

PRESIDENT'S EXECUTIVE COUNCIL (PEC)

Summary Report

March 2003

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

1. FY 2003 Budget Preparation

The Executive Committee at its 10 March 2003 meeting endorsed in principle the budget figures presented for FY 2003. However, an analysis of the figures along with explanatory notes was requested and would need to be presented at the 25 April 2003 meeting of the Board of Trustees. In the meantime, Professor Ramachandran together with the Chief Financial Officer and Treasurer were requested to follow up on the allocation of the master budget figures to the Schools and Administrative Units with the necessary adjustments.

2. AIT Strategy: New Directions and Initiatives

The Executive Committee at its 10 March 2003 meeting received the paper on the *AIT Strategy Framework: 2003-2008* along with the list of initiatives. A more focused and organized presentation showing the linkages between the earlier reforms to the initiatives was requested for the 25 April 2003 meeting of the Board of Trustees. The Executive Committee also directed the administration to highlight flagship initiatives which could be launched that are directed to the strategy and goals of AIT.

3. Annual Academic / Business Plan 2004

The Executive Committee at its 10 March 2003 meeting endorsed in principle the *Annual Academic / Business Plan for 2004*. The Schools and Administrative Units would need to follow the template provided for preparing their respective business plans in accordance with the proposed schedule. A special workshop will be held in May 2003 on "*Developing Business Plans*" for the Administration, Schools and Units.

4. Draft P&P on Academic and Curriculum Structures

PEC has finalized the *P&P on Academic and Curriculum Structures*, taking into account the recommendations from the Academic Senate. This will be one of the papers at the next meeting of the Academic Advisory Panel scheduled for 3 April 2003. The *P&P on Academic and Curriculum Structures* will be further improved upon by featuring an introduction defining field of study / area of study etc. before going into the details of the academic and curriculum structure. School Deans were advised to further review the fields of study, with a view to coining simpler but apt names.

A 2-credit course from among the list of courses offered as Institute-wide electives on such topics as ethics, good governance, gender, environmental awareness, and the like will be made mandatory, and will be graded but not counted towards GPA computation. The selection of most suitable electives for a particular School will be left at the

discretion of the Dean. Existing courses that already cover the aforementioned topics to a certain extent, with perhaps some improvement in teaching and learning methods, could be considered as Institute-wide electives. Schools will propose available courses for possible inclusion in the list of Institute-wide electives to be offered. Doctoral students are expected to undertake one full year of coursework, with a minimum of 24 credits.

In general, in line with the pay-for-service principle, fees for courses taken above the minimum credit requirement should not be waived. Any waiver of fees should be approved by the Dean.

5. Review of Faculty by the Faculty Appointments & Promotions Panel

Towards strengthening the internal review process of faculty, independent assessment of faculty conducted by the Deans and their recommendations should be made in parallel to that currently done by the Faculty Appointments & Promotions Panel of the Academic Senate. The earlier proposal discussed at PEC to have a collective evaluation by faculty in the School conducted in confidence was welcomed.

A revised evaluation form has been prepared by the SOM Dean, to enable the conduct of a parallel and independent assessment by the School Dean and the Faculty Appointments and Renewals Panel. It was suggested that comments of students, through the coursework evaluation, should also be considered in the faculty evaluation. The Academic Senate Chair will be consulted on how the form can be improved. The old form will continue to be used until such time that a new one has been adopted.

6. Faculty Recruitment

The inability of the Institute to recruit topnotch professors, both direct-hire and seconded, over the years have affected the overall quality of faculty at AIT. The latter cause could be attributed to the lack of attractiveness of AIT to prospective candidates. Translating quality objectives into operational terms require cultural and attitudinal changes within the Institute. Immediate alleviation of faculty quality could perhaps be effectuated by creating chair professorship on a one year basis. Notwithstanding the decision to freeze hiring at the moment, proposals may be considered, contingent upon the necessity for hiring and level of salary.

