

Minutes

Present: Henrik Jensen, Basil el Jundi, Inka Anglade, Augustine Arukwe, Anna Båtnes, Rasmus Ern, Daniela Sueldo, Maja Haaker

Not present: Atle Bones, Siv Anina Etter, Vidar Grøtan, Ana Sirovic, Veerle Jaspers

Copy to:

Subject:

Time of meeting: 13.00

Place: DU2-150

Signature:

Minutes:

1. The IBI day on December 1st.

The RC has the responsibility to organize our activities on this day. Two important things on the agenda for the IBI day are the new IBI strategy and how we want to be organized into sections. We agreed that it will be best to divide the day in two parts, where we focus on strategy before lunch and section organization after lunch.

As a starting point for the strategy discussion, it would be good if Jane (leader of the current strategy committee, SC) gives a brief introduction to the process and strategic recommendations from the SC so far. The SC's draft interim strategy document should be sent out to all on beforehand and it is important to have enough time to discuss specific questions during the IBI day. Also, groups should be set up on beforehand, and each group should have a leader that takes notes and presents in plenum afterwards. Two other items on the agenda for the IBI day are a) that our new employees briefly present themselves and say a few words about what they work with, and b) that we have a "poster/post-it"-session like we did in 2021, for mingling and presenting/chatting about what we are doing in our research, for example during a long coffee break.

For the afternoon session on section organization, we could for example ask that a representative from the NV-faculty presents the process on new organizing of departments/sections, and/or we could invite someone from another university/faculty that presents how departments at another university/faculty is organized and the pros and cons of their organization? As a starting point for the afternoon session on section organization we could also invite someone to present/inform us on the on-going process of our teaching restructuring, as organizing our BSc- and MSc-teaching is an important part of the sections' tasks. A main point of the section organization part of the day is to

Address	Org. no. 974 767 880	Location	Phone	Executive officer
7491 Trondheim Norway Høgskoleringen 1	postmottak@ntnu.no www.ntnu.no	Hovedbygningen	+47 73595000	

Please address all correspondence to the organizational unit and include your reference.

discuss what the sections actually are meant for; coherent science, teaching, administrative/management tasks...?

All groups should have access to flipboards or something similar, so it is easy for everyone in the group to contribute and give input in the discussion. Maybe the on-going process to develop a new SFF process should be informed on during the day as well?

Suggested tentative plan for the day:

Time	Activity	Who
0830-0840	Welcome and introduction to the day	Kjetil and Henrik
0840-0900	Information from the strategy committee on strategy	Jane
0900-1015	Group discussions on our strategy	
1015-1100	Mingling and poster/post-it session with coffee	
1100-1200	Presentations and discussion of group work in plenum	
1200-1300	Lunch	
1300-1315	Information from the strategy committee on section organization	Jane?
1315-1330	Input/information on teaching aspects related to section organization	Kjell Inge/Berit
1330-1445	Group discussions on our section organization	
1445-1515	Mingling and poster/post-it session with coffee	
1515-1615	Presentations and discussion of group work in plenum	
1615-1630	Summing up of the day	Kjetil

2. Preparations for the EVALBIOVIT-interview on October 10th.

The EVALBIOVIT evaluation panel will interview five people from the department about our self-assessments (see documents here: <https://i.ntnu.no/wiki/-/wiki/Norsk/Referater+ved+Institutt+for+biologi>). Kjetil, Veerle, Anna Båtnes, Hans Jakob and Henrik will be interviewed. The EVALBIOVIT panel has sent us some questions for the interview, and Henrik showed these and the suggested answers from the IBI group (prepared as a PowerPoint-presentation). The RC gave constructive input on the different slides, which Henrik will inform the rest of the interview group about so that our answers can be improved.

3. Update on Department seminar series.

Kjetil has agreed to give 100000 NOK that can be used to invite speakers and organize our Department seminar series.

4. RCN FRIPRO application plans?

Only one researcher submitted a project application draft to the evaluation panel before our deadline on October 1st. Very few people have signed up for the feedback team. Please remind the people in your group about this opportunity to get help with applications, and encourage your sections to make strategies for project proposal submissions during the next year.

5. Any other business

Bente Halvorsen started the meeting by asking for representatives to help organize the Christmas party entertainment. Every section and employee should find 1-2 representatives and send the names to Bente.