

## PRESIDENT'S ADVISORY COUNCIL

### MINUTES 21 July 2010 (week 29)

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**Present :**

Said Irandoust  
Kazi M. Ahmed  
Joydeep Dutta  
Sudip Rakshit  
Weerakorn Ongsakul  
Manukid Parnichkun  
Noppadon Phien-wej (*representing D/SET*)  
Jonathan Shaw  
Amrit Bart (thro' video-con.)  
SU Representative

**Secretariat :**

Namita Sravat

**Apologies :**

Nitin Afzulpurkar  
Izel Ann Dante  
Barbara Igel  
Worsak Kanok-Nukulchai  
Karma Rana

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**PAC 10.07.01 WELCOME AND APOLOGIES**

The President welcomed the members attending the PAC meeting and noted the apologies.

**PAC 10.07.02 CONFIRMATION OF MINUTES**

The minutes of the PAC meeting held on 16 June 2010 were **confirmed**.

**Follow-up Issues**

1] Dr. Amrit Bart, referring to the establishment of the Reference Group which would look into the proposals on the pilot projects for the new funding model (Satellite Model), wanted to know if he could be included as member to this group being Director of current Satellite Center of AIT in Vietnam. Upon the President informing that Dr. Bart would soon receive the ToR of the Reference Group (in set of documents for the forthcoming Executive Committee meeting on 27 August 2010), it Dr. Bart wanted to re-consider his request after reviewing the ToR of the Reference Group.

**PAC 10.07.03 MATTERS ARISING FROM THE MINUTES****1] Appointment and Evaluation Policy for Faculty with Professional & Industry Experience**

The VPAA, Prof. Joydeep Dutta presented the draft P&P on "Procedure for Recruitment and Appointment of Direct-Hire Faculty of the Practice/Industry Fellow". He would soon form a committee inviting the AS Chair, Director/AIT Extension, Dean/SOM, Dr. Greg Chiu and Dr. BHW Hadikusumo who have experience in running Professional Programs to further review the P&P. He further noted that the title seems to be less attractive and thus suggested to change it to Professor of Practice or Faculty of Practice (in case the candidate is below Professorial rank), and that there would be two levels with rest of the procedures same as for hiring any faculty. Once the committee endorses the draft P&P, it would also be provided to the Academic Senate for inputs/feedback. The President suggested that there is also a need to put some kind of validation structure in the P&P.

## 2] Merit Payments for Administration/Vice Presidents and how they are compensated

The School Deans are included in the merit payment system as a full-time faculty. However, there is a need to develop different criteria for School Deans and Vice Presidents as their job responsibility includes administrative functions too. The key points of the discussion that followed were:

- Self evaluation and the KPIs could be considered as one criterion.
- For Vice Presidents the merit payment calculation should be based on 50% as faculty and 50% as part-time administrators.
- Since the School Deans and Vice Presidents conditions are different, the criteria should also be different. For example School Deans do not have to necessarily teach, but the VPs as part-time faculty have to teach. Then there is VP who is full-time administrator also.
- A suggestion was put forward to make the process simpler by fixing an amount of merit payment to be decided by the President.
- A member opined that making the system simpler as suggested in above bullet would give no incentive to the administrator who has more than 100% productivity by teaching more than required number of courses.
- The President noted that the too much teaching should not be encouraged for the School Deans and VPs. He was in favor of a simpler system in which the merit payment could be based on the average of faculty from the administrator's respective school, and for VPs for teaching would be checked with concerned School Deans.
- It was also brought to the notice that for the VPs the contract renewal process has to go through the normal evaluation process, however for the School Deans it is directly forwarded to the Executive Committee for professorial contract renewal. The AS Chair opined that any contract renewal or promotions to rank should go through normal evaluation process of the institute.
- The President commented that in terms of promotion, there is no other way than going through the Faculty Evaluation Panel process of the institute. The President of the institute could only be allowed to do the faculty salary negotiation.
- The VPAA noted that the root problem is due to the fact that in some cases the actual disbursement of merit payments to individual is not made transparent. The President noted that it will be again cross-checked with the Human Resource Office if the salary of an individual can be made open in Thailand.
- It was suggested that for the School Deans the merit payment should be decided by the President.
- The merit payments should be linked with the strategic development of the school.

It was **agreed** that this issue would be discussed again after members reflect further on this, and with feedback from Human Resource Office on sort of benchmarking with other organization with regards to the merit system.

### PAC 10.07.04 ISSUES FROM THE PRESIDENT

#### 1] Update by Vice Presidents on their activities and initiatives

The VPAA briefed the members on following key activities and initiatives after he joined office:

- Online tracking system for the Admission files. The monitoring process of admissions will be redone after the current admission process is over.

