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Final*

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## Minutes of SAMU meeting on November 10, 2021

**Participants:** Working environment committee representatives: Ulla Øland, Jiri Srba. Employee representatives: Lene Even, Lene Horn, Florian Lorber, Lefteris Papachristos. Management representatives: Peter Axel Nielsen, Helle Westmark. Minute taker: Diana Plejdrup Frank. Not present: Rene Rydhof Hansen (working environment committee/management representative).

### Item 1. Department Economy

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Fixed item on the agenda. SAMU has a duty to discuss finances, cf. the [co-operation agreement](#).

Peter Axel Nielsen introduced an overall status on the budget 2022. Currently there are negotiations with the Dean based on the frames. Details will be sent to SAMU-members later when budget is finally approved.

There is a slight decline in the budget 2022 compared to 2021. Which means that we have less money than expected. Main reasons are that teaching production (STÅ) is less than predicted due to a too positive prognosis (AAU). This means that the major rebuild of Cassiopeia next year is set on hold in agreement with Dean.

We have budgeted some new positions next year. We need e.g., particular competences in Cph. (compiler construction and MI). Roughly we will be the same number next year because some employees are leaving. We are likely to spend slightly less on advertisements and less on equipment next year. The money for research leaders (instruments for further strategic activation of department funds) is likely to be postponed. The STÅ-production for 2022 is lower than for 2021. We have reviewed the STÅ-prognosis at CS and the STÅ-model will be adjusted during the year.

So, what is the general outlook for budget 2022? It is positive as we still have new positions in the budget. The big difference is the cancelling of the rebuilding.

### Item 2. Psychological and physical work environment (stress project)

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Jiri Srba presented the outcome of the stress project initiated in 2020 in the form of an action plan. See attachment in FirstAgenda. It will be presented on the lunch meeting on December 8 for staff.

Phd students/Assistant professors/postdocs

- As for Phd students: **Action:** Kristian G. Olesen already has the task of discussing stress factors with Phd.
- Isolation/Lack of social activities: **Action:** Social activities could be more at department level and reading groups in the groups. PL meeting should communicate this next time.



- Uncertainty after finishing Ph.d./Post docs/assistant professors: Career plans workshop for these categories are a success.
- Part of MUS: What is the plan for the position? **Action:** MUS should be slightly more focused next year. Educate professors about what to focus on MUS. Additional checklist for MUS should be made and a reminder of online MUS course for professors.
- University pedagogy is too substantial: Gather feedback from the people that followed the course. According to Florian Lorber the individual supervision on teaching is valuable but the course is not. **Action:** Document could be made by people that have been on this course for the last 2 years: What was good and not so good? **Action:** Florian Lorber will get a list from Helle Westmark and collect input.

#### Permanent staff

- How to combine teaching, supervision, research and administration: **Action:** Expectations and performance evaluation should be part of MUS. English title of MUS should be changed to e.g. employee development interview.
- Frequently switching context among different tasks and too high teaching load: How to manage time – knowledge sharing would be good on how to make more time. **Action:** Invite some to give an inspirational talk on how to get more time.
- Writing applications with uncertain results/feeling that it is required: **Action:** Inform PLA that everyone is not expected to write applications. Discussion should be part of MUS.
- Not deliver extra hours to small groups: **Action:** Inform supervisors about alternative options.

#### Stress receiving from too many emails:

- Work on better email culture. Several actions were suggested at the meeting. **Action:** The list from work environment group is suggested. Comment from Lene Winther Even: It can also be stressful to have more platforms for communication instead of only one (Outlook).
- Intranet is updated: **Action:** Circulate link to the intranet page. Maybe via the newsletter. Peter Axel Nielsen informed that newsletter will be released more often.
- Noise in public areas: Remember to keep your voice down in public areas (e.g., kitchens).

#### Supervising a project

- How does everything work: Research group coordinators are improving their on-boarding procedure.
- ISU is not doing general onboarding as often. Florian told that it is suggested done on department level. **Action:** Peter Axel Nielsen suggested a monthly meeting for all new employees to share onboarding experiences. We should consider onboarding period as a longer period now than just the first month.
- Supervision examination: **Action:** Follow the PBL course and distribute a link to the video about how to do project examination. The link is already available on cs.aau.dk. There is focus on this via our CS PBL development group.

