instead.

11) *Faculty council*

Joakim

During the autumn the faculty council will mostly discuss the strategic proposals to the foundation. Anyone can submit proposals to the faculty council or any of the other groups that are invited to submit proposals to the foundation. Details for each group are on *Insidan*.

12) *Board of research education (FUN)*

Anna, Siri

There are several working groups that need more representatives from DS. It may take a lot of time and it is uncertain if it will fit in the budget.

Regardless it would require other from the board to be engaged.

Some working groups:

- a. Group for making the goals of the phd education clearer
- b. Reviewing the process of pre-evaluation of PhD-thesis
- c. Preparation for internal evaluation of PhD education
- d. Undergraduate education (Processen att Utbilda)

Old general study plans are not available, who are responsible for keeping them available? This is a problem since you are supposed to follow the one that was available when you were accepted to the PhD education.

13) *Individual study plan*
Mikael

ISP should be dependent on the general study plan. A proposal is developed for an web platform. It should be tested on some pilot students before full operation.

14) *Introduction day*
Sobhan

- a. Date 8 November
 - b. Invited Moyra as DOMB, and Magnus Åkerström talking about work rights and obligations.
 - c. Maria and Anna will have a meeting with Magnus 26th Nov
- Suggestion arose for putting up available unions during introduction day. Sobhan will have a short presentation, so if there are suggestion for his talks he wants them as soon as possible.

15) *Investigation of Departmental Duty*
Mikael

There might have been some changes since the department reorganization, but generally it should look about the same still. Mikael will go over the new departments and write a report. We might want to share it to local phd student councils as well as others interested parties.

16) *Library Council*
Nadja

The library council is decommissioned because of the new department structure since they are now their own unit and department.

17) *Local PhD student council reach out*
Sobhan

3 departments are missing local boards or they are hard to find. Links to the local boards need to be updated since the reorganization. Suggestion to have all local councils web-pages hosted on sub-pages of the DS homepage. Will hopefully make it easier to handle for the councils and easier for everyone to find information.

18) *Newsletter* *Mursalin, Giulio*

- a. Dates: mid november, first draft 3rd November.
- b. Some included topics:
 - i. Sign up for exams on phd portal
 - ii. Save the date for the GA, **6th of december**, weeks before we should also add a doodle for sign up
<https://doodle.com/poll/38yztc3nbana98pv>
 - iii. Jonas will write a short text about the vacation days at the end of the contract.
 - iv. Interview with Maria.
 - v. Intro day, if we send out the newsletter before 8th else we can link to Magnus presentation on work rights and obligations
 - vi. Maria writes a short text about the PhD survey.
 - vii. Introduce the new DS-board. Preferably with a photo.
 - viii. Save the date for CHARM
 - ix. Tips for handling the swedish winter.

- x. Reminding people about the different occasions that you can have your popular presentation.
- xi. Call for supervisor of the year.

The newsletter should preferably be short with mostly headlines, with links to more information to increase the probability of people reading the letter.

- 19) *PhD portal* *Mikael*
We want to be able to register on master courses from the PhD student portal, Mikael will push them to implement this. Mikael will also discuss the possibility of keeping email addresses after you are finished.
- 20) *PhD survey* *Maria*
We have received feedback from Moyra, and we are trying to have a meeting with the student union to get feedback and plug it in to a survey format.
- 21) *PhD work environment*
Patric
a. DAM project responsible Helen Lejon and Magnus Åkerström will present their findings 10 nov at 9-11 at FUN. First meeting held today, with Patric and Anna from DS and DS chair 2016/17 Linnea present
Hard to reach everyone. Some categories are invisible in the system. DAM is also interested in "soft statistics" and not only hard statistics.
- 22) *Reference group for e-publication (Repub)*
Nadja
Discontinued.
- 23) *Research misconduct*
Christina
No cases have been reported so far this year. Christina has attended a workshop about research misconduct.
- 24) *SACO and Wage negotiations*
Jonas
a. the employer side agreed on not using formulations that forces the employee to take out vacation before the contract finishes.
b. How do we make sure that rules are followed, we are part of the kollektivavtal, can we have an additional document supporting this?
Easy to access on our webpage?
Some departments regard the vacation days as a part of "förtroendearbetstid", which should not be the case. We have the right to save vacation days, and we have the right to claim it as money at the end of our employment.
Chalmers have suggested an increase which is much lower than the general increase for PhD students in Sweden. Jonas will show statistics for other universities and argue that the raise should be higher.
- 25) *Social activities* *Christina,*
Michael

- a. Afterwork after meeting to get to know the board as there are many new faces.
- b. Organizing a city tour for new PhD students.

26) *Student union board meetings (monitor)*
Maria

The topics discussed so far this year have not been of important to us. However, they should discuss their opinion program, which will be of great importance for PhD students.

27) *Supervisor of the year* *Marco, Tomasz,*
Mikael

They are trying to get new nominations for the award.

28) *Swedish national PhD council (SFS-DK)* *Dan*

New national research ethics misconduct board where phd students can directly go to instead of going through their own university is proposed and will most likely be implemented within 1-2 years.

The higher education authority will in the future evaluate research. They will most likely evaluate the universities own quality assurance systems rather than the research itself.

§1. New possible activities + Budget Anna (10)

It is important that everyone keep track of their time and report to Anna if there is a risk of going over budget in number of hours worked. The budget is being revised and will be up online soon.

