

PRESIDENT'S ADVISORY COUNCIL

MINUTES 24 March 2010 (week 12)

Present: Said Irandoust Nitin Afzulpurkar Kazi M Ahmed Amrit Bart (<i>through telcon.</i>) Izel Ann Dante Peter Haddawy Manukid Parnichkun Sudip Rakshit Jonathan Shaw Weerakorn Ongsakul Tasnuva Ahmed	Invitee: Borje Wallberg Christer Holtsberg Nichlas Lindgren Hoang Le Tien Secretariat: Karma Rana Namita Sravat	Apologies: Barbara Igel Worsak Kanok-Nukulchai
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PAC 10.03.01 Welcome and Apologies

The President welcomed all present to the PAC meeting, especially the newly elected Academic Senate Chair and the Faculty Representative, Prof. Kazi M Ahmed and Dr. Manukid Parnichkun respectively. The apologies were noted.

PAC 10.03.02 Approval and Review of the Minutes of the PAC

The minutes of the PAC meeting held on 17 February 2010 were **approved**.

Follow-up Issues:

- 1] Revival of the Task Force on RCM:** The Chair of the Task Force on RCM, Prof. Haddawy informed that there are no implications on the cost drivers due to outsourcing of infrastructure services.
- 2] Evaluation of Central Administration/Administrators:** The President will have face-to-face meetings and scheduling of meetings is underway.
- 3] Updates on Atlantic Graduate School of Management (AGSM):** It was informed that AGSM has found another partner and thus no more interested to partner with SOM/AIT.
- 4] Honorary Doctorate Degree (HDD):** The Academic Senate (AS) Chair, Prof. Kazi Ahmed informed that the HDD committee appointed by the AS met regarding the nomination forwarded by the President dated 8 March 2010, and have noted that the papers submitted were insufficient for duly evaluating the candidate's credentials; and nominator should be requested for submission in line with the nomination procedures and criteria for Honorary Doctorate Degree. The President would follow up on this with the nominator.

PAC 10.03.03 Matters Arising from the Minutes**1. Proposed Supplement to AIT Degree Certificate and Transcript**

The proposed supplement to the AIT degree certificate and transcript was **approved with a note** that it should not to be printed at the back of the degree certificate as proposed, rather as a separate sheet.

2. Merit Payments 2009

The SET procedure for calculation of faculty/staff merit based bonus amount was shared amongst the members. For SET fund 10 staff, the total amount allocated to staff merit based bonus is Baht 766,564 (about 22% of fund 10 surplus); and for SET faculty, the total amount allocated is Baht 2,572,522 and bonus amount for individual faculty will depend on the faculty evaluation exercise adopted by the SET (that depends on various ratings (as stated in SET Procedure for Calculation of Faculty Merit Based Bonus Amount) that was tabled for the meeting.

The SERD has also created templates for both faculty and staff. The maximum bonus amount agreed for staff is up to half month salary. For faculty, they have been asked to give recommendations and then it will be passed on to the Human Resource Office.

The SOM will have no merit payments for staff, and for faculty it would be based on 75% of PDF.

The key points/suggestions made were:

- As a faculty member it might be interesting to know their rating and the highest ranking number, which would encourage them to achieve that number next year.
- Rating as per Scopus Citations in 2008-2009 for all publications was seen as biased towards senior faculty members and was thus suggested to be removed, and keep only the rating as per Scopus Citations in 2008 -2009 for 2008-2009 publications.
- In context of SERD, there is lot of developmental work which is not publishable but needs to be duly considered and in some way rated too.
- For next year some thinking on how to rate quality of teaching should also be taken into account, for example by considering student faculty evaluations etc.

The President stated that he has been receiving complaints from students that some faculty members are not available as much as they are needed, and requested the School Deans to consider this seriously. He has also been informed that many faculty members have consultancy projects outside, but have not informed the institute. In this context, the AS Chair, Prof. Kazi M Ahmed mentioned that the sliding down of faculty/student ratio should be looked into carefully by the School Deans.

The Student Union President, Ms. Tasnuva Ahmed informed that students have noted that even if a faculty is poorly rated in the student faculty

evaluation, he/she continues to teach next semester too. The President mentioned that this issue would be taken up separately in next PAC meeting.

PAC 10.03.04 Presentation – Business and Action Plans, and the KPIs of the Yunus Center

The outgoing Interim Director, Dr. Borje Wallberg made presentation on the progress of the Yunus Center activities and challenges faced by it. The highlights of the discussion that followed were:

- Need to have KPIs for the Center.
- Create network of universities similar to ProsperNet.
- Suggestion to request Prof. Yunus to visit AIT at least once a year to increase visibility of the center. This needs to be planned in a way that the AIT top management is also available during the visit.
- Rather than various centers and units launched at AIT competing each other, they need to work together.
- Mrs. Monowara Hussain (AIT's ERCO staff who got retired) could be considered as Resource Person for the Yunus Center.
- As soon as the Board for Yunus Center is established, it needs to first discuss and clearly draft the AIT's and Partners liability and responsibilities.
- For the webpage of the Yunus Center, the schools could be requested to give one page feedback on how schools could be used for the Center.
- The Centers should be conscious of making cross applications to external donor agencies. This could be avoided if the Centers regularly have one common Internal meeting, where they can discuss their plans.

