

# PRESIDENT'S EXECUTIVE COUNCIL

*Summary Report*

**June 2004**

**( 1, 8, 15, 22, 29 June 2004 Meetings)**

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**1. 2<sup>nd</sup> and Final Event Series “Bridges-Dialogues Towards a Culture of Peace”**

PEC reviewed the list of confirmed keynote speakers and artists that will take part in the final event series “*Bridges-Dialogues Towards a Culture of Peace*” which will be held in Thailand from November 2004 to April 2005. It was also proposed that the preferred day for the events to be hosted at AIT would be on Wednesday afternoon for speakers and evening for artist performance.

**2. Honorary Degree Conferment on Minister of Science and Technology, China**

H.E. Professor Xu Guanhua, Minister of Science and Technology, People's Republic of China, will be conferred the AIT Honorary Doctorate Degree on the occasion of the Institute's 102<sup>nd</sup> Graduation Ceremony which will take place on 21 December 2004.

**3. Acting Dean SCE**

Professor Chongrak Polprasert will be appointed as Acting Dean of the School of Civil Engineering, concurrent to his appointment as Dean of the School of Environment, Resources & Development, effective from 8 June 2004. He is expected to assume this assignment until either 30 June 2005 or when the academic restructuring is completed, at a time when the next administration will be in a position to appoint new Deans. PEC expressed its gratitude to Professor Chongrak for having accepted to assume this additional responsibility.

PEC also expressed its sincere appreciation for the valuable services Professor Worsak has rendered to the Institute in his capacity as Dean of the School of Civil Engineering, spanning over two terms of deanship. Professor Worsak will continue serving in his capacity as a faculty member in SCE in addition to his responsibility as RTG faculty representative.

**4. New Proposed School Fees – AIT Community School**

PEC endorsed the recommendations made by the Task Force on AIT Community School fees which will be implemented from the 2004-2005 academic year. PEC expressed its thanks and appreciation to the Chair, Dr. H. L. Tien, Associate Registrar for Community Affairs (ARCA) and members of the Task Force.

*Revised School Fees*

The petition made by some of the parents of the children studying in the AIT Community School regarding the implementation of the new tuition fees was reviewed by PEC. It was noted that most of the points raised in the petition were either inaccurate or a misrepresentation of facts. It was also noted that non-AIT parents were allowed to enroll their children as an exception to strict regulations reaffirmed in 2000 as a favour. PEC affirmed that the increase in the tuition fees which is meant to allow for improvements in the school offerings and grounds is an internal decision made by AIT

in the interest of the Institute and should be implemented. The Associate Registrar for Community Affairs' (ARCA) proposal to initiate talks with some of the International Schools for partnership with the AIT Community School was welcomed.

#### Education Subsidy

The endorsement of the Executive Committee, in its meeting scheduled for 12 July 2004, will be sought regarding the revision of provisions relating to education subsidy in the new personnel policy (see item 6.3.1 in the *P&P on Employment of Faculty: General Work Regulations* and item 6.4.1 in the *P&P on Employment of Staff: General Work Regulations*), specifically for grades not offered by the AIT Community School as follows: "In case education in that grade is not offered by the AIT Community School, education subsidy will provide for reimbursement of education expenses in another school amounting to 75% of the tuition fees of that school, or twice the tuition fees of the AIT Community School in the highest grade offered, whichever is lower. Children of nationals studying in their own countries are expected to be enrolled in national schools. Support for children to attend international schools is to be limited to children actually expatriated together with their parents."

### **5. AIT Fellowships**

As a matter of policy, AIT fellowships should be awarded only to self-support and externally-supported students, offers of which may be made prior to joining AIT as part of the letter of offer of admission or, on a case-to-case basis, during the course of their study at AIT in consideration of their outstanding performance, but in no way to be used in conjunction with donor scholarships.

It was affirmed that as a policy the Schools should not offer more than 36 credits of AIT fellowships to master's students.

### **6. Institute-wide Courses**

? The following was agreed with regard to Institute-wide courses:

- a. As a norm students take two credits but could take up to a maximum of four credits with the approval of the Advisor and Program Coordinator/Program Committee.
- b. Based on the capacity of the class rooms available the total number of students registered in any Institute-wide course should not exceed 100. The registration will be based on a first come first serve basis.
- c. A semester has 15 weeks of teaching. Based on 15 credits per semester, one week with 15 hours of lectures is equivalent to one credit. It was agreed that one week teaching should not exceed 1-credit equivalent.

? It was affirmed that students would only start taking Institute-wide courses from the second semester onwards and during the long break and not when they have just joined the Institute.

? The Institute regulation that courses be evaluated based on a written mid-semester (or inter-semester) and final examination will also be applicable to Institute-wide courses.

## **7. Recommendations from the 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 28 May 2004:

1. PEC endorsed the recommendations on the proposed regulations for the doctoral program under the semester system for full-time and non-resident category of students.
2. PEC endorsed the curriculum structure of the “*Petra-AIT Dual Degree Master’s Program in Civil Engineering*” on condition that the quality of the courses conform with AIT’s standards, that only 6 credits which are elective and not required courses be allowed to be transferred, and subject to the financial viability of the program.

## **8. Fast-track Ph.D.**

The Provost reported that the Board Academic Advisory Panel at its 11 June 2004 meeting has deemed it appropriate and accordingly advised the administration to explore the possibility of developing a fast-track Ph.D. program at AIT through admission of outstanding Bachelor’s degree graduates straight into the doctoral program. Such an initiative is consistent with the practice of renowned universities in the world, mainly in research-oriented fields of study. The need to also consider the financial implications was stressed. The Academic Senate will be requested to look into this issue.

