

## Minutes of meeting

**Subject:** Department Council meeting IGT  
**Date and time:** Tuesday 2 February 2021 (12.00 – 14.00)  
**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) – (12.00 - 13.00)  
Morten Østergaard Andersen (MOAN)  
Mathilde Snijder (MAS)  
Emil de Bekker Steffensen (EBS)  
Olivia Krenz Ranum (OKR)

8 February 2021

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**Cancellation from:** -

**Minute taker:** Mette Kornelia Hansen (MEPED)

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### Agenda:

1. Approval of the agenda
2. Introductory remarks and messages by the chairman
3. General update on the Corona situation (teaching spring semester etc.)
4. Economic situation at SDU / TEK
5. Approval of IGT Department Council “Rules of procedure” (Forretningsorden)  
(see attached – the document has been updated with the new department name)
6. Høring – HSU-arbejdsgruppens anbefalinger vedr. ny stillingsstruktur (in Danish)  
Fremsendt pr. mail til Institutrådet d. 15. december 2020 (attached)  
Deadline: 12. februar 2021, kl. 12.00
7. Hearing among students and employees on freedom of research and expression  
 (“Høring blandt studerende og medarbejdere om forsknings- og ytringsfrihed”)  
Sent by email to the IGT Department Council 15 December 2020 (attached)  
Deadline: 25 March 2021
8. Communication with the students – update, including new platform “Itslearning”
9. Student representation at IGT Health & Safety Group?  
Update from the student representatives
10. IGT Teaching Prize – update from the student representatives
11. Computers in the TEK Computer Labs – status JESC

12. Status of new lab (next to TEK building) and any rearrangement of TEK lab in the original building, *Shuang Ma Andersen*
  13. Planned future recruitment at IGT (fixed point)
  14. Welfare and working environment at IGT (fixed point)
  15. AOB
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#### **Ad. 1**

Approved.

#### **Ad. 2**

None.

#### **Ad. 3**

The current lockdown will affect both teaching and research. We are working hard towards maintaining progress in all aspects.

Students finishing final projects this summer (bachelor, master, diploma) will be allowed to enter laboratories to do critical functions if this is required in order for them to finalize their project. However, the number of people being physically present at campus at the same time must still be limited. And, as always, it is not allowed to be alone in the laboratories.

Everyone can apply for access if the reason is covered by "critical functions". Request must be approved by JESC and must include explanation for access being critical and information about which specific days and time slots access is needed.

The possibility of reintroducing the previously used booking system at laboratory level was discussed.

**Responsible:** JESC will discuss the booking system with the TEK-corona unit. 8/2-21: Approved by TEK Corona. JESC will send out an email to the entire department regarding this at the end of week 7.

NB. Working in your office is not allowed unless you receive an individual approval, e.g. justified by poor home internet connection or similar.

#### **Ad. 4**

The current economic situation was discussed including the present ongoing process expected to finish at the end of April. The aim of the process is to discover and define possible ways of improving TEK's economy. The risk of potential layoffs is not clear at the moment.

JESC has conducted individual dialogue meetings with all permanent staff to ensure the possibility of everyone giving valuable input and to ensure an open and transparent process. At IGT Department meeting 12 February 2021 JESC will follow-up on the received input and inform about the further process.

Additionally, some IGT staff members are leaving IGT for new jobs now and in the near future. The department will seek to cover the gaps caused by these resignations. This means that reoccupation to some extent will be possible.

MOAN asks why it seems that TEK is continuously experiencing economic challenges when the same seems not to be an issue for e.g. NAT or similar faculties? JESC refers to the SDU Liaison Committee for more insight into SDU's economy and also stresses the fact that not all faculties are directly comparable.

#### **Ad. 5**

The IGT Department Council "Rules of procedure" (Forretningsorden) was approved. Supplementary correction: "BlackBoard" is replaced by "Itslearning". *NB. At the moment we do not know where to put information (minutes from Department Council meetings, Nesting Box etc.) in Itslearning, therefore this correction is not incorporated yet.*

#### **Ad. 6**

This subject was discussed, including general information on this type of positions. No comments from the IGT Department Council on this hearing.

#### **Ad. 7**

This subject was discussed, including general discussion around the use of social media. It is important to always be aware that it must be clear when you are speaking as a private individual and when you speaking as an employee of SDU, and therefore representing SDU.

No comments from the IGT Department Council on this hearing.

#### **Ad. 8**

Communication between the department and the students was once again discussed, including the sort of information to be announced and which information that the department is allowed to share with students.

