

## PRESIDENT'S EXECUTIVE COUNCIL

*Summary Report*

**September 2004**

**( 07, 14, 21 and 28 September 2004 Meetings)**

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### **1. AIT Ranking in Asia Inc, September 2004**

Acting Dean SOM provided copies of the September 2004 issue of Asia Inc which features Asia's best MBA schools categorized by region under which AIT has been ranked as the third best MBA School in Southeast Asia. Asia Inc scored participating business schools according to set criteria and then ranked them within a regional grouping. NUS Business School and Nanyang Business School of Nanyang Technological University, both located in Singapore, were ranked first and second Best MBA Schools in Southeast Asia for 2004, respectively. SOM was commended on this achievement which will be announced to the community. This information will also be made available to the Executive Committee at its 4 October 2004 meeting.

Next year's submission will be coordinated at the Institute level since AIT's ranking could be further improved upon by including faculty from the other schools who are involved in SOM and also adjunct faculty in the faculty count since the faculty to student ratio is an important consideration. The internationality aspect which is a unique strength of AIT should also be better highlighted.

### **2. AIT - Fulbright Partnership**

Dean SERD reported that Dr. Porntip Kanjananiyot, Executive Director of Fulbright Thailand, will give a presentation at AIT on "*Fulbright and Networking*" in SERD, Room S101, on 4 October 2004, at 1:30 p.m. PEC members were invited and an announcement will also be made for interested faculty members to attend. Mr. Sihasak Phungketkoew, Director-General of Department of Information, Ministry of Foreign Affairs, Thailand who is an AIT Trustee, has been appointed as the new Chairman of the Thailand-US Educational Foundation (Fulbright).

### **3. Bridges – Dialogues Towards a Culture of Peace**

PEC received the program for the next lecture series under the *Bridges-Dialogues Towards a Culture of Peace*. There will be a total of 10 Nobel laureates lecturing at AIT with the first lecture on 8 December 2004 and last one on the 21 March 2005. Faculty members will be assigned to serve as master of ceremony during the lectures which will be held at the AIT Conference Center.

### **4. Pathumthani Education Fair, 24-26 September 2004**

The Deans were requested to assign staff in their respective Schools who could liaise with the Director for Promotions in making the necessary arrangements for AIT's participation at the Pathumthani Education Fair being organized by the Governor of Pathumthani and which will be held at the Thammasat University, Rangsit Campus from 24 to 26 September 2004.

**5. RTG Budget Preparatory Meeting**

It was reported that the RTG support will be utilized in replacement of the existing (virtual) Institute fellowships for eligible students. At the same time, promotion will be actively pursued to attract applicants, including the holding of an Open House in January 2005 mainly targeted at Thai students, as well as visits to universities, coupled with seminar delivery.

**6. Ton Le Sap Project**

The ADB-AIT Networking Project, under the Coordinatorship of Dr. Islam, was commended for its role in facilitating the preparation of the Ton Le Sap Project proposal, which has been recently approved for funding by ADB.

**7. TOR of AIT Community School Board**

PEC reviewed the draft TOR of the AIT Community School Board and it was agreed that the President or his / her designate who is an AIT employee shall be the Chairperson of the AIT Community School Board. The issue regarding whether the School Principal should serve both as an ex-officio member and Secretary will be further considered following which the TOR could be finalized.

**8. Survey of Classrooms**

An Institute Task Force comprising of the following will be formed to conduct an Institute-wide inventory of the classrooms:

Prof. Dennes Bergado, SCE (*Convenor*)  
Dr. S. L. Ranamukhaarchchi, SERD  
Dr. Venkatesh Sundara, SOM  
Dr. Vatcharaporn Esichaikul, SAT  
Ms. Betty Bee Kuan Teoh, Physical Plant (*Secretary*)

**9. Task Force to Review Student Housing Rental**

A Task Force comprising of the following will be formed to review the student housing rental structure:

Dr. Roy Kouwenberg, SOM (*Chair*)  
Chief Financial Officer  
Associate Registrar for Community Affairs  
Associate Registrar for Student Affairs

**10. ADB Payment Procedures**

PEC reaffirmed that as an exception expenditures without the availability of funds in accounts are permitted such as in the case of the ADB funded training program to be conducted by the AIT Extension since ADB regulations only allows an advance of up to 70 percent only out-of-pocket expenses. The professional fees are not subject to advances.

