

## Minutes of Meeting in the Department Council 2013-04

**Date:** Wednesday, November 27, 2013 13.00-15.00  
**Location:** SL300 rum 0.2.15

### Agenda:

1. Approval of agenda
2. Messages and short news
3. The economic situation and budget 2014
4. Rooms
5. Study environment
6. Other business

**Council:** Lasse Rørbæk Nielsen (STUD), Christian Sand Pilgaard (STUD), Johan Sørensen (STUD), Mette Kaufmann Andersen (TAP), Henriette Frahm (TAP), Helle Schroll (TAP), Peter Dolog (VIP), Kurt Nørmark (VIP), Jesper Kjeldskov (VIP), Benjamin Krogh (VIP), Jiri Srba (VIP), Mads Chr. Olesen (VIP), Kristian G. Olesen (Head of Department)

**Secretary:** Helle Westmark

**Absent:** Jesper Kjeldskov (VIP)

**Absent - apology:** Lasse Rørbæk Nielsen (STUD),

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### Referat:

1. Approval of agenda  
Approved

2. Messages and short news

Interaction Design has been approved and is now marketed. The bachelor education is expected to start September 2014 and the masters education in 2017.

Election 2013 – Election to study board and department council is coming up for students – two lists are represented.

The entrance doors are now open until 16.30

3. The economic situation and budget 2014

Budget ultimo October	-7.700.000
Expected acceptable result	-4.000.000
Necessary improvement	-3.700.000
Rent reduction	2.200.000
Remaining need for improvement	1.500.000
Announced additional reduction (early November)	1.000.000
Dean agreement including extraordinary <i>reassignment of time</i>	1.500.000
New need for savings	-4.000.000

In order to reach the end result at - 3 Mkr and meet agreements about workload reduction in 2013.

News: Specific agreement for reassignment of time in 2013 is assumed included in our budget constraints. It does not seem realistic and we have entered negotiations about the terms. We hope the Faculty will let us to use our own funds to meet local agreements.

The overview above has triggered a substantial economic analysis in order to secure a basis for making decisions about budget 2014 and future dispositions. This is the case for all main entries in the accounts: VIP-salaries, TAP-salaries, Ph.D, external activities, SICT, rent, running costs, equipment, traveling costs.

At the moment, it is a condition that exceeding in the financial statements for 2013 must be obtained in the budget for 2014.

The submitted budget for 2014 is to be treated at a meeting in HSU December 10 and by the university board later in December.

PD: What happens if the department gives up?

KGO: There are two extremes: Either we are allowed to have a larger deficit due to reasonable arguments, or the Faculty will look for a new head of department to fulfill the task. Reality will most likely be something in between.

PD: Would it be possible that all employees decide to work for reduced salary in order to make savings?

KGO: To my knowing, that has never been the case at public work places.

KN: How are the other departments doing? Are they as badly hit as us?

KGO: Other departments are also afflicted, and it may lead to reduction of staff. Other conditions may apply for those departments, but it seems that the problem is caused by postponed revenue.

PD: Could we have increased requisitions from the School? Does SICT have a surplus?

KGO: That would not solve anything as the Faculty needs to balance as a unit

It was discussed to use other manpower for supervisors, e.g master students. In previous years, teaching assistants were mainly master students – it could be reinstated.

#### 4. Rooms

From January 1, 2014, the department has terminated the contract for the large aisle in cluster 4 (study administration) and a complete ground floor in an unspecified cluster. We do not yet know when new inhabitants will take use of the denounced square meters, which is why the location committee is working to solve the reorganization task by January 1, 2014.

It is a widespread agreement that both students and employees should carry the burden. It has been stated that the necessary savings could be found by abolishing group rooms altogether, but that is an unsuitable solution.

#### **The location committee's suggestions for principles of allocation square meters – for analysis:**

##### *VIP*

Professors and associate professors	1 person/office
Assistant professors and post docs	2 persons/office
Ph.D.s og scientific ass.	3 persons/office

##### *Secretariat*

Service offices	1 person/office
Functional offices	2 persons/office

### *Students*

1.-2. semester*	7 students per group in one room	1 group/room
3.-5. semester	6 students per group in one room	1 group/room
6. Semester	4 students per group	2 groups/room (8 students in one room)
7. -9. semester	6 students per group	1 group/room
10. Semester	max. 3 students per group	Up to 16 students share one room

The number of rooms will be based on the total quantity of students per semester and the number of groups. Some groups may share room with groups from other semesters.

\*1.-2.semesters have only been included in order to give the full picture. Costs for rooms at 1<sup>st</sup> study year do not lie with the department.

We intend to establish more online working spaces in the corridors

The department council joins the above mentioned proposal for allocating square meters.

### 5. Study environment

Students believe there are too few social arrangements for students at 1st and 2nd semesters and too few activities for 3<sup>rd</sup> -10<sup>th</sup> semesters

Students complain about too many weak and uninvolved students. The study board has discussed restricted access, but with the coming SU-reform, it will be possible to implement tests in the beginning of the 1<sup>st</sup> semester. This will be further discussed at SICT strategy meetings.

Items specifically for students at Cassiopeia: better snow removal, more recreational areas both in- and outside, better chairs and tables in group rooms, quality of foreign teachers (they need a better understanding of PBL and better language skills) and request for better access to kitchens. The student representatives in the department council do not know of problems with access to kitchens at Cassiopeia.

Students have reported that they think there is too much alcohol at arrangements at 1<sup>st</sup> study year. They would like to see more arrangements at Cassiopeia.

Maybe the students at 1<sup>st</sup> study year could be integrated in the F-club from "day one". At the moment, they are invited from 3<sup>rd</sup> semester. The idea is forwarded to the F-club.

### 6. Other business

BK requested more information from the upper management. As an employee, where do you go if you feel you get incomplete or no information as has been the case in the current economic situation.

It would be nice to know more about the cohesion between the strategic commitments and the economic dispositions.

The head of department says, that even if 2014 will be tight, it is positive, that 2015 and 2016 seem brighter. In 2012, we had a deficit at 6% of the revenue, in 2013 at 3%, and in 2014 we will be in balance. After that, we look forward to have more room for maneuvering.

**For minutes:** Helle Westmark

**Translated** by Mette Andersen