

Meeting minutes: DS Board Meeting #HT22-1, 2022-09-15

Time: 13.30 - 17.00

Place: TME Room Linnéplatsen V2- 2427B, 20 pl

Attendants: See end of document

§1. Election of meeting officials and approval of agenda

Chair – Daniel Gyllenhammar

Secretary – Anna af Hällström

Reviewer – Rita Laezza

§2. Meeting notice

Agenda sent on the 3rd of September: the meeting notice is thus sent in due time and the meeting can commence.

§3. Minutes from previous meeting

Minutes from previous meeting approved.

§4. Information from activities, committees, and tasks

Activity, committee, task	Update
Central skyddskommité / Central protection committee (Prev. AJK)	N/A
Chalmers Research Foundation	N/A
CHARM	N/A
PhD Alumni event	Discussed. An issue is how to contact former PhDs / Chalmers alumni, since there is no list available (a list could possibly go against GDPR as well). We could ask the existing alumni network (CING) to extend into PhDs as well. Conclusion: Not something we should do but we can delegate it
DS IT support and webpage (+development)	N/A
Nomination committee	N/A
Fakultetsrådet (Faculty council)	Most things discussed in the forum are not applicable, but there's been a study on gender harassment. Conclusion: female PhDs over-represented in gender harassment, including bullying. This matter has been discussed for a year in GENIE, local councils, etc. We'll be hearing about this a lot in future as well. Chalmers' Code of Conduct published. "If you see something, you're obliged to say something", could help to remind people about this. There is also a completely anonymous harassment site, " <u>safe at Chalmers</u> ".

	Action: We should form a proper working group and organize a proper meeting. Possibly the Focus equality committee should take point on this. DOMB should probably be involved.
Forskarutbildningsnämnd (FUN)	<p>Pro-rector (Charlotta Wiberg) going around the departments (and possibly research schools). If you're not there when visiting, tune in with people who were there later to ensure correct information/communication. Some departments are done already. Study rector gets the formal invitation, and that person has to be in contact with PhD students. At least one PhD student should be attending! Check with local council!</p> <p>Also: PhD student's role in teaching. FUN are thinking about doing a survey related to PhD students' possibilities related to teaching. CLS-representative has told DS: "we can help you with this", since they have resources.</p> <p>Teaching is an issue in most/all departments. Teaching loads, language requirements, differing ways of reporting hours, differing credit requirements, differing policies regarding crediting courses and work distribution between divisions were discussed.</p> <p>Action: round table with local PhD councils</p>
Intro day (+ contact person for GTS)	<p>Everything going smoothly. The possibility to add more hours was discussed: currently the allotted time should cover 5 sessions each year (2h day + 30min prep + other prep)</p> <p>Action: Daniel and Jingan to discuss the budget</p>
DS internal development	N/A
Institutional council	N/A
Local PhD council reach out	Will kick off soon.
Media communication (Newsletter, social Media)	N/A
PhD survey	Analysis ongoing.
Research misconduct	N/A
Social activities	Will kick off soon. Everyone who wants to organize something is more than welcome to!
Student union council meeting (FUM)	<p>A common room for PhD students has been brought up.</p> <p>Action: Rahoul to write a member bill, signatures from all PhD students</p>
Supervisor of the year	N/A
Wage negotiation (SACO)	N/A
Focus equality	N/A
Climate strategy (inactive)	N/A
PhD Webinar	Topic suggestions welcome.
Forskningsnämnd (FN)	Meeting in the beginning of September. Not sure how it pertains to PhD students, more for professors: discussing e.g. budget. Most of the discussion centered on funding from US, due to changes in funding constraints. Unclear if the rules apply to funding from US-based companies or just public grants. Most Chalmers funding comes from

	EU/Swedish sources. The BibSam consortia implemented open access in 2021. It's an ongoing process, but things will be open access in the future. You can check on Chalmers library home page which publications are free and which are not.
KUL 2023	N/A
Supervisor assessment	N/A

General notes on activities, committees and tasks:

- Daniel: In general: e-mail chair@ for non-critical things, my personal e-mail for urgent matters
- Decision-making: If 2/3 of the board + chair (or vice-chair) are present, we can make decisions. There will be a list of who has been attending, we can see who agreed. The members who weren't at that board meeting won't be liable.
- Discussion if we should start meetings at Lunch to take up less of people's time. Meetings will thus start at 12. Everyone are expected to be there then with their food (if applicable). This will be changed for applicable meetings.

§5. Decision Plan of operations (POO)

Four additions to the proposed POO were discussed during the meeting:

- equality working group
- teaching and education working group
- climate action
- visa issues

Action: Daniel to add the themes to the POO

§6. Formal decision regarding tasks and representation in committees

Tasks and representation are decided as defined in the file "Tasks DS board 2022-2023.xlsx" on DScloud.

You are welcome to contribute to other task but that won't necessarily be reimbursed. Beware of the budget.

If you're new to a task, you're supposed to have a handover with the person who did that task previously. There is a contact list in the DScloud. You can [should] contact your predecessor.

