

Meeting minutes: DS Board Meeting #VT23-4, 2023-05-25

Time: 12.30 - 15.34

Place: TME Room Korsvägen V2 - 2456, Zoom

§1. Election of meeting officials and approval of agenda

Chair – Daniel

Secretary – Emma

Reviewer – Fayas

Decision: The agenda and meeting officials were approved

§2. Meeting notice

Decision: The notice was in due order

§3. Minutes from previous meeting

Decision: approved

§4. Plan of Operations

What has been done compared to what was planned to be done, should be updated in the document.

§5. Handover

Complement the oral/physical handover. Will have a document with each of the responsibilities with each names by them that we will fill in for the next board. Two parts: 1) What has been done the last year, and 2) “good things to know” for the coming year, can be short checklist if that’s easier, or few sentences.

§6. Reflection for this year

1) Menti on “what could DS board do better”, in terms of member needs. The answers was exported to “attachment 1”.

Suggestion for next year:

- focus on outreach to the members: social media, website, email. Not only for social events but as a FAQ for what information is important for PhDs (DOMB, sick leave, what you do as a PhD etc).

Suggestion to have a weekly responsible DS board member for our social media accounts, like they have at e.g. KTH. The same post can be shared on all channels since some people prefer one channel over another.

2) Menti on “what should the DS board keep doing” (answers are exported, see “attachment 1”).

Suggestions for next year:

- continue supporting and representing PhD students

3) Menti on “what should the DS board improve?” (answers are exported, see “attachment 1”).

- internal communication (e.g. chat groups) and name tags to help getting to know each other

- long-term goals to be measured

- acronym list

4) Menti on “what is the DS board doing well (answers are exported, see “attachment 1”).

§7 Reports from tasks

- FUN – Paul: Summary soon available in Hand over documents. Loose threads: departmental duties, guidelines for courses, visa.
 - 1) Regulate departmental duties better, try to update and have better guidelines (what they are, what’s the purpose, etc), local council will need to support here.
 - 2) PhD courses (what exists for recognizing work as a course), e.g. reading course in something you don’t know vs a course that covers knowledge the student already has.
 - 3) residence permit. Seems to have reduced waiting times lately nothing on PR.
 - 4) Internal revision/self-evaluation every 6 year will be implemented, is now a legal requirement. Will include a mid-way evaluation. Goal is to share knowledge on what works good or not between departments, and continuously improve. Will have PhDs as reviewers to “fact check” what is said about the research education at Chalmers.
 - 5) prevalence report (on sexual harrassment): all study rectors/head of departments will send in a plan of operation on preventative measures to be done
- Workgroup against sexual harassment – Angelica/Paul: We have organized a bystander intervention training which will take place 12/6, 9-13. Information for sign-up will be sent out soon.
 - Organized and paid for by genie, workshop on “how can you act when you observe harrassment”. Invitation link to all DS members and local council will be sent this week. Total 17 spots available, currently 7 taken. The rest can be filled by PhD students. If successfull, another seminar will be held in the future.
 - Suggestion to share main points with the ones who did not participate
 - information on intranet: contact manager and HR-partner at your department (“harrassment and vicitmization”)
 - Work planned on the feedback of “safe at chalmers”
- KUL23 (Emma) – conference took place April 3. DS was represented during the “supervisor of the year” session.
 - Panel discussion went good, although few partipants (likely due to the parallell session on Chat-GPT). The session could’ve been longer since there was a lot to talk about

- supervisor of the year award could be given out at a better occasion than the phd ceremony, suggestion to have it at a better occasion (eg chalmers party or have a separate seminar)
- the winner's nomination is being read out loud, keep in mind when phrasing this.
- Broaden recruitment (Emma) – report will soon be finalized, will be used internally at Chalmers. Data on gender and background available for undergrad students, used DS survey for data about the PhDs.
 - PhD data from ladok and email lists could be used to get age and gender.
 - Will this be shared with PhD students as well? Check this.
- Employment survey (Daniel)
 - align it with the DS survey: how much overlap should it be
 - for next year's board to develop

