

Minutes of Meeting in the Department Council 2013- Minutes of Meeting in the Department Council 2013-03

- Date:** Wednesday September 24 kl. 13-15
- Location:** SL300 rum 0.2.15
- Present:** Kristian G. Olesen (KGO), Peter Dolog (PD), Kurt Nørmark (KN), Helle Schroll (HeS), Mette Kaufmann Andersen (MKA), Jiri Srba (JSr) Mads Christian Olesen (MCO), Jesper Kjeldskov (JKj), Henriette Frahm (HeF), Benjamin Bjerre Krogh (BBK), Christian Sand Pilgaard (CSP), Johan Sørensen JS)
- Absent:** Lasse Rørbæk Nielsen (LRN)
- Minutes:** Helle Westmark (MKA – English version)

Agenda:

1. Approval of agenda
2. Messages and short news
3. Information about the economic situation
4. Budget 2014
5. Strategy plan
6. Other business

Referat:

1. Approval of agenda
Agenda approved.
2. Messages and short news
BSc and MSc in Interaction design is recommended for approval
BSc and MSc in Interaction design is recommended for approval with highest marks in all categories
New record in student intake (23% increase) but also a high drop-out rate
We have a record student intake for the 5th year in a row, but the drop-out rate is also higher than ever. The Study board has set up a committee to look into the reasons for dropping out.
Johan: Does a student who changes study count as dropping out?
KGO responds that the drop-out rate is the difference between the number of students starting on an education in a given year and the number of active students one year later.
Henriette: Is the drop-out rate higher than the student intake (23%)?
KGO responds that the drop-out rate is higher than the student intake, and that the increased intake not yet is visible in the number of graduates.
Jesper: Which aspects can we adjust? Are the students' qualifications too poor? Is it the range of courses?
Kurt's hypothesis that some courses at 1. study year functioned as hindrance does not seem to be true.

Does the development affect requisition of teaching?

KGO responds, that the institute's income is based on activities and, thereby, will not be affected. However, the School's income is directly related to the number of passed exams.

Rooms

Since spring, a committee has been looking into how we use our premises. Johan is participating in this committee. It seems that we can optimize the use, not all rooms are in use at the moment. The drop-out rate has meant that we have vacant group rooms. The committee will give a status on the November meeting. As of January 2014, our rent will be based on gross area. The chance is particularly severe for this department, and there will be made a deal with the dean.

Christmas arrangements

There will not be a centrally planned and financed Christmas luncheon. The groups will arrange activities locally, but they cannot be financed with group leader funds. KGO encourage participation in the F-club Christmas lunch to be held in the Cassiopeia canteen December 6.

Election

The council has been asked if we are interested in establishing areas of representation. This is typically used if a department is represented at more than one campus. This is not the case for i16.

3. Information about the economic situation

The result after the 2nd tertile is a deficit at DKR 100.000 compared to the revised budget, which calculates with a deficit at DKR 4.5 million. Among other things, the deviation is a result from a project not granted and problems running-in phasing and reassigned time.

Caused by the tight economy, the institute has introduced positions for co-financed assistant professors

Direct consequences:

- No Christmas activities initiated by the institute
- Cancellation of external meeting in January 2014
- All journeys and other expenses exceeding DKR 5000 must be approved by the head of the institute.

Centrally administred tightenings:

- Only externally financed positions will be approved
- 2 % contributions cannot be cashed and are most likely annulled all together this year.

As can be seen from the above, the economic situation is tight and KGO has called for all known expenses for the remaining of 2013.

4. Budget 2014

The 2014 revenue framework was received September 24, 2013, and the deadline for submitting the budget is October 11, 2013.

This is in line for 2014:

- Reduction of research based teaching from 45 to 40 %
- 10% rent increase
- Rent change from net to gros area (we will have a deal with the dean)
- ITS will have their own budget via reduction of TAP-Anuum (i16 has been reduced by DKR 725,000)

- 30 million kr. will be withheld by the Faculty until after next winter exam due to uncertain STÅ-income. The means will only be released if institutes keep their budgets collectively.
- Settlement of accounts for teaching will be more real-time
- Multi-annual budgeting (not on institute level)
- In 2014, we are allowed to overdraw with 1.5 million kr. compared to a budgeted deficit at 4.5 million kr. in 2013.

Kurt: How much is spent on research evaluation? We have a planned evaluation in 2014/15. We may consider not completing the coming evaluation due to the economic situation.

Jiri: If you ask our colleagues, the evaluation is not valuable as such, as we do not use it internally afterwards. It is suggested that the group of permanent staff discuss whether we need evaluation at the usual level of detail.

Peter: Alternatively, we could establish an Advisory Board.

An extraordinary SAMU-meeting will be held Tuesday October 8th 2013, when a better foundation for considering budget 2014 should be present. The Department Council will be called to the same meeting.

Budget presentation

KGO went through the model made by the ad hoc group. The group consisted of Peter Axel Nielsen, Jiri Srba, Bent Thomsen, Helle Westmark and Kristian Olesen.

The aim was to develop a budget model which is easy to present. It should also be relatively easy to implement figures from existing systems.

The model should illustrate the institute's revenue and costs more clearly and in a way that is easier to understand and, thus, form a better basis for more qualified decisions.

5. Strategy plan

The strategy document is thought as a dynamic document, which is to be updated twice a year. But experience shows that one update per year is satisfactory.

This year's focus is MUS(Staff appraisal interview)/competences/career development. Generally, in the APV (Workplace Evaluation), we ask for feedback on well performed tasks – both within research and teaching. "When am I good enough?" The APV has raised the question about more ways to measure commitment/result/output. There are different views on which is more important: research vs. teaching vs. balance between the two.

At institute for electronic systems, they have different categories for evaluation (Head of the institute Børge Lindberg has been invited to a future research leader meeting)

Item for future meeting: The above give rise to a systematic discussion of career expectations/ expectations to ourselves and each other; do we use our means correctly: reassignment of time, leave, measurement, BFI-points, etc.

6. Other business

Meeting ended at 3:04 pm