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Final*

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Minutes of SAMU meeting on May 17, 2022

Participants: Working environment committee representatives: Ulla Øland, Jiri Srba. Employee representatives: Lene Even, Lene Horn, Florian Lorber, Niels Van Berkel. Management representatives: Peter Axel Nielsen, Helle Westmark. Minute taker: Diana Plejdrup Frank (DPF). Not present: Rene Rydhof.

Item 1. Department economy

The first quarter of the economy period has not been completed by this time. Peter Axel Nielsen informed that there have been some errors in the central accounting of salary, resulting in extra work. We will therefore send the slides about the economy when ready.

Follow-up:

Slides about the economy will be attached in FirstAgenda when ready.

Item 2. News from SAMU members

The item is fixed. Are there any news from the committee members?

Lene Horn has been appointed to TAP (supplementary) member of the AAU Board of Directors for the next year. Congratulations Lene!

Item 3. Implementation of 10% reduction and relocation of educations

Information from the Head of Department about the 10% reduction and relocation of educations. AAU has made a plan for this, which has now been reduced to 6% reduction by the government parties.

AAU criteria was to close educations with to high unemployment rates. The result has been closing of SAMF, and HUM educations but also some engineering educations, already supposed to close at the Department of Electronic Systems (ES). The situation is that at CS we are opening up for the cap on education intake at our Software education in Copenhagen. Peter Axel Nielsen has discussed the situation with our staff there and how to handle this seen in relation to the situation for the other departments at Campus Copenhagen.

We have been asked by the Department of Planning (PLAN) if CS would like to contribute to the Techno Anthropology education, but we have referred to the Department of Electronic Systems (ES).

The education in Digitalization and Application Development (DAD) have problems with employability and therefore we have redesigned the programme. The effects will have to show when the first batch of candidates come out. The education in interaction design (IxD) has also been redesigned to the need of the Industry.

The process and the communication about the 10% reduction have been criticized especially from employees where educations are closed. It has been discussed at the head committee of cooperation (HSU).

Item 4. The new research group: Data, Knowledge and Web Engineering

A new research group has been established since the last meeting: Data, Knowledge and Web Engineering. The former DW group was split into two groups. Katja Hose is heading the new DKW group.

The budget is both based on teaching and funding. There are still a few pending items for this Autumn otherwise it is all in place. Currently there is a discussion about how to split the course responsibility.

There was a discussion of course responsibility. According to Peter Axel Nielsen there is a difference between the responsibility of a course and who is delivering the course and therefore also the allocation to a course.

Jiri Srba asked if an employee have the chance to “keep” a course in a number of years? According to Peter Axel Nielsen the principle might not be the same for all courses. But in principle there are no changes in practice – you have a course for a minimum of three years.

As for the research profile of the new group - there will be a new initiative on computational health with Katja as the lead. DESS also have some health competences (a new employee Arijit Khan is assigned to this).

Item 5. Buildings and rebuildings

Fixed item. Peter Axel Nielsen informed about latest news on building and rebuildings.

The department lab and study administration area are almost in place. The First Study Year students will be located in FB7G building for the coming term. After this they will be moved to FB7A. We still have study areas in NOVI. From this summer we will have this whole building. ITS is moving out and we will take over rent. We are in the process of moving offices from cluster 2 to cluster 4 (DKW will move out).

The rebuilding of Cassiopeia has been approved by CAS and the Dean. Majority of cost will be paid by CAS and the rest by the department over the next ten years. The condensing of square meters is a fact for both students and staff. Corridors will be taken into account (stairs) etc. 2022 will be spent on planning the rebuilding and a tender will start in 2023. Dialogues with students will be planned on how to use student space most efficiently. The staff dialogue takes place in the coordination group.

Comments

- As for the space for students, some students do not use the offer for group rooms. This might be because we are still in slipstream of corona.
- Lene Even would like to advocate for sometimes using professors for the supervising of first year students. The image of supervision on the First Study Year was discussed. There is also a matter of language skills here. Apparently, there is no longer an requirement of Danish speaking competences on the first study year. However, we urge our employees at CS to take the Danish courses offered at AAU. And we also have an English course with focus on pronunciation for staff that are challenged in terms of pronunciation to avoid language barriers in the teaching of our students.

Follow-up:

Language requirements will be an item on the next SAMU meeting in August.



Item 6. Department hirings

Fixed item. Peter Axel Nielsen informed about the department's hirings.

PhD students

We have 5-7 PhD positions and 3-4 post docs. We are struggling to hire the PhD's but the rules say to finish as a master's graduate first. There is a loophole on that rule that says that they need to have their thesis handed in to be qualified. Deadline is June 1. All postings of PhD positions are communicated by Helle Westmark. Lene Even will also post info on Moodle about the PhD positions.

Comments

- Quality might be impacted about the rule. Different universities have a different approach could we point to this and change the rule? According to Peter Axel Nielsen we are doing what we can to influence this.

