

PRESIDENT'S ADVISORY COUNCIL

12 September 2006
(week 37) unconfirmed

Present:	Said Irandoust (<i>Chair</i>) Peter Haddawy Sivanappan Kumar I M Pandey Jonathan Shaw	Vilas Wuwongse Imran Khan <i>Secretaries:</i> Karma Rana Renedith Calabdan
Apologies:	Sudip K Rakshit Dennes T Bergado Worsak Kanok-Nukulchai	Stephen Ogunlana Sanjeev Jayasinghe (<i>AOH Coordinator</i>)
Invited:	Joydeep Dutta (<i>on behalf of D/SET</i>) Ralf Kircher Dr. Hoang Le Tien	Avinash Patel Teerapan Sattaqowit Izel Ann M. Dante

PAC 06.09.01 Welcome and Apologies

The President welcomed all present to the PAC meeting and apologies were received.

PAC 06.09.02 Review of the Minutes of the PAC Meeting of 22 August 2006.

The minutes of the 22 August 2006 PAC meeting were confirmed.

It was resolved that PAC meeting minutes will be made available to the AIT community through an announcement by email as soon as they are confirmed. The PAC minutes have already been online since the middle of 2005.

ISSUES FOR DECISION

PAC 06.09.03 Appointment and Renewal/Reappointment Cases

- 1] PAC decided that proposed appointments from SET will be deliberated in the presence of Dean, SET.
- 2] Dr. Dharendra P Thakur, 18 months, Senior Research Specialist, SERD/AARM, fund 30. Endorsed by PAC with revised title of Senior Research Scientist to Senior Research Specialist.

It was suggested that a cost item be reserved for the purpose of setting aside funds to cover for the salary of the staff at the end of the project, during which period the staff prepares for the report. This will also allow for the preparation of new proposals. The PAC was also informed that the HR TF is currently working towards simplifying staff rankings.

PAC 06.09.04 P & P Statements

- 1] Faculty and Staff Official Travel

PAC resolved to exclude the 20% reduction allotted for breakfast and adjust the per diem rate accordingly. Rates will be country-based instead of city-based. Head, RES will be requested to revise accordingly. As soon as the policy statement is finalized, the issue will be brought to

the next Decision Meeting. It was opined that these guidelines provides AIT a positive image in the eyes of the external auditors, that at least AIT's has a prudent cost control policies.

2] *P&Ps on Faculty/Staff Housing*

P&Ps related to faculty/staff housing were submitted to PAC following review by the CPEC. The new items pointed out by Head, Infrastructure Office (Head/IO) was on item 5 on "allocation" while other sections remain unchanged. Item 8 on "rules & services" is still being worked out.

PAC agreed to request CPEC through Head/IO to revise the P&P on allocation and incorporate corrections/comments agreed upon in PAC which are as follows:

Item 5:

- It was resolved that if a faculty house becomes vacant and there is no applicant in the waiting list for that category, CRSU will open the said unit for allocation to interested and eligible staff (i.e. staff with confirmed employment with AIT of at least one year). The vacant unit should be made available for occupancy within one (1) month from the time it was vacated.
- Head/IO will be responsible to determine priority of allocation of the abovementioned units. As a standard practice Head, Infra will officially provide a monthly report on allocation of housing units to CPEC.

PAC requested the Finance Office to advice Head, Infra on the calculation of payback plans for all faculty and staff housing buildings. This information will be one of the main factors that would enable the Institute to determine appropriate rental structure.

It was agreed that P&Ps related to faculty & staff housing, which are divided into six titles be integrated into one. Dr. Shaw volunteered to do the integration.

3] *P&Ps on Operation and Management of Academic Lounges*

PAC endorsed the proposed P&P on the management of academic coffee lounges, the responsibility for which will now be under the respective school/extension. PAC resolved that students should be part of the decision making process on issues such as the selection of vendors and quality of food/services offered etc. in the academic lounges.

4] *P&Ps on Management of Concession Spaces within the Student Union Building*

The PAC resolved that the administration will take over the complete operation or the full management (revenue and expenditure) of the concession spaces within the Student Union (SU) building. However the student union will have a major role in the decision-making process in terms of the selection of service provider, selection of goods/services to be offered by the concessionaires, and on quality control. The CPEC through the Infrastructure Office has reviewed the P&P on the full management of concession spaces in the SU building by the SU, which was drafted following the request from SU. However the above resolution was reached after the SU President presented SU's limitations in taking on the responsibility.