	Studenter e-mail	Blackboard rum (studieretningsspecifikt)	mitSDU (studieretningsspecifikt)	Opslagstavler/skærme og Jobbank (bred studierelevans)
Studierelateret (need-to-know)	<ul style="list-style-type: none"> <li>Eksamensplaner</li> <li>Informationsmøder</li> <li>Afgørelser fra SN</li> <li>Kurstilmelding</li> <li>Evalueringer</li> <li>PP-dag</li> </ul>	<ul style="list-style-type: none"> <li>Evalueringer</li> <li>Infomøder</li> </ul>	<ul style="list-style-type: none"> <li>Eksamensplaner</li> <li>SDU/TEK events med betydning for dit studie</li> </ul>	
SDU Interne (nice-to-know)	<ul style="list-style-type: none"> <li>SDU Talentprogrammer</li> <li>Mentoropslag</li> </ul>	<ul style="list-style-type: none"> <li>SDU Talentprogrammer</li> <li>Foredrag</li> <li>Virksomhedsevents afholdt i samarbejde med SDU</li> <li>SDU/TEK events med betydning for studiet</li> <li>Spørgeskemaundersøgelser (relevans vurderes altid ved SAK-KVAL rep. Per Æbele)</li> </ul>	<ul style="list-style-type: none"> <li>SDU Talentprogrammer</li> <li>Foredrag</li> <li>Virksomhedsevents afholdt i samarbejde med SDU</li> </ul>	<ul style="list-style-type: none"> <li>Foredrag</li> <li>Virksomhedsevents afholdt i samarbejde med SDU</li> </ul>
Eksterne (nice-to-know)		<ul style="list-style-type: none"> <li>Internationale entreprenør- og akademiske konkurrencer</li> <li>Virksomhedsevents afholdt eksternt uden SDU samarbejde</li> </ul>		<ul style="list-style-type: none"> <li>Virksomhedsevents afholdt eksternt uden SDU samarbejde.</li> <li>Entrepreneørkonkurrencer</li> <li>Eksterne jobopslag og projekter (SDU's jobbank)</li> </ul>

The students were requesting in "Itslearning" something similar to the "KBM folder" from BlackBoard. Also, a place to put the "Nesting Box" (Rugekassen) in the new system was requested. The department is aware of this need and expects it to be possible once we get familiar with the system.

RIKM added that she is in the process of building up the safety course on Itslearning.

#### **Ad. 9**

The students have announced the possibility of joining the IGT Health & Safety Group at their Facebook group. No one has responded yet.

JESC informed that they are welcome to join later if some students show interest.

Just send an email to [jesc@igt.sdu.dk](mailto:jesc@igt.sdu.dk) (cc [meped@igt.sdu.dk](mailto:meped@igt.sdu.dk)).

#### **Ad. 10**

The student representatives presented a suggestion for future procedure regarding an IGT Teaching Prize. Students will be able to nominate teachers and a group of chosen students will select a prize winner.

Different criteria for nomination was discussed, including supervision, lab activities, etc.

There was also agreement that Ph.D. students, who are teaching, can be nominated.

Nomination process will take place in the beginning of spring and the prize will be awarded in May. The first award ceremony will be next spring semester. JESC emphasized that the students in charge are allowed to set the criteria, as it is their prize.

**Responsible:** MAS, EBS, OKR and JESC. It was agreed that the student representatives send a draft to Jens, who then makes sure to involve the student administration.

#### **Ad. 11**

JESC has been in dialogue with the IT Service regarding the computers in the TEK Computer Labs. They will look into the problems when the current situation normalizes, and we are back at campus.

Make sure to inform JESC if other challenges are experienced in this regard.

#### **Ad. 12**

The setting-up of the new laboratories are an ongoing process which has been a bit delayed due to the lockdown and the fact that the Technical Service Department is less staffed during this period of time. The work will continue once we are back at SDU.

A new status will be given at the next meeting in May.

#### **Ad. 13**

Before Christmas IGT had some job postings. However, in the end it was decided not to hire anyone. Planned recruitment for spring:

#### **SDU Biotechnology**

Ph.d. student Brian Dahl Jønson (the last part of his Ph.d. at SDU)

Post doc to Novo Nordisk sponsored project

Assistant professor Michele Fabris (Villum Young Investigator)

Postdoc Jose Bonilla (employment is extended from 1 April 2021)

#### **SDU Life Cycle Engineering**

3 postdoc positions sponsored by Innovation project (DecomBlades) and Sapere Aude Grant (ReCap) and Velux Fonden (Bylivets sorte omstilling).

**SDU Chemical Engineering**

Postdoc position (ProBioFa).

**Ad. 14**

The IGT Welfare Committee is a committee that aims at creating, nurturing and highlighting initiatives that can contribute positively to the welfare and working environment at the department. At present the committee only have 2 members: Rikke Klindt Muller and Camilla Bertel Andersen, and they are therefore looking for more staff to join.

If you are interested in joining the committee and being involved in the planning of future IGT activities/initiatives, please send an email to [meped@igt.sdu.dk](mailto:meped@igt.sdu.dk)

**Ad. 15**

Next meeting: May 2021 (meeting invitation will follow).