## **9. Faculty Engagement during long break**

As per the new personnel policy for faculty, a faculty member is allowed to earn up to, but no more than, 33% of his / her salary from other approved revenue-generating Institute activities, e.g. sponsored / contracted research projects, professional development programs, and the like, taking place mainly during the long break. A Faculty member has no obligation to remain at AIT during the long break unless specifically requested by the Institute for a particular assignment. However, faculty members must inform School of their whereabouts.

Further clarification will be provided on the policy regarding the leave procedure by Faculty members during the long break in August.

## **10. P&P on Outreach Centers and Tenants**

In accordance with the P&PS on Outreach Centers and Tenants adopted by the Board of Trustees, the Administration will formally communicate with WWF and ADPC highlighting the need for them to have academic partnership as part of their MoU or agreement with AIT. The Schools most closely related i.e. SERD in the case of WWF and SERD and SCE in the case of ADPC were requested to follow up on issues that could be jointly pursued in this regard.

## **11. Partnership with IUCN**

The Provost reported on the IUCN meeting which he attended at the IUCN Headquarters in Switzerland during which the “*Gland Declaration*” to which AIT is also a signatory was signed on 28 May 2004. The goal of the partnership is for universities and training institutes to be involved in the environment and sustainable development learning with access to one another and to IUCN’s networks of policy makers and practitioners. Only two academic institutions from Asia i.e. Fudan University from China and AIT representing the rest of Asia were party to the “*Gland Declaration*”. IUCN

would like AIT to be their partner in this partnership towards delivering professional development and degree programs. The next General Assembly meeting of IUCN will be held in Bangkok in November 2004 during which global issues of IUCN together with partnership with academic institutions are part of the topics for discussion .

**12.** PEC endorsed the partnership agreements between AIT and following universities and institutions:

1. The University of An Giang, Vietnam.
2. North-West Frontier Province, University of Engineering and Technology, Pakistan. PEC affirmed that a supervisor must be assigned by the counterpart institution prior to the student's enrolment in the case of the non-resident doctoral program. The agreement on the non-resident doctoral program should be seen in light of institutional capacity building and not on an individual basis.
3. Chia Nan University of Pharmacy and Science. A clause stating that any financial agreements to be made would be mutually agreed upon will be inserted.
4. Department of Finance and Investments, Erasmus University, Rotterdam, Netherlands. PEC recommended that power of attorney be granted by the President to the Acting Dean SOM to sign the agreement since the counterpart signatory is at the Director level.
5. Extension of MoU with Indian Institute of Management, Calcutta (IIM-C) with the removal of reference to SOM since the agreement should be at the Institute level.

**13. WHO scholarships**

Dean AIT Extension reported that WHO has provided three scholarships to AIT for a four month period to undertake training in the environmental toxicology area. This will be handled by SERD under the AIT fellow scheme.

**14. ISF**

It was proposed that an ad-hoc committee be established comprising of the earlier members Prof. N. Ramachandran, Prof. Tawatchai Tingsanchali, Mr. Sanjeev Jayasinghe and nominees from the Employees Committee and Labour Union as requested by the Labour Union to oversee the remaining funds until the completion of the transfer to the Provident Fund.

The ISF Office will be relocated to the Administration Building.

**15. Renovation of Student Dormitories**

Renovation work on the student dormitories will proceed starting with G Dormitory with the earlier contractor assigned to undertake the task.

**16. Census of Campus Residents in the Faculty & Staff Housing Units**

PEC received the report of the census conducted by the Faculty & Staff Housing Office of the campus residents. The results of the survey will be announced thanking all those who had participated in the census. Those who did not participate or respond to the earlier census questionnaire will be requested to do so by 15 July 2004.

**17. Coffee Lounges and Food Vendors**

PEC received the report prepared by ARCA on the coffee lounges and food vendors and endorsed the following recommendations:

- a. To maintain the discount rate of 25% rental charges for all main cafeteria food vendors.
- b. To charge the rent of coffee lounge premises according to the actual space used based on the AIT standards applied to other premises on campus.
- c. To improve the conditions of the cafeteria including types of food offered, interior of the building and other facilities.
- d. To allow coffee lounges to sell food on condition that only specially designed coffee lounges would be allowed to sell food and will be charged for the use of utilities and water treatment if required. The coffee lounge premises which use the building corridors as the service areas will only be allowed to serve as a coffee lounge.

The Safety and Medical Officers will be assigned to conduct routine checks on all the coffee lounges and food vendors the results of which will be made available to the community following each inspection. Dean SERD offered to provide assistance through the School in the conduct of the tests on the quality of the food.

**18. Concessionaires in the Student Union Premises and Café**

PEC received the report prepared by ARCA on the concessionaires in the Student Union (SU) and Café and endorsed the following recommendations:

The Auxiliary Service (AS) will take over the operational responsibility of the following premises from SU: V-Mart, Photocopy Shop, Snack Bar, Beverage bar and the Café, whilst SU should maintain a “watching brief”. The SU will retain a percentage of the rent to cover routine maintenance costs, the remainder to be paid into the Student Welfare account. The AS will be assigned to work out the percentage of the rent covering the routine maintenance costs.

**19. Committee to Review Contracts for Outsourcing Work**

It was decided that as a matter of procedure whenever there is a need for outsourcing work e.g. security, janitorial services a committee comprising of a Faculty member to be appointed by the administration who would chair the meeting, CFO, Director of the Physical Plant, ARCA, would be formed.

An ad hoc committee on outsourcing of janitorial services and management of the AIT Conference Center has been formed with Professor Lalit M. Johri as Chair, CFO, Director of Physical Plant and the Associate Registrar for Community Affairs appointed as Secretary

**20. Ground Staff**

PEC reaffirmed the policy that daily hire ground staff who leave should not be replaced and any such related work be outsourced.