

## Meeting 30/06/2016

1. Approval minutes
  - a. Approved after minor change for clarity.
2. Communication with PhDs
  - a. Newsletter
    - i. Because there were some problems with communication about the new TA allocation system according to some PhD candidates, we agreed with MT to have a newsletter.
    - ii. **Sara** volunteered to take care of the newsletter.
    - iii. The first newsletter will be in the beginning of September.
    - iv. The newsletter should be brief, informative and readable.
    - v. The newsletter will be sent in HTML-format with a text fallback option.
  - b. Make minutes public
    - i. We will start making our meeting minutes available to ILLC staff. We can use the PhD council website for this. Later we could make them completely public (to be decided later).
    - ii. **Arnold** and **Joost** will meet with Bastiaan to discuss handover of the PhD council website from Bastiaan to Arnold & Joost.
    - iii. Information about how to book the seminar room should be on the new website.
3. Buddy system
  - a. The buddy system is something that came up in the MT meeting. We would like to make new PhD candidates feel more welcome. The idea is to match at least 1 buddy (PhD candidate) to every new PhD candidate.
  - b. **Sara** will send out information about this idea to the PhD candidates as part of the newsletter.
  - c. **Dieuwke** will send an e-mail to the MT that we believe the supervisors should be responsible for appointing a buddy. We will provide a contact person, a PhD candidate, in case the supervisor needs help with finding a buddy. We would also like the PhD director to see to it that supervisors appoint buddies to new PhD candidates.
  - d. **Iris** will look for a PhD candidate who wants to be the contact person.
4. Open letter, support FNWI letter
  - a. **Joost** will make a Google Form asking if PhD candidate supports the ILLC open letter. **Iris** will make the text for this. The question is just yes or no (like a referendum). We can then make our own letter in support of the ILLC open letter. We will mention the fact that there is also an initiative from the Science PhD council.
5. PhD Day
  - a. **Dieuwke** will remind Jenny to send us a list of new PhD candidates and when they are starting, and also a list of humanities PhDs, because we are in need of a humanities PhD in the council.
  - b. **Raquel** (PhD director) will attend, also so that she can inform PhDs about current topics.

- c. The PhD Day will happen on Wed 5 Oct or Thu 6 Oct.
  - d. **Arnold** will e-mail Raquel to confirm the date.
    - i. Arnold later informed us that the date will be **Thu 6 Oct.**
6. ILLC 25th anniversary (email Peter)
- a. Peter would like to know who wants to perform on the anniversary party.
  - b. **Sara** will send out an e-mail about this, together with info on the buddy system.
7. Aob
- a. What should be in the newsletter:
    - i. Meeting minutes
    - ii. Surfspot credits
    - iii. Buddy system (again)
    - iv. ILLC 25th anniversary party performances (again)
    - v. Message from MT about the relation between teaching points, 20%, and organizational tasks
  - b. (Bas Cornelissen from the MoL-room committee joins the meeting)
  - c. Iris asks when PhD & MoL day will happen
    - i. The PhD & MoL day is an event where some MoL students and some PhD candidates talk about their lives/research and then there is football.
    - ii. Date will be: **Saturday 24 September 2016**
    - iii. Bas will check with the student mentors. **Arnold** will keep in touch.
8. Social committee MoL
- a. Bas mentions that many MoL students seem to be stressed out. They live in the MoL room basically. It would be good for them to get out.
  - b. The idea is to start a social committee.
  - c. We completely support the idea of a social committee consisting of MoL students and PhD students
  - d. The ILLC drinks can be organised from this committee instead of the PhD council.

#### **Actions:**

**Arnold:** Discuss handover of website with Joost & Bastiaan, Confirm PhD-day date, keep in touch about PhD & MoL day with Bas

**Dieuwke:** E-mail MT about buddy system proposal

**Iris:** Write text for Open letter support form, find PhD buddy contact person.

**Joost:** Create Google Form for open letter, Discuss handover of website with Arnold & Bastiaan

**Sara:** Write Newsletter, e-mail PhD candidates about buddy system/25 anniversary event