*Turku Centre for Computer Science - TUCS*

**Board meeting**

Monday, March 3$^{rd}$ 2003, at 13.00
DataCity A, 5$^{th}$ floor, Meeting room Monologi


**Items of the agenda**


1. Validity of the meeting and presence of a quorum

2. Additional items

3. Software Development Centre (OK): Closing of accounts 2002, budget and action plan for 2003 (Järvi)

4. Closing of TUCS accounts (Donner)

5. Degree requirement for the Graduate School (Aspnäs)

6. Discussion item: TUCS workgroups (Aspnäs)

7. Announcements

    7.1 Visit to the Ministry of Education

    7.2 Items and documents handled at the board meetings

    7.3 Minutes of the TUCS board meeting of February 3$^{rd}$, 2003




Timo Järvi                                          Ralph-Johan Back
Director                                            Chairman

*Turku Centre for Computer Science - TUCS*

**Board meeting**

Monday, March 3<sup>rd</sup> 2003, at 13.00
DataCity A, 5<sup>th</sup> floor, Meeting room Monologi

**Minutes**

**Present:**

**Members of the board:**
Ralph-Johan Back, Academy Prof., Chair
Pirkko Walden, Prof.
Jouni Isoaho, Prof. (arrived at 13.10 during item 3)
Juhani Karhumäki, Prof.
Tapio Salakoski, Prof.
Reima Suomi, Prof., Vice-Chair
Eugen Czeizler, Ph.D. Student
Henry Lönnbäck, M.Sc. Student
Niko Railo, M.Sc. Student

**Presenting Officers:**
Timo Järvi, Prof., Director, Presenting Officer
Mats Aspnäs, Coordinator, Presenting Officer
Christel Donner, Administrative Officer, Presenting Officer
Ulrika Gustafsson, Administrative Officer, Presenting Officer
Pia Le Grand, Administrative Officer, Presenting Officer, secretary of the meeting

**1. Validity of the meeting and presence of a quorum**

The notice of a board meeting has to be sent three weekdays before the meeting takes place. The meeting must be valid and the members present have to constitute a quorum. The meeting constitutes a quorum when the chairman and at least five members of the board are present.

The notice of this board meeting was sent on Wednesday, February 26<sup>th</sup> 2003.

<u>Proposal</u>: The validity of the meeting and presence of a quorum will be recorded.

<u>Decision</u>: According to the proposal.

## 2. Additional items

The agenda of possible additional items will be handed out in the beginning of the meeting.

Proposal: Possible additional items will be presented.

Decision: No additional items were presented.

## 3. Software Development Centre (OK): Closing of accounts 2002, budget and action plan for 2003 (Järvi)

The Software Development Centre (OK) presents its report of activities 2002 (appendix 1a/02/03), closing of accounts 2002 (1b/02/03), the action plan for 2003 (1c/02/03) and the budget for 2003 (1d/02/03). The documents concern only the finances administrated by TUCS. The Director of OK Kristiina Sunell will be present at the meeting for further information.

Appendices:  1a/02/03: Report of OK's activities 2002
1b/02/03: Closing of OK's accounts 2002
1c/02/03: OK's action plan for 2003
1d/02/03: OK's budget for 2003

Proposal: The board will accept the closing of accounts 2002, the budget for 2003, and the action plan for 2003 as presented.

Decision: The board accepted the closing of accounts for 2002 and the action plan for 2003 as presented. The budget for 2003 was left on the table. A completed total budget will be handled on the next board meeting.

## 4. Closing of TUCS accounts (Donner)

TUCS accounts for year 2002 show a surplus of 511.705,32 €. From the total surplus 59.553,93 € are reserved for salaries for the Ph.D. students, 16.986,82 € for the Academy of Finland postdoctoral researcher salaries, 91.027,69 € for TUCS laboratories, 21.815,78 € for the Software Development Center and 8.780,38 € for the Molconet project. The rest, 313.540,72 €, can be used without any special restrictions.

Appendices:  2a/02/03: TUCS Budget Summary Report 1.1-31.12.2002
2b/02/03: Balance Sheet 31.12.2002

Proposal:  The TUCS board approves the closing of TUCS accounts for the year 2002.

