

PRESIDENT'S EXECUTIVE COUNCIL (PEC)

Summary Report

July 2003

(1, 8, 22 and 29 July 2003 Meetings)

1. Implementation Guidelines on the New Salary Structure for Faculty

The Deans have initiated the necessary steps to be taken as outlined in the "*Implementation Guidelines on the New Salary Structure for faculty*" paper in their respective Schools based on the list provided by the Office of the Provost. The Deans were requested to advise the administration on the reclassification of Assistant Professors and Associate Professors and Professors who have already been subject to external peer review.

2. EMBA

In view of the fact that the EMBA courses are taught throughout the term and the faculty offer similar tutoring help as they provide to MBA full time students, it was decided that teaching by faculty in the EMBA Program will be counted towards the faculty honorarium computed at 1/3 of their current salary on the condition that the faculty member has fulfilled the 135 hours of teaching requirement. The faculty will be paid honorarium for teaching only and research supervision is included in the responsibilities as in the case of the MBA program. Student research supervision forms an integral part of the teaching function and as such there should not be any special remuneration made for student research supervision as was the case in the EMBA Program.

3. December 2004 Graduation Ceremony

It was proposed to hold a mini graduation during the December 2004 ceremony since there will only be about 22 graduands in that batch. Although there would be only one major intake for all the Schools every August the possibility of a minor intake in January would still remain.

4. Position of Senior Program Specialist in AIT Extension

PEC approved the draft announcement for the position of *Senior Program Specialist* in Development Management in the AIT Extension. The announcement will be made both internally and externally.

5. Annual Academic / Business Plan

Priority should be accorded to the preparation of the FY 2004 budget in the formulation of the academic business plans since it needs to be presented at the 19 September 2003 Executive Committee meeting and to the 31 October 2003 meeting of the Board for approval.

It was noted that in the case of SOM and AIT Extension (excluding the Language Center) the budgets for FY 2004 would be consolidated and not separated by field of study and units. In the preparation of future budgets SOM would need to have a breakdown between the fields of study.

The School Deans were also requested to prepare the faculty teaching schedule for year 2004 in their respective schools in consultation with the field of study coordinators as part of the annual academic business plan.

6. Student Coursework Evaluation

The School Deans will be invited to the next meeting between the administration and Student Union (SU) during which the concerns by students on the issue of coursework evaluation will be discussed. In follow up to the meeting held with the administration the SU is preparing a position paper on this topic.

7. International Peace Foundation

AIT has been invited by the International Peace Foundation to participate in the event series "*The Dialogues Towards a Culture of Peace*" which will take place from November 2003 to April 2004 and serve as the venue for hosting keynote addresses to be delivered by eminent personalities, some of them Nobel Laureates. AIT has expressed interest in partnering this initiative which is supported by both the Chairman and Chairman Emeritus of the Board. AIT's obligation would only be towards providing the logistics for the lecture and would not entail payments of travel fees nor arrangements for accommodation since the speakers would be staying at hotels in Bangkok. The following schools expressed interest in taking the lead in the organization of the following lectures. The AIT Conference Center Auditorium and Milton E. Bender, Jr. Auditorium have been proposed as the two venues:

- a. 13 November 2003, Prof. Lord Dahrendorf, London School of Economics, SOM/SERD.
- b. 26 November 2003, Prof. Jerome Karle, Nobel Laureate in Chemistry, SERD.
- c. 2 December 2003, Bianca Jagger, Actress and Human Rights Activist, SERD.
- d. 10 December 2003, Prof. Paul J. Crutzen, Nobel Laureate in Chemistry, SERD/UNEP.
- e. 29 January 2004, Dr. Jose Ramos-Horta, Nobel Peace Laureate and Minister for Foreign Affairs and Cooperation, Timor-Leste, Institute wide.
- f. 5 February 2004, Prof. Richard J. Roberts, Nobel Laureate for Medicine, Institute wide.
- g. 10 February 2004, Mr. Gareth Evans, former Foreign Minister of Australia, President, International Crisis group, Brussels, Institute wide.
- h. 2 March 2004, Dame Anita Roddick, Founder of the Body Shop, SOM/SERD.
- i. 10 March 2004, Prof. Zhores I. Alferov, Nobel Laureate in Physics, SAT.
- j. 23 March 2004, Jacob von Uexkuell, Founder and Chairman, The Right Livelihood Award Foundation, SERD.
- k. 7 April 2004, Prof. Robert Huber, Nobel Laureate in Chemistry, SERD.

8. Institute-wide Courses

The Registrar proposed the formation of a working group comprising of the Deans or their representatives to review the proposal outlines received for Institute-wide courses. It is important to ensure that the Institute-wide courses are of wide interest and not tailored to a particular school.