5] *P&P on Payment of Faculty Honoraria*

The President requested PAC to provide feedback on item 3 of the document. Items 1 & 2 are subject to further change awaiting feedback from VPR. It was agreed to work in the direction of making a comprehensive rate for faculty honorarium and towards removing the limit of 33% of the salary.

PAC 06.09.05 Midterm Course Evaluation

The Head, RES will be requested to send a memo to faculty regarding the procedure and standard guidelines in conducting midterm course evaluation for August 2006. At the moment the process is done online by Registry. It is considered a useful tool in providing the faculty feedback from students but there is no need to be administered centrally.

FINANCE AND AUDIT**PAC 06.09.06 2007 Budget Instruction**

The draft budget instruction was received by PAC from the Interim Head of Finance Office.

- **Allocated Cost.** *Item 10* (on 20% margin), it was agreed that for 2006 the current system of allocating cost that is based on 35% of the actual revenue will be adhered to. President requested that a better & logical budgetary tool be explored. One that will clearly reflect the school revenue, actual operating cost, its surplus, and allocated cost borne in order to provide incentive and encouragement to schools. If a better allocation system is designed it can be implemented even during the current year.

The President requested the School Deans to assist in explaining to faculty and staff, through different venues and appropriate occasions the rationale behind allocated cost and that it is a legitimate cost of the Institute.

- *Item 9.* It was agreed to 1] use Baht in tuition fee rate; 2] all budgeting figures should be in Baht; 3] specify exchange rate to use; 4] specify the rate in baht per credit but still keep the exchange rate.

PAC 06.09.07 Retention of Surplus / Deficit of Responsibility Centers

The paper on retention of surplus/deficit of responsibility centers was reviewed by PAC. It was agreed that the document will be forwarded to the RCM task force for further review & deliberation. The Task Force is requested to deliberate the document particularly issues on payback plan in case of deficit, contribution of schools, center and units to the reserve annually etc. The TF will submit its recommendation/s to the President in due course. It was pointed out that utilization of RC reserves is contingent upon the Institute as a whole having a positive reserve balance. The final amount/reserve to be used as a benchmark will be further deliberated.

PAC 06.09.08 FY 2006 First 7 Months Financial Results and Forecast for Remaining

The President requested Acting Head/Finance to provide clarification and analysis of the financial results on funds with significant difference from last year's results, particularly in Fund 21.

PAC 06.09.09 Fixed Asset

PAC has resolved that the definition of the fixed asset will be changed to refer to purchased items costing a minimum of Baht 15, 000 and with 2-year life-time.

ISSUES FROM THE PRESIDENT**PAC 06.09.10 AIT Program for Distinguished Professors.**

The Head, RES was requested to develop the concept paper which will serve as a framework in the establishment of an AIT program that will attract distinguished professors (active in service,

on sabbatical or retired) who may wish to contribute their academic expertise & professional experience to AIT. Additional ideas built upon the initial concept suggested by Dr. Lohani were put forward as follows: 1] the duration of stay by the expert at AIT will be for a short period; 2] only cost involve for AIT will be the local hospitality (will be further defined); 3] criteria that will ensure entry only of strong candidates should be defined; 4] establishment of a screening committee; 5] limit the number every year; 6] market the program proactively.

PAC 06.09.11 Establishment of Center for Asian Leaders in Technology and Innovation

Prof. Pandey, Dean, SOM was requested by the President to develop a two-page concept paper on the establishment of the center.

The concept is based on leadership in innovation, technology and entrepreneurship targeting industrialists where members make upfront commitment on funding. One of the envisioned activities will be the organization of a once a year networking conferences just like the event organized by SOM.

PAC 06.09.12 KPMG Implementation Matrix

The implementation matrix of KPMG recommendations which was submitted to Sida and also presented at the Audit and Executive Committee, was received by PAC members. It is a useful reference for the follow-up actions that need to be done.

PAC 06.09.13 Evaluation of Leadership and Administrators.

The draft document on the evaluation of the leadership and administration including the President, Vice Presidents, School Deans, AIT Extension Director, and Administrative Office Heads was received by PAC members. PAC members were invited to provide their feedback on pages 1-4 and suggest more systematic ways in getting feedback from the community. The proposed questionnaire B (part of the evaluation document) may probably be replaced by face to face meeting with concerned constituents to ensure full understanding of the questionnaires by all respondents. The President will reflect on the salient points put forward during the discussion and report back to PAC members on his decision.

PAC 06.09.14 Leave Reports

The President requested the Deans to proactively ensure that all AIT employees particularly the faculty, abide with AIT policy & procedure on taking leave. Relevant employees and faculty should submit in advance a completed official mission off-campus & leave report form for the approval of the Dean. The leave shall be taken only after it has been approved.