As mentioned earlier there are some new activities that need assigning. These are the work groups in FUN. The board agreed that they are of importance and that we should seek money for participating in the working groups. Nadja will be the contact for the work groups for the examination goals and preview of theses. Dan will be the contact person for the preparation of internal evaluation, given that UKÄ does not object. Regarding *Processen att Utbilda* Anna will manage the contacts.

If we receive more hours to the budget we will participate actively in the different work groups, otherwise we will only monitor their progress.

Guiliou will take over the PhD student portal duties.

§2. Plan of operation

The plan of operation is approved as suggested.

§3. Budget

Information and approval

§4. Decision Department council

Make sure your department council (institutionsrådet) have read the new decision (it should have a doctoral student representative).

§5.Actions, updates or follow-up from last meeting

Status of Task List (find it below)

§6.Actions for next meeting

Status of Task List (find it below)

§7.Other issues

a. Mentor program

Christina

Their local council have discussed mentor programs for phd students, regarding more general questions about the academic life. Could be brought up to FUN, Christina will draft a proposal.

b. Statues approval by student union

Maria

Our name: PhD student guild should according to student union English standard be PhD student division. This is confusing since we have divisions at the departments and a suggestion is to use association.

Dan mentions that our name pre dates their English standard, which should be a reasonable claim for us to keep the name. Maria will try to argue for this.

c. AJK report

Julia present the report from the employee survey. Some key points:

- i. Some issues need to be approved and there is currently a negative trend among PhD students.
- ii. Generally women are less satisfied with their working environment than men.
- iii. Many employees feel there is little time to unwind and feel a lack of good feedback from managers.
- iv. The organisation at Chalmers is considered unclear.
- v. People would recommend studies at Chalmers, but not employment.
- vi. 11% of phd students are unsatisfied with quality of supervision, and 13% with the quantity of supervision.
- vii. 59% prefer phd courses outside of Chalmers rather than courses on Chalmers.

The group responsible for the survey want feedback on the survey, and we feel that the questions are unclear or the answer options are not applicable.

d. "Anonymous codes" for PhD students

The codes for phd students are constructed with a "D" in the code making it non-anonymous if there are few phd students.

e. Investigation of licentiate times

Nadja want feedback from other departments

f. Proposal for the Foundation strategic investment call

A proposal regarding decreased inequality to will be circulated for comments in the board.

g. Quality of the PhD student Swedish course

PhD students feel the course in Swedish is lacking.

h. Change time of the GA to wed 6/12

§8. Closing of the meeting

Maria

Upcoming board meetings:

- 25/1, time 14-17, room Luftbryggan A810, secretary Siri, reviewer Sobhan

- 5/4, time 14-17, room Luftbryggan A810, secretary Giulio, reviewer Nadja

- 13/6, time 14-17, room Luftbryggan A810, secretary Michael, reviewer Tomasz

GA (General assembly)

- 6/12, time 12-13, Hörsalsvägen HA1, secretary Dan, reviewer 1 Hanna, reviewer 2 Milene

- 8/5, time 12-13, Hörsalsvägen HA1 (to be booked), secretary Mikael, reviewer 1 Anand, reviewer 2 Julia

TASKS from last meeting next meeting:

TASK	RESPONSIBLE	STATUS
Handover meetings	All	Done
Make a plan of the year for the activities	All	
Introduction days - contact Magnus Åkerström	Sobhan, Anna, Maria	Done
Newsletter: interview with Chair and	Maria, Anna	Maria


Vice		done
Local PhD board info on webpage	Sobhan (in collaboration with all)	Done
Update departments names on webpage	Anand	Done
Send information to Jonas about A-kassa	Maria	Done
Complete and send out the plan of operation	Maria	Done
Talk with Magnus Åkerström about follow-up talks	Anna/Maria	

TASKS from for next meeting:


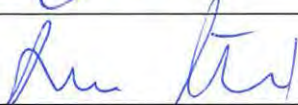


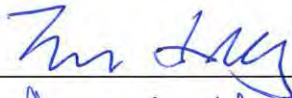
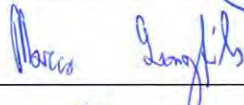




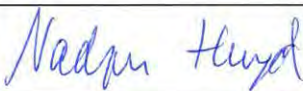




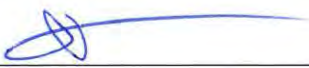

Check if discontinued library council is mentioned in statutes.	Maria	
Work out how to have sub-pages for local phd councils	Sobhan and Tomasz	
Text for newsletter regarding vacation days	Jonas	
Contract for vacation days	Anna	
Contact student union regarding name	Maria	
Forward information about research education from employee survey to FUN	Julia	


Joakim Strandberg


Nadja Holtryd


Maria Ekström
Chair of DS

Attendance list DS board meeting October 26 2017

First name	Last Name	Department	Signature
Maria	Ekström	MC2	
Anna	Köhler	SEE	
Jonas	Sundell	ACE	
Tomasz	Kosinski	CSE	
Joakim	Strandberg	SEE	
Marco	Longfils	M	
Cristina	Rigato	SEE	
Siri	Jagstedt	TME	
Hanna	Rydehell	TME	
Mursalin	Sajib	Bio	
Nadja	Holtryd	CSE	
Dan	Li	IMS	
Sobhan	Sepehri	MC2	
Anand	Harihara	F	
Michael	Saccullo	TM 	
Mikael	Valter	F	

1430?

Milene	Gomes	K	—
Patric	Kvist	K	<i>Patric Kvist</i>
Giulio	Calcagno	K	<i>Giulio Calcagno</i>
Julia	Orlovska	IMS	<i>Julia Orlovska</i>