

PRESIDENT'S ADVISORY COUNCIL

MINUTES 15 September 2010 (week 37)

Present :

Said Irandoust
Nitin Afzulpurkar
Kazi M. Ahmed
Izel Ann Dante
Joydeep Dutta
Weerakorn Ongsakul
Manukid Parnichkun
Worsak Kanok-Nukulchai
Worawaj Onnom

Secretariat :

Karma Rana
Namita Sravat

Apologies :

Amrit Bart
Barbara Igel
Sudip Rakshit
Jonathan Shaw

PAC 10.09.01 WELCOME AND APOLOGIES

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

PAC 10.09.02 CONFIRMATION OF MINUTES

The minutes of the PAC meeting held on 18 August 2010 were **confirmed**.

Follow-up Issues

1] Appointment and Evaluation Policy for Faculty with Professional & Industry Experience

The draft P&P "*Recruitment and Appointment of Direct-hire Professor of Practice*" had been presented to the Academic Senate and based on their feedback, the revised version will again be presented to the AS meeting on 29 September 2010.

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

The issue was noted as pending with response awaited from Human Resource Office, after which it would be brought back to the PAC.

3] Scholarship from ICT Surplus

The decision on this has already been conveyed to the Dean/SET through a memorandum.

4] Student Faculty Evaluation

The VPAA informed that he would report updates on this issue later as he has recently set up a group including Dr. Winai and Student Union representatives to work on improvising the Student Faculty Evaluation System. Also the students have been requested to revisit the questionnaire in the Student Evaluation Forms.

5] Number of Doctoral Students per Faculty

The statistics on number of doctoral students per faculty is alarming with as many as 15 or more student advisees per senior faculty in some cases, while the junior faculty is free. The issue was seen as too complicated since the students cannot be forced to take particular faculty advisor since it is his/her choice depending on their choice of research areas and also their preference to have senior/experienced faculty only; thereby a need to consider the number of enrolling students according to number of senior faculty to maintain the quality standards. The VPAA suggested bringing this issue to the Academic Senate to allow more faculty colleagues participation in the discussion on this issue and coming up with ideas on how to maintain quality and equal balance sharing of student advisees.

6] Recognition of AIT / AIT Degree

The update from ERCO on this issue is expected by the next PAC meeting.

7] Floods in Pakistan

The Head-Administration was requested to forward the invitation for the conference conducted in respond to the devastating floods in Pakistan to the interested faculty once received from Pakistan Embassy. There might be some projects identified during the conference that AIT faculty might be interested to participate in.

PAC 10.09.03 ISSUES FROM THE PRESIDENT

1] Follow-up Actions – Issues from Executive Committee Meeting

Based on the draft summary report of the Executive Committee meeting held on 27 August 2010, the follow-up actions to be taken were discussed and following was agreed upon:

- **Development of KPIs**
 - The Head-Finance, Khun Noppadon would be requested to develop financial ratios. Prof. Worsak mentioned that he has access to the Sirinthorn University's KPIS of last 2 years which he would pass on to the Khun Noppadon for his reference.
 - The President together with the VPAA would develop indicators that better showcase AIT's academic excellence as part of next year's strategic planning process, that would not only convey a better understanding to the Executive Committee and Board, but also in terms of giving the initiatives the due recognition.
 - The VPRD was requested to prepare background results of 'TRF ratings of AIT's academic disciplines'.
- **New AIT Charter**
 - The President mentioned that Bhutan has also indicated to join the new Charter of AIT and discussions are ongoing with US and Russia.
 - The Board Chairman has advised that AIT along with key persons involved in development of new AIT Charter meet with officials from Ministry of Foreign Affairs Thailand to discuss the future actions that need to be taken such as the processing of headquarters agreement, new bye-laws, new enabling act, etc. Also clarification be sought on the exact date of new council. The VPRD, Prof. Worsak

was requested to prepare a short report of this meeting which could be discussed along with the Board Chairman upon their return from Europe trip.

- Mr. John W. Hancock, a member of the Executive Committee has offered to advice and assist in the process, so he would be included in the team

- ***Progress on the “Satellite Model”***

A response has been received from one more potential partner in Vietnam, and through the International Marketing Consultant, Mr. S. Srinivasan the institute is in touch with IFC/World Bank. Mr. Srinivasan has also been requested to come up with ideas on developing calendar showing the sequence of events and actions to be taken vis-à-vis the new AIT Charter, Satellite Model, Management Processes, Terms of Reference of the individuals, and Requirements which would make the superimposition of the various activities and timelines more clear.