This issue was raised as the leave reports received by HRO do not accurately reflect the actual absence of faculty on campus. This situation came to light when the schools' lists of faculty who were on leave (during the final period of receiving letters of consent for voluntary salary reduction) and that of HRO records did not match.

PAC 06.09.15 Institute Advisory Board

The President requested PAC members to reflect on the initial names circulated and to provide their comments as well as propose additional names.

PAC 06.09.16 Weekly Letter of the President

The President requested the Deans to assist in identifying colleagues who have made significant contributions and report initiatives that could be highlighted through the President's weekly letter.

PAC 06.09.17 Email Address for Suggestions

The President informed the meeting that a new email address, suggestions@ait.ac.th will be created for members of the faculty, staff and students to freely send in or convey his/her ideas, complaints, suggestions or comments about how to make AIT a better place. The President hopes that many within AIT will take full advantage of this invitation to freely express themselves. An announcement in this regard will be issued soon.

PAC 06.09.18 International Status of AIT – Possible Reform of the Board

VPER reported that the administration is working closely with the government appointed high-level joint task force in further developing the proposal for ASEAN as possible initial owner of AIT which will be presented to the Board at its 30 October 2006 meeting.

ACADEMIC ISSUES**PAC 06.09.19 Update on August 2006 Enrolment**

VPAA provided PAC with the admissions data for August 2006 (Annex 1). The number of non-exchange students (fee-paying enrolled) in 2006 is 503, which is a drop of 17% from the figure of 605 in 2006. Due to a lower discount rate of 12.22% in 2006 versus 18.71% in 2005 combined with a 14% increase in tuition, the full -fee equivalent enrollment is actually 11 students more in 2006 than in 2005 in spite of a number of changes introduced affecting enrollment. The tuition paid by students themselves has increased from 18% in 2005 to 20% in 2006. Initial feedback received from the schools indicate a marked improvement in the quality of students. The strategy for student recruitment for 2007 as agreed in Admissions Committee was also reported (Annex 1)

The President requested VPER to look into a case where students coming to AIT from Nigeria encountered serious problem in obtaining visas while students going to another university in Thailand for studies were granted visas. VPER was requested to get more information from Prof. Ogunlana regarding this matter.

PAC 06.09.20 Faculty performance-Based Compensation

The PAC members were requested to reflect on the document and provide feedback to VPAA. The Academic Senate is scheduled to convene a special meeting mainly to discuss the document. The President pointed out that the document should be appropriately linked to the budget process.

PAC 06.09.21 Fees for Extended Term Doctoral Students and Student Load and Inter-semester Classes

It was decided to discuss these issues at the next PAC meeting.

PAC 06.09.22 Academic Calendar

The PAC *approved* the online posting and printing of the 2007 AIT Academic Calendar. VPAA reported that there is a one week delay (from the usual schedule) in the start of classes for August 2007 semester which implies delays in important events of the institute such as the 108th graduation ceremony. The 2007 Academic Calendar will reflect no year-end break. The one week delay will be shifted back to usual schedule in the 2008 academic calendar.

PAC 06.09.23 MOUS in Relation to New Tuition Pricing Structure

VPAA reported that there are new student intakes who came to AIT under some of the ongoing MoUs (earlier signed) on which collaboration were made under the old tuition fee structure. The PAC agreed that the difference between the new and old tuition fee structure will be accounted for or charged against fellowship.

OTHER MATTERS**PAC 06.09.24 AIT Logo, Name cards and Stationery**

PAC agreed to allow the bookstore in AIT to sell its remaining stock of envelopes with AIT logo which they have been restricted from doing so. Selling of stationery with AIT letterhead remains restricted.

PAC also agreed to request the News and Media Specialist to announce to the AIT Community the approved new design/template for AIT name cards and letterhead. It was agreed that no specific mention or endorsement of any printing press or company will be included in the announcement. Adherence to the template will be emphasized in line with efforts towards strengthening and unifying AIT brand/ house style.

PAC 06.09.25 Annual Report

The President informed PAC of the advise received from the Executive Committee in its meeting of 11 September 2006 to send out the 2005 annual report with a cover letter explaining the reasons for the delay and updating readers on the recent developments in the institute. It was agreed to have the report available online with a limited number of copies printed.

