

PRESIDENT'S ADVISORY COUNCIL

3 September 2008

(week 36)

(Confirmed)

Present:	Said Irandoust Izel Ann Dante Peter Haddawy Barbara Igel Sivannapan Kumar Jayant Routray Jonathan Shaw	Pakin Santanam Ram Shrestha Khin Ni Ni Thein Secretaries: Karma Rana Namita Sravat
Apologies:	Sudip Rakshit Vilas Wuwongse	Worsak Kanok-Nukulchai
Invited:	Nitin Afzulpurkar Renedith Calabdan Shawn Kelly	Noppadon Rittipongshusit Hoang Le Tien

PAC 08.09.01 Welcome and Apologies

The President welcomed all present to the PAC meeting, including Mrs. Namita Sravat to her first meeting as secretary to the PAC. Appreciation and thanks were extended to Mrs. Renedith Calabdon for her supporting function as Secretary to the PAC, especially in terms of the quality and efficiency of her work, since July 2005 till.

PAC 08.09.02 Approval of the 3 September 2008 PAC Agenda and Review of the PAC Meeting Minutes of 23 July 2008

The meeting agenda was approved and the minutes of the 23 July 2008 PAC meeting were **confirmed**.

Follow-up Issues:

1] Update on the AIT Center Vietnam (AITCV) Director Position

The President had approached a potential candidate, a Swedish colleague. However, he is only available after one year. Thus, internal persons are being considered. Another issue reported about the AITCV was that the former interim AITCV Director had formally accepted in writing to evacuate the current premises of AITCV, however, this was never communicated to the AIT. President has now made a request to the MoET, Vietnam to help AIT in identifying a location.

It was noted that during recent visit by colleagues from AITCV, institute was pleased to note that AITCV has mission and vision in accordance with AIT. However, there is a need to clarify with the AITCV that the academic degree program are under AIT, thus degrees are conferred by AIT only. It was noted that there is huge opportunity in getting consultancies project in Vietnam and AITCV could assist AIT in this regard. It was also suggested that middle management support is needed for smooth implementation of the RCM concept in AITCV.

2] Proposed Associate Vice President Positions

As per the changed associate VP concept to directorship for specific initiatives, the two directors under VPAA and one director under VPDR have been announced. A meeting will be held soon to see how they can work as a team. For some positions announced,

there were no declarations of interest received from faculty members, and all these will be reported to PAC at the next meeting.

3] Faculty engagement on Outside Professional Activities

It was **agreed** that action needs to be taken against faculty who are engaged in outside professional activities, especially consultancy, without prior approval of the Institute. A case in hand is being investigated at the moment.

4] Progress on the New AIT Charter

A meeting, hopefully the last one, would be held for two consecutive days on 11-12 September, and a formal date for adoption of charter would also be decided. In addition, the modalities for the revision of the AIT bye-laws would be discussed.

5] August 2008 Student Intake

The latest figures were communicated and further updates will be tabled. Overall, the institute witnessed an increase, with SET having slight decrease in enrollments but it will be compensated through professional programs that will be initiated in Vietnam.

ACTION: VPAA was requested to present the analysis of the outcomes and fields-wise performance of the respective schools in the next PAC meeting.

6] Collaboration with Fairview International School (FIS)

A task force with ToR to review the proposal from FIS on developing and running the AIT Community School is being constituted. The TF will submit their report by end of October, after which final decision will be made.

ACTION: President constitutes task force, and plans to have meetings with parents and AITCS Staff.

PAC 08.09.03 AIT Strategy 2013

It was informed that the constructive feedback and inputs received on the draft "AIT Strategy 2013" from former AIT colleagues and partners as well as internal members of the AIT Community will be considered during a meeting scheduled the next day. Dr. Jonathan Shaw, Mr. Shawn Kelly, Mr. Jean Philippe Thouard, Mr. Karma Rana and Mrs. Namita Sravat will assist in integrating the comments in the revised version of the document.

ACTION: President plans to have Institute Forum by end of September month, to make presentation on the financial outcomes, and Strategic framework for AIT: 2009 - 2013. The Schools, AIT Extension, Centers, and Units are requested to actively work in terms of translating it into their respective action plans.

All these will be consolidated and presented to the Executive Committee and Board of Trustees meetings in October and November 2008 respectively.

PAC 08.09.04 Annual Report and New AIT Promotional Video (*Update*)

The News and Media Specialist, Mr. Shawn Kelly provided an update on the AIT 2007 Annual Report which is in its final stage, and printing will start by next week. However, there are fund constraints as the cost of printing will be 100,000 baht and the funds available are 50,000 baht only. For next year, the prints of Annual Report with human

elements included, and Annual Research Report with data on research output along with analysis, will be out by the month of March. It was suggested that electronic copies and CDs of these reports be also made available for distribution, and schools and units could place order for these on payment basis.

Mr. Kelly also informed that a research magazine is being developed and request will be made to faculty to submit 300 word synopsis of research for inclusion in the research magazine. He is working on this along with the VPR.

Prof. Haddawy informed that in near future there will be an online system through which information could be directly extracted for the annual reports. He is currently working on this system for the SCOPUS.

For the promotional video, the shooting footage will start once the script is ready, most likely in late October. President suggested creating links with the AIT Strategy 2013.