§7. Round the table – important news from the departments

MC2:

- 1) discussion with head of/vice rector of research school to get credits for Swedish courses. Willingness to develop Chalmers-wide courses in Swedish but has been slow (e.g. “Swedish for engineers”). GU offers courses up to B1 level available (studentportal.gu.se/english/help-and-guidance/basic-swedish-for-international-students/) that don't give credits automatically but credits can be given by the examiner.
- 2) restructuring the whole department – have divisions that have outgrown their line managers and some smaller groups etc. 1 study rector for 80 (!) students is not optimal, thus ISP is not functioning, happens every second year although legally it has to be annually. Will instead have 2-4 bigger units, with one director of studies each (20-40 students each). Will also be the same person as the line manager to make it more efficient during e.g. appraisal talk.

CSE :

- 1) social events planned, e.g. BBQ. Advice to hire grills from Chalmers.
- 2) (on the note that MC2 initiated above) At CSE they have their own method of handling the director of studies: the official one handles 200 students which is too much, so they have different ones each year to help with the work.

SEE:

- 1) department day coming up.
- 2) Recent discussion about departmental duties, some do e.g. exhibitions or other duties etc.
- 3) It says in their statutes that they could get course points for local councils (2 credits/year), confirmed by David Pallares. Rita said that they (at E2) get 30h per year for local council, and the chair gets 40h per year. Suggestion for Eve ask all local councils how much local councils are compensated, in an attempt to standardize this.

LIFE:

- 1) teaching has been changed to be counted as actual hours, rather than in % (which was more general). Also have general assembly for local council in end of June (round table question of who else has it, was about 50/50).

FFF (physics collaboration)– MCF, F, SEE, joint day is planned.

E2:

- 1) had a E2-day last week.
- 2) In the council there is planned a 5-kamp at Liseberg.

§8. Upcoming board meetings

This was the last one!

§9. Other matters

1) SFS DK – call for nominees. National association, can influence on a national level. Although Chalmers is not a state university (Chalmers is a foundation). Deadline for nomination is 5th of June, need 10 people to nominate you (can be solved electronically). Mind that this is quite time-consuming, and is a 1-year position.

2) unclear management responsibilities

Role of director of studies: ISP, syllabus for PhD education.

Line manager: appraisal talk

If line manager and supervisor is the same then another one should be offered.

3) Adriana raised the importance of ISP: can we inform our PhDs about the importance on this? Suggested to be on our social media channels, newsletter, talking to local councils too. Continuously remind the students about this. Suggestion: get the DOMB to share what are the most important parts of the ISP (especially on what usually goes wrong). E.g. things to keep track of. Also they (MC2?) don't get 100 % extension for the sick leave, suggested to be something to note into your ISP to keep track.

5) Communication with the students: on-boarding committee planned next year, to better inform about important matters in a systematic way (like what was mentioned earlier during our meeting).

6) Planned mailing list with this year's board + next year's, to facilitate handovers and other questions.

7) Current board members who are staying: reply to Francisco's email (to be sent) about what responsibilities you've had if you want to keep them, to improve continuity.

8) what documents are internal and what are official: all on DS-cloud to be used internally. What is on the website is ok.

9) Relocation service or job training is available at KTH, maybe we want it here at Chalmers too? A-kassa and most unions also have this service. Before economy in balance we had "career office" at Chalmers. Now we organize it ourselves, e.g. our alumni event. Can be something to continue work with next year.

§10. Actions for next meeting

- Emma will see if the internal Chalmers "Broaden recruitment" report will be available to read, if so share it.

- Ariadna will share the link to the GU Swedish course.

- Eve will ask all local councils how much local councils are compensated. Also ask how sick leave and departmental hours are extending the PhDs contracts: at e.g. MC2 it doesn't seem to be 1:1 ratio.
- current members who are staying should reply to the email Fransisco will send if they want to keep their responsibilities. Also share some thoughts about what they expect for next year (as a complement to our menti survey).
- Daniel will upload the responses from the mentis

§11. Closing the meeting

§12 AW

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