

Minutes of meeting

Subject:	IGT Department Council	30 June 2024
Date and time:	26 June 2024, 10.30 – 12.00	
Location:	TEK Eiffel (Ø29-603-2)	
Participants:	Jens Ejbye Schmidt (JESC) Mathias Porsmose Clausen (MPC) Martin Aage Barsøe Hedegaard (MARHE) Lilla Simon (LISI) Lars Duelund (LAD) Rikke Klindt Muller (RIKM)	
Cancellation from:	Henrik Karring (HKA) Birgitte Lilholt Sørensen (BLS) Knud Villy Christensen (KVC) Lars Yde (LAY) Hannah Sauer (HAS) Cathrine Gudtmann Juhler (CGJ) Line Boysen Christensen (LBC)	
Minutes:	Mette Kornelia Hansen (MKH)	

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Agenda:

1. Approval of the agenda
2. Introductory remarks and messages by the chairman
3. The new MSc programs at the Danish Universities, *see attachment 3a*
- DK: [Kandidatreform/kandidatudvalgets-delafrapportering](#)
4. Status on the latest approved budget for the department
5. SDU guidelines for dealing with abusive behavior/unwanted sexual attention
- DK: https://sdunet.dk/da/servicesider/hr/arbejdsmiljoe/kraenkende_handlinger
- ENG: https://sdunet.dk/en/servicesider/hr/arbejdsmiljoe/kraenkende_handlinger
- [VIVE report about the work environment for PhD students](#)
6. Livings Labs – implementation at IGT
7. Lab organization
8. Conversation with the PHD students on assessment of their qualifications and career opportunities, *8a: Draft version by JESC*
9. Parental leave conversation
9a: Draft version by JESC
10. APV follow-up, and input to the new APV in the fall
(see link to 2021 questions [here](#))

11. Update office space
12. Status: IGT Student Club
13. Planned future recruitment at IGT (fixed point)
14. Welfare and working environment at IGT (fixed point)
15. AOB, incl. meeting plan for fall 2024

Ad. 1

Approved.

Ad. 2

None.

Ad. 3

This topic has recently been mentioned at our weekly IGT Coffee meeting and concerns a new reform that shall shorten 10% of the MSc programmes in Denmark. This shall ensure that more students enter the labour market quicker. Rectors from all universities have participated in the work.

At the bachelor's level, SDU do not at present admit the max. numbers. This means we can focus on getting more students admitted on this area.

At the master's level, relative cutbacks are expected.

Concerning the shortened master program: Originally, only 10% had to be rescheduled. The 45 ECTS add on to the 75 ECTS MSc program and must be taken at the same time as you have a job (over max. 1 year – cannot be for a longer period of time). The expectation is that this will only happen in few cases in practice.

There are no restrictions on international students for the 45 ECTS add on educations.

At present, hybrid teaching is not allowed.

The final report from the ministry will be published in October.

We will know more about this topic at our next department council meeting.

Ad. 4

JESC showed the approved budget from January 2024 and explained details and results from each unit. In general, a positive development is seen.

It is important that the necessary rebudgeting is done after the summer holidays.

Increased progress of external funded projects is required as IGT is behind the budgeted progress. Henrik Bindselev has had a meeting with the Rector, who has emphasized that it is not acceptable that the Faculty of Engineering year after year does not achieve what was budgeted in the beginning of the year on the external funded projects.

There are several possible reasons for the lack of progress. One explanation may be that, for example, when applying for money for a project, we expect to hire quite quickly. However, the fact is that it often takes up to 6 months, which creates a noticeable delay. Also, there is a tendency that a large part of the "running costs" are placed in the beginning of a project, when in fact the main part is spend at the end of the project.

A little more flexibility has been allowed in TEK manager so that JESC can move positions back and forth (a few months). This should ensure the expected progress in the external funded projects.

Ad. 5

We have received a report on the working environment for PhD students at the Danish universities. Many experience an environment that is not acceptable, including challenges regarding power relations, etc.

It is important that everyone knows this is not acceptable! The guidelines must be clear to everyone. The following parties can be contacted if issues arise: The unit leaders, The Head of Department, The Health and Safety Group (AMO), various TEK/SDU committees and the "Whistleblower agreement".

MPC suggests that this topic is addressed in connection with e.g. onboarding. Some misunderstandings are sometimes due to cultural differences. Foreign employees are sometimes not aware of the various forums that exist to get help and understanding.

This topic will be on the agenda at an upcoming department meeting after the summer holidays.

Ad. 6

IGT has received funding from the Villum Foundation and Novo Nordisk with the aim of focusing on inclusion, diversity and offensive behaviour. JESC and Eva Arnsfang Christensen are responsible for the project and will make a questionnaire/survey which will be sent out to all IGT employees after the summer holidays. Depending on the answers, there will probably be some action points that need follow-up.

At the end of next year, there will be another questionnaire so that it will be possible for us to measure the effect.

JESC briefly reviewed the survey – introduction, questions etc. The survey is only for employees – not students. Employees are free to answer but we hope as many as possible will participate.

In fall 2024 we will also have the APV for the entire SDU. The questions concerning leadership raised concern the last time because it was unclear which leader was referred to. This has not been changed, unfortunately. Due to the fact that our units are very small, it will be difficult, if not impossible, to maintain anonymity in the responses.

