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Final*

Department of Computer Science
Selma Lagerlöfs Vej 300
9220 Aalborg Øst

Case Officer:
Diana Plejdrup Frank
Telephone: 99407228
Email: dpf@cs.aau.dk

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Minutes of SAMU meeting on May 17, 2023

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

Item 1. Welcome to new members & introduction to the meeting

Welcome to Nina Hermansen as new member of the SAMU committee and Andres Masegosa as fulltime member of the committee going (formerly observer). And congratulations to Florian Lorber who was re-elected as deputy chairman.

The purpose of the SAMU meetings was shortly introduced, matters pertaining to the workplace (economy, working environment, workplace strategy, staffing etc.) are discussed and the committee works according to the guidelines in the general [Cooperation Agreement](#) that applies for all governmental companies and institutions.

Item 2. Department Economy

Appendix: See presentation about economy status.

Result of the first trimester 2023

Deviations: External funding: Deficit of 3.5 million mainly due to faults in the new accounting system (ERP) where 2/3.5 million can be accounted for, and we have postponed 4 PhD students. Operating expenses: Travel and expenses: We have used 500.000 less than expected on travel, equipment. Scientific staff: A non-substantial deviation. Rent: The deviation on rent this trimester is not substantial but will be later. Result: We currently have a surplus of 2 million - it will be regulated during the budget year.

Expected estimate 2023

We maintain the revised performance target on -3.5 million. However, we expect the system accounting errors to be rectified asap to show a proper financial statement.

The estimate for external revenue is maintained for 2023 and the budget for intake of external revenue. Consumption costs are increased due to a new management course. The salary budget for Aalborg is adjusted with 2 associate professors and 2 assistant professors from October 1, 2023. In Copenhagen we have 5 assistant professors in budget 2023, which we expect will be ready for August. FU contribution is the joint contribution to

general AAU activities. All departments can expect tax increase in the middle of the year partly to finance savings plan and the new SIS (study system). We also expect a tax increase next year as part of the centralisation of all communications staff at AAU.

External intake 2023, 2024, 2025

Estimate for external revenue is maintained for 2023. We expect continuous monitoring of the external intake coming in. We expect a revenue of 35 million. We hope the new funding strategy will contribute to this.

Rent 2023

AAU is under pressure in terms of rent costs. The exercise currently is how to save space on Campus East. Some scenarios have been described on how to solve the challenge. We are attending a meeting to clarify whether to stay at Cassiopeia or move to FB7A.

Generally, we expect an increase in rent at the Copenhagen Campus. Student intake in Copenhagen will increase and therefore we need more square meters, which we have asked the Dean for. Thus, we expect a similar STÅ income to cover rent costs we still expect this to be a challenge as we also have to pay for the common spaces.

Questions

When will we know what the decision is on buildings? The Dean is pushing for a decision, but it depends on the calculation of square meters for students. If AAU decides we need to move the Dean will have to find the money.

Item 3. Notification of the coming holiday year

Appendix: See the draft email on notification of the coming holiday year.

The notification of holidays is decided by the head of department and is sent to staff in the beginning of August. According to the yearly meeting cycle of SAMU, the members are informed about this on the May meeting.

Helle Westmark presented the email about the notification of holidays. It was approved with a note that the 5 special holidays should be put on top of the notification together with the ordinary holidays to create a better overview of all holidays. **NB:** Please note that the special holidays are notified separately in January as they are earned during the calendar year and can first be held in the following year. Ordinary holidays are earned on a monthly basis and can be held continuously.

Follow-up: Adjust the email notification of the coming holiday year according to the summary conclusion (DPF/HW).

Item 4. TECH Diversity and Inclusion – two department activities

Appendix: See TECH presentation on Diversity and Inclusion survey.

Background: ConnectingCultures has performed an analysis of Diversity and Inclusion on AAU and Faculty Level. See attachments below. We have asked for department specific data. This is not possible. The Task: All

departments must choose two activities to work with (one for diversity and one for inclusion) and send to the Dean within October 25, 2023. The SAMU committee must be involved in the work.

Status is that we have been working on the subject for some time (2020-2022). We have focused on Internationalisation ([action plan for diversity](#)), we have had ConnectingCulture workshop on January department seminar. Florian Lorber informed that he has presented this on recent HSU (Main Cooperation Committee meeting) meeting, which was well received.

