

Agenda, DS Board Meeting #HT18-1, 2018-09-04

Time: 14.00 - 17.00

Place: Room M Delta, M Building, Chalmers University of Technology

List of attendance:

See appendix

<u>Point on the agenda</u>	<u>Rapporteur (approximate time)</u>
----------------------------	--------------------------------------

Opening of meeting Election of meeting officials	Giulio (10)
---	--------------------

Chair – Giulio Calcagno

Secretary – Maria Landqvist

Adopt the minutes – Nitesh Raj Jaladurgam

§1. Approval of agenda

The agenda is approved

§2. Meeting notice in due order

The meeting was noticed in due order

§3. Minutes from previous meeting

The minutes are found on the homepage

§4. Practical information

An attendance list was sent around the table where our signatures, CID, allergies and telephone numbers were listed. Everyone was asked if it is ok to collect the data (in accordance with GDPR). We are not forced to write it down. The information is shared between the Board Chairs and the Student Union Management Group. The guild is part of the Student Union and the Student Union wants to know who is part of the Guild Board.

§5. Board of research education (FUN) Internat

Nadja, Giulio (10)

The internat is a lunch-to-lunch meeting happening every year in August and this year Nadja and Giulio went there. The meeting had three sessions about different topics.

1st session: Dealt with topic specific courses, international stays and the transition of credits from master programmes. It is more complicated if you have taken a master programme directly in Chalmers. Furthermore, some professors consider master courses to be not enough for a PhD education. Some departments don't offer enough PhD courses.

2nd session: How do we form the PhD student education? The following topics were discussed: recruitment of PhD students and the importance of quality instead of quantity when it comes to publications. Some general comments from DS:

- There is no rule for the number of publications today, however, there are departments who

- have the unwritten rules – more into quantity at the moment rather than quality
- What happens if the supervisors approve but the opponent says no?
- Do we want an official rule?
- What is the function of the pre-evaluation group?
 - This is a more reasonable way, but it must be implemented in all departments
- Utilization criteria is also based on how to utilize your research
- Do the departments get money for publications?
- A lot of insecurities and good that we try to reach quality – can we define what good quality is?
- Instead of that government decide let the department decides themselves.
- Should DS give suggestions?
 - It depends on the working group and FUN will come up with some topics they want to discuss this year
 - When the group forms we should discuss it in the board before
 - In the next meeting we should discuss this to know what the representative should bring to the next FUN meeting
 - We can also discuss in SLACK.
 - It's about being proactive instead of reactive.
- Next meeting with FUN will be in two weeks.

3rd session: How to evaluate quality assurance and follow-ups.

§6. Key topics from the committees and activities

All (60)

1) Accounting (Financial and economic update)

Anna

Anna will put up the budget list. In the box you can find your task and how many hours that is supposed to be on the task. How to plan the task of the ISP says in the budget. Recording hours: Anna will send out an excel sheet where you can put down your hours, assignment and the date. This needs to be filled in at the end of each quarter. You will get an email from Anna with instructions and the excel sheet. We have the choice to get the hours paid as a normal salary or choose it as departmental work. If we choose departmental work we need to sign a contract.

2) AJK + Focus equality project group

Maria

Two meetings have been carried out with the Focus equality group. During these meetings different equality projects at Chalmers have been presented such as Genie and the student union's work with the Me too-issues. We can put topics on the agenda if we like and one idea is to talk about the representation of women/men in the cases brought up by Moyra. Maria will check with the focus group.

3) Chalmers AB Board No meeting so far

Giulio

4) Chalmers research foundation

Mursalin, Ananda

The application is open until October 1st. Hand over meeting is planned later this week.

5) Chalmers workfare (CHARM)

Agin, Nitesh

This work is carried out in December and January. The organizer will be off but will start the planning before this. Focus will be on contacting people and inviting lecturer. No handover meeting has been carried out yet. All of us will be represented in the CHARM booth.

