

Minutes of meeting

Subject: Department Council meeting IGT
Date and time: Thursday 17 September 2020 (13.00 – 15.00)
Location: Zoom
Participants: Jens Ejbye Schmidt (JESC)
Rikke Klindt Muller (RIKM)
Knud Villy Christensen (KVC)
Shuang Ma Andersen (MASHU)
Henrik Karring (HKA)
Christina Buch Sahner (CBS)
Mette Kornelia Hansen (MEPED)
Kasper Dalgas Rasmussen (KDR)
Morten Østergaard Andersen (MOAN)
Mathilde Snijder (MAS)
Emil de Bekker Steffensen (EBS)
Olivia Krenz Ranum (OKR)

20 September 2020

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Cancellation from: -

Minute taker: Mette Kornelia Hansen (MEPED)

Agenda:

1. Approval of the agenda
2. Introductory remarks and messages by the chairman
3. Welcome to Olivia Krenz Ranum (replaces Mikkel Kristensen)
4. New department name
5. General update on the Corona situation, including teaching situation, meetings etc.
6. Discussion of TEK purchasing, *Shuang Ma Andersen*
7. Lab access security, *Shuang Ma Andersen*
8. Status new TEK building incl. new research labs / lab indoor space / storage IGT, *JESC / Shuang Ma Andersen*
9. Optimization on job position announce (e.g. targeting collaboration universities / partners to maximize the impact, *Shuang Ma Andersen*)
10. Activities to ensure higher employment after graduation at IGT
11. Sustainable Development Goals
12. Planned future recruitment at KBM (fixed point)
13. Welfare and working environment at KBM (fixed point)
14. AOB

Ad. 1

Approved.

Ad. 2 + 3

Welcome to student representative Olivia Krenz Ranum who replaces Mikkel Kristensen for the remaining election period until 31 December 2020.

The council's "rules of procedure" (Forretningsorden) were shortly covered, including the aim of council. Read more [here](#).

The members of the council are entitled to, and obliged to, consult their support base and in that way bring forward relevant discussion points.

Ad. 4

JESC shortly informed about the new department name:

"Department of Green Technology" / "Institut for Grøn Teknologi"

(new abbreviation is "IGT"). Read more [here](#).

OKR suggested that this information is given separately to the students at the department (e.g. at BlackBoard) as many may not have heard about the name change and therefore is not aware of the name of the department that they belong to.

KVC added that we are also in the process of having a new title approved for our master education:

- **DK** - Civilingeniøruddannelsen i Kemi og Bioteknologi
- **ENG**: Master of Science (MSc) in Engineering (Chemical Engineering and Biotechnology)

More information will follow when the application is approved. The change is expected to be effective from next summer. This information will also be communicated to the students when approved.

Head of Programmes and JESC will be responsible for posting information about new department name at BlackBoard.

Ad. 5

Staff and students should only be physically present at SDU if necessary. This restriction is applicable until the end of this month in order to reduce the amount of people present at SDU at the same time (*after the meeting this restriction is prolonged to 18 October 2020*). The situation with online teaching and working from home is expected to maybe last longer depending on the development of the infection rates in Odense.

The general situation was discussed, and staff reported that they do not feel unsafe being at SDU and have not experienced students feeling unsafe. Experiences regarding online teaching is being shared among the teachers. It is a general assumption that we are better prepared now than we were in Spring when the first lockdown happened.

The students reported about general satisfaction with the teaching situation but emphasized that generally the students like to be present at SDU instead of having online teaching.

MAS commented that the rules of wearing face masks seem to not be completely consistent. It seems different from each class / teacher. JESC confirmed that this might be the case, since the teachers can make individual assessments in the individual teaching

situation. If rules regarding distance are obeyed, face masks are not demanded. Also, students in "family groups" do not need to wear face masks.

If the rules about distance cannot be obeyed in shorter periods during teaching, face masks must be used. Face masks do not replace the rules of distance.

JESC encouraged all students to contact the course responsible teacher if they feel unsafe. Staff is encouraged to contact their Head of Unit if they feel insecure or unsafe.