PAC 06.09.26 Issues from the Student Union

- 1] **SU Dinner.** The SU President thanked the deans, administration and all those who participated in and supported the SU dinner for new students on 23 August 2006. It was observed that participation from the faculty members was minimal.
- 2] **Unaccomplished Work Orders from SU.** It was agreed that the SU President will discuss with the Head, Infrastructure Office the issue on the delay to carry out the work orders submitted by SU to the Physical Plant Unit (under Infra Office) and to report back to the next meeting of the PAC the plans and/or actions already taken to complete the request.
- 3] **Student Representation to the SU General Assembly.** PAC suggested that SU officers should brainstorm and create ways and means in obtaining the maximum participation of the whole student body in SU initiatives and activities. PAC was of the opinion that as SU is considered an independent student body in the Institute, there is no need for the FoS Coordinator in schools to be involved in the selection of the General Assembly members.

PAC 06.09.27 Next Meeting

The next PAC meeting is scheduled for Tuesday, 10 October 2006, at 1:30 hours, in the Room 210, Administration Building.

August 2006 Enrollment Report

Peter Haddawy
Vice President for Academic Affairs

This semester we introduced a number of changes affecting enrollment:

- Application fee of \$20 in order to filter out frivolous applications
- Increase in tuition and fees by 14% in order to provide a margin for effective tuition discounting
- Limit on tuition discounts (fellowships) of 15% average for each school along with a new monitoring system
- Requirement of proof of English language proficiency in order to ensure that every admitted student has sufficient foundation to be able to come up to a functional level of technical English through the Language Center's training.

The admissions data for August 2006 versus August 2005 is shown in the table below. This year we received 1,647 applications, which is down 50% from August 2005. A significant drop was the intended effect of the imposition of the application fee. The other effect we expected to see was a significant increase in the percentage of students accepting the offer of admission. This is, in fact, what happened with an increase of acceptance rate from 24% in 2005 to 39% in 2006. Due to the increase in tuition and fees and the limit on tuition discounts, we also expected to see a reduction in enrollment. The number of non-exchange students (fee-paying enrolled) in 2006 is 503, which is a drop of 17% from the figure of 605 in 2006. On the surface such a large drop in enrollment could be a reason for concern. But due to a lower discount rate of 12.22% in 2006 versus 18.71% in 2005 combined with a 14% increase in tuition, the full-fee equivalent enrollment is actually 11 students more in 2006 than in 2005. It is also worth noting that the average percentage tuition paid by the students themselves has increased from 18% in 2005 to 20% in 2006.

To summarize, as a result of the new policies we have been able to generate more tuition revenue with fewer students while at the same time increasing our admission standards. Fewer students means that faculty members will be able to devote more attention to students, resulting in a higher quality of education. Faculty members will also be able to focus more on teaching substantive course content and less on problems of communicating with students in English.

Strategy for August 2007

- To allow students enough time to apply for loans, obtain visas, etc:
 - Earlier application deadlines ("For full consideration for financial aid, applications must be received by ...")
 - Decouple admission from financial aid decision
 - Faster turn-around time in Schools
 - Notification of acceptance by email in addition to hard copy
- Online application system, including submission of applications, processing, decision support, and tracking (by end Sept)
- Recruitment strategy in collaboration with ERCO
 - Nine target countries
 - Focus groups and surveys to gather marketing data
 - What newspapers and magazines do you read?
 - What web sites do you like to visit?

- Where did you look for information about grad schools?
- How did you find out about AIT?
- What other schools did you apply to?
- What was the main thing that attracted you to AIT?
- Who influenced your decision to come to AIT the most?
- What role did your parents play in deciding whether to come to AIT?
- What fields do college students in your country think are the most exciting to study?
- Will then plan recruitment campaign, including where to advertise

Intake Statistics (as of 11 September)

AIT	Applications	Offers	Accepted	Percent Acceptance	Fee-paying Enrolled	Difference (%)	Discount Rate	Tuition Factor	2006-Equivalent FFE	Difference (FFE)
Aug-05	3,265	2,816	672	24%	605		18.71%	1	431	
Aug-06	1,647	1,426	550	39%	503	-17%	12.22%	1.14	442	11

SET	Applications	Offers	Accepted	Percent Acceptance	Fee-paying Enrolled	Difference (%)	Discount Rate	Tuition Factor	2006-Equivalent FFE	Difference (FFE)
Aug-05	1197	1066	238	22%	228		19.64%	1	161	
Aug-06	563	521	197	38%	192	-16%	11.57%	1.14	173	12

SERD

Aug-05	1,551	1,370	275	20%	264		17.68%	1	191	
Aug-06	747	627	220	35%	217	-18%	12.24%	1.14	190	-1

SOM

Aug-05	517	380	159	42%	113		16.98%	1	82	
Aug-06	337	278	133	48%	94	-17%	13.22%	1.14	82	0