

Minutes of Department Council Meeting 2019-03

Time:	Wednesday October 9, 2019
Place:	SLV300 room 0.2.15
Members of IR	
Students:	Rune Møberg Jacobsen (RMJ), Anders Høgh Hansen (AHH)
TAP:	Helle Schroll (HeS), Mette Kaufmann Andersen (MKA), Lone Vriberg (LV),
VIP:	Peter Dolog (PD), John Stouby Persson (JSP), Jiri Srba (JSr), Tim Meritt (TM)
Chairman:	Head of Department Jesper Kjeldskov (JK)
Absent:	Giovanni Bacci (GB), Hua Lu (HL)
Minutes taker	Diana P. Frank

Agenda:

1. Approval of the agenda
2. Department economy (budget and status)
3. Renovation at Cassiopeia
4. Establishing CS in Copenhagen
5. Reduction of the norms for VIP hours
6. Interest in extracurricular activities
7. Status on new positions
8. Action plans for gender equality and diversity
9. Election to The Department Council
10. AOB

Minutes:

- 1) Approval of the agenda
The Department Council approved the agenda after adding item 9.

JSr asked if we could use FirstAgenda, as done for the recent SAMU meeting on a trial basis. Experience with the platform is so far good. Decision: Meeting material for the next meeting will be available via FirstAgenda.

- 2) Department economy (budget and status)
HES gave status on the economy and work with the new budget. Slides are attached.

Result for 2019: Is maintained to DKK 0. We have received 2.43 million from the Deans "conversion pool". The means are spent on different activities as stated in the slides. DKK 2.2 million allocated to rebuild Cassiopeia. We expect to reach the budgeted external revenue on 23.4 million. In general, the department has a wealthy economy.

Budget 2020: some external and internal uncertainties are influencing the budgeting process. E.g. does the taxameter grant for HUM /SAMF continue (33 million). According to recent news from Rector, the AAU budget will be made on the assumption that we will not get this money. The cost will be divided between the faculties and departments and as part of AAU, we are expected to contribute to this. According to JK, the new budget model might be adjusted in future – it is therefore very important to keep close track on our budget.

We expect to receive 17 more million in income in 2020 due to the new budget model. We will received the final number on October 11 and the budget will be consolidated in week 43.

At the moment we are gathering budget data and when we now the final income we can start discussing strategic issues on how to invest the money. The big message today is that we need to make a leap as department in order to keep the current level of income.

3) Renovation at Cassiopeia

JK gave status on the rebuilding and renovation process. There are two processes: short term changes to offices, renovation in cluster 5 and the new design studio. Aim is to convert the hallways to better student space, in this connection couches for students has been bought. The large renovation of the building will cost 40 million. The university however pays for the rent of building. The large renovation will require a bigger plan as whole sections will be shut down and it will take the whole of 2020. JK presented the sketches for the large renovation. As for group rooms JK has asked the education groups to work with the use of group rooms in the most optimal way. The architects have designed the building to fit with how we work e.g. hallways are made better workspaces and there will be bigger areas for relaxation. Department labs will be placed on the ground floor and there will be working space for specific master students that fits with lab research activities. Lab technicians are also expected. Negotiations for the master renovation plan is next step.

Discussion:

AHH asked what will happen with the shared space for the F club? Giving ownership to students on how to redesign common areas is the key to this as experienced in cluster 5. But is the architects and CAS who will draw the bigger lines and make the design of the building, and we can as . staff and students come with input to the requirements. A hearing period was suggested for both students and employees. This might be a good idea. As for the design of labs, the group leaders have been asked to discuss this and send their input to JK.

4) Establishing CS in Copenhagen

The application has been sent to the Ministry of Higher Education and Science and a reply is expected in November. The study programmes in software are to start September 2020. As for the planning of establishing CS in Copenhagen the manning covers to begin with one course and three projects, which equals one position for an associate professor. After the first study year, the manning will be increased with expectation of 18 staff members in 2024. Next week JK; PAN and UK will go to Copenhagen to see the buildings, meet with the first study year administration and the deputy head of department of CREATE with the aim of making a future collaboration. The big challenge is to establish a research environment there.

5) Reduction of the norms for VIP hours

The workload model at CS has been adjusted as part of a larger adjustment of the norms on AAU. The new common level of norms is to be applied in all departments at AAU. However, at CS we can afford to continue with our own norm model, but it has now been adjusted to get a little bit closer to the common norms. The new local norms apply from spring 2020.

Discussion:

We deliver more than what is expected compared to other departments due to our local norms. The release of potential time for research should provide potential for more external funding. As for the recruitment challenge: how do we succeed in this area? We should make the positions attractive in terms of collaboration opportunities, salary, time for research, new areas we could work on and via start-up packages. Recruitment twice a year could be optimal but is not realistic with the current HR process. Optimal ways of handling the recruitment process were discussed.

6) Interest in extracurricular activities

JK asked if the students might be interested in extracurricular activities? The profit from our study programmes might be used for this? According to RMJ og AHH this is definitely interesting provided that the activities are something that is unique for the university and not some common courses. According to JSr it is both interesting for students but maybe also for staff. There might be some of our international staff members who could do teaching in relevant topics. Suggestions came up: machine learning, tool-oriented topics and maybe combined with the new labs, video tutorials, student portfolios to help sell themselves.

7) Status on new positions

We are currently hiring an employee for the project economy, a fundraiser, a communications employee and a project coordinator with the aim of recruiting more women in it. The latter starts on November 15 2019.

8) Action plans for gender equality and diversity

The Board of Directors has decided that all faculties and departments should make action plans for gender equality and diversity. The work is to be done in SAMU and coordination group this fall. The plans are to be handed in for approval by the Dean on December 18 2019. SAMU has decided to work with the theme "Internationalisation". The background for the decision is that we are a department with a large number of international staff. We are already doing a lot in terms of creating a culture that includes both international and Danish staff - but can we do more? Input for activities from The Department Council is welcome and can be sent to DPF, if possible no later than October 28.

Comments:

Very relevant theme. Suggestion to offer our own Danish language courses here at Cassiopeia. Social activities: encourage staff in signing up together for social activities, sports etc.

9) Election to The Department Council 2019

The election registration opens on October 11. Here you must sign up if you wish to continue as a member of the Council. The research group coordinators have been asked to inform about this in the groups. There are currently room for 6 VIP and 3 TAP in The Department Council if the number is not exceeded the election will be considered as a peaceful election in the election system.

10) AOB

AHH asked if there are means in the budget for student activities? Earlier students got approval from the school where each study board had a budget that included study environment. Currently the budget is managed by the department. Maybe a new procedure for how to apply is relevant. DPF will

bring up on the ULG-meeting.

The final budget for 2020 will be sent to The Department Council when ready.

11) Meeting plan

Next meeting is on November 20 2019.