Assistant professors

Is now approved by the Dean and in hearing with applicants (deadline is 23/5). Priority of interviews will be done by the research leaders. A broad spectrum of 32 applicants covering all research groups and Aalborg and Copenhagen.

Comments

- Lene Horn informed about the Nordic recruitment grant: The call will be open to end of April 2023. Process is not out yet. Application deadline is end of September 2022.
- What about staff that has resigned? The positions are lost – some were known at the time of the budgeting. In total 8 persons, some were not expected. But we will follow up on the budget, whether or not it can be re-budgeted after we have seen the financial status.

Associate professors

There are 17 applicants after shortlisting. Next year we would like to separate the two types of positions in the hiring process. As for the timing of hiring, it does not have to be like this. It will have to change at some point. We would like to be two months ahead so we can plan our Autumn teaching in September.

Item 7. Notification of holidays for the new holiday year

It is the Head of Department who decides the notification of the holiday year. But SAMU is informed about it, as agreed earlier.

We will announce the standard set of holidays in August and the special holidays will be announced in January but with a note about the special holidays in August.

All employees must be sure to take their holidays. A rescheduling of holidays between Christmas and New Year's will be allowed this year. However, all changes must be informed directly to CS-HR via: holi-days@cs.aau.dk, and Tina Bang Struntze will register the changes in Statens HR.



Item 8. Psychological and physical work environment (APV 2022)

Appendix: See slides from the working environment committee in First Agenda.

Status on 2021 project on stress:

- Inputs gathered from all research groups and TAP group during spring 2021
- Analysis of the results in September 2021
- Action plan in October 2021
- Presentation to the employees during a department in November 2021
- All points in the action plan have now been initiated

Working environment during the Renovation:

- Renovation in cluster 1/hallway + study team took about 3 months and is now finished It had significant influence on the working environment in the TAP group and DEIS
- The start of the renovation was announced late
- One work related injury
- No more renovation expected in 2022
- Next renovation round starts in 2023
- As always, we should focus on reducing the negative impacts on the work conditions of all employees; all should be informed in a good time

The above will be taken into account for the next renovation

APV 2021

- Shows a drop in job satisfaction but hard to detect how much is corona.
- In particular younger researchers from abroad. Research group coordinators will look into this. What worked well during the lockdown that we can benefit from "today"? An action will be taken based on the outcome.

Physical working environment:

- At the end of the year 2022 we consider making a survey of the current physical working environment. Until then we shall inform by email all staff about the AAU/CS politics regarding the working tables, chairs, lamps and reading glasses.

Focus Areas for 2022-2023

- Well-being for phd. students (stress, different agendas in projects etc.)
- Group discussions (GRUS) with KGO
- Consider making a questionnaire for PhD students



- Inform all students about the PhD coaching and psychological help.
- Talk with the supervisors in order to increase the awareness of some specific issues that PhD students can be facing.

Comments

- What do students do if they have problems - who should they talk to? MUS talks should address some of these issues. A safety net would be good as alternative to the PhD course also. Well-being talks should happen maybe more frequently. Onboarding with your research coordinator, research leader, department manager, supervisor etc. Maybe we should institutionalize this more – make an onboarding template for PhD students?
- The sick statistics will show us how big the problems is. According to mail from central HR it is delayed but it should be available on the next SAMU meeting in august.
- Some of the PhD students are delayed. This is not optimal. There was a discussion about this. Average PhD programme is 4 years. Important that someone also talks to the PhD supervisors. The investigation should show if there is a need for this. There are currently no rules for supervising PhD students. Maybe there should be?
- What about the International Staff Unit (ISU): Florian Lorber informed that it has started up again after corona with a Coffee Club. DPF informed about AAU ISU channels: See latest [news letter](#) or join [ISU on Facebook](#).

Follow-up:

The management and the working environment committee at CS will proceed with the actions and conclusions made above.

Item 9. Environmental considerations

There are no items today.

Item 10. AOB

Fruit agreement at CS

Some employees have asked if it is possible to introduce a fruit agreement again at CS.

Discussion

- We have had such an arrangement earlier. The fruit was delivered twice a week and arranged by the coordinators. There was one basket per group. The cost was 200.000 DKK per year. We are more people now so it will be more expensive.
- According to Peter Axel Nielsen we can only talk about the principle here as budget decisions are not taken in this forum. The suggestion of whether or not we should have fruit arrangement can be brought to the coordination group.
- There was consensus that if we should have a fruit agreement again it should be a general agreement and not only in some groups.



Reimbursement of pocket money

PhD students that travel must make reimbursements now as we do not have a department credit card anymore. The credit card option has been stopped due to GPDR issues and the double authentication (to avoid money laundering). Conclusion: The procedure is to ask for the money in advance.

Follow-up:

- The new procedure for reimbursement of pocket money will be communicated to all staff.
- The suggestion to reintroduce the fruit agreement for all staff, will be discussed in the coordination group.