Conclusion: We will make our own survey on diversity and inclusion based on questions from ConnectingCultures survey supplemented with our own questions. The questionnaire should be sent to staff before the summer holiday. A shared document in Teams will be made to collect suggestions for questions – it should be sent to SAMU members and Research Coordinators with a deadline on 10 days. The issue of having two campuses should be included in the questionnaire (feeling of being remote from Aalborg Campus).

Follow-up: CS Work Environment Committee (UØ/JrS/RR) will send out questionnaire about Diversity and Inclusion before the summer holiday. Suggestions for questions to the questionnaire on Diversity and Inclusion can be added to shared document in Sharepoint: [CS Department folder](#). Deadline June 1.

Item 5. News from SAMU members

No news.

Item 6. Building

As mentioned earlier under Economy item there is an upcoming discussion whether or not we should stay in this building. Aim is to save rent on Campus East. We can only stay if we rebuild to larger and more flexible student workplaces. At the CREATE building they have reduced noise with some walls. At the new SUND building they have had areas with sofas and tables that also cater for noise reduction.

There was a suggestion that our own seminar rooms could be used for work in smaller groups.

One group per room is also not very flexible as students do not use the rooms and the cost of a group is substantial. Shared student workspaces are better, but we need to work with this in the future.

Item 7. Staffing

Scientific positions Copenhagen: 5 assistant professors are being hired and we are close to hiring these. There are 10 people in hiring committee. We have two rounds of interview – one with focus on research and background. The second interview is a trial lecture on teaching capability. The aim is to increase the knowledge of the applicants e.g., also with focus on language screening - if applicants cannot speak English in a way for our students to understand them, they will be tested.

4 assistant professors in Aalborg: Shortlisting is done and the rest are evaluated. There are 20 applicants. Committee is ready by mid-June and interviews planned for late June. We expect a decision early July and August.

Teaching capacity is going down but is converted into 4 assistant professors and we also have some staff on leave. Leave is approved one year at a time. We will not end up in surplus due to people on leave.

People on leave in terms of teaching tasks obligations. Is there a procedure for approval of (remote) teaching tasks during leave? In principle staff are still hired at CS (partly employed 20%) and therefore they have obligations. If an exam is wished to be held remotely the Study Board must approve this. In cases of complaints from students about e.g., remote supervision, where immediate action is needed, the issue can be directed to the Head of Studies.

What about attracting “big” international professors as funding instrument. This is part of funding strategy. Currently, our fundraiser is working on a list of instruments.

Item 8. New teaching norms – questions and answers

There were some questions from staff about the new teaching norms.

The concern is access to historic data each semester, if the CS-hours website is not available and what will happen to accumulated hours.

According to the Head of Department there will still be access to the CS-hours system. Historic data is from Spring 2020 and new data is from fall 2022 (6 semesters). Currently the hours are being finally registered by the Administration until fall 2022 and will be ready soon. It is up to the research group how to distribute the hours and to solve teaching and administration tasks.

There was a discussion of how to divide hours on supervision and courses. Conclusion: Send an email to hours@cs.aau.dk no later than March 1 and October 1.

So, there is no change for the coming fall semester in terms of access to historic data for the group discussions.

It seems there has been some confusions in the groups about whether or not, we keep historic data or if we have a three-year window. It would be very nice with decisions in writing to eliminate the confusions.

According to the Head of Department we are not throwing away historic data. However, focus should be on the last three years in the discussion in the groups. Historic hours cannot be used directly or for individual negotiations but can be taken into consideration in the group discussion when looking at the load balancing and capacity.

Follow-up: The Head of Department will put in writing “how we accumulate hours” to avoid future misunderstandings.

Item 9. Psychological and physical work environment

There is no news on this item. The APV yearly cycle has been changed and will now only be done every second year. This also applies for the stress survey/well-being barometer.

Item 10. Environmental considerations

Fixed item. Is related to environmental issues.

UØ informed that there are some problems with Bio Waste in the kitchen in cluster 3.

There will be signs in the courtyard with no smoking as there have been some complaints about it.



Item 11. AOB

No further items.