- Overall facelift of the classroom facilities and its maintenance (including air-conditioners) is being worked out with Sodexo. In this regard, the IT Committee would be requested to assess the state of the IT facilities provided in the classrooms.
- In response to complaints received from Students with regards to availability of faculty advisors, a list of faculty and their number of advisees (only for doctoral students) was circulated to the members to reflect on it. A suggestion put forward to have immediate solution was to request the faculty advisors having too many advisees to have a co-advisor (a junior faculty member). The President requested the School Deans to put this issue on table in their school meetings and inform that the administration is thinking of putting a cap on the number of student advisees, and report their reaction. The AS Chair noted that this is one of the inherent effects of financial productivity calculation which should also be looked into. The SU representative mentioned that it is a complex issue as in her own case there is only one faculty who can be her advisor in relation to her topic, but this faculty is very busy. This is a core issue of academic quality and it should be taken up as one complete session during School Retreats.
- While drafting the MoU and MoA with regards to scholarships/funding for doctoral students, at least three and half years duration should be there as putting 3 years funding put lot of pressure on both students and faculty.
- There is a need to discuss the English language requirement in the Academic Senate with possibility to include 2-credits elective English course to be offered to all students in the first semester.

The VPR briefed the members on following key activities and initiatives:

- The school laboratories have been requested to provide their wish list for updating or getting new equipments; which has already been received from SET and SOM, and from SERD it is awaited. A group will be formed to prioritize this list, who should consider strategic areas of institute while prioritizing.
- Cooperation and participation from faculty members was requested for the “Center of Excellence on Sustainable Development in the Context of Climate Change”. It was clarified that the idea behind this Center was to create a larger group of researchers. A manager would be soon hired for this Center, who would further bring people together to elaborate SDCC.
- Four committees, namely Research Focus, Research Quality, Research Networking, and Fund Raising for Research, have been formed with uniform number of faculty/staff from each school.
- The VPAA, as requested by VPR, would provide systematic view on research quality.
- Working on the “AIT Research Strategy”. The draft proposal would be sent to the SIDA by the end of November 2010. The President requested to circulate the first draft proposal to Schools for their feedback.

## **2] Clarification on the use of term “Office of the Vice President”**

It was clarified that the term “Office of the Vice President” should not be used in communication etc. as it gives a very heavy administrative picture. Only the term “Office of the President” should be used in all communications/documents/weblinks.

## **3] New Faculty Recruitment for Specific Purpose**

The President enquired about the hiring of faculty for specific projects, and it was clarified that the current system allows hiring of Visiting/Adjunct Faculty for such purpose.

#### **4] Donor Contribution by AIT for Basket Funding**

It was suggested that a Donors Meeting could be organized along with AIT partners to raise funds and network with donor organizations. But for this first some interesting proposals should be prepared that attract donor funding.

#### **PAC 10.07.05           UPDATES ON PROGRESS OF AIT DAY 2010**

The President would convey the feedback received by the members on the AIT Hall of Fame Trophy and medals.

#### **PAC 10.07.06           SCHOLARSHIP FROM ICT SURPLUS**

ICT FoS was supported by Finland projects and there were 10-12 students' scholarships available every year, but there will be none from this year. A request was put forward to allow use of surplus from the ICT FoS surplus for providing scholarships to students applying in this FoS, with a view that it would help in sustaining program with good students.

It was pointed out that at the same time the ICT and TC labs also need face-lifting in response to the complaints received from students. The Dean/SERD mentioned that he presumes that the fund for scholarship comes from School reserve, and thus the matching funds would be needed as otherwise the surplus would shrink over the years.

The President mentioned that he would later decide on this issue.

#### **PAC 10.07.07           USE OF SURPLUS FROM F30 ACADEMIC PROGRAM IN VIETNAM**

There was a request to consider giving 50% of the surplus from Fund 30 Academic Program (which otherwise as per P&P is kept under School account for promotion in Vietnam) to the FoS account in Vietnam for the sustainability and development of program in Vietnam.

The President informed that there should be no further discounts for professional programs unless there is group discount for company. There is a perception that the rate of running courses in Vietnam is less than AIT mother campus, but no benchmarking has been done. However, with few students in case of some of the professional programs, the whole concept of the professional programs needs to be re-studied. Dr. Amrit Bart was requested to advice on tuition pricing in Vietnam for AIT's program of different categories and for different areas.

The VPAA informed that a committee is being established with members who are already involved in professional programs to look into various aspects of professional program.

#### **PAC 10.07.08           PROPOSED RESIDENTIAL DEVELOPMENT - AIT ACCOMODATION COMPLEX**

The proposed residential development (including the residential complex for the Undergraduate Program students) was reviewed by the members. The total number of

accommodation units by Year 2013 will be increased to 2500 units. The BOT (Build-Operate-Transfer) concept would be followed for investment. Also, in parallel with the help of Sodexo the Master Campus Development Plan is being worked on. One of the companies has already indicated their interest for this and the CMO will be asked to open it to other companies too.

It was suggested to remove the last section on “Additional Projects” as it may be contradictory to the current contract with Sodexo. The President requested for any further suggestions on the proposal to be sent to him.

**PAC 10.07.09                    UPDATES ON STUDENT ENROLLMENT**

Members received the updates on student enrollment figures for August 2010 as in Paper 9.3 of the meeting.

**PAC 10.07.10                    ISSUES DEFERRED FOR NEXT MEETING**

The items on Capitalization of Fixed Assets, Academic Issues, Recognition of AIT/AIT Degree, and Student Internship, were deferred to the next PAC meeting, due to lack of time.

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/ns 17 August 2010