7. Introduction of new Faculty Members

The Deans were requested to introduce newly appointed faculty members to the President and the suggestion to do so over a lunch was welcomed.

8. P&P on School Administration

The School Forum, which comprises all faculty, senior staff and student representatives and discusses academic, administrative and financial issues, needs to be abolished and replaced by Faculty Meetings, given that Senate now tackles only academic issues. The *P&P on School Administration* should be revised accordingly.

9. Field of Study Coordinators

It was noted that there is a convergence on the issue of Field of Study Coordinators which should be completed by August 2003 when the semester system comes into effect.

10. Partnership with NSTDA

The Registrar informed PEC of his appointment as a Board member of the National Science and Technology Development Agency (NSTDA), Thailand and invited proposals for joint research cooperation which he could discuss with NSTDA, especially in the field of biotech for which there has been a large increase in funding.

AIT's request to have the earlier regular joint meetings between AIT and NSTDA reconvened was received favourably by NSTDA. As a goodwill gesture it was proposed that AIT offer to host the next meeting. Proposals for joint research cooperation have been received from SERD. Deans SAT and SCE offered to forward their respective proposals as well.

11. Advertisement of the RTG Fellowships

The information on the RTG Fellowships will be widely publicized through local Thai newspapers including the Bangkok Post and Nation, press releases and through a running news link on some TV channels. The possibility of announcing it in English through radio broadcast will also be explored. The RTG Fellowships advertisement will run until the end of April 2003, and will be made on a regular basis using posters and pamphlets, which are now under preparation. It is planned to also place advertisements in other countries outside Thailand. Student recruitment is deemed to be an urgent matter, in view of the coming August 2003 intake. A promotional plan of action has been developed.

12. EMBA Teaching Honoraria

The rate of Baht 3,750 per hour maximum (inclusive of tax), as set out in the P&P, will be followed after the end of the January 2003 Term. However, where there is dearth of full-time faculty, necessitating the employment of adjunct faculty, rates may be adjusted to market rates, to be considered on a case by cases basis, if justifiable.

13. Provident Fund

The Chief Financial Officer (CFO) will be requested to follow up on the establishment of the AIT Provident Fund the progress report of which was last reported at the 12 September 2002 meeting of the Executive Committee. The Registrar offered to assist the CFO in the process of its establishment.

14. Promotional Activities

On the issue of School and Institute level promotion it was reaffirmed that the individual Schools should continue to pursue their respective promotional efforts towards increasing student enrolment. However, it is imperative that information be shared and that efforts are coordinated.

15. AIT Alumni Tracer Study

The Deans were requested to designate representatives in their respective schools who could assist the AIT Alumni Office in following up on the tracer study, which has been repeatedly requested by AIT's partners.

16. AIT Sign on the Paholyothin Highway

PEC expressed its appreciation and thanks to Dean SCE for having negotiated with the Department of Highways, Ministry of Transportation following which AIT signs have now been placed on the Paholyothin Highway and from the side road leading into AIT.

17. MoU between AIT and Rajamangala Institute of Technology

PEC endorsed the draft Memorandum of Understanding between AIT and Rajamangala Institute of Technology.

As a matter arising from the MoU, which could be applicable to other similar institutions, it may well be that, in order to boost student recruitment in terms of quality and quantity, certificate courses prior to the master program should be offered via distance education.

18. IIMCR Proposal

PEC endorsed the proposal for AIT to host the *2004 Global Student Symposium on Negotiation and Conflict Resolution*, subject to development of a suitable curriculum with assigned number of credits and faculty. Courses may be offered under “Selected Topics” in the School of Management or as Institute-wide electives. Credit transfer could be a possibility, but requires appropriate international mechanisms and validation by potential partner institutions.

19. 2003 AIT Telephone Directory

The draft *2003 AIT Telephone Directory* will be circulated to all units for comments as to accuracy and completeness of entries.