ISSUES FROM PRESIDENT

PAC 08.09.05 AIT City Campus

The possibility of setting up an AIT City Campus in order to create more visibility, conduct press conferences and meetings with partners, holding EMBA and other professional programs / short training programs, creating an "AIT Alumni Club" etc. was discussed and a comparison between 5 premises presented and reviewed. All the Schools and AIT Extension were of the view that if there is such facility, they would utilize it, and will assess further their usage and space requirements with their respective constituencies.

ACTION: For next PAC meeting - Schools and AIT Extension (after discussion with their respective constituencies) are requested to come up with their specific space requirements in the next PAC meeting. Dean/SOM would also get feedback from EMBA students on various locations under review for their accessibility and convenience.

PAC 08.09.06 Discount on Tuition Fees to Children of AIT Employees

In line with the Institute's policy of allowing up to 25% (School-wide) discount on tuition fees for master's and doctoral programs at AIT for partner countries, it was agreed to also extend a similar privilege for the children of AIT employees. Likewise such a privilege could also be extended to children of AIT Board of Trustee members, and its other international affiliates.

Further discussions were held on issue of maximum possible discount with a cap of 50%, and one child at a time eligible. A member suggested that limiting to one child at a time, and discount not applicable to spouse makes it restrictive, thus losing the spirit behind the concept. President mentioned that he does not intend to allocate additional funds for this, and as a first step it can be implemented for children of AIT Employees.

ACTION: PAC agreed in principle to this concept and ERCO will be requested to conduct a comparison with other universities on such a policy.

PAC 08.09.07 Feedback from faculty on:

1] Policies for Sponsored Research Projects

President mentioned that the recruitment under Fund 30 and Fund 10 have to be treated in similar manner with open announcements to be made. A person could be hired for

maximum 6 months, and this period should be used for opening. Transferring of position from Fund 30 to Fund 10 is problematic and should not be encouraged.

It was **agreed** that for new faculty appointments, the honorarium payment will be on hold at least till the end of the second month into their second semester after joining when their full year financial productivity is somewhat confirmed.

It was agreed that no honorarium will be paid until funds for the project arrives. Currently, the deficits are covered from PI and PDF. But if deficit is beyond PI's control, the institute should take the full responsibility.

2] Faculty Evaluation Panel recommendations

Based on the feedback, FEP would be benefited by inviting external resource person (professional from HR side) on how to include positive and negative feedbacks on the faculty evaluation in the contract renewal letter from the President (which is based on FEP recommendations to the President).

Members suggested that other than feedback, dialogue between relevant constituents is also important. The dialogue is at the Dean and FoS level, but President may like to discuss with the concerned faculty and Dean before issuing the letters and based on that revise if needed. President **agreed** that Deans can be involved in discussion (not negotiation) before making decision.

VPAA noted that one problem is that school evaluations are not consistent; especially SET evaluations are of generic nature. It was mentioned that in SERD, a detailed sheet about the candidate under review is circulated to the faculty evaluation panel in School, which is amended if some discrepancy is pointed out by the members, which helps in consistency across the school. Other schools were encouraged to follow similar procedure.

It was noted that faculty feels that the contract renewal letters look stereotyped, and President's hand written additional remarks can give that personal touch.

In cases, where faculty in their evaluation notes some factual mistake, or facts misinterpreted by FEP, they should formally in writing inform the FEP/President, which will then be re-considered by the FEP.

Regarding an issue to let the candidate see the external feedback, it was suggested that while communicating with external evaluator they should be asked "if they would allow sharing it ultimately with the candidate". Another suggestion was to hide the contact details of the external reviewer and let the candidate know the content of the feedback.

ACTION: President/VPAA will consider the suggestions and accordingly revise the procedures.

PAC 08.09.08 Possible Outsourcing of Human Resources Office (HRO) and Finance Office (FO)

President informed that information is being collected on concept of outsourcing of HRO and FO. HR functions is now limited to routine job, and there is a need to have proactive planning from HR in order to have international diversity, various new initiatives etc. A member suggested that outsourcing of HRO and FO should be critically reviewed before any decision is reached. It was also suggested that some of HR and finance functions could be delegated to school level.

ISSUES FOR DISCUSSION

PAC 08.09.09 Finance Issues

Mr. Noppadon Rittipongshusit, the Interim Head of Finance provided an overview of the Institute's 7-months financial results. This will be discussed in details in the next PAC meeting.

ACTION: Mr. Noppadon was requested to highlight the improvement in finance situation in comparison to previous year.
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OTHER MATTERS

PAC 08.09.10 Guidelines on the use of AIT Logo

Schools and units were requested to strictly implement the guidelines on the use of the AIT logo. Following a long discussion on this item, Mr. Shawn Kelly, News and Media Specialist, was requested to present a complimentary part (additional guidelines) at the next PAC meeting. It was **agreed** that it is important to have an unadulterated AIT logo on the top, and to allow use of a school or unit's logo, but it should never be used alone or instead of AIT logo.

PAC 08.09.11 Next Meeting

The meeting was then adjourned with the rest of the agenda issues deferred for the next PAC meeting on Wednesday, 17 September 2008 in Room 210.