Decision: According to the proposal

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## 5. Degree requirement for the Graduate School (Aspnäs)

The requirement for admission to TUCS Graduate School is a M.Sc. or a B.Sc. degree in a relevant area. The instructions for applications on TUCS' web pages http://www.tucs.fi/Education/Graduate/Graduate.php say that:

> *Prerequisites are a Master's degree in Computer Science or in a closely related field and a good knowledge of English, which is proved with an English proficiency test (see Application procedure). In extraordinary cases, if the applicant shows proof of particular talent, he/she can be admitted with a Bachelor's degree. Study time is expected to be 4 years when starting from Master's or Bachelor's level*

Accepting students with a B.Sc. degree for studies in TUCS Graduate School has in practice proved to be problematic. Even if it is possible for the faculties to accept students with a B.Sc. degree for doctoral studies, they do not all apply this possibility. And those faculties that practice this possibility still tend to require that the students first do a Master's degree, and then apply for the right to study for a doctoral degree.

Instead of accepting students with a B.Sc. exam to the Graduate School, these could be encouraged to apply to one of the programs within the TUCS Master's School. After completion of their M.Sc. degree, the students could then apply to the TUCS Graduate School.

The main differences between the current rules for admission to the Graduate School and the proposed new rule would be that students with a B.Sc. exam would have a clear and well defined status within the university, as a student in a Master's program. For the applicants it would be easier if the information given on TUCS' web site were clear about the admission criteria. It would of course also ease the task of informing the applicants of the application procedure and the criteria for selection, which now is seen as complicated and time consuming. In addition, it means that students with a B.Sc. exam could not get any financing from TUCS.

Proposal: The degree requirement for admission to TUCS Graduate School is changed to be a M.Sc. degree in a relevant area. Applicants with a B.Sc. exam are encouraged to apply to the TUCS Master's School.

Decision: The item was left on the table.


## 6. Discussion item: TUCS workgroups (Aspnäs)

At its meeting on the 20 January 2003 the Administrative workgroup discussed the TUCS workgroups, their tasks and activities during the last year. The workgroups are appointed

by the TUCS board, except for the Computer Engineering workgroup, which is appointed by the Faculty of Chemical Engineering at Åbo Akademi.

Based on the discussion, it was decided to suggest to the board the changes in the workgroups documented in appendix 3/02/03. The appendix also includes a brief description of the tasks of each workgroup.

In the discussion, it was also concluded that the workgroups for coordinating the education programs (CE-, CS- and IS-workgroups) should be more actively involved in developing the advanced level education in the participating departments. During the last year, the workgroups have mainly taken part in coordinating the TUCS courses. An indication of the low level of activity in the workgroups is the number of meetings last year: CE-group 4 times, CS-group 2 times and IS-group 3 times.

The planning of the courses for the next academic year should also start much earlier. Typically, this activity has started in May and the course list has not been published until late August, which is very inconvenient for the students. The workgroups should also take a more active role in developing the education programs, improving the pedagogical methods used in the education and evaluating the quality of the education.

Appendix:     3/02/03: TUCS Workgroups 2003

**7.  Announcements**

**7.1 Visit to the Ministry of Education**

Ralph-Johan Back gave a résumé of the discussion at the Ministry of Education about the problems related to the financing of the IT industry program for the period 2004 – 2006.

**7.2 Items and documents handled at the board meetings**

To make the preparation of the board meetings easier and better, a reminder of some issues related to the items and documents handled at the board meetings is given below:

The agenda is sent to the board members 3 workdays before the board meeting takes place (on Wednesday if the meeting is on Monday). This means that the items should be ready on Tuesday at the latest. According to how many and what kind of items are put on the agenda it takes from a few days to more than a week for the presenting officers to prepare the items and get the necessary appendices and statements from different persons.

Concerning various applications, in order to prepare these items successfully, the presenting officers need to get the applications well in advance. For instance, applications for TUCS guarantee and TUCS short courses should be submitted to the Administrative Officer/Financial Affairs 8 weekdays before the meeting. In order for a postdoctoral application to be handled at a specific meeting, it must reach TUCS Administrative

Officer/Educational Affairs 13 weekdays before this meeting (each application is sent to two professors, who should have at least one week time to give a statement about the applicant).

Since the appendices/applications are distributed in electronic format during the preparation of the items and along with the notice of a board meeting to the members of the board, all documents (with some exceptions: applications to the GS) shall be submitted in electronic format.

**7.3 Minutes of the TUCS board meeting of February 3$^{rd}$, 2003**

The minutes of the board meeting of February 3$^{rd}$, 2003 can be found on http://www.tucs.fi/about/organization/board/minutes/2003/board_20030203.pdf

Turku, March 11$^{th}$ 2003

Ralph-Johan Back                    Timo Järvi
Chairman of the board               Director

Mats Aspnäs                         Christel Donner
Coordinator                         Administrative Officer