

DS board meeting minutes

11/11 – 2014

Participants: attached (see page 5).

1. Opening of the meeting: Check
2. Election of meeting officials: Check
 - a. Chair: Oskar Thulin
 - b. Secretary: Nojan Najafi
 - c. Adaptor: Erik Lindskog
3. Approval of agenda: Check
4. Meeting notice in due order: Check
5. Minutes from previous meeting: Check
6. News and info
 - a. Representation from all departments:
 - i. Applied IT, architecture and S2 don't have representatives. Oskar Thulin is following up the issue, trying to encourage them. Alberto will help Oskar with recruiting a representative from S2. Fatemeh Ayatollahi will also help with recruiting from applied IT. Oskar Thulin's plan is to have a full board by mid spring 2015.
 - b. The Mecenat question:
 - i. PhD students that are paying too early miss the SJ discount. It seems to be a LADOK reporting problem.
 - ii. One temporary solution is that the Mecenat mobile app works. This can be used by everyone until the card problem is fixed. It will be also brought up again in the late November meeting with Alf-Erik Almstedt.
 - c. GTS:
 - i. Britt-Marie Andersson is interested if anyone has any ideas for changes and improvements to the generic and transferable skills course.
 - d. DS awareness:
 - i. It is important to make people aware of DS. Give Oskar Thulin your ideas on how we can do this.
 - ii. One idea: push it so that all PhD councils ensure that DS is introduced to the new PhD students.
 - iii. Another idea: having an FAQ and links to specific parts of Insidan to make our webpage more useful
 - iv. Another idea: Oskar Thulin's friend (a lecturer from Stanford) can hold a talk/workshop on *design thinking*. It could also eventually become a GTS class.
 - v. Another ides: Invite the *PhD Comics*.
 - e. Knowledge transfer
 - i. We should put an effort in documenting everything we do to facilitate knowledge transfer.
 - ii. Oskar has put an excel sheet in Box. Everyone is encouraged to use it. It is very self-explanatory.
 - f. General Assembly
 - i. The date is set: Dec 15
 - ii. A cost saving decision: Those representatives without an active role in the board are not required to be there.

7. Budget

- a. Approval:
 - i. There is a bit of confusion about the budget for Workgroup on satisfaction in PhD studies
 - ii. The repub budget seems a bit too short, but it balances out with the library council budget.
 - iii. It is approved by the board, provided that the confusion about the workgroup is fixed.
- b. To increase the budget:
 - i. An idea is that we increase the DS share of the student union fee from 30 SEK to 40 SEK. This means a 10 SEK increase of the fee every member would pay per semester, i.e. an additional 20000 SEK in the budget starting from the next study year. This has to be approved by the Student Union General Assembly. We can also announce that this is an issue that will be discussed in the DS General Assembly to attract those who have an opinion about it.
 - ii. It is also possible to apply for funding for projects to the student union. Criteria: it must be within the student union range of the union's activities, it should be in the interest of the majority of members, it should have a development purpose, it should have been implemented in less than 2 years prior to the application. Oskar checks if we can get money for salaries. This will open up a lot of opportunities for development projects.

8. Committees

- a. Chalmers AB board (Oskar Thulin)
 - i. One meeting so far. Not really any point on the agenda that affects the PhD students. Only one point about entrepreneurial education that has been suggested to be for everyone, not specific to a master program. One idea can be to propose this to GTS.
 - ii. The process of getting a new rektor seems to be on track.
 - iii. Chalmers tries to arrange *Massive Open Online Courses* through the *edx* platform.
- b. Chalmers research fund (Matteo Moleni)
 - i. The group has prioritized and made their decisions. The results are submitted. 98 Applications. A bit of dispute in the decision making, but all sorted out. Oskar will take a discussion with Ingrid regarding coherence of the decision making process for the next year.
- c. CHARM (Alexandra Bergman)
 - i. Had a meeting with the CHARM representative regarding the booth. The idea about the research corner has been proposed. Alexandra has forwarded the representative a list of companies that could seem interesting.
- d. DS Homepage (Fatemeh Ayatollahi)
 - i. The board list is updated
 - ii. The PhD council's page is also improved
 1. Everyone check and let Fatemeh know if anything is wrong
 2. Use the file on Box to update the councils' info
 - iii. Fatemeh is trying to make a LinkedIn page up and running too
- e. Election committee (Ragnar Larusson)
 - i. Oskar and Ragnar have met the two new candidates: Naghmeh for TME and Toni for Chemistry. DS board decided to recommend them to the DS General Assembly.

