

9. juni 2015

J.nr.:

Department of Computer Science  
Selma Lagerlöfs Vej 300  
DK-9220 Aalborg  
Tel: +45 9940 8080  
Telefax +45 9940 9798  
i16@cs.aau.dk  
www.cs.aau.dk

Head of Department  
Kristian G. Olesen  
Tlf. 9940 9852

Secretariat Director  
Helle Westmark  
Tlf. +45 9940 8850

## Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU) 2015-01

**Date:** Tuesday, March 10, 2015, kl. 12.30-15.30

**Location:** SL300 rum 0.2.15

### Agenda:

- 1) News from committee members
- 2) Composition of the committee
- 3) Rooms
- 4) Policy for Holidays
- 5) Policy for pedagogical development
- 6) New rules for sideline occupation
- 7) Physical and psychological working environment, including APV2015
- 8) Environment
- 9) AOB
- 10) Meeting Evaluation

### Participants:

Working environment: Ulla Øland, Jiri Srba and management representative Rene Rydhof Hansen

Employee representatives: Lene Even, Hans Hüttel, Christian Thomsen

management representatives: Kristian G. Olesen, Helle Westmark

Minutes taker: Mette Kaufmann Andersen

Absent: Helle Westmark, Christian Thomsen

### Minutes:

#### ad 1 News from committee members

KGO:

Economy: The department's 2014 end result is better than budgeted.

Strategy: The department has sent description of the four research group to the central strategy groups at AAU. The 4+4 arrangement has been mentioned as a possibility for increased cooperation with companies.

Quality assurance: After negotiations with the Faculty, we are to deliver 3 reports for self-evaluation of our educations: one for bachelor educations, one for master educations and one for the Master of IT, (IT-VEST).

Cars and tickets: Tickets are attributed to the department. This is not a problem. However, it is to be considered whether we should keep the cars.

Information about the competence center has been sent to all employees. Requests will typically be discussed at the staff development interview (MUS).

HW: (via KGO)

Meetings in the secretariat will be held following the group meetings.

New working hours for Diana Duncker (Mon, Tues, and Thursdays, 7.30-14.00 and Fridays 7.30-13.00) and Ann Bach Sørensen (Mon-Friday 7.00-14.00)

HW is currently listing administrative and technical tasks that are slowly moved to the TAP personnel.

Astrid is leaving her position by end of April. The economy team informs that things are running smoothly with assistance from Susanne Larsen.

The Danish Working Environment Authority has announced its arrival at an undisclosed date as follow-up on the enforcement notice from last fall.

UØ:

Power supply has been improved in the aisles and the canteen area, but we are still on the witing list concerning improvements in the auditorium.

Notes about tidying has been posted in the seminar rooms.

Lektiecafé is held every Wednesday 3-5 pm. Please spread the word. The initiative is partly built on good experiences from Copenhagen and Århus Universities.

The fire alarm sounded several times, and we have examined why: a detector in the canteen kitchen reacted on steam. The fault has been fixed.

The problem concerning draft in the aisles is being fixed. The heat is turned up in the canteen area and the mal-functioning door-and window automatic control is also being fixed.

JSr: and UØ has been to a conference concerning stress among VIPs. The theme was what thrills and what strains.

## **ad 2 Composition of the Committee**

Lotte Finck replaces Henriette Frahm as representative for the academic personnel.

## **ad 3 Rooms**

KGO and HeF have worked out a prognosis for development of number of students, which will provide insight into the need for group rooms. The prognosis says 50-70 additional students per year over the next 3 years. However, it is difficult to foresee the future intake of students, partly due to limitations on intake on related educations. The limits on our own educations do not pose any problems, but we may experience impact from limitations on Medialogy.

Considering the above uncertainties, we will receive 50 more students at SEL 300, among others the 3<sup>rd</sup> semester Interaction Design.

We would like more space, the department is in dialogue with the Faculty architect and ITS, who also need more space. There will be a meeting about whether the department or ITS should remain at SEL300. The main priority for both units is to remain united in the two groups.

