

PRESIDENT'S EXECUTIVE COUNCIL (PEC)

Summary Report

February 2003

(4, 11, 18 and 25 February 2003 Meetings)

1. Passing Away of Mr. Viroj Phutrakul, Vice-Chairman of the Board of Trustees and Chairman of the Executive Committee of the Board

PEC expressed its deepest sympathy and condolence on the news of the sudden death on Sunday, 16 February, of Mr. Viroj Phutrakul. Mr. Viroj was Vice-Chairman of the Board of Trustees and Chairman of the Executive Committee of the Board. Since his appointment to the Board and the Executive Committee in March 2001, Mr. Viroj has generously given much of his time and consideration to the Institute, overseeing the administration's efforts to promote good management practices and transparency of operations, in addition to his own demanding professional responsibilities as Director and Chairman of the Executive Committee, Central Pattana Public Co. Ltd. and Executive Chairman, Boonrawd Asia Co., Ltd. Mr. Viroj also served as Chairman of the Audit Committee of Siam Commercial Bank, member of the Board of the Asian University of Science and Technology and member of the Sasin Advisory Council.

2. AIT Strategy Framework 2003-2008

PEC received the compiled list of initiatives submitted by the Schools and Units as well as a listing of the proposed initiatives categorized according to the different goals and direction. Professor Lalit Johri will prepare a shortlist of initiatives in consultation with the Schools and Units concerned. Only initiatives of strategic importance, with a clear champion and complete details (start-end date, budget etc.) would be considered. The selected initiatives will be presented for consideration by the Executive Committee at its 10 March 2003 meeting.

3. Review of Academic Center

PEC reviewed and endorsed the draft policy and procedures on the establishment of academic centers which will serve as the basis for reviewing the centers.

4. Draft P&P on Academic and Curriculum Structures

The draft P&P on *Academic and Curriculum Structures* incorporating the comments made at PEC is to be reviewed by the Academic Senate following which it could be finalized.

5. Renovation of Student Dormitories

The proposal for the continuation of the renovation of the remaining old student dormitories will be made at the 10 March 2003 meeting of the Executive Committee.

6. Transition to Semester System

Starting August 2004 there would be no more students under the trimester system. However, students under the trimester system who are unable to complete their studies by then would need to take equivalent courses under the semester system.

7. Student Lecture Hours

The Registrar reported that there have been some complaints from students on classes being taught continuously over a three-hour period. The Deans were requested to remind faculty of the Institute regulation of one-hour regular lecture session or up to a maximum of one and half hours of lecture session with three hours being taught only in cases of emergency where a make-up class is required.

8. Coordinators

It was affirmed that the terms of office and remuneration for all academic coordinators should be uniform across the board. The Deans will from now on appoint the Field of Study Coordinators in consultation with the President and Provost.

9. Outside Professional Activities

An official memorandum will be issued from the Provost to the Deans of Schools and AIT Extension reaffirming the strict adherence to Institute policy and procedures on the conduct of outside professional activities. It was reaffirmed that no outside professional activities can be undertaken without the Dean's approval. It is the obligation of Faculty to disclose to the respective Deans all outside professional activities. Conduct of outside activities is a privilege, not a right, of Faculty, and is not given to any member of the Staff. The teaching at AIT Vietnam by AIT faculty also needs to be reviewed.

10. Post Doctoral Research Program

PEC reviewed and commented on the draft paper on the "*Post Doctoral Research Program*" which will be presented at the 10 March 2003 meeting of the Executive Committee. It is aimed at strengthening research expertise and enabling the Institute to assume leadership in certain focus areas identified by the Schools. Similar to the *RTG Joint Research Project* concept the research focus areas would not be based on fields of study but on core competencies within the given scope and criteria of the program that are linked to the operations of the School. The initiative was welcomed and it was initially proposed that it be launched in a few selected areas.

11. Visit of New French Ambassador to AIT

The President invited PEC members to the reception at the AIT Conference Center on 12 February 2003 being organized on the occasion of the visit to AIT of H.E. Mr. Laurent Aublin, the newly appointed Ambassador of France to Thailand.

12. MoUs with the School of Management

PEC endorsed the draft memorandum of understanding between AIT, School of Management and the following institutions : Assam Institute of Management and International Management Institute in India, BRAC University in Bangladesh, Leipzig Graduate School of Management, Germany, and with the School of Business, Stockholm University, Sweden.

13. Issue of Principal Investigator after Retirement

PEC reaffirmed that the Institute policy and procedure wherein a faculty member can no longer be appointed as principal investigator of a research project upon retirement stands.

14. Reestablishment of Staff Positions in SERD

PEC endorsed the request from the Aquaculture and Aquatic Resources Management Field of Study, SERD for the re-establishment of the following staff positions:

1. One Laboratory / Field Supervisor
2. One Senior Laboratory Supervisor

15. FY 2003 Budget Preparation

PEC received the draft budget figures for FY 2003 which has been prepared following consultation with the Schools, Extension and administrative units. The figures will now be translated into the master budget format which has been agreed upon for presentation at the 10 March 2003 meeting of the Executive Committee.

The need for the School budgets to be linked to the AIT Strategy Plan (2003-2008) and for each School to have a business plan along with a written narrative in support of new initiatives linking to the strategic plan was reaffirmed. The annual business and strategic plans must from now on be prepared alongside preparation of the budget.

It is important to dispel the notion that the budget for central administration is drawn from the overhead of revenue generated by the Schools. The budget in its new format would give due recognition for revenue generation efforts on the part of the central administration and also distinguish between the different revenue sources for e.g. those received through scholarships and research. The salaries would in the new budget be part of the central budget with an operational budget allocated to the Schools.

Approval will be sought to separate the UNEP.RRC.AP accounts which are currently integrated and featured as part of the Institute accounting system at the 10 March 2003 meeting of the Executive Committee.

16. Institute Fellowships

PEC agreed on the following with regard to the awarding of the Institute Fellowships for the Master's and Doctoral Programs.

- i) Master's Program: 12, 18 and 24 credits. In exceptional cases, Institute fellowship of 36 credits may be offered.

- ii)* Doctoral Program: 14 and 28 credits. In exceptional cases, Institute fellowship of 42 and 56 credits may be offered.

17. AIT Slogan

It was decided to hold a slogan writing contest on campus with the aim of creating greater awareness of AIT's mission and towards strengthening public awareness of the Institute's activities. The Academic and Administrative Secretary was assigned to coordinate this task.