

Minutes CBH Third-Cycle Quality Council Meeting 4-2020

Date and time:	2020-12-08, 13.00-15.00
Place:	ZOOM
Present:	Christina Divne, Director of Third-Cycle Education and Chair (FA) Svein Kleiven, Deputy Director of Third-cycle education/Program Director (vice FA/PA) Ines Ezcurra, Program Director (PA) Lea Hohmann, Doctoral council CBH Markus Keskitalo, Doctoral council CBH Minna Hakkarainen, Teacher representative, Campus Valhallavägen Matilda Larson, Teacher representative, Campus Flemingsburg Johanna Hagerman, Coordinator third-cycle education Åsa Emmer, Program Director (PA) Aman Russom, Teacher representative, Campus Solna/SciLifeLab Per Dalhammar, Education administration manager (UA) Kristina Jansson, Administrator third-cycle education Eva-Rut Lindberg, Coordinator third-cycle education Fredrik Häggström, Coordinator third-cycle education
Unable to attend:	Inger Odnevall Wallinder, 1st Deputy Director of Third-cycle education (vice FA) Johan Rockberg, Teacher representative, Campus AlbaNova-BIO Alexandra Rudyk Kinnander, Administrator third-cycle education

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- 1. Opening of the meeting**
Christina opens the meeting and welcomes everyone
 - 2. Appointment of secretary and certifiers**
Secretary: Mia Hjertén; Certifiers: Christina Divne and Åsa Emmer
 - 3. Additional point to be added to the agenda**
Encourage PhD student stuck in Stockholm during Christmas Holiday
 - 4. Approval of the agenda**
The agenda was approved
 - 5. Previous meeting minutes**
The minutes were approved without any comments
 - 6. Information from FA**
Dates for program analyses and quality dialog
Templates coming soon

2020-12-08

Doctoral student follow-up 2020 raw data files from GVS available for FA/PA
8/2 2021: Data reports (admin from school to assist the Education Office, EDO)
15/3 2021: Deadline for aggregated school reports
15-29/3 2021: Dean of Faculty (Anders Forsgren) and Vice Dean of Faculty (Sofia Ritzén) review school reports
15-29/2 2021: Workshop planned for collegial discussions on school report (GU, FU)
28/ 4 2021 13:00-16:00 CBH's quality dialog

Template for halftime protocol (Apps 2a-c)

<https://intra.kth.se/cbh/utbildning/forskarstuderande/kemivetenskap/halvtidsutvardering-seminarium-1.1024198>

<https://intra.kth.se/en/cbh/utbildning/forskarstuderande/kemivetenskap/halvtidsutvardering-seminarium-1.1024198>

It was decided that we will try this and evaluate it together.

Jon Lindhe will make a suggestion for an internet career page.

30/11 2020: Revised ASPs for CHE program sent to Head of school, Heads of Chemistry, Chemical Engineering, Fiber- and Polymer Technology, UA and Doctoral council representative.

Thesis defenses planned as hybrid events (webinar + room for max 8 people)

All FAs at KTH has participated in "jävsutbildning" 2020-11-07

Updated rules for third-cycle education, changes summarized in the decision in App 4 a
<https://intra.kth.se/styrning/styrdokument/regler/utbildning-pa-forskarniva-1.661089>
A few minor things that effects us. The text related to change of supervisor has been clarified

UKÄ evaluation of Chemistry

- 11/11 2020: self-evaluation submitted to Head of school, head of Chemistry, UA, Doctoral Council
- 26/11 2020: self-evaluation submitted to UKÄ (App 5; SV)
- 3/3 2021: interviews with evaluation panel (Analytical Chemistry)
- 17/3 2021: interviews with evaluation panel (Physical Chemistry)
- 23/3 2021: interviews with evaluation panel (Organic Chemistry)

Presentation of the evaluation groups – UKÄ expert panels

7. Templates for course evaluation and course analysis

There is a new template for the course memo – kurs pm
Course memo complements the course plan and provides concretizations and grading criteria for the course round
Please emphasize the teachers to start to use this

Suggestion templates of course evaluation and analysis
PA must document changes in examination due to Covid

Curriculum mapping, start spring 2021 – check what courses cover the learning objectives and outcomes of each program

8. Points raised by the third-cycle administration

Nothing to report

9. Points raised by the Doctoral council

Recruitment of the next council. You could be appointed for 2 years but you are normally appointed for 1 year. As it looks now there are no one of the present members that are interested to be appointed for another year. Should be brought up at the CBH Mgmt. meeting next week

Is it possible to organize a virtual PhD day or event during spring?

