

PRESIDENT'S ADVISORY COUNCIL

MINUTES 12 May 2010 (week 19)

Present:	Secretariat:	Apologies:
Said Irandoust Nitin Afzulpurkar Kazi M Ahmed Amrit Bart (<i>through telcon.</i>) Izel Ann Dante Peter Haddawy Barbara Igel Manukid Parnichkun Sudip Rakshit Jonathan Shaw Weerakorn Ongsakul Tasnuva Ahmed	Karma Rana Namita Sravat	Worsak Kanok-Nukulchai

PAC 10.05.01 WELCOME AND APOLOGIES

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

PAC 10.05.02 APPROVAL AND REVIEW OF THE MINUTES OF THE PAC

The minutes of the PAC meeting held on 24 March 2010 were **approved** with following revisions:

- **In Point 3 of section 10.03.02** - It was informed that AGSM ~~School of Management~~ has found another ~~prospective~~ partner ~~in Africa~~ and thus no more interested to partner with SOM/AIT.
- **In Point 1 of section 10.03.08** - Additional paragraph as given below was included:
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.

Follow-up Issues:

- 1] **Honorary Doctorate Degree (HDD):** The Board of Trustees has approved (through the postal ballot) the conferment of the HDD to Dr. Atta-ur-Rehman of HEC Pakistan, and which will be conferred during the AIT's 114th Graduation Ceremony on 17 December 2010.

- 2] **AIT Tuition and Registration Fees:** The President stated that no fellowships will be provided to the masters degree students of dual degree program who spend only one year (half of the duration of the program) at AIT. He further mentioned that he did approve 6-credits fellowship for a dual-degree program with Vietnam, but has clarified that there will be no renewal of the MoA under same conditions.
- 3] **AIT Management and Administration Development:** The updated proposal on AIT Management and Administration Development by the external consultant, Dr. Niclas Lindgren will be further discussed in PAC meeting again.

PAC 10.05.03 MATTERS ARISING FROM THE MINUTES

1. Merit Payments 2009

The proposed merit payments to faculty and staff in Schools, AIT Extension and Administrative Units were reported by the concerned unit heads and discussed. Please see Paper 3.1 of the PAC meeting on 12 May 2010 for more details on merit payments made by the units for each direct-hire faculty and staff based on their accomplishments over the past two years (2008 – 2009).

The Dean/SET informed that individual letters were sent to each faculty and staff. There were 2 faculty cases with extremely low financial productivity but one of them was ranked high as per research criteria. Even the faculty members who did not teach 3 courses but other performances (industry related projects and research work) were high ranked were given 30,000 baht each. There were 3 cases that were ranked very low and were given small token amount with a strong letter. For next year merit payments, the procedure to be followed for staff would be more rigorous; and the procedures for faculty would be same as this year but those who do not perform well in all categories will not receive any merit payment.

The Dean/SERD informed that the criteria followed was straight forward, but for the outgoing Dean's case an exception was applied as even though he did not teach minimum required number of courses, he had outstanding performance. There were 5 cases that were ineligible to receive any payments. The criteria were discussed in faculty/staff meetings, and Prof. Visvanathan suggested to minimize any judgments which are subjective.

The Dean/SOM informed that they had strictly followed the instructions that were stated in the memorandum from the President. However, since the exercise was completed a night before only, any feedback from the faculty and staff has not been received yet.

The President stated that this is the first time such exercise was conducted with general guidelines given by the administration but with flexibility for the units to decide their own criteria. For next year, learning from this year's experience, it would need to be improved focusing on improved quality and there will be no equal share for all. Regarding the disclosure of the raw data with numbers and figures being made public, it was up to the School Deans to decide as some members opined to only disburse the information on ranks for each category. The School Deans were requested to complete the exercise and bring it back to

PAC once they were confident about the numbers and figures in order to decide the implementation of the exercise.

The Director/AIT Vietnam informed that they are currently fine tuning the merit payment exercise which is based on performance indicators level for which the format has been decided which includes the financial performance, and section level rather than individual level.

The Director/AIT Extension informed that the criteria adopted were based both on group and individual performance. He would for next year shift it to 50-50 unlike this year where more weightage was given for group performance. The top performers felt that bias was there for junior staff members.

The Head-Administration informed that except President Office, all other administrative offices have made their recommendations on the merit payments. It was commented that for administrative offices, the exercise should be done very carefully considering the criteria like services rendered in an effective manner, client's feedback, and so on. The President requested the Head-Administration to further look into why low performers are also being given merit payments.

The Administrative Heads should also receive the merit payments. The proposals received on this would be discussed during the next PAC meeting.

