Summary of Meeting in the Committee for Cooperation and the Working Environment (SAMU)2015-02

Date: Tuesday, May 19, 2015, kl. 12.30-15.30

Location: SL300 rum 0.2.15

Agenda:

1) News from committee members
2) Rooms
3) Policy for pedagogical development
4) Policy for language qualifications
5) Physical and psychological working environment, including APV2015
6) Environment
7) AOB
8) Meeting Evaluation

Participants:

Working environment: Ulla Øland, Jiri Srba and management representative Rene Rydhof Hansen
Employee representatives: Lene Even, Hans Hüttel, Christian Thomsen, Lotte Finck
management representatives: Kristian G. Olesen, Helle Westmark
Minutes taker: Mette Kaufmann Andersen

Absent: Lotte Finck, Jiri Srba

Minutes:

ad 1   News from committee members
KGO:
Has called for Staff Development Interviews (MUS) to be held in May/June and August 2015. Cf. the rules for quality assurance, yearly MUS is mandatory.
Revised rules on sideline occupation will be sent to staff.
The programme for this summer's department meeting is taking form: Working environment, development of the profession, "state of the empire", group discussions (research evaluation), barbeque in the courtyard.
ORCID – the scientists' number of identification. AAU encourages all scientists to register via VBN, but it only makes sense if the employees wish to do so. The possibility will be mentioned at a tenure meeting.

HW:

Diana Duncker is absent due to illness for at least 3 months. Joan Strandberg is hired as temp. Joan will start June 1 and will stay for 3,5 months, mainly as assistance during the exam period. The department sends flowers to Diana.

After Henriette Frahm has resigned, we need to reorganize her tasks related to the department. At first, we try to accomplish the tasks locally via the project office and the central AAU Innovation office (i.e. Henriette's position is not expected to be reoccupied)

ad 2   Rooms

Currently, two possible scenarios are in game:

1) If new buildings are made for the PLAN department, ITS will expand in this building and our students have to move to FrB7E while the premises for PLAN are being built.
2) If the decision is **not** to build new premises for PLAN, AAU is to take over Novi 8 and move ITS to that building, leaving SEL300 for us to fill.

The two scenarios will be presented for the management, who will decide whether to build for PLAN or not. We await the management's decision, but it has been made clear that both i16 and ITS wish to stay united in the groups respectively.

Short term plans for autumn semester 2015
We will have more students and more employees, and would like to retrieve ground floor in cluster 3. ITS would like to take over the 1st floor in cluster 3, but it is unlikely, that ITS will be allocated more space for the time being. At campus CPH the departments experience having less space even though they receive more students. However, there is some "swing space" at Novi 8 (5x50 m2)

The planning committee has formulated two possible solutions:
1) 7 students/group in all 3rd semester groups
2) No group room for students at SW7
These scenarios have been sent to the Study Board to deal with the issue at the May-meeting. The issue is also dealt with at the next meeting in the department council.

3rd semester Interaction Design will start at SEL 300 in E15, and the coordinators plan alternative accommodation. The students will stay in ground floor in cluster 5, where the rooms are more spacious.

The other committee (consisting of students from the department council, Kurt Nørmark and Bent Thomsen) are looking into suggestions from the 2014 department meeting .

So far, only the students' room situation has been scrutinized . When we know the long term plans, we will start looking into altering the building – uniting/splitting offices.

By spring 2016 we have a new scenario when BaIT/INF4 is back in the building after having spent one semester at the Humanistic department in E15.

ad 3   Policy for pedagogical development

As part of the institution accreditation process, all departments must have a policy for pedagogical development. Therefore, the departments' existing procedures have been described

in one document, which has been sent to the Faculty, who has yet to comment on the procedures.

ad 4   Policy for language qualifications

It is considered to introduce language certification as part of pedagogical teaching. At department of Computer Science teaching in English is not a problem. The challenge is that tenure staff is expected to learn Danish within 3 years. The expectations/demands will be tightened, e.g by following up on language abilities at the yearly staff development interview (MUS). We can refer to AAUs own language and communication center or the local authorities in Aalborg.
Examples of practical problems by not speaking/reading Danish: various tasks at 1st study year, participation in councils and committees.

At first, it is necessary to inform about the expectations: that tenure staff learn Danish within 3 years, and that they have the department's support for participating in language courses – followed up at the development interviews.

Both Danish and international staff should be offered English courses if necessary.

It should be investigated if we can hire lecturers to teach Danish in our buildings.

There is a triviality limit for non-Danish speaking students' influence on teaching language. It may pose challenges on courses at bachelor level, which are also offered on MSc level. The department's stance is that bachelor educations are offered in Danish and Master educations are offered in English. Ulla Øland collects the inconveniences and asks the Study Board to look into the matter once again.

ad 5   Physical and psychological working environment, including APV2015

The working environment is at the agenda for the department meeting in August 2015.
APV (Work place evaluation) 2015 will be a questionnaire in smaller scale than usual. The local committee members will conduct different interviews with the employees based on the answers – followed by exchange of experiences with another department. It remains to be settled whether it should be the same questionnaire as last year or a revised questionnaire.

There are many good intentions for improving the environment at AAU, but the area is difficult to manage. More commitment and ownership behind the intentions is needed. Two full-time equivalent has been appointed to this task. Ulla Øland has asked for overview of enforcement notices at AAU; how many, the nature of the notices, what is done – what can we learn from each other?

ad 6   Environment

Environment committee with local coordinators have officially been abolished, but will continue locally. The attitude to make AAU a "green university" is de-prioritized in order to free resources to support the psychological environment.

ad 7   Other business

Nothing

ad 8   Meeting evaluation
Meeting ended at 2.15