

Minutes from Department Council meeting KBM

Monday 16 September 2019, 13:00-15:00

Agenda:

1. Approval of the agenda
2. Introductory remarks and messages by the chairman
3. Lab responsible and their responsibilities, (bilag 3)
 - a. Chairs in the lab, *Shuang Ma Andersen*
4. Lab/equipment booking system (for teaching), *Shuang Ma Andersen*
5. Procedure for nomination of candidates for adjunct professors etc. at KBM
6. TEK's new strategy
7. Status KBM strategy and education
8. Planned future recruitment at KBM (fixed point)
9. Welfare and working environment at KBM (fixed point)
10. AOB

Participants:

Jens Ejbye Schmidt (JESC), Shuang Ma Andersen (MASHU), Henrik Karring (HKA), Knud Villy Christensen (KVC), Rikke Klindt Muller (RIKM), Christina Buch Sahner (CBS), Mette Kornelia Hansen (MEPED),

Absent with apology:

Mathilde Snijder (MAS), Mikkel Kristensen (MIK), Emil de Bekker Steffensen (EBS), Kasper Dalgas Rasmussen (KDR), Morten Østergaard Andersen (MOAN)

Ad. 1

Approved. No comments.

Ad. 2

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Ad. 3

Some of the laboratory chairs are not suitable for the work done in the laboratories. (they are tilting/rocking). It is up to each laboratory responsible person to solve this problem and buy more suitable chairs. Please address the laboratory responsible, if you experience problems/challenges like this in the laboratories. Alternatively, please contact the KBM Health and Safety group.

Also, please coordinate with Hanne Hemmingsen before buying new chairs. Maybe some of the same issues are experienced in other laboratories.

Department Service (440) will defray the expenses. Please inform JESC of the amount beforehand.

JESC added: The Health and Safety Group will perform inspections in laboratories and offices shortly.

Ad. 4

MASHU asks for clarification regarding booking of the laboratories – must this be done via the online booking system or the paper calendar at RIKM's office?

It was agreed that coordinative meetings between KBM staff are necessary once the preliminary indications for the upcoming semester are received from the TEK schedule person.

KVC suggested that the programme coordinators (Birgitte Lilholt Sørensen and Massimiliano Errico) are calling for these meetings when first draft is available. Meetings should be twice a year and involve all teachers.

Also, this issue should be discussed at UUV meetings. Follow-up in October.

In this regard there is a wish for a more user-friendly booking system in the future.

Ad. 5

Please inform JESC by email if you have suggestions for new candidates.

Then the information is ready when the management call for new proposals.

HKA will forward information to JESC regarding a possible candidate.

Ad. 6

JESC briefly presented TEK's new strategy (structure and content)

Overall topics:

1. we work in teams
2. we collaborate
3. we hold the door
4. we take calculated risks

The strategy was taken into consideration and it was agreed the Head of Department and Heads of Unit will implement the strategy at KBM and align this with the KBM strategy. KBM management will discuss this at their upcoming meeting 27 September 2019.

Everyone must aim at sustaining and maintaining the strategy areas in our daily life and the general culture at the department.

Ad. 7

Suggestion for new department name has been discussed at 2 meetings at TEK management level. Pros and cons are still being considered in the attempt to find the most suitable name, which needs to be durable for a long time.

JESC presented the content of the upcoming KBM seminar (17 – 18 September, Svanninge Bjerger).

Ad. 8

Deadline for 2 posted positions has past. JESC informed that there are good candidates among the applicants.

Ad. 9

The annual KBM Christmas Party will take place as usual – preferably in November this year (21 or 22 November are presently considered). Good suggestions for academic subjects are welcome at email to JESC.

Ad. 10

Next meeting

3 December 2019, 10.15 – 12.15 (Eiffel)

Please send agenda items to meped@kbm.sdu.dk – deadline 21/11-19.