§7. State of the departments – round table

Department	
Architecture and Civil Engineering	–
Biology and Biological engineering	Bio and K sharing PhD council
Chemistry and Chemical engineering	Not happening much at chemistry. First meeting after summer tomorrow with local PhD council
Computer Science and	–

Engineering	
Electrical Engineering (E2)	<ul style="list-style-type: none"> - Department day held a few weeks ago, talk about AI and ethics - Looking into teaching duties: problems - Try to improve course closure meeting (often missing, “next years problem”) - Lack of TA:s - Not all TA:s get information from course surveys - Room for improvement in courses, but no resources allocated to this
Industrial and material science	Department day held in the summer.
Mathematical Science	<ul style="list-style-type: none"> - Social events held - Gender equality responsible organized event for master students to get interested in PhD. Question received: “Do you sleep?”
Mechanics and Maritime Sciences	<ul style="list-style-type: none"> - New Head of department - Department day, played games and looked happy - PhD council: organized a picnic last week, very good - Planning to organize survey on residency problem faced by international students, so they know the extent of the problem (a lot of PhDs will get residence permit only for 2 years although PhD usually 5 years at Chalmers; unable to travel out of Sweden – no family functions, conferences, etc.). Seems to partly depend on which case worker you get. A big issue, also for non-PhDs. <ul style="list-style-type: none"> o Partly due to staffing issues at Migrationsverket, who lessened their staff in the beginning of 2022 – and then the Ukrainian war started, increasing their workload.
Microtechnology and Nanoscience (MC2)	<ul style="list-style-type: none"> - Had equality-themed Department Day and introduced the DOMB to the department <ul style="list-style-type: none"> o DOMB-presentation led to discussion and some drama. Good to introduce DOMB in our work so professors get uncomfortable and are reminded that there are rules to follow. - Working on improving the ISP and giving students tools to discuss expectations with their supervisor. <ul style="list-style-type: none"> o Discussion re ISP/ESP and which departments are testing it at what point
Physics	<ul style="list-style-type: none"> - A testing of electronic study plan (ESP) for PhD students will start this autumn. - Career event for PhDs and postdocs with local equality council, with representatives from both industry and academia - Intro day in October
Space earth and environment	<ul style="list-style-type: none"> - PhD council meeting this morning. Government will stop evaluating research schools according to department’s rector of studies – will become internal process for Chalmers. Want some feedback from PhDs. - Suggestion of department level list on courses provided by department discussed. Some divisions have too much workload re. teaching, some not. Different practices in different divisions. Physics have list of available course/TA resources, as do E2. - General discussion on ownership of course and teaching across

	<p>department borders. Bigger question than DS, to be brought to FUN.</p> <ul style="list-style-type: none"> - Popular science presentation: upcoming events in other departments: <ul style="list-style-type: none"> o Master's students looking for thesis topic, use PhD students to brief them on current research: can be used as the popular science presentation - New head of department, Peter Falkman
Technology Management and Economics	<ul style="list-style-type: none"> - PhD council meeting tomorrow - New head of department, Joakim Björkman, installed - Taking part in local CHARM, I-dagen, on 15/11 - PhD breakfast great success: monthly event

§8. Other matters

1. Working group regarding "broader recruitment"
 - o From vice-rector on recruitment: wants PhD as part of working group
 - o Similar thing done for bachelor's and master's, nothing for research etc.
 - o Examples:
 - Physics: deadlines for applications on the same date and announce e.g. 13 PhDs at once – more women applied
 - o Language requirement: Swedish
 - o Work load: should be small-ish
 - o Christina and Rita can do it and Angelica (not present) is in charge of equality. To be settled who will attend.
2. Chalmers wants PhD input into the end of the year party (June-ish)
 - o The organizers want quite a lengthy (~60 minutes) programme. The initiative springs from the new HR director who comes from AstraZeneca. The suggestion so far is a sort of "spex", a funny and music-filled student theatre. But the design of the act could be almost anything, as long as it is focus on humor. There would be a small budget.
 - o Suggestion: ask Chalmersspexet for a "spex"
3. DS at Cortègen (the Day before May Day parade Chalmers organizes on the 30th of April)
 - o Slightly positive. To be discussed.
4. PhDs let go without the DOMB's involvement. Clarification of the process asked for.
 - o The PhD student needs to contact the DOMB, not Chalmers
 - o The PhD student needs to contact their union, if the student is a member.
 - o Clearer information about the DOMB to be added to the DS webpage. Local councils should try to get the DOMB to visit them as well, some have already done this.
5. Some departments have implemented a buddy system (new PhDs assigned an older buddy). Recommended!
6. Residence permit and visa issues
 - o Nothing new so far.
7. Local council pages on DS website to be updated.

§9. Upcoming board meetings and GA

The next meeting will be on the 20th of October 2022.

The General Assembly will be held on the 10th of November 2022.

§10. Actions for next meeting

Task	Person(s) responsible	Status
Update POO as agreed upon (add equality working group and teaching and education working group, climate action, visa issues)	Daniel	
Round table with local PhD councils	Evgeniya	
Write a member bill about a DS room	Rahul	
Discuss the budget	Daniel, Jingnan	
Form a working group and organize a meeting to discuss gender issues	Daniel	
Ownership of courses and teaching across department borders to be brought to FUN.	Daniel	
Working group regarding "broader recruitment"	Daniel	

§11. Closing of the meeting

The meeting closed at 16:55.