

CPPC board meeting 2020-01-20

by Adriana Canales

January 20, 2020

Participants to the meeting: Sara Nilsson, Konstantinos Papadopoulos, Adriana Canales, Mathias Hoppe and Nitesh Raj Jaladurgam.

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1 Opening

The meeting was opened by Sara. Adriana was made secretary.

2 Agenda

- Sara added a point about an email regarding .
- **The modified agenda was approved by the board.**

3 Follow up on previous meetings

- Last time we decided to ask Lena if we could share the **Introductory course presentation** with all the PhDs. Lena is happy with our suggestion. We will upload

the presentation to the CPPC homepage at DS webpage. **Sara** will send an email with the link of the presentation.

4 Update on ESP meeting

- Mathias updated us on the ESP development. The first meeting was held in October. All PhDs seemed interested in the platform, since it promises to simplify our job by automatizing the courses and teaching information. Overall, everyone is optimistic about the new platform.
- ESP platform release was delayed due to the development of the new Insidan webpage. We are not sure about the details about its release.
- The first development of the platform, with the basic features, will be ready by the end of January. Thus, it will be tested from the beginning of February.
- The finished ESP release date is expected by June 2021.

5 Homepage

(i) Insidan

- **Konstantinos** will write an introduction text to present CPPC in the Insidan webpage. The link to the homepage at DS website should also be added.
- The CPPC should have its own tab on the left side menu of Insidan. **Konstantinos** will ask Matthew Sab how to make this change.

(ii) Access for everyone?

- We agreed on **Nitesh** maintaining the homepage at DS webpage and **Konstantinos** being in charge of updating Insidan's link to our homepage. Since we are few people we can communicate with **Nitesh** in case something needs to be announced/updated.
- As discussed above, the Introduction presentation will be uploaded to the homepage and the link should be sent by mail to all the PhDs by Sara.

6 Announcement of the new board

- We will announce it on the Physics Newsletter (next one will be out on the 24th of January) and on the TV screens. Helén Rosenfeldt is in charge of both, so **Adriana** will coordinate with her for the announcement.
- Helén took us the picture of the CPPC members during 2020.
- The announcement should have the picture and a QR-code to our homepage in the DS website.

7 Our focus in 2020

(i) Action plan for issues brought to the board

- It is a priority to decide what to do in case a student approaches us with a problem. We did not have specific ideas. Thus to come up with a plan we suggested to have a meeting with the Study directors to coordinate their action plans with ours (to avoid contradictions) and with DOMB.
- We need statistics from the study directors and DOMB to set a plan with a firm base. We should look for the numbers that DOMB facilitated us previously.
- We should also compare the data from the Study directors and DOMB, since different students may approach them differently for various issues.

(ii) Appraisal meetings

- Handle the issue when the manager and the supervisor are the same person.
- Investigate the purpose of the appraisal meetings and how the organization works. From the answer depends if it is important for the manager to often have contact with the PhDs or if it is fine for your appraisal meetings to be with someone you meet one a year.

(iii) Introduction course

- It has been accepted as a course with credits. We should double check with Lena how many.
- the Introduction Day GTS course should be part of this one.
- We have suggested that every Division should be able to present their goals and interests, the main tools they have to work with and what could they offer to other groups for collaboration.
- Presentations/visits to CMAL and the cleanroom were also suggested.

8 Group Activity

- We agreed on having an afterwork to get to know each other better. Escape room will be the main activity followed by dinner/beer at some bar. The date will depend greatly on Escape room availability. **Adriana** is in charge of looking for a place.

9 Other matters

- The Materials Graduate School wrote to Sara to search for a chair for their Popular Presentation day. Some Physics students will present there, despite the fact that there was no information shared with the Department of Physics about this opportunity. This issue made us wonder if we also represent the students signed up for the Materials Graduate School.

- Regarding this issue, developing YouTube videos and podcasts have potentially been admitted as *Popular Presentations* for PhDs. **Nitesh** will investigate if it is true and what are the conditions for them to count.
- We suggested to use the TV screens to share bits of information to PhD students that are important for them (the information in the presentation we will share for example). It should be a **sentence of a useful fact for them to know** about (bureaucracy, GTS courses, credits, etc) with a QR-code to a website they can find more information about it. For example:
 - Did you know that you should have 9 ECTS of GTS courses approved to be able to present your Licenciante?
 - Now the Popular Presentations can be YouTube videos or podcasts!
 - Your supervisor, examiner and manager must be different persons.
 - You should take at least 20 days of holidays per year.
 - Do you know who your manager is? You can find out at...
 - ...

10 Next meeting

The next CPPC meeting will be held on the 27th February, 13.00 in F5002.