

PRESIDENT'S EXECUTIVE COUNCIL

Summary Report

February 2004

(3, 10, 17, 24 February 2004 Meetings)

1. **Welcome to new CFO**

PEC officially welcomed the new Chief Financial Officer, Mr. Ng Eng Wan, who has joined AIT from 2 February 2004 and will be attending PEC meetings as a member.

Prof. Ramachandran, as CIA, will continue to attend PEC meetings.

2. **Draft P&P on Academic Integrity in Research and Publication**

PEC endorsed the draft P&P on "*Academic Integrity in Research and Publication*".

3. **Daily Subsistence Allowance**

The revised guideline on daily subsistence allowance for various countries as a basis for computation of advance was endorsed, and will be circulated to all concerned. The relevant P&P in the AIT website will be updated.

4. **AIT Finance Department Reorganization**

The CFO presented a reorganized organizational chart of the Finance Department prepared according to the job functions. Further job assessments will be conducted and the possibility of job rotation looked into.

5. **Information on Payroll Costs**

PEC received the information on the personnel costs prepared by the CFO. It was suggested that detailed data on payroll costs together with the headcount be prepared for each unit which should be considered especially in the case of new appointments.

The President stressed the need to have more precise data on donor contributions to reflect both direct support provided to AIT and through projects.

6. **Master of Professional Engineering (MPE)**

In view of the concern expressed by some students on the use of the term "*professional*" in the Master of Professional Engineering Program (MPE) in SCE and since the curriculum is the same as the regular masters program in the school, the term "*professional*", which has been used to describe the degree title, will be discontinued.

7. **Nobel Laureates and Eminent Persons Lectures at AIT**

The lecture series has been a good promotion for AIT, and those involved in the organization and logistical arrangement were commended. The Dean AIT Extension will

continue to serve as the main person responsible for the organization of the *Nobel Laureates and Eminent Persons Lectures* at AIT.

8. Recommendations from Academic Senate

PEC noted the following with regard to the recommendations made by the Academic Senate conveyed through the memorandum of the Chairman of the Academic Senate dated 17 February 2004:

1. PEC recommended that the title of the course "*The Role of Conflict Minimization and Human Rights on Development in Asia*" be reworded with the removal of the mention on "*Human Rights*" and inclusion of the phrase "*Conflict Resolution*". Similarly it was proposed that the title of the course "*The Impact of Corruption on Development*" be reworded to reflect more commonly used and acceptable terms such as "*Governance and Development*". Feedback from the students currently taking the above mentioned Institute-wide courses will be sought following which the Academic Senate will be requested to consider renaming the course titles.
2. PEC endorsed the curriculum of the IEMBA-Vietnam and IEMBA-HRM.

9. AIT-University of Tokyo Intensive Program on Sustainability

Dean SERD reported that the concerned faculty of both institutions have held discussions and agreed to conduct the above program at AIT in July/August this year, with about 10 UT student and 10-15 AIT students expected to participate. The intensive program will be offered as a 1-credit course on selected topics. It was advised that the offering of the course should follow the usual procedure, and students taking the course should be graded. As with other courses, high standards should be maintained for this course.

10. AIT Partnership with United Nations University

PEC endorsed the draft MoU between AIT and the United Nations University (UNU), which will be signed on the occasion of the visit of Prof. Han van Ginkel, Rector of UNU to AIT on 9 March 2004.

11. AUNP Project Implementation Agreement

Dean SERD was authorized to sign the ASEAN-EU University Network Programme (AUNP) Project Implementation Agreement which is the result of a conference under a Grant Contract – External Actions of the European Commission (EC) and Van Hall Institute, the Netherlands, the group leader of the proposal. The proposal entitled "*Human Resources Development Network in Food Quality and Safety for Sustainable Food Production*" was submitted to the EC.

12. Campus Environment Committee

- The Registrar's budget which earlier included that for the former Dean of Student and Community Affairs (DSCA), will be revised and reallocated accordingly towards campus affairs handled by the Associate Registrar for Community Affairs (ARCA) and student related activities now under the Associate Registrar for Student Affairs (ARSA).

The Director, Physical Plant would be the implementing arm of the Campus Environment Committee with ARCA in-charge of overseeing the proper implementation and effectiveness of the services provided to the community.

- The Chairman of the Campus Environment Committee was requested to also raise the issue of the Arboretum Project and follow up work that needs to be undertaken when the Committee meets on 27 February 2004. A report on progress made on the Arboretum Project and further assistance to be sought could then be submitted for consideration by the Ministry of Natural Resources and Environment, Royal Thai Government, AIT's partner in the initiative. Mr. Jiraphong Bumpenyoo, who is now in-charge of the Arboretum Project, will be invited to the meeting.

13. Processing of the Physical Plant Work Order and ERP System

The CFO and CIA were requested to review and consider the recommendations made by the Associate Registrar for Community Affairs (ARCA) towards improving the processing of work orders submitted to Physical Plant under the ERP system.

14. Functional Room for Women related activities

PEC endorsed the proposal to allocate a common functional room for women related activities in the Student Union premises which will be under the responsibility of the ARCA.