

Minutes of meeting

Subject: Department Council meeting IGT
Date and time: Monday 7 December 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)

11 December 2020

meped

meped@igt.sdu.dk
T 65508677

Cancellation from: -

Minute taker: Mette Kornelia Hansen (MEPED)

Agenda:

1. Approval of the agenda
2. Introductory remarks and messages by the chairman
3. General update on the Corona situation, including teaching situation (online), meetings etc.
4. Information/update concerning change of Department name, *Mathilde Snijder*
5. Computers in TEK computer lab, *Mathilde Snijder*
6. Information for the application of graduation projects (diploma), *Mathilde Snijder*
7. Dialogue/communication with students (platform etc.)
8. Accidents in the laboratories at TEK
9. IGT Health and Safety Group, including student representation
10. IGT Teaching Prize
11. Sustainable Development Goals
12. Planned future recruitment at IGT (fixed point)
13. Welfare and working environment at IGT (fixed point)
14. AOB

Ad. 1

Approved.

Ad. 2

None.

Ad. 3

JESC shortly informed about the partly lock-down at SDU based on the latest press conference by the Prime Minister, which includes Odense and thereby SDU.

Teaching will take place online for the rest of 2020.

SDU will send out information shortly regarding further details concerning the lock-down. Fortunately, most students have already finished their activities in the laboratories.

List of “**critical functions**” has been updated and any changes need to be directed to head of unit as soon as possible.

The student representatives request an update regarding the upcoming exams in January. The expectation is that the oral exams will take place online.

Written exams: We must await final information from TEK Study Board.

JESC encourages everyone to address him, the unit leaders, head of programmes or others in case of any questions – better ask once too much than once too little.

Ad. 4

The information sent out to the students concerning the change of department name is not considered sufficient and comprehensive. JESC informed that the information is the same as the information sent out to TEK and the press.

It was agreed that BlackBoard (in the future “Itslearning”) is considered the best platform to communicate with the students.

Ad. 5

The students have experienced quite a few problems with simulation in “Aspen” and the fact that the computers have not been working optimally in the TEK computer room. This has resulted in the course being difficult to complete. Also, there have been problems with licenses, which have been delayed.

The students would like if the PC could be updated to work optimally.

Responsible: JESC will address this problem to the IT-service and to Massimiliano Errico and get back with status.

NB. Supplementary important information:

Please be extremely aware of not installing illegal software (piratkopier) on your computers, in educational context and during projects, as this may result in large fines. TEK has just experienced a very unfortunate incident in this context.

Ad. 6

MAS has been contacted by diploma students who have experienced difficulties in relation to the application process. They seem to experience too much different (and maybe outdated) information in BlackBoard which complicates the process for them.

KVC informs that relevant information already is available via BlackBoard. If further questions arise, the students are welcome to contact KVC.

NB. BlackBoard will be replaced by Itslearning from January 2021.

Ad. 7

Once again, the students request more information from the department on BlackBoard, especially when information, changes etc. involve or affect the students. Examples on information could be:

- change of department name
- hiring of new employees
- new system "Itslearning"
- new building/laboratories
- who to contact in different situations
- general information regarding the department etc.

JESC agreed that information towards the students must be intensified and be more specific in the future. A suggestion is a monthly newsletter from the department. JESC will discuss procedure and responsibility at upcoming meeting with head of programmes at IGT. **Responsible:** JESC

Ad. 8

Within the last month 2 larger accidents have happened in TEK laboratories. One concerning a laser cutter and one concerning high voltage electrification. Both accidents resulted in personal injuries.

Serious accidents must be avoided, and risk assessments and chemical risk assessments are of very high importance and must be in place before entering the laboratories – this apply for all processes in the labs – and accounts for both students and staff.

Also, all risk assessments must be continuously updated.

We must prove that all guidelines have been given to the persons in the laboratories. Remember, that common sense is important and at the same time we must try to limit the amount of administration and bureaucracy associated with the above. Susanne Arnsted and Merete Habermann (SDU) are in dialogue with the authorities in this regard.

Instructions for all equipment must be available in both Danish and English.

See more on MS Teams.

JESC will make unannounced visits to the laboratories.

Ad. 9

Election for IGT Health and Safety Group has been conducted recently.

Hanne Vestergaard Hemmingsen and Lars Duelund from IGT have announced their candidacy. At present we are awaiting the formal authorisation procedure.

JESC informed that students also have the opportunity to be represented in the IGT Health and Safety Group. Please inform JESC if any students are interested in becoming a part of the group. Students will be invited to meetings approximately 4 times a year and will be participating in only student relevant issues.

Ad. 10

It has been suggested to create an “IGT Teaching Prize” awarded by the students. The aim is, among others, to emphasize that teaching is considered just as important as research.

The IGT Department Council student representatives agreed that this suggestion is a good idea. They will coordinate with student representatives from IGT UUV (Uddannelsesudvalg) and come back to JESC with input. Preferably no later than at the next Department Council meeting in February 2021.

Student comments: The “committee” must be of a certain size, e.g. 2 persons from each year group in order to be representative.

Optimal nomination time: Before summer holiday on the basis of Spring Semester.

Responsible: MAS, EBS, OKR will come back with input.

Ad. 11

How do we clarify what we are doing at IGT?

General discussion on the SDG's, including the fact that the current Corona situation complicates the work a little.

HKA suggested making a list of 10 points (“low hanging fruits”).

This suggestion and general discussion will be on the agenda at an upcoming department meeting (not Friday morning meeting) in the new year.

Ad. 12

Within the next 3 months:

SDU Biotechnology:

- Postdoc in spring (funded by Novo Nordisk)
- Postdoc in spring (Morten Østergaard) - RIO

SDU Chemical Engineering:

- PhD student (recap) – Haiyan Qu
- Research assistant – Henrik Karring

SDU Life Cycle Engineering:

- Postdoc 3 years, Velux-fonden and Innovationsfonden (Morten Birkved)

Ad. 13

The IGT Welfare Committee has arranged for a department Christmas Bingo taking place online 17 December. The IGT Secretariat has arranged an advent quiz taking place at MS Teams during December.

Increased focus on optimising home offices (screens, chairs, breaks etc.).

Ad. 14

Next meeting: February 2021 (meeting invitation will follow)