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 Ayatolahi

§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. Afe 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.
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.
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

<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A recommendation will be written by DS on that work for local councils should be counted as departmental work.</td>
<td>Oskar</td>
<td>Waiting for input from SU.</td>
</tr>
<tr>
<td>Send out documents covered bike shelters.</td>
<td>Fatemeh</td>
<td>Done.</td>
</tr>
<tr>
<td>Future DS Meeting dates</td>
<td>Oskar</td>
<td>Done. Now with rooms.</td>
</tr>
<tr>
<td>Time records and how payments will be sent out.</td>
<td>Maria</td>
<td>Done.</td>
</tr>
<tr>
<td>Fill in Time records.</td>
<td>All</td>
<td>Done. Next in December.</td>
</tr>
<tr>
<td>Common plan for the activities.</td>
<td>All, Oskar</td>
<td>PhD satisfaction missing.</td>
</tr>
<tr>
<td>Q: Are interests rates paid on late paid SSU-fees?</td>
<td>Maria</td>
<td>Done.</td>
</tr>
<tr>
<td>Additional comments on the plan of operations should be sent to Oskar.</td>
<td>All</td>
<td>Done.</td>
</tr>
<tr>
<td>Bring Newsletter items into FAQ.</td>
<td>Fatemeh</td>
<td>In progress.</td>
</tr>
<tr>
<td>Check issues related to visa and Swedish citizenship for PhD-students</td>
<td>Oskar</td>
<td>Done. Citizenship still not working.</td>
</tr>
<tr>
<td>New Logo for DS</td>
<td>Elke</td>
<td>Done. Update all pages!</td>
</tr>
<tr>
<td>Texts for different committees</td>
<td>All</td>
<td>Not done.</td>
</tr>
<tr>
<td>For SFS-DK: Contact list to PhD-councils at other Universities.</td>
<td>Maria</td>
<td>Almost done.</td>
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<td>Mecenat</td>
<td>Oskar</td>
<td>Seems to be solved for 2016.</td>
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§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, Luftbryggen A810  
**April 13th**, 14:00 - 17:00, Luftbryggen A810  
**May 17th**, 14:00 - 17:00, Luftbryggen A810  
**General Assemblies:**  
**December 11th**, 12:00 - 13:00, HA1  
**June 7th**, 12:00 - 13:00

**Tasks:**

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<tr>
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<td>Virginia</td>
<td>Search in progress.</td>
</tr>
<tr>
<td>Keep the budgeted time</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Upload PhD satisfaction application to SU on Box</td>
<td>Virginia</td>
<td></td>
</tr>
<tr>
<td>Apply for SU funds</td>
<td>Departmental duty</td>
<td></td>
</tr>
<tr>
<td>Sent in times on DOMB recruitment</td>
<td>DOMB recruitment group</td>
<td>When process finished.</td>
</tr>
<tr>
<td>Adjust PoO.</td>
<td>Toni</td>
<td></td>
</tr>
<tr>
<td>Q&amp;A on homepage: sent input to Fatemeh</td>
<td>All</td>
<td></td>
</tr>
<tr>
<td>Set deadline for newsletter.</td>
<td>Sankar</td>
<td></td>
</tr>
<tr>
<td>Sent email address of responsible for department newsletter to Ceena.</td>
<td>All</td>
<td>Before 10-22 2015-</td>
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Chair: Oskar Thulin  
Secretary: Ronja Thies

Adopt the minutes: Fatemeh Ayatolahi
Oskar Thulin
Maria Ekström
Alberto Almena
Elke Meulema
NAGA V. IRUKULAPPATT
Fatemeh Ayadali
Omar Kaja
Rouja Athies
Sanjna Menon
Reina C. Garrosa
Dinnera Quivist
Toni Gutknecht
Vittorio Claudio

AM
ML2
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SMT
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B
K
TF