- 6) CHARM PD alumni event Carlo
 It's still on hold but we need to realize the budget and talk to CHARM organizers about it. The previous event was perceived positively. We need to contact the responsible for the newsletter in advance as well as previous PhD student. Each department can suggest names. A discussion is being held on putting this on the DS budget and last year the costs were estimated to 30 000 kr; 10 000 kr for space and 20 000 kr for food.

- 7) DOMB contact Giulio
 Moyra will hold a presentation at the meeting

- 8) DS homepage Tomasz, Anand
 We check for the alternative of having a DS chat instead of Slack. The group is investigating which type of software to use and write a tutorial.

- 9) Election committee Anton, Anand, Carlo
 The group hasn't had a meeting yet but Carlo has emailed us about a meeting.

- 10) Facebook Nitesh, Mursalin
 The group needs to have a handover meeting and contact will be initiated soon. If you post something without picture it will be downgraded. Use picture! Anna will add the guys.

- 11) Faculty council Joakim
 We had our first meeting last week. The government has issued a report about how resources are submitted to the universities. Right now, we have money that goes to either undergraduate teaching or PhD teaching. The discussion is to have only one. It is still uncertain how this will be developed. We discussed this in FSF and the risk can be that the undergraduate teaching will get less funding. This model is used everywhere except in Sweden. A previous rector at GU is heading the investigation.

- 12) Individual study plan Ananda
 I have not had the handover meeting yet but have read that it has been given details of what features that should be included. We need help from previous year. The management group must prove it is economically valid. It is also going to be electronic and more uniformed since it is very department specific today. One idea is to have it as a management tool where you can put your conferences and things that are part of your PhD.

- 13) Introduction day Sobhan
 The introduction day will be 28th of October. We need to put this in the newsletter and on Facebook. Is the examiner/supervisor responsible for making the PhD student going to the introduction day on time? It needs to be made before lic. and this is the only active rule we can do.

- 14) Investigation of Departmental Duty Govindan
 We haven't had the handover meeting yet. Related to publication and ISP issues. How much time and effort do we want to use for this (the investigation?). Every department could investigate it. Is 20 hours sufficient for the task? It is better to have a detailed plan before asking for more hours. What counts as departmental duties? Is there a minimum time that can be consider departmental work (like 15 min)? – it's the activity overall that counts. How you report duties become important.

- 15) Institutional Council Siri
 The institutional council propose a workshop for PhD students on publishing. It's nice that they reach out for us instead of the other way around. In terms of budget it might be difficult but is it possible to have a Slack discussion about it? The workshop should be for the PhD students on 11/10 13-15. The workshop is about how to increase the visibility of Chalmers research. What is the purpose for us? – to get input how to create strategic publish policy. We need to understand what she wants. Do we have something that is general for all of us?
- 16) Local PhD student council reach out Jiacheng
 This is still a very important task. Contact them again so we know who the representatives are. Invite chairs for workshops?
- 17) Newsletter Mursalin, Nitesh
 Handover meeting carried out. Important to include a reminder of the importance of having vacation. They can force 20 days? If you are on vacation your insurance won't count so you shouldn't be at Chalmers during your vacation.
- 18) PhD portal Rafael
 The handover meeting is scheduled.
- 19) PhD survey Samar, Julia, Anton
 We need to contact the previous responsables.
- 20) Research misconduct Julia
 The first meeting will be the 17th of September.
- 21) SACO and Wage negotiations Joakim
 Important because it starts now! It concerns employment terms negotiations as well. The employer feels that some PhDs take out too little vacation. We have a right to take vacation and we should use the v-days during the five years. The line managers should have vacation planning with all PhDs. It can have the benefit of having the possibility to referring to the line managers when talking to supervisors. The second point: hours for teaching. This spring the head of Chalmers took a decision on template hours of teaching duties (regarding work shared between two departments). It is of the opinion of SACO that this is an issue for the collective agreement. How much should you get for certain teaching elements? In a collective agreement it will become a rule. Next Thursday is our next meeting. Can we be sure that this will only improve the situation for the PhD students? Is a template a good thing?
- Should we take away flexible working hours? Some PhD students see it as a burden since they work too much hours and even during the vacation. On the other hand, should we segregate ourselves even more from the faculty?
- 22) Social activities Jiacheng, Dan
 Dan will suggest some new activities
- 23) Student union board meetings (monitor) Giulio, Dan
 They have not started already
- 24) Supervisor of the year Agin, Samar, Raphael
 Will be discussed later on

25) Swedish national PhD council (SFS-DK) Sobhan
It seems we cannot have any representative this year since we were too late. But Giulio will contact SFS president and try to find an alternative.