Encourage PhD student that are stuck in Stockholm during Christmas Holiday.

Discussions:

- Are the supervisors engaged in anyway? Should we encourage them to reach out? They could be engaged in activities at a group- or department level.
- It looks very different in our different departments.
- There are some activities organized by KTH relocation
- The main benefit is to actually meet
- You can organize a zoom coffee or lunch
- PhD council has organized some quiz
- We don't see any change during the spring term so we need to think ahead
- A joint effort from the school and the PhD council – like a mental health day during spring
- Something fun – an open meeting where people just can meet and reflect and do something interactive
- Invite people for a walk outside – IRL or via zoom
- Pokémon-go challenge
- Geocaching
- <https://intra.kth.se/aktuellt/nyheter/kul-ihop-pa-zoom-efter-jobbet-1.1032691>
- Christmas carols in zoom

Decision: Create a box of ideas – ideally it should come from the students and be supported by the school Student council together with administration.

Johanna will collect ideas (please send to her via email) and she will be in contact with the PhD council.

10. Update from PA and Program councils

Program TH/MT (Svein)

- Report from Program Council Technology and Health on November 2nd
- Information from CBH Quality council

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- Technology and Health course – should have been given this autumn has been postponed
- Mandatory courses – Mandatory courses have up until now been TAMOS and the Technology and Health course, as well as LH3000 for those who teach.
- The revised ASP for the subject has not yet been approved. Svein will follow up with Christina Divne.
- Half time seminar – the information in the form is OK. Still, different parts of CBH has different half time routines. We wish to have the same routine for the whole CBH.
- Report from Steering committee meeting joint KI-KTH PhD program in November 2nd
- PhD list and new applications
- Transferring PhD students
- E- ISPs
- The agreement Joint degree PhD education KI and KTH initiated 2011 by the Deans at KI and KTH.
- Important to spread the information about the program
- It is attractive to students that want to have a double degree but it implies some problems as well. It requires a lot of extra administration

11. Thematic discussion point: JML task force

JML task force members:

Christina Divne
Ines Ezcurra
Johanna Hagerman
Svein Kleiven
Åsa Emmer
Minna Hakkarainen
Patrik Ståhl
Francisco Vilaplana
Matilda Larson
Elise Farah
Jowan Rostami

We will need to address at the program level:

- Content: how and where do we provide knowledge about JML in the program (courses, thesis work, supervision)
- Plan: there needs to be a clear structure for when and how the JML is integrated in the programs, and for how JML is followed up
- Execution/implementation: refers to how the teachers/supervisors perform the JML education (gender-aware and inclusive pedagogy), and that there are routines and information to work against all types of harassment

PRiU, Nov 24 2020

- Johan Packendorff, presentation on "academic citizenship" (App 10; SV)
- Discussion in groups (content, plan, execution/implementation)

Intended as a platform for the work for next year

Presentation of KTH level number of programs with JML program

KTH level 27 programs of third-cycle programs and no one has JML content

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Suggestion action plan

- social page for members to store documents
- plan workshops in January and February 2021
- preliminary report in March 2021
- Implementation 2021

Please E-mail your comments to Christina

12. Additional points**13. Upcoming meeting QC, PC, FADR**

QC1 2021 planned for February 2021

Program directors to plan PC meetings at least 4/year

14. Closure of meeting

It is important that the everyday issues are discussed in the program councils

Justeras



Christina Divne

Justeras



Åsa Emmer