9. Gender Equality Action Plan

The Gender Equality Action Plan has already been discussed in the SCE faculty meeting. The other Schools were also requested to convene faculty meetings in their respective schools to discuss the plan. The Registrar and members of the Committee offered to attend the faculty meetings and to present the action plan if invited.

10. Corporate Relations Panel

In preparation for the first meeting of the Corporate Relations Panel which will be held on 1 August 2003, the schools were requested to complete and return the forms highlighting the industrial cooperation in their respective schools. The document will be provided as background information to the panel members. The Schools requested if they could propose additional names to the Corporate Relations Panel and were advised that they may do so through the administration.

11. PPT Building

PEC approved the draft of the plaque acknowledging the contribution made by Advance Agro Co. Ltd. to be placed on the wall of the PPT building.

12. AIT Lecture Series

PEC endorsed in principle the draft write-up on the "*Hansen Memorial Lecture*" prepared by Dean SERD. The formal announcement inviting nominations from faculty will be made by the administration. The proposal of setting up an endowment fund to support the Institute Lecture Series such as the "*Hansen Memorial and Milton Bender Lecture Series*" was also endorsed.

13. Passing Away of Student - Mr. Nguyen Van Huong

PEC was informed of the untimely passing away on 22 July 2003 of Mr. Nguyen Van Huong, a third term student from Vietnam in the Integrated Water Resources Management field of study (SCE). The Registrar in coordination with the Dean of Students and Community Affairs, AIT Medical Clinic, Student Union and Vietnamese Student Association is overseeing the necessary procedural matters and arrangements to be made. PEC recorded its deep sorrow and heartfelt sympathy to the late Mr. Huong's family.

14. Regulations of the master program for the semester system.

The proposed regulations of the master program for the semester system were endorsed.

15. Credit Requirement for Doctoral Program

PEC reaffirmed that the rationale for the 24-credit minimum coursework requirement for the doctoral program which was earlier approved is aimed at strengthening the doctoral program and to enable the doctoral students to enroll in more advanced courses as part of their study plan.

16. AIT Vietnam

The Director of AIT Vietnam will serve as a regular PEC member and attend meetings whenever on campus. The draft P&P on AIT Vietnam was endorsed by PEC.

PEC received the outline of the 10 year report on AIT Vietnam 1993-2003, which has been highly appreciated by MOET and already forwarded to the Prime Minister's Office of Vietnam, along with the consideration for change in name from AIT Center to AIT Vietnam.

PEC endorsed the proposal to establish an IEMBA program in Ho Chi Minh City provided it operate as a project for the first three years or two batches of students. The proposal to establish an IEMBA program in Vung Tau was not recommended.

17. MoU between AIT and SEAMEO INNOTECH

PEC endorsed the draft MoU between AIT and the Southeast Asian Ministers of Educations Organization, Regional Center for Educational Innovation and Technology (SEAMEO INNOTECH).

18. ADB-AIT Networking Project

PEC received the list of possible proposals based on the plenary session deliberations at the “*ADB-AIT Workshop on Productivity, Technology and Poverty Reduction (24-25 February 2003)*” identified jointly by ADB, AIT and the government representatives who participated in the workshop. The preliminary listing of proposals will be circulated to the faculty following which specific groups will be formed. This could be the next step to pursue in view of the fact that the current project funding ends as of 31 December 2003.

The Deans were requested to provide information on the expertise and projects in their respective schools for entering into the database being prepared by the ADB-AIT Networking Project Office. The forms will be simplified and resent by the project office.

19. AIT Partnership with UNONDC

The UN Office of Narcotic Drug Control (UNONDC) has invited AIT to participate in their program evaluation of substituted agriculture to opium crops. The main tasks are to evaluate the program sustainability, socio-economic impacts and gender mainstreaming.

20. P&P on Purchasing of Goods and Services

PEC endorsed the draft consolidated P&P on *Purchasing of Goods and Services*.

21. Academic Senate Meeting, 30 July 2003

Further clarification on the distinction between area of study and field of study will be provided to the Academic Senate at its meeting on 30 July 2003 by the Registrar. It was also affirmed that schools and faculty members, in particular, should not offer courses not in their area(s) of expertise.

22. Student Clearance

It was reaffirmed that students will not receive their degrees until they have completed their clearance forms.

23. MoU between AIT and ITC

PEC endorsed the MoU between AIT and the International Institute for Geo-information Science and Earth Observation (ITC), Netherlands. The specific areas of cooperation include establishing and executing joint training courses and execution of joint advisory services.

24. Demonstration of Student Information System (SIS)

PEC members were invited to the demonstration of the Student Information System (SIS) which will be held on 1 August 2003 in the Milton E. Bender Jr. Auditorium.