**11. Entertainment Expenses**

Prior approval of the Provost must be sought for all entertainment related expenses under Fund 10. The existing AIT P&P regarding entertainment expenses must be adhered to with exceptions to be considered on a case-by-case basis. The CFO will prepare a monthly report on all entertainment related expenses for review at PEC.

**12. Credit Control Meeting**

The CFO proposed that monthly credit control meetings be convened to review all outstanding payments. The following representatives from the Schools were assigned to liaise with the CFO to review the outstanding payments by students:

Dr. Jirapan Liangrokkart, Executive Assistant to the Dean, SOM  
Ms. Prapasson Pokasoowan, Administrative Assistant to the Dean, SERD  
Ms. Ann V Lopez-Fontanilla, School Outreach Officer, SCE  
Ms. Amelia S. Canullas, Assistant Administrative Officer, SAT

The Director of Admissions and Scholarships and the Associate Registrar for Student Affairs will also be invited to the monthly credit control meetings.

**13. P &P on Staff / Faculty Housing : Rules and Services**

The revised P&P on *Staff/Faculty Housing: Rules and Services* incorporating the comments made at PEC will be released. Specific comments were that the replacement of the cooking stoves and air conditioners should be carried out every five instead of every ten years and that the vaccination of pets should be carried out regularly instead of specifying that it has to be done annually.

**14. Revised Regulation on Minimum Credit Requirement for the Doctoral and CAS Programs**

The revised regulation on the minimum credit requirement will be applied to all doctoral and CAS students admitted in August 2004 semester. According to the revised regulation “*to qualify for the degree of Doctor, a student must satisfactorily complete a minimum of 18 credits of coursework at AIT, of which up to a maximum of 6 credits of special studies may be taken for those candidates who earned their master's degree at AIT.*” This same coursework credit requirement applies to the CAS program. Students admitted before August 2004 semester have to abide by the old regulation.

**15. Transition in AIT Extension and SAT**

PEC took note of the suggestion made by Dean SAT and Dean AIT Extension to appoint someone who could serve in an acting capacity towards ensuring that there is a sufficient amount of transition period since both of them will be retiring effective 1 January 2005. PEC members were requested to propose name of persons who could serve in this capacity.

**16. 2005 AIT Postdoctoral Fellowships**

The AIT postdoctoral fellowship program is a Board-sanctioned initiative, which is now in its second year of implementation. The next call for applications will be announced

shortly, the draft announcement of which was distributed to PEC members for comments. It was suggested that this should also be disseminated to organizations that have signed agreements/MoUs with AIT and GMSARN member institutions.

**17. Issues Arising from the Student Union – Administration Meeting**

The President informed PEC members of the following issues which were raised by the students at the monthly meeting held between the Administration and Student Union held on 27 September 2004:

- The students are very interested in furthering contacts through interactions with the corporate sector and the SAT Advanced Technology Forum (ATF) was cited as a good example. Ways in which the students could provide input to the Institute's Corporate Relations Panel will also be looked into.
- The proposal to provide air-conditioning in the Café was agreed in principle and would be looked into further.
- The request for additional Institute-wide Courses to be offered was noted.

The CFO pointed out that since the Administration is financing 80% of the Student Union related activities, all revenues and expenditures should be moved under auxiliary services effective January 2005 and managed by the Administration.

**18. Report on Assignment by Mr. Yan Flint**

PEC members will be provided with copies of the report prepared by Mr. Yan Flint on his assignment at AIT on the aspects of the scholarship allocations and programs.

**19. Supervision of HRO, GRO, Purchasing Office, Telecommunication Services Unit and Travel Office**

Dr. Raman Manandhar, the Sponsored and Contracted Project Coordinator (SCPC) who is also currently overseeing the functions of HRO, GRO, Purchasing Office, Telecommunication Services Unit and Travel Office pending reorganization, will be invited to future PEC meetings.

**20. Review of AIT Bus Service**

The possibility of using smaller buses was explored by HRO with the current contractor, who responded that the cost will not be much different as in the present contract, and that a minimum contract of five years will be required. The contractor will be requested to put its views in writing.

**21. Partnership and Collaboration**

The revised draft MoU with the China Education Association for International Exchange was endorsed, and, subject to minor editing, to be signed in due course.

The draft MoU between AIT and the University of Wollongong, Australia will be further discussed in the presence of Dean SERD. The need for the MoU to have an academic component with linkage to a particular school was stressed.