Ad. 6

The current procedure for TEK purchasing was discussed. Today only 2 persons are responsible for purchasing at TEK (Hanne og Richard). Previously more staff at each department was able to make purchases. The general experience is that the new procedure works OK, but there is a risk of vulnerability in case of sickness or vacation (e.g. during summertime).

Also, there is a need for a clearer procedure in connection with receiving ordered items. It is important to know delivery date of the items and getting the information when the items are in fact delivered. Currently someone at the department signs for the items/packages and information about the delivery is not always given to the recipient. However, this is important since some items need for instance cold storage.

JESC will discuss the above situation and the need for a clearer procedure with Kirsten Præstegaard who is responsible for purchasing at TEK.

Please note, that purchasing is only allowed through our SDU system for purchasing. Students and staff are not allowed to make purchases before the correct risk assessment is in place. This may risk delaying the delivery time. Also, we are obliged to always examine whether a less dangerous substance is available.

Ad. 7

Several members of staff report problems with lab access security. They have experienced electronical doors locking and that access cards suddenly do not work. These situations pose a serious risk and must be solved immediately. Technical Service has solved the issue each time they have been contacted but an explanation for why this is happening is needed!

All incidents must be reported to The Health & Safety Group at the department which will pass the information on to the TEK responsible and Technical Service.

In addition, HKA reports that untidiness and disorder are experienced in several laboratories. Some pose a severe risk in relation to safety and cannot be accepted. However, it is difficult to find the responsible persons. It must be stressed that the supervisors are responsible for giving students the required supervision/guidance and relevant information about responsibility.

Once again, we must ensure that only relevant staff and students have access to the laboratories and the number of students/staff using other research laboratories should be reduced to a minimum (see below).

HKA will send a short description of recent incidents to IGT Health & Safety Group.

If anyone experiences similar situations in the future kindly remember to inform IGT Health & Safety Group!

The possibility of purchasing an extra autoclave was discussed (access to use the small autoclave will of course be given to students until an extra is installed at IGT).

The above situation and issues will be discussed at the next IGT Health & Safety Group meeting.

Ad. 8

The new TEK pavilion will be ready in October 2020. The exact division of laboratories are not yet in place and is to some extent depending on some rearrangements in the TEK building. The aim is to compile some activities more.

Input from OKR:

It will be a good idea to inform the students about the new building/laboratories, including information about which laboratories/staff will be relocated. The information can be given in connection with information about the new department name.

Head of Programmes and JESC are responsible for posting information about this.

Ad. 9

It could be advantageous to advertise new job announcements at our collaborating universities. This is expected to improve the recruitment process. Also, the possibility of using the network of external professors in the recruitment process should be exploited.

Ad. 10

Internal SDU education evaluation has shown increased unemployment among graduates in 4th -7th half year after they graduate. Initiatives to reduce the level of unemployment must be launched. If the level is not improved the student uptake may be reduced by the ministry/SDU or in worst case the education might be shut down. However, it is a little difficult to put in specific effort in this area since the reason of unemployment and the identity of the individual graduate is not available.

Suggestions:

- We must be better at listening to our stake holders and their suggestions about education content etc.
- We must be better at creating contact between our stakeholders and our students. Students report that it is difficult to find student jobs/summer jobs. Our collaborating companies/stakeholders should send job advertisements to us for distribution among our students e.g. in the folder at BlackBoard. Also, we should inform the students that it is important to keep oneself updated at BlackBoard.
- We must prepare our students about the potential unemployment and ensure that they are best prepared when graduating.
- Supervisors should make letters of recommendations for the students to be included in their applications.
- We should allocate time at the last semester (and at BlackBoard) to help the students with good advice, including asking the supervisor for a recommendation, make arrangements regarding listing former teachers/supervisors as referees in future applications etc.

It was noted that the students have very good possibilities for getting help regarding job seeking/applications etc. through their different unemployment funds (a-kasser).

This subject will appear at the agenda for the next department council meeting again for follow-up.

The above suggestions/input will also be discussed at internal IGT education meetings with the participation of head of programmes (uddannelsesledere).

Ad. 11

Postponed

Ad. 12

No news.

Ad. 13

No updates. At present all physical meetings are reduced to a minimum.

Ad. 14

Next meeting: December 2020 (meeting invitation will follow)