PAC 10.05.04 CAPITALIZATION OF FIXED ASSETS

The Head-Finance presented the proposal to adjust and lower the cap value for fixed assets from 15,000 baht to 5,000 baht per item. This cap amount will make many decently valued furniture/equipment to be regarded as fixed assets and registered in institute's inventory. The President requested the Head-Finance to study the practices in other institutes and also check if this proposal would need Audit Committee's approval, following which it would be further discussed in next PAC meeting.

PAC 10.05.05 GUIDELINES ON SALARY INCREASES

The members reviewed the proposed amendment to the P&P on 'Employment of Faculty/Staff: General Work Regulations' by including Annex on Salary Increases which is based on available allocated budget and performance of staff members over consecutive performance appraisal periods, and also outlines the general principle for distribution of salary increase.

A member suggested that the salary increases and promotions should be on annual basis rather than contractual basis. It was **agreed** that the clause regarding this should be revised and could be every two years. However, any negative salary adjustments would be made only at contract renewal. Once the salary increase for each unit is compiled, the President would decide when to implement. For salary placement, the Schools would need to decide on where to place the faculty along with the budget constraints to be matched.

PAC 10.05.06 REVISION IN DISCIPLINARY PROCESS

The members also reviewed the proposed amendment to the same P&P on 'Employment of Faculty/Staff: General Work Regulations' under the section on "Disciplinary Processes. It was agreed that the last line of clause D.2.e should read as "In such instances,President ~~will~~ **may** appoint ancommittee"; and the clause D.2.f should be deleted.

PAC 10.05.07 ISSUES FROM THE PRESIDENT**1. Updates on New AIT Charter**

The President shared the good news about the approval of the new AIT Charter by the Cabinet of the Royal Thai Government. All the members commended the President and also H.E. Mr. Tej Bunnag, Chair of the Board of Trustees for their time and effort to achieve this. The MoFA, Thailand will soon arrange for the signing ceremony of the new AIT Charter. The new AIT Charter could be officially used hopefully from November 2010. It was informed that what remains now is the drafting of new Bye-Laws and the Head Quarters Agreement with the Government of Thailand.

2. Progress on New Funding Model for AIT

The President updated the members on new funding model for AIT that was endorsed by the Executive Committee for Board of Trustee's approval. It was clarified that the Satellite Center would confer AIT Degree. The President further mentioned that he understands that there would be lots of challenges/questions like how to ensure branding and recruitment strategies, use of reserve funds to initiate a pilot project and in which country, need of professional experts etc. which would be dealt with during the implementation process.

3. Reflections on the presentations made for VPAA Position

During the PAC meeting members were also requested to provide their reflections on the presentations made for VPAA position and the President informed that he would appoint the new VPAA by end of the month.

4. Agreement for Lease of Office Space in Sathorn Tower, Bangkok

It was informed that the lease agreement of the Office Space in Bangkok would be signed soon with the space to be allocated and charged for accordingly, based on the initial request made by SET, SOM and AIT Extension.

5. Faculty Honorarium payment in Undergraduate Programs

The proposal was put forward to have in place policies regarding the standard criteria for disbursing honoraria for UG activities, honoraria rates, and UG activities counting towards faculty financial productivity, etc. It was suggested that the doctoral students could also teach the UG level courses, and a faculty could instead of teaching 3 Postgraduate (PG) level courses opt for 2 UG level courses and 2 PG level courses. The President would consider the honorarium payment/rate together with the Head-Administration.

6. Conference on Higher Education

It was informed that the UNESCO had released a report on the Higher Education and there is one full Chapter devoted to the Public-Private Partnership model. The President is considering jointly organizing a conference on this topic sometime by end of this year. He would further discuss it with Dr. Shaw and the logistics for the conference would be handled by the AIT Extension.

PAC 10.05.08 ACADEMIC ISSUES

The Academic Senate Reports to the President based on the confirmed minutes of its meeting of 24 February and 24 March were reviewed by the members. The President **approved** the revised curriculum of the Fields of Study (FoS) namely, Microelectronics, Mechatronics, Industrial and Manufacturing Engineering, Construction Engineering and Infrastructure Management, and an Area of Specialization Geosystems Exploration and Petroleum Geoengineering from School of Engineering and Technology (SET); and the FoS Environmental Engineering Management from School of Environment, Resources and Development; Dual Masters Degree Program in NRM offered in AIT and Vietnam; SET's Undergraduate Program Curriculum for 2nd semester; Amendment to the existing Regulation on Publication Requirement for Doctoral Students whereby a doctoral student would be required to seek formal approval from the Program Committee Chair before sending his/her scientific paper for publication in any journal; criteria for evaluating case clearing houses; and the Amendment to the policy on listing of grades of repeated courses in transcripts.

/ns 25 May 2010