

DRAFT

PRESIDENT'S ADVISORY COUNCIL

MINUTES
30 March 2011
(week 13)

Present :

Said Irandoust
Nitin Afzulpurkar
Barbara Igel
Joydeep Dutta
Manukid Parnichkun
Worsak Kanok-Nukulchai
Weerakorn Ongsakul
Lawal Umar Kankia

Secretariat :

Namita Sravat
Karma Rana

Invitee:

H L Tien

Apologies:

Kazi M. Ahmed
Amrit Bart
Izel Ann Dante
Sudip K Rakshit
Jonathan Shaw

PAC 11.03.07 WELCOME AND APOLOGIES

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

PAC 11.03.08 CONFIRMATION OF MINUTES

The minutes of the PAC meeting held on 16 March 2011 was confirmed.

PAC 11.03.09 MATTERS ARISING FROM THE MINUTES

1] Merit Payments 2010

AIT Unit Heads were requested to send their recommendations on the merit payments for 2010 to the Human Resources Offices latest by 8 April 2011 to allow the disbursement of payments in April 2011 salary payments.

2] Delegation of Authority

The President informed that the expanded delegation of authority authorizing Responsibility Center (RC) Heads to approve operational expenditures (not including those incurred personally) within their approved budgets, as well as flexibility of up to 15% deviations from the maximum allowable limits set by the institute will be implemented effective 1 April 2011. This expanded delegation of authority shall be revisited after 6 months again.

PAC 11.03.10 ISSUES FROM PRESIDENT

1] Fee Structure for the Unified Bachelors-Masters Degree Program

The President mentioned that the tuition fees policy that 'Discounts on tuition and registration fees, should it be provided to a group of students should not exceed 15% on average, with 10%

for 10-14 students, 15% for 15-19 students, 20% for 20-24 students, and maximum 25% for 25 students or more' needs to be followed consistently irrespective of the types of the programs. It was agreed that for Unified Bachelors-Masters Program where students do bachelors in partner university and get masters degree from AIT, the tuition fees should be based on tuition fees per credits + registration fees for 4 semesters on which, depending on the number of students, maximum discount allowed would be 25%.

2] AITAA Executive Committee's visit to AIT Campus

Dr. Tien briefed members on the AIT Alumni Association (AITAA) Executive Committee visit to the campus that was arranged for them to obtain firsthand information on the AIT current infrastructure in understanding any possible assistance that the AITAA in general and the AITAA Executive Committee in particular could extend to AIT. Their impression was that the AIT infrastructure and laboratories are in dire need for funds to uplift them, but they would be unable to raise the kind of funds needed.

The President informed that he is following up actively on this and was in talks with countries such as Norway, Sweden, China and France, to arrange for soft loans. Dean/SOM suggested contacting Germany too through KFW which is under Ministry of Technical Cooperation.

3] President to receive Honorary Doctorate Degree

The President informed that the Board of Trustees of the University of the Cordilleras, Philippines has approved, upon the recommendation of Professor Ricardo P. Pama, President of the University of the Cordilleras, the award of the Degree, "Doctor of Humanities, Honoris Causa" on him, which he has accepted.

4] Updates from CLIQ

The President informed that he had a meeting with the Director of Center of Learning, Innovations and Quality, Dr. Louis Hornyak together with the Student Union (SU) President and SU Academic Affairs representative. The SU would be assisting in conducting questionnaire survey and based on feedback received there will be number of seminars/lectures arranged. A new way of conducting student evaluation was also presented whereby the FoS Coordinator would call a meeting with Student Representative, SU Academic Affairs Representative and Student representative of same course of past year as invitees to the meeting. The brief minutes of the meeting indicating the conclusions would be prepared for recording and to take necessary actions. The faculty members would be asked to assign 15 minutes to make the students fill the evaluation form after the exams.

It was further clarified that the faculty incharge of the course has to conduct the meeting and send short minutes/report (to be signed by all attending the meeting) to the FoS/Program Coordinator for endorsement. Dean/SET stated that there is need for clear guidelines. Dean/SERD commented that the communication in this respect should be made clear that the evaluation system is to improve the course delivery and not to evaluate faculty.

It was concluded that Dr. Hornyak would be requested to visit schools to present the new course evaluation system along with clear guidelines.

PAC 11.03.11 ISSUES FROM VICE PRESIDENTS**1] Recruitment of Internal Candidates (VPAA)**

It was agreed that it should be stated specifically in the appropriate P&P that 'Normally AIT's fresh PhD graduate cannot be considered for the faculty recruitment at AIT, unless he/she has gained experience of working in some external organization for at least three years after graduating from AIT'.

2] Record of Comprehensive Examination and Record of thesis/research study/project/internship examination (VPAA)

The inclusion in the checklist which indicates that 'the student has followed the institute format for writing research reports' in the 'Record of Comprehensive Examination for the degree of doctor' and 'Record of thesis/research study/project/internship examination for the degree of master' was approved for implementation effective 1 April 2011 onwards.

3] Definition of AIT Alumni (VPRD)

Dr. Tien presented the proposed definition of AIT Alumni that extends to include not only holders of degrees and diplomas awarded by AIT as AIT Alumni but also to former faculty and students and participants of the short courses/trainings offered by the AIT Extension and other Centers in the main campus as well as in the satellite campuses. Furthermore, distinct categories were also proposed namely Ordinary and Associated Alumni.

Dr. Tien was requested to coordinate with Director/AIT Extension to receive his views and report to the next PAC meeting.

PAC 11.03.12 REPORT OF THE ACADEMIC SENATE

The Report of the Academic Senate based on its confirmed minutes of 23 February 2011 meeting was noted for information by the PAC members.

PAC 11.03.13 OTHER BUSINESS**1] Issues from Student Union President**

- The Student Union (SU) was commended on the events planned on 1 April 2011 in conjunction with the 'Cultural Show' to observe 'Japan Day at AIT'.
- The request from a group of students to have the Friday afternoon class start from 1:30 p.m. instead of 1:00 p.m. was not accepted and it was noted that it depends on the concerned faculty to schedule classes as per the students and his/her own convenience.
- The administration agreed to look into the issue of increase in rent for Student Village (in particular SV-1) following the renovation/maintenance work upon the request of SU President.
- **Unrestricted Internet Access (UIA):** The SU President reported that the students were not willing to pay for the UIA fees. The President stated that the administration would

consider the issue of payments from the current students residing on campus. But, the proposed Unrestricted Internet Access (UIA) will be implemented as soon as possible to provide increased bandwidth by 6-fold throughout the campus, which would require mandatory payments from campus residents that would be charged as UIA utility payment in their monthly rents for the accommodation units.

/ns 4 April 2011