The Faculty is coordinating the buildings in "Area East". Strandvejen 19 has been mentioned as a possibility, but is not large enough. All medic-educations will be moved to the new hospital, when it is ready in 2020. This will leave buildings at Fr. B vacant, but it is uncertain whether there will be enough space.

Students must actively accept a group room, and they engage to use the room. No students at lower semesters have said No to a group room. Only half of the thesis students have signed away the option for group room in F15. According to Hans Hüttel, about ¼ to ½ of the DAT4 students do not show up for lectures, which may give reason to move the lecture to smaller rooms. The distribution of seminar rooms is flexible and can be changed during the semester, if the teacher prefers a smaller room. But planning according to an assumption that not all students show up is a wrong message to send to the students. This does not seem to be a general problem.

The idea catalogue from the August meeting has been sent to the placement committee. The Faculty has also requested an idea catalogue from the study board and the School. But so far, we have not received information about new initiatives.

Until further notice, we stay at SEL300, probably until 2020.

#### **ad 4 Policy for holidays**

The Committee for Cooperation and the Working Environment and the head of the department has decided as follows:

- To notify that 25 days of ordinary holiday must be spent
- The head of department decides ending 2015 if, and then when, the special holidays will be notified. This can only be brought into effect after 1.1.2016. If the days are cashed the teaching load will be raised with 37hrs. Currently, it is not the head of department's intention to notify the special holidays.
- All holiday registration can be changed in accordance with current rules.

This means, that the holiday policy for 2015/2016 is identical with the holiday policy for the current holiday year. As a main rule, all holidays are to be spent during the holiday year.

#### **ad 5 Policy for pedagogical development**

In connection with the quality assurance, there are certain rules for the department's policy for pedagogical development for employees.

For now, we will describe what we do.

All permanent staff (VIP) must have a teaching portfolio, which should be brought to the staff development interviews with the head of department. The purpose is to further pedagogical reflections on teaching and supervising methods.

We need to tighten up on conducting staff development interviews, which are to be held every year.

#### **Ad. 6 New rules for sideline occupation**

The national audit office requires that local agreements on sideline occupation are available and registered. The subject was discussed at the latest management meeting, and it is expected that the management will send out official rules with guidelines for all employees.

#### **Ad.7 Physical and psychological working environment, including APV2015**

There is a working environment conference March 16-17, but no local participation. AAU is hosting its own working environment conference May 18. Meetings are planned regarding the new process for Working space evaluation (APV), but we do not know the details yet. It is requested that the questionnaire is shorter and sent from local representatives instead of the wider APV sent from central administration.

The plan is, that two departments spar with each other and that the evaluation is conducted every year instead of every 3rd year. The working environment representatives are to have more direct contact with all employees – possibly in groups.

The HR-department is conducting an investigation of the employees' possibilities for collaboration and co-determination at AAU. The head of department encourages participation in the investigation (invitation for participation in focus group interviews has been sent to AAU-staff)

The Danish working environment Authority has announced their visit within a period of 4 months from 1 November 2014. The circumstances mentioned in the autumn 2014 have been improved considerably. More focus on stress. The issue has been dealt with at the following meetings in the committee for cooperation and the working environment. It seems that the atmosphere is calmer now – this is to be investigated in the coming APV. Ulla Øland will repeat a job satisfaction survey in the TAP-group.

#### **Ad. 8 Environment**

The environment coordinator has had a meeting with the local environment representatives (Ulla Øland and Hans Hüttel participated from i16) There was too little time for discussion, but notes from discussion groups were collected. Environmental issues and improvements are to be incorporated in the overall strategy plan.

Smoking: We need information on the intranet, making it easier to refer to the department policy. Ulla Øland has information she can send to Lotte Finck and KGO. Ulla sends information about the rules at SEL 300 to our students; this information should also be sent to employees. It should be checked whether we are allowed to make physical markings at the asphalt. The policy should be harmonized with that of ITS, as we share buildings and surroundings, but not policies. ITS should be reminded to inform their new employees about the rules.

#### **Ad. 9 AOB**

Nothing

#### **Ad. 10 Meeting evaluation**

Meeting ended at 14.39