Ad. 7

The position of Alberte, our lab technician who was on maternity leave and decided not to return, has never been reposted.

A new technician will begin 1 September, but this position will be 90% on a project and therefore only 10% on other tasks.

Technicians' and consultants' time to work on different external funded projects are very limited. This sometimes results in researchers having to say no to projects because there are no hands to help carry out the tasks.

MPC indicated that the same issues have been discussed in the Bio section. The section is in favor of hiring more technicians – depending on their skills. JESC agrees that it would be appropriate to have a technician that could concentrate on some of the external funded projects. The challenge is to find someone with the right qualifications and the right profile.

MPC will come back with a list of skills that the BIO section finds to be relevant.

RIKM asks if it would be easier for the Bio section to use her, if she was connected to the department and not to a separate unit.

Issues on payment of hours often create boundaries when trying to be flexible.

Discussions on the possibility of rearranging the current lab organization at the department once aging took place.

MARHE raised the issue that we have very small sections/units at IGT. Having the technical staff placed in different units sometimes causes a lot of frustrations and inflexibility. It also creates unhealthy competition within the department instead of increasing collaboration across units which is one of our core focus areas. Bringing technical staff together in one unit may form the basis for more rational decisions.

A possibility is to create a separate unit for all technicians which would be a common resource for the entire department. This has previously been done. Also, all technicians could be transferred to the administration unit instead of belonging to one of the units. This would require transfer of some base funding and a bigger part of the STÅ. JESC will have to discuss these solutions with the head of units.

Compared to the past, some things have been changed, e.g. distribution of teaching/ courses. Before it was up to the Head of Unit to decide who was teaching which courses. This is now determined within the leadership group.

JESC will look into the lab organization and discuss with the leadership group whether we should distribute the money flow in a different way forwardlooking.

Ad. 8

This document involves having a talk with PhD students about their future career and qualifications. The talk takes place within the last year of their PhD and touches on topics such as: Do you wish to continue in academia? Are you qualified to continue in academia? Do we have the funds? Do you wish to study abroad? You are qualified but we don't have the money etc.

Head of Units are having this meeting with the PhD students.

No comments were received to the draft.

Next step: The document will be discussed at a department meeting before a final version is made.

Ad. 9

This document involves having a discussion with employees before they are going on parental leave. Topics to be discussed include: How do we handle the teaching situation if the person have teaching responsibilities? How do we secure handing over material for teaching and for ongoing projects?

No comments were received to the draft.

Next step: The document will be discussed at a department meeting before a final version is made.

Ad. 10

A new APV will be conducted in the fall.

It is possible to include specific questions on department level. JESC has discussed this possibility with the IGT Health & Safety Group and the IGT Leadership Group. They did not have additional questions that they wanted to include.

As mentioned above, additional questions cannot be on unit level as our units are too small. Due to the anonymity requirement, this requires a minimum of 12 people.

Ad. 11

We are in a situation where we will not be allocated more office space.

In addition, if it turns out that our laboratories are not used sufficiently, JESC will be called in for a meeting.

MPC added that we at TEK are very privileged when it comes to office space. PhDs and postdocs have a lot of office space compared to other places. Maybe the actual office space is not so important but in fact it is more important to sit close to your team and be able to interact with them.

Also, at IGT we have employees living e.g. in Copenhagen, that are commuting and only use their office a few days a week. In cases like this we could consider having “flyverkontorer” / flexible seating arrangements – which means that employees do not have a set office space but share the space available. A solution could also be to have an assigned desk, but to have more employees sharing it.

It was discussed to perhaps physically place employees within the same research areas – so employees are sitting in “zones”. This would require a completely different way of organizing our office space available. However, we need to keep in mind that for some employees it does not make sense to share an office.

JESC will have a meeting with Christina Buch Sahner to discuss the above.

Also, the topic of office space may need to be discussed at a department meeting and JESC will discuss it with the IGT Leadership Group.

Ad. 12

Furniture has arrived and before the exams students met regularly after their teaching. At present, it is being considered to have a "Semester Welcome" event for new students after the summer holidays.

Ad. 13

Future recruitments on base funding are:

BIO:

1 position Power to X (associate professor)

1 position in Fermentation – *will be posted now with a long deadline (assistant or associate professor)*

CHEM

1 position in Separation Technology (assistant or associate professor)

1 position in Catalytic Chemistry (professor)

LCE

1 position to replace Gang ((assistant, associate professor or full professor)

1 position within the area of Henrik Wenzel (assistant or associate professor)

Additionally, various positions related to external funded projects are continuously being posted.

Ad. 14

Invitation for the annual "IGT Semester Start Reception" have just been sent out. The event will take place Wednesday 11 September (15.00 – 17.00).

IGT staff have been invited to "Common breakfast" for the rest of the year.

There are 2 available seats in the "IGT Welfare Committee". Employees interested are encouraged to send an email to mkh@igt.sdu.dk.

The annual "IGT Christmas Event" will take place Wednesday 4 December. Invitation (save-the-date) has been sent out. The theme of this event will be "Teambuilding".

Ad. 15

The IGT Department Council has 2 meetings in each semester.

In the fall semester meetings will take place at the end of September and end of November. Outlook invitations will follow.

Next meeting in the IGT Department Council: 25 September, 13.00 – 15.00 (Tesla)