- ***Endowment Fund Campaign and AIT Day 2010 celebration***

- The AIT Endowment Fund Foundation would be a separate legal entity, independent of AIT, with a separate board and executive committee members who would manage the foundation; under the patronage of Thailand’s HRH Princess Maha Chakri Sirindhorn, and composed of prominent alumni and friends of AIT.
- Professor Worsak Kanok-Nukulchai, Vice President for Resource Development, and Chair of the AIT Day 2010 Task Force, shared the outcomes of the meeting held to reflect on the AIT Day 2010 event, and highlighted the lessons learned, and ways in which it could be further improved into the future, which included the further updating of alumni database, inviting parents and outsiders too, combining of annual cultural show with this event, etc. The President commended Professor Worsak, and all those who worked tirelessly in making the event a grand success.

- ***Review of External Cooperation Agreements***

The External Relations and Communications Office would be requested to prepare a progress report on actions being taken on the Quality Assurance (QA) front and also a reflection paper on the structure of the different agreements and certain criteria for each type of collaboration. A current Policy and Procedure statement should be revised as part of the reflection paper.

- ***Liability Insurance Coverage of Board and Executive Committee members***

The Head-Administration together with Head-Finance was requested to work on the liability insurance coverage of Board and Executive Committee members.

- 2] A task force will be established to prepare a comprehensive proposal seeking larger RTG funding, which would not only highlight AIT’s role and contribution to Thailand and the region, but ways and means through which it can assist host country Thailand to meet its objective of becoming a regional educational hub.
- 3] There is a need to increase AIT’s visibility in Thailand. Dr. Afzulpurkar offered to conduct training programs in which other private companies might also be interested. The President would be writing an article highlighting the AIT’s contribution to Thailand.

- 4] The President suggested pursuing for resident and working permits for non-Thai AIT graduates for at least one year after their graduation.
- 5] The President informed he would be appointing AIT alumnus Mr. Jan Dharmabandu as his Advisor for initiatives in Africa given his extensive knowledge of and professional experience working for various projects in Africa.

PAC 10.09.04 ACADEMIC DEGREE TITLE AND ACADEMIC SENATE REPORTS

The recommendations made by the Academic Senate (based on its report from 21 April and 28 July 2010 meetings) were considered. PAC had long deliberations on the Academic Senate's recommendation regarding AIT Academic Degree Title that was based on the electronic voting conducted on the various proposed regulations made.

The President concluded that he would soon communicate his decision on the AIT Academic Degree Title regulation, taking into consideration results of e-voting; proposed recommendations; discussions held in the Academic Senate; PAC meetings and other various forums; and concerns raised by students.

All the other recommendations made by the Academic Senate (based on its 21 April and 28 July 2010 meetings) as conveyed through the memorandum from the AS Chair dated 23 August and 14 September 2010 were approved. Regarding the request to the administration to consider the registration fee waive for late cases of doctoral students which are not able to be reviewed by progress meeting before the AS (Review of Students), it was agreed that such cases would be considered upon these being sent through DPRC/AS to the administration.

PAC 10.09.05 ONLINE APPLICATION TRACKING SYSTEM

The VPAA briefed members on the online application tracking system for students. The suggestion to include the responsible individual / unit at each step in the flow chart for admission processing was accepted by the VPAA and the revised flow chart would be reported in the next PAC meeting.

The problem of continuing students not getting invoice till they were registered was raised. It is difficult for the Schools to compel students register in time as there are no sanctions/incentives. A suggestion to levy fine of 500 baht per day was put forward (for those on scholarship this amount could be deducted from their bursary or scholarship fund). The VPAA would further reflect on this suggestion and the decision would be implemented from next semester.

The VPAA also informed that work is underway on the faculty evaluation tracking system, which would be reported once completed.

PAC 10.09.06 AIT ACADEMIC CALENDAR 2011

The AIT Academic Calendar for year 2011 was endorsed with following comments:

- For this year there will be 13 + 1 additional holiday for Eid-ul-Fitr based on request made by Muslim students. The date for next yr. will be notified by Prof. Ahmed.

- Year 2012 onwards, total of 13 holidays [with some fixed holidays for Thai festivals identified and agreed upon by the Labour Union, and 5 holidays (one each per largest communities at AIT) based on the communities' feedback on identifying it for next 5 years.

PAC 10.09.07 OTHER MATTERS

1] Budgeting Process

The President requested the School Deans to further engage in budgeting process as there is lot of room for improvements. One of the problems faced was in the research funds and faculty recovery. If needed, on request made to the Finance Office some technical training could be scheduled for secretarial staff involved in budgeting.

2] Faculty Evaluation Process

The School deans were requested to identify the salary increase/decrease for faculty under evaluation, as this is missing in the faculty evaluation process currently.

3] SET Retreat

It was noted that the SET Retreat is scheduled for 28 -31 October 2010.

4] Welcome Show

The SU President invited all the PAC members to the Welcome Show being organized by them on Friday, 17 September evening. It was suggested that they also invited some media people like Bangkok Post etc. and they can get the list of such people from MCU/AIT.

5] The next PAC meeting will be held on 6 October 2010.

/ns 22 September 2010