

## **Meeting 2017-3-22**

present: Dieuwke, Arnold, Malvin, Samira, Chenwei

1. Approval minutes last meeting
2. PVC report and response from MT
3. TA allocation system building
4. Update about IUS promovendi
5. Complaints about toilets
6. Career development course
7. Stress meeting
8. ILLC office understaffed
9. Newsletter
10. Common room decoration and Sexual harassing workshop

### **2. Some points in PVC report and their responses from MT were discussed.**

1. The first point in the response suggests the meetings of staffs on supervision of PhDs.  
Some details about this meeting need to be confirmed, for example, how many people will and should attend this meeting, when is the next meeting and how regular will the meetings be organized?

2. The ninth point in the PVC response mentioned the TA-quantification system and the communication with PhD students about this system.

Considering a better communication of any update and change of the system, we have previously suggested to have a proper document (PDF file) about duties, especially TA duties of PhD candidates and other rules, so that every time it is changed, it can be checked. It was pointed out that the accessibility to the previous versions of the regulations stored online and the availability of the history of website can be useful as well.

3. The tenth point in PVC response and some relevant issues were discussed, for example, self-support computers, remote control of the computers and so on.

### **3. Update on the progress of TA allocation system building.**

The new system is under way. Malvin and Sirin are responsible for TA allocation this round and they will be helping out Marco to test it.

**4. Update on IUS promovendi:** The new law has already been passed to some extent, but University of Amsterdam has not made any commitments at that moment.

**5. There were some complaints about the toilets of ILLC.** So it is decided to ask about the possibility of facility upgrade (for example, changing toilet seats and paper dispensers) and ask about having ILLC's own the shower rooms or using NIKEF's shower rooms.

**6. Skills courses.** It is suggested to ask during the next MT meeting about updates of all the skill courses, e.x. the new career develop course. And Arnold will write an overview of options of career develop course.

**7. Arnold will try to organize the stress meeting in the autumn.**

**8. ILLC office is understaffed and it is causing some problems.** This was discussed and we planned to ask whether MT team are going to hire more people or they think so far this is enough.

**9.** It is agreed that the next newsletter should be written after the next MT meeting.

**10.** Dieuwke updated other members the progress of common room decoration and organizing sexual harassing workshop.