# Meeting 22.11.2016

Present: Dieuwke, Sara, Iris, Marco, Arnold, Chenwei
Changes since last time: Joost quit the council.

Agenda:
1. Coffee machine
2. Improvement of the common room
3. Yoga classes at the ILLC
4. Communication internal
5. Archive of MT minutes
6. Next newsletter
7. New members! Elections for council?
8. Communication external
9. TA allocation


1. **Coffee machine**
   Many ILLC members are using the coffee machine at Nikhef common room, but Nikhef may not be happy about it. Unfortunately, we cannot install our own coffee machine because UvA has a contract with one company for that. We could ask Nikhef to jointly use their coffee machine. We will wait to hear back from Karine on what Nikhef thinks about it and then decide how to proceed.

2. **Improvement of common room**
   The mathematics institute upstairs as well as Nikhef have nice common rooms and we would like to have something like that in our common room too. People should want to relax in the common room. Perhaps we could get different lights, couches etc.
   We decided to put together a small team that would come up with a specific list of things to be improved. In order to recruit people, we want to put up a poster in the common room with two things: 1) ask who wants to join the team; 2) ask to write their suggestions for what should be done directly on the poster. *Marco* will make a poster. *Dieuwke* will be a contact person for if people want to sign up and organize a meeting of this team.

3. **Yoga**
   In order to create a better working atmosphere, we agreed that it is a good idea to have yoga classes at ILLC and decided to try to arrange it. We need a room and an instructor to come and give classes here. People who attend would each contribute a small amount. *Arnold* will look into organization.

4. **Communication internal**
   Sometimes we do not communicate with each other well about what we as members of

the PhD council did in between the meetings. We decided to use a separate Slack community for the PhD council with channels for each topic. *Sara* will take care of setting this up.

5. **Archive of MT meeting minutes**
   We would like to have an archive of previous MT meeting minutes so that we can refer back to them in future. *Arnold* volunteered to put it together.

6. **Next newsletter**
   We compiled a list of items to be mentioned. Highlights from our last meeting with the MT will also be included. And we will ask the management if they want to add something. *Sara* is responsible for this issue of the newsletter.

7. **Members/elections**
   We need to find new members, because two current members are going to quit soon. Related to this is also that members of the PhD council should perhaps be elected in order to "officially" represent all the PhDs. Together with setting up elections, we could also set up specific terms, because right now people sometimes quit unexpectedly. Dieuwke will ask at other institutes of FNWI how they organize their elections and we will see how and when we can organize it.

8. **Communication external**
   We might be sending out too many emails and annoying people by doing that. However, some matters are really urgent and need to reach everyone quickly. We agree that from now on, we will be extra careful to think whether we really do need to send a separate email or the information can wait for the next newsletter.

9. **TA allocation**
   The current system for TA allocation was built and supported by Bastiaan. After this time, this system will not be available anymore. So something needs to be ready already for the next TA allocation round. We asked the MT to organize setting up an ILLC system for that. They are still to get back to us about it.

   At the same time, during the next MT meeting we agreed to bring up the organization of the TA allocation in general. There are three parts of the TA allocation process:
   **1.** A survey of the lecturers should be conducted asking them for the TAs they need as well as the amount of workload it would mean (amount of TA points).
   => We agree that we would like the MT to organize/do this part.

   **2.** A survey of the PhD candidates should be conducted asking them for their preferences.
   => We agree that the PhD council wants to send out this email. This way, we can make sure to include all the important information relevant for PhDs and people will feel that

they can ask us questions. This should, however, be done within the same system, so that the information is recorded together.

**3.** Then the allocation itself is done. First, a PhD council member makes a proposal taking people's preferences into account. This proposal is presented to the MT which approves it and then looks for a TA for the courses where we couldn't find a TA for. .
=> We agree that the PhD council wants to continue being responsible for the proposal of the allocation.

We should also keep in mind that it is probably best to set deadlines each semester for when the first part should be completed and the PhD council can take over. This way, we can ensure that nothing will be happening last minute in hurry.