

PRESIDENT'S ADVISORY COUNCIL

MINUTES 6 December 2010 (week 49)

Present :

Said Irandoust
Nitin Afzulpurkar
Kazi M. Ahmed
Amrit Bart
Izel Ann Dante
Manukid Parnichkun
Barbara Igel
Jonathan Shaw
Weerakorn Ongsakul
Worsak Kanok-Nukulchai
Worawaj Onnom
Lawal Umar Kankia

Secretariat :

Karma Rana
Namita Sravat

Apologies:

Joydeep Dutta
Sudip K Rakshit

PAC 10.12.01 WELCOME AND APOLOGIES

The President welcomed the members attending the PAC meeting, including the newly elected Student Union Vice President, Lawal Umar Kankia. The apologies were noted.

PAC 10.12.02 CONFIRMATION OF MINUTES

The minutes of the PAC meeting held on 17 November 2010 were **confirmed**.

Follow-up Issues:

- 1] **Student Advisee Distribution** - The Head-Administration reported that based on feedback received from some FoS secretaries, the procedure followed for doctoral student applicant is as follows:
 - The applicant's file is circulated to all faculty members in the field for assessment.
 - All faculty meets to decide who will be assigned as Advisor of each applicant based on current faculty load and expertise.

The PAC deemed it unnecessary to draft guidelines in assigning advisors to doctoral applicants.

Registry Office to send regular reminders to the School Deans that they convey to their respective FoS Coordinators and faculty members, that whenever possible, doctoral application files be circulated to all faculty members of that FoS.

- 2] **Format of Research Reports** – The PAC agreed not to follow the suggestion in the previous PAC meeting with regards to retaining only the excellent Thesis reports in the Library, or to indicate the grade received for the particular thesis report.

The Head-Administration was requested to ask the Student Office to submit the new research format form and the Certificate of Originality for the review of the PAC, along with the indication of when these will be implemented.

3] Use of Senior Instructor Title – The Head-Administration reported that the two ‘Senior Instructors’ were appointed recently based on the Faculty Evaluation Panel recommendations which was in line with the School’s recommendation. However, in the existing P&P there this title does not exist. The President then requested that the titles be corrected accordingly.

PAC 10.12.03 MATTERS ARISING FROM THE MINUTES

1] Guidelines for Academic Programs offered by AIT Centers

The PAC reviewed the amendments in the P&P on ‘Introduction of New Program’ that were made to reflect the procedures for introduction of new programs when they are outside the knowledge area of any of our schools, especially those to be offered by and in centers and satellite campuses, as well as allow collaborative programs.

This would be further reviewed and finalized by the VPAA and Academic Senate Chair for presenting to the next PAC meeting.

2] Faculty Work Load and Honorarium Rates

The P&P ‘FB-4-2-2: Direct and Indirect Incentives: Undergraduate Programs’ was effective 5 November 2010.

PAC 10.12.04 MERIT PAYMENTS FOR ADMINISTRATION/VICE PRESIDENTS

Paper on Merit Payments for Administration/Vice Presidents prepared by the Human Resource Office was reviewed by the members. The PAC members opined that the guidelines need not be so complicated but should be simplified to include just 2-3 KPIs such as the how school is doing financially, what are the new initiatives taken, and how many have been successfully implemented, etc.

The President along with the Head-Administration and Head-HR would further work on the paper to simplify the guidelines, for the next PAC meeting.

PAC 10.12.05 SET’S FACULTY POSITION AND SALARY PLACEMENT EXERCISE OUTCOME

The Dean/SET, Dr. Nitin Afzulpurkar gave presentation on the SET’s Faculty Position and Salary Placement Exercise outcome. He further mentioned that the average salary increase for SET would be 3%. The President commended the Dean/SET for the exercise and was pleased to see that a system is adopted to conduct the exercise that was based on Analytic Hierarchy Process (AHP) system. This could be further improved next time based on the experience.

The same exercise needs to be carried out for faculty members of the other two schools, and to be reported to next PAC meeting. Dean/SET would circulate the updated presentation on the final exercise outcome to the President. Approved results will be effective from 1 January 2011.

PAC 10.12.06 ISSUES FROM PRESIDENT
1] P&P on Faculty/Staff Office Travel' pertaining to Entertainment and Travel Expenses

The P&P on the 'Faculty and Staff Official Travel' pertaining to travel of members of the AIT management team was reviewed. The guidelines on per diem and maximum hotel accommodation expenses allowed for reimbursement will also be looked into.

The Head-Administration would finalize and publish P&P on 'Entertainment of Guests' after obtaining further inputs from PAC members.

2] Asian Water Research and Education Center (AWARE)

The President presented the proposal received to establish AWARE Center at AIT.

PAC members were requested to send their comments through email on the paper.

3] UG and Professional Programs

An open house will be soon conducted for the Undergraduate Programs at AIT.

There were no deliberations on 'Paper 5.3- Professional Masters Program' during the meeting.

4] Institute Forum

The President informed that instead of the regular format for the year-end Institute Forum, he would be arranging separate meetings with the Schools and Administration/AIT Extension and other remaining units, in particular to present and receive feedback on the New Management and Administrative Model developed by the external consultants, which would be put forward for consideration to the Executive Committee and Board of Trustees meetings scheduled in January 2011.

5] Requests to Council of Higher Education (CHE) through RTG Office

The President through RTG Office requested for CHE's help on the following issues:

- If AIT's fresh graduates can be allowed Working Visa for a fixed period, it will be a win-win situation for Thailand and AIT students. This has been practiced in other countries that want to tap the brains of overseas students. For AIT, we can attract more students if they know they have opportunity.
- Foreign students already in Thailand, such as in ABAC, if they are accepted to AIT, they need to go out first and re-enter. Is there any way for this group of students to just renew their visa without having to go out.

PAC 10.12.07 ACADEMIC SENATE REPORT

The PAC endorsed all the Academic Senate recommendations made in its meeting held on 27 October 2010 that includes: P&P on the Recruitment and Appointment of Direct-Hire Professor of Practice; re-establishment of the International Executive MBA in Vietnam (IEMBA-VN) as a part-time program; new masters program in Climate Change and Sustainable Development

(CCSD); revised academic regulations and procedures for undergraduate program; and establishment of BSE in Civil and Infrastructure Engineering.

PAC 10.12.08 PRESENTATION ON 'INNOVATION AND ENTREPRENEURSHIP CENTER'

Dr. Roland Amoussou-Guenou made presentation on the proposed 'Innovation and Entrepreneurship Center 'at AIT. For details, please see the presentation (Paper 8 of the meeting).

RTG Office was requested to set up a meeting for the President with the National Innovation Agency (NIA) on AIT's plan to set up AIT Innovation and Entrepreneurship Center (AIE). The meeting should be scheduled after President, Dr. Roland and Dr. Igel have met to further discuss the proposal of this center.

/ns 25 January 2011