The TAP input from the stress project will come later via UØ.

### Item 3. Notice of holidays at CS

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An initial discussion of the periods to be noticed in the coming vacation year and also the new vacation year how has it been perceived etc.

Jiri Srba asked to get notification of not only normal but also special holidays. It would be good to notify all in one to be able to plan better.

Helle Westmark explained that there are separate rules for the special holidays. They have therefore been announced separately. E.g., we can only notify ordinary holidays at the end of August and the special holidays not before January 2. **Decision:** The August email about notification of ordinary holidays will include info that the special holidays will be notified in January. It should also include link to central HR FAQ.

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#### **Item 4. Plan for pedagogical didactic competence development**

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As part of the new quality system at AAU all departments must have/or update plans of pedagogical and didactic competence development. A revised plan has been made at CS [Link is here](#) (only in Danish).

Peter Axel Nielsen introduced the new plan for pedagogical and didactic competence development which means among other things that all VIP staff should update a teaching portfolio typically in connection with MUS. And that the CS PBL group sees to that all new staff is taken care of in terms of getting PBL competences etc. **Action:** Ulrik Nyman and Uffe Kjærulff should introduce the plan at the next staff meeting. Peter Axel Nielsen will notify the professors about MUS responsibilities. An English version of the plan should be made by Uffe Kjærulff/Diana P. Frank.

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#### **Item 5. Information from committee members**

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Fixed item on the agenda where you as SAMU member can give an update on what is going on/inform about news.

Rebuilding of Cassiopeia: UØ informed that some students have complained about the noise and there has been a meeting about this.

More carbage bin in kitchens have been ordered and will be placed outside the seminar rooms. Why is there no sorting of trash in the canteen? UØ has reported this to the people in charge of this.

Heavy smoke (due to welding) today in the building in Cluster 1. Fire team came but alarm did not start. Peter Axel Nielsen informed that a security check is made each week with the people in charge of the rebuilding and a report is made. We will make sure to report this back to them so it will not happen again.

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#### **Item 6. Post Corona**

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No information yet from AAU management based on the recent governmental decisions. We await further information.

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#### **Item 7. Department's establishment in Copenhagen**

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Fixed item on the agenda to ensure ongoing information / discussion about the establishment of the software educations and the department's team in Copenhagen, as it has an impact on working and personnel conditions.

No major changes since last meeting. Slight change in teaching allocation due to paternity leave. So, we have outsourced teaching to ES.



Building: All students now in D building. Students will move as TECH faculty will be moved. Rebuilding ongoing on 2<sup>nd</sup> floor on main building. Videoconference room will be moved to second floor. Ready by early January.

#### **Item 8. Status on Cassiopeia rebuilding**

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Fixed item on the agenda as long as Cassiopeia is being rebuilt, as it is important for working and staff conditions.

Current rebuilding will be done according to plan within this year. The major rebuilding in 2022 is set on hold as mentioned earlier in budget discussion.

#### **Item 9. Status on hiring**

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Fixed item as agreed on previous SAMU meeting. See list of recent hirings attached in FirstAgenda.

As for coming hirings, search committees with focus on getting applicants prior to deadline have been formed and will be sent for approval by the Dean.

#### **Item 10. Environmental considerations**

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Fixed item on the agenda as The Working Environment Committee is an integrated part of SAMU. It deals with points about environmental considerations that are important to employees.

Ulla Øland informed that a physiotherapist will come here to show how to improve the physical environment.

Decision: We will wait until renovation is over.

#### **Item 11. Meeting plan**

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The meeting plan for the coming year was decided. The four meetings in 2022 will be held in: February, May, August and November.

#### **Item 12. AOB**

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Lefteris Papachristos informed that it is his last SAMU meeting today. **Action:** A substitute is to be appointed by the relevant union representatives. Diana Plejdrup Frank will initiate the process.

#### **Item 13. Evaluation of the meeting**

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The meeting was evaluated. Good and effective as usual but appreciated with more info about the budget.