

Department Council meeting – minutes

Date: 9/3-2022 11.30-13.00	Last meeting: 15/12-2021	Next meeting: 14/6-2022
Meeting room: Meeting room downstairs V4-110-1	Meeting organizer & minutes keeper: Dannie Kjeldgaard / Gitte S. Klausen	
<p>Participants: Dannie Kjeldgaard, Nicole F. Richter, Eva Devantier, Lene Holbæk, Ian Stampe, Alev Kuruoglu, Poul Madsen, Leoni Kaczmareck, Dan Nabil Mahallati, Gitte S Klausen</p> <p>Guest: Vice-head of department Mette Lund Kristensen</p>		
Absent: Kenneth Schultz, Michael Christensen		
Encl: Minutes and norm catalogue		

With sandwiches at 12:15.

	Agenda:	Action:	Resp:
1.	Welcome and approval of minutes	Welcome to student members Leoni Kaczmareck, Dan Nabil Mahallati and associate professor Alev Kuruoglu. Minutes were approved.	
2.	Norm by Mette Lund Kristensen	The norm catalogue is a tool for the employees to keep track on work hours, but it also serves as a management tool to keep an overview of resources within the groups. It is NOT a tool for comparison colleagues with other colleagues. The issue about the distribution was discussed; is it necessary to send the overviews to everybody in the department.	

		<p>Maybe it is sufficient to keep it at a group level and use it at the MUS talks.</p> <p>The idea is to have a simple system. The management group has decided to have only one norm for teaching (based on numbers of students / ECTS) and not as before having different norms depending on bachelor or cand merc. With the proposed catalogue, some will find it better than before, some will find it less good. This means there will be a common norm for all common courses. However, courses that run over 2 semesters give a little higher norm.</p> <p>Supervision norm is decided by the faculty.</p> <p>We should have in mind that our 7 research groups are very different, and therefore everything cannot be shown in the norm catalogue. And there are activities not mentioned in the catalogue, which are still important for the group and the department.</p> <p>It was suggested to make it very clear what the PhD students are supposed to do as well as Research Assistants, but the latter do not calculate norm hours for now.</p> <p>The norm hours for supervision of PhD students are reduced.</p> <p>Administration hours</p> <p>There is a standard norm for being a member of committees, councils, etc. However, being a member of a study board or being head of such have increased norms.</p> <p>Norms for having profile responsibility is the same on all profiles.</p>	
3.	DBM & SBS news	Dannie has talked with the management group about the current frequency of meetings – we invite to two department meetings per semester.	

		<p>He has decided to implement every second week a coffee and information meeting. Gitte will call for these soon when day and format it decided.</p> <p>Dannie will also every semester meet with all research groups and the admin group. In addition, we will have relevant pop-up meetings eg. re. SBS School Business Days, climate debate etc.</p> <p>The department retreat this year is August 17th - 18th .</p> <p>SDU Business School Days run from 21 March to 1 April – the purpose is to get students engaged in the Business School. DBM has made a list of great activities and hope for students’ sign up.</p> <p>We do not have a physical location for the Business School – but there are some future ideas in process, also for study zones.</p> <p>A suggestion for students to get more familiar with business school was to make different competitions.</p> <p>New finance secretary in the administration will be employed from April 1st.</p>	
4.	Databank access	<p><i>Is there a potential overlap with our bigger department and where do we see possibilities ?</i></p> <p><i>We will bring this up next time</i></p>	
5.	How to improve Information to new employees in general but also re. negotiation rounds	<p><i>An initial discussion.</i></p> <p><i>We will bring this up next time.</i></p>	
6.	Hybrid teaching from the students’ perspective	<p><i>Input from the student representatives of the council on how they have experienced hybrid teaching</i></p> <p>The council discussed this, and it is clear that there are various opinions about online / hybrid versus physical teaching.</p>	

		<p>It was a chaotic situation in 2020, but everyone seemed to quickly adapt to the covid situation. On the other hand, it was very frustrating not knowing until the very end what was to happen February 1st, 2022.</p> <p>A guideline to when hybrid teaching is allowed would be appreciated from both students' and teachers' point of view.</p> <p>Hybrid is a good solution due to flexibility and in case of sickness in order not to fall behind. Also due to the room struggle, where some have been assigned smaller classrooms than number of students. There is also the health aspect; to avoid having too many people in one room.</p> <p>It can be hard for teachers to prepare both for hybrid and physical teaching at the same time. A suggestion could be to treat hybrid participants as viewers to the course and focus then primarily on the students who are present in the classroom.</p> <p>To have a campus, presence is necessary and is a collective effort. Student life is important also for students not to drop out.</p>	
4.	AOB	<p>Please have in mind that some issues in this council will be confidential.</p> <p>The Danish Universities have expressed their support to both Ukrainian and Russian students and employees in Denmark and different initiatives have been initiated.</p>	