- f. Fakultetsrådet (Alexandra Bergman)
 - i. The main issue is the base financing of the faculty positions. The latest decision is 75%. Also 15% of every faculty member should go to teaching. This will start in the beginning of 2016 and will take a fair 6 years until implementation is complete.
 - g. FUN (Oskar Thulin)
 - i. One meeting passed, one to go in December.
 - ii. It is approved that in order to assure the quality of a thesis before the public defense, a preliminary version should be sent to the opponent no later than 3 months before the defense. The opponent has one month to respond. A statement should be sent to the department announcing that this has been done. Decision reference: C2014-0879.
 - h. Introduction days (Alberto Alamia)
 - i. Took place last week. The PhD pub was also presented.
 - i. Library Council and Repub (Erik Lindskog)
 - i. Lib council: No meetings. Next is in December.
 - ii. Repub: One meeting in October about the new user interface to CPL.
 - 1. There are some new functions showing the geographical location of download for each publication, etc.
 - 2. Also research.chalmers.se: to collect research from different projects and make them public.
 - 3. Also ORCID: Now this is available to everyone to connect it to CPL. From next year having it will be compulsory for all researchers.
 - 4. E-publication: There is a problem with PhD students missing to publish their thesis before finishing their employment. An idea is to have a form at Reproservice for PhD students to allow publishing the thesis on CPL when they are arranging for printing.
 - j. Newsletter (Alberto Alamia, Ceena Joseph, Fatemeh Ayatollahi)
 - i. An issue would be sent out in a few weeks to advertise the general assembly, and to cover the visa issue, the PhD satisfaction work, CHARM, the SJ discount, etc.
 - k. Research misconduct (Matteo Molteni)
 - i. Nothing to report.
 - l. SACO and Wage negotiations (Eskil Varenius and Francesco Baldi)
 - i. No wage negotiations for a while.
 - ii. Omställningsavtal: Every student is paying a percentage of salary after finishing employment for a reduced period of 40 days. This issue would be made clearer in the meeting on Dec 3.
 - m. Supervisor of the year (Dinesh Mallipeddi, Emma Qingnan Zhang, Ceena Joseph, Alberto Alamia)
 - i. The process is to start in Dec/Jan.
 - n. SFS-DK
 - i. Had one meeting on the topics SFS-DK should work on in the coming year: PhD students in the career market, changing rules that have become obstacles for PhD students to come to Sweden and study here, PhD students' problems with combining PhD studies and being representatives.
 - ii. Ideas from the council: The issue with keeping emails to be taken up with SFS-DK, and the union says that we have the right (regarding the last point)
9. Plan of operations 2014/2015
- a. Approved, with the exception of the workgroup part. The workgroup part will be updated.

10. Workgroups

- a. Satisfaction in PhD studies (Nojan Najafi)
 - i. An updated plan is presented, settling on 25 hours. It is approved by the board.
- b. Investigation of departmental work together with local PhD councils (Eskil Varenius)
 - i. The aim is to investigate how each department deals with departmental duties. It is about the measurement, fair allocation, and the nature of the tasks that count as departmental duties.

11. Other issues

- a. Some hiking or BBQ at Chalmers sauna: Oskar Thulin is to arrange it as a team building event.

12. Closing of the meeting

Chairperson
Oskar Thulin


29/11-2014, Göteborg

Secretary
Nojan Najafi


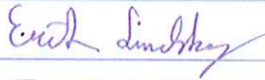
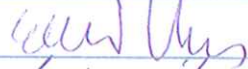

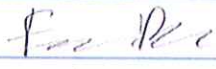

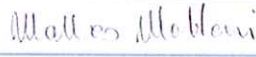


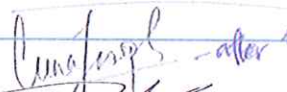


13/11-2014, Göteborg

Adaptor of minutes
Erik Lindskog


19/11-2014, Göteborg

Attendance list

DS Board Meeting #HT14-2, 2014-11-11

Name	Department	Signature
Oskar Thulin	AM	
Virginia Claudio	AP	-----
Ronja Thies	FP	-----
Erik Lindskog	PPD	
Karin Johansson	KB	-----
Eskil Varenius	ESS	
Nojan Najafi	TME	
Ragnar Larusson	AM	-----
Francesco Baldi	SMT	
Emma Qingnan Zhang	CEE	
Matteo Moleni	MW	
Maria Ekström	MC2	-----
Alexandra Bergman	KB	
Fatemeh Ayatollahi	CSE	
Dinesh Mallipeddi	MMT	-----
Ceena Joseph	MMT	 - after 7:00
Alberto Alamia	EE	

Not on the board any larger