26) Work group: University Evaluation Dan
Hasn't started yet.

§7. Plan of operation Giulio, Anna (30)
We will discuss it in a Slack channel and vote for it the next Board meeting

§9. Actions for next meeting Giulio (10)
Status of Task List (find it below)

§10. Other issues Giulio (X)
Add to the agenda

- Talk about the election, chair and how it went on in the general assembly meeting
- Status of the physics' PhD council
- New activity Julia

§11. Moyra Mcdill (DOMB) presentation (40)

§11. Closing of the meeting

Upcoming board meetings:

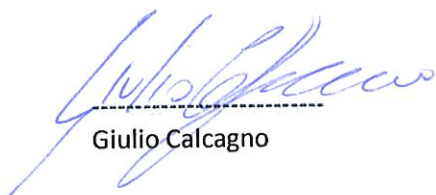
- 31/10, time 14-17, room M Delta, secretary Carlo, reviewer Govindan
- 24/01, time 14-17, room M Delta, secretary Joakim, reviewer Mursalin
- 03/04, time 14-17, room M Delta, secretary Sobhan, reviewer Nadja
- 14/6, time 14-17, room M Delta, secretary Julia, reviewer Anand

GA (General assembly)

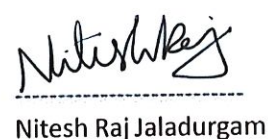
- 22/11, time 12-13, Hörsalsvägen HA1, secretary Samar, reviewer 1 Dan, reviewer 2 Agin
- 8/5, time 12-13, Hörsalsvägen HA1, secretary Siri, reviewer 1 Anton, reviewer 2 Jiacheng

TASKS for next meeting:

TASK	RESPONSIBLE	STATUS
Look for the English word for Jämställdhetsombudsman	Maria	
FUN Workgroups	Giulio	
Start a slack conversation on input for "Publication workshop" of the institutional council	Siri	
Start a slack conversation on input for AJK and equality group	Maria & Julia	
Compare departmental duties summary file with the schabloner contained in the Rektor decision C2015-3070. Add the result in the Slack channel SACO. Provide feedback in the Slack channel SACO. Deadline Wednesday 12/09. High importance!	Govindan ALL	
Newsletter: Start collecting topics for the next issue	Mursalin, Nitesh	
Start a slack conversation on input for the Plans of Operation, and ESP	Giulio	
Find out, who is the "Equality representative" at your department (jämställhetsombud)	All	








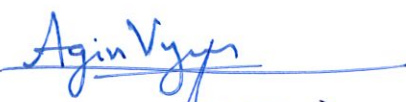









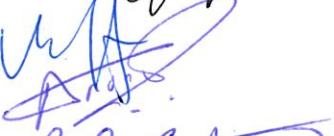



Giulio Calcagno


Maria Landqvist


Nitesh Raj Jaladurgam

Meeting

2018-09-04

Förnamn	Efternamn	Signature
Giulio	Calcagno	
Anna	Köhler	
Dan	Li	
Joakim	Strandberg	
Siri	Jagstedt	
Anton	Kersten	
Samar	Hosseinzadegan	
Agin	Vyas	
Govindan	Induchoodan	
Jiacheng	Xia	
Tomasz	Kosinski	
Nadja	Holtryd	
Mursalin	Sajib	
Sobhan	Sepehri	
Anand	Harihara	
Nitesh Raj	Jaladurgam	
Raphael	Ferreira	
Julia	Orlovska	
Maria	Landqvist	
Ananda S.	Kannan	
Carlo	Negrato	