In relation to the new centers at AIT, it was questioned when the institute should stop introducing new centers. Framework for managing these centers needs to be drafted too. It was noted that plans underway regarding Water Center (that is actually a part of research center) should be called sub-thematic Group rather than a Center. Also there is a need for clear guidelines vis-à-vis schools, for example degrees offered should be by School rather than the Centers.

It was also suggested that when one particular school introduces a new course/program, other schools should be informed so that they are aware of it, and could also provide their inputs/contribution.

Dr. Wallberg was commended for his good work, and the new Interim Director, Dr. Christer Holtseberg who had also accompanied Dr. Wallberg, was encouraged to continue this good work.

PAC 10.03.05 Presentation – AIT Management and Administration Development

Dr. Niclas Lindgren, the external consultant conducting the conceptual study on Funding/Financial Model for AIT, gave presentation on the new management and administration model for the future AIT. The key points of the discussions that followed were:

- Major objective of the exercise should be to increase efficiency, quality and be cost effective.
- Proposal on AIT management at top level would also be included in the funding model and so in this sense it is related to the conceptual study on funding/financial model for AIT.
- Well defined communication flow is needed.
- How much should the management and administrative services cost?

- What is the value addition of the Education and Research units to the entire system, specifically in relation to Human Resource unit?

The President stated that it is important to have different levels of KPIs and this exercise would help in creating structures to reach these KPIs. Dr. Lindgren was requested to take comments into account while recommending the final proposal on the new management and administration model for AIT.

PAC 10.03.06 AIT Tuition and Registration Fees

A concern was raised by the Head-External Relations and Communications Office, Dr. Pritam Shrestha that he has been receiving recommendations from School Deans in reducing tuition and registration fees (for regular as well as professional programs) and fellowships discount in some partnership agreements being drafted. The President **clarified and noted** that *“Requests to charge tuition and registration fees different from the AIT-HQ (Thailand main campus) standard rates must be endorsed by the School Dean concerned, for approval by the President. These requests should be accompanied by clear rationale and justifications, especially detailing the market surveys made and tuition and registration fee rates of the competing market”*.

PAC 10.03.07 Academic Issues

The Academic Senate Reports to the President based on the confirmed minutes of its meeting of 25 November 2009 and 27 January 2010 were reviewed by the members. The President **approved** the Professional Master Degree Program in EEM at AIT Vietnam, and **noted** that the P&P on Professor Emeritus has already been revised.

PAC 10.03.08 Other Matters

1. Proposed new AIT Alumni Office

Dr. H L Tien presented the proposal on new AIT Alumni Office. It was commented that the proposal should clearly indicate what this new office will help in receiving from and offering to the AIT alumni. It was also pointed out that at this point providing approximately 3 m baht budget for salaries and benefit of two staff (Alumni Director, and Administrative & Communications Officer) is not desirable. It was clarified that currently there is Alumni Mother Chapter office which is independent of AIT, and Alumni Relations Unit under ERCO/AIT and the staff gives approximately 25% of his time to this unit and rest is related to ERCO activities. This new office will be in independent directly reporting to the VPRD. Further key points suggested were as follow:

- The proposed ‘Vision’ statement can be “Vision and Mission” statement and the proposed ‘Mission’ statement could be deleted.
- Under the section on ‘Duties and Responsibilities’ too much focus is given on fundraising. One of the benefits of this office should be provide linkages in providing internship opportunities for AIT Students. AIT Alumni home coming should be used as an opportunity for networking, professional seminars, etc.
- In 3 years duration, it is expected that the office will become fully self sustainable.

- Regarding the 'Remark' that the Honorary Advisory Council may have 5-9 life-time members, it was agreed that it should be 3 years or so, but not life time.
- Also any content regarding benefits to the alumni in updating their contacts is missing, which should be included under the Activity part.

The President would further discuss the proposal with the VPRD, Prof. Worsak.

2. UG Brochure

Dr. Nitin Afzulpurkar circulated the new Undergraduate Program brochures and was pleased to inform that SET would soon launch two new professional programs completely supported by EVN.

The President noted that the tuition and registration fees of these professional programs if different than the standard rates of AIT would need endorsement of the concerned Dean and approval of the President.

3. Deferred Items

Due to time constraints the 'Capitalization of Fixed Assets', 'Guidelines on Salary Increases' and 'Revision in Disciplinary Process' were deferred for the next PAC meeting on 12 May 2010.

/ns 27 April 2010