

**TERMS OF REFERENCE (TOR) FOR
THE THIRD MISSION OF SUT STAFF TO CANADA**

I. FIRST GROUP : MARCH 1995

A. PARTICIPANTS

1. **Dr Weerapun Sriboonlue**
Vice Rector for Planning and Development
Chair, School of Civil Engineering
2. **Dr Kasem Prabritputaloong**
Dean Institute of Resources Technology;
Associate Professor of Chemical Engineering
3. **Dr Chaiyot Tangsathitkulchai**
Chair, School of Chemical Engineering
Associate Professor of Chemical Engineering
4. **Dr Weerapong Pairsuwan**
Director, Centre for Computer Services
Associate Professor of Physics
5. **Dr Thai Tipsuwanakul**
Director, Centre for Educational Services
Associate Professor of Educational Management and Evaluation
6. **Dr Ruben C Umaly**
Director, Centre for International Affairs
Professor of Biology

B. PROPOSED PROGRAMS AND ACTIVITIES

1. **Dr Weerapun Sriboonlue**

Visit to the four partner Universities and discuss with Academic Administrators, Deans of Faculty of Engineering and staff members the following areas of interest:

~~1/~~ • International Program Linkage Management

~~1/~~ • Academic Policies concerning promotion, graduation, student conduct, code of ethics, etc.

- ~~1/3~~ • Faculty appointment, supporting staff appointment, tenure-track and tenure requirement etc;
- ~~1/4~~ • Research administration matters
- ~~1/5~~ • Co-op administration and implementation
- ~~1/6~~ • Professional program accreditation procedures
- ~~1/7~~ • Post graduate program planning and implementation
- ~~1/8~~ • Enrollment planning and implementation
- ~~1/9~~ • Budget allocation and control mechanism
- ~~1/10~~ • Staff exchange and joint research activities
- ~~1/11~~ • Student Life

2. Dr Kasem Prabripataloong

2.1 Visit to TUNS (Chem. Eng. Dept.) (-10 days) to discuss with Canadian counterparts on:

- Final version of chemical engineering curriculum of the IUP.
- Assignment of teaching staff for the first two-year courses of the program.
- The Joint Ph.D. Program and plan of implementation.
- Laboratory and research facilities tour of chemical engineering and related field.

2.2 Visit to WATERLOO (Chem. Eng. Dept.) (- 4 days)

- Discussion with Chair of Chemical Engineering Department of academic collaboration.
- Tour of Chem. Eng. Lab. and research activities.
- Discussion on implementing the Joint Ph.D. Program

3. Dr Chaiyot Tangsathitkulchai

Same as Dr Kasem, and any other additional activities that may be suggested.

4. Dr Weerapong Pairsuwan

4.1 Areas of Interest:

- ~~✓~~ • Computer and Communication Services
- ~~✓~~ • Operation of Central Academic Computing Systems
- ~~✓~~ • Design, installation and management of campus-wide multiprotocol, multimedia network
- ~~✓~~ • Appropriate information technology

4.1 Proposed Schedule:

1 March	Arrival in Toronto
6 - 10 March	Visiting University of Waterloo
13 - 17 March	Visiting University of Guelph
20 - 24 March	Visiting Technical University of Nova Scotia
27 - 30 March	Visiting Ryerson Polytechnic University
31 March	Departure for Bangkok

4.2 Institutions to Visit:

• University of Waterloo	Engineering WATSTAR Micro-Computer Network
	Engineering Education Research Centre
	Mathematics Faculty Computing Facility
• University of Guelph	Computer Centre
	Campus Network Facility
• Technical University of Nova Scotia	Computer and Communication Services Centre
	TUNS*Net facility
• Ryerson Polytechnic University	Ryerson Information Network
	Information Technology Facility

5. Dr Thai Tipsuwanakul

Visit to at least two partner universities for comparative information and discussion on:

- Student admission, registration and examination for undergraduate, graduate and international program,
- Teaching evaluation and development; policy and implementation;
- Registrar's Office and Testing Bureau; Organisation and Management,
- Teaching Evaluation and Development Office Organisation and Management

6. Dr Ruben C Umaly

6.1 Visit to the four partner universities and dialogue with counterpart Directors for International Affairs on :

- Organisation and management of Centre for International Affairs;
- Modalities of initiating, sourcing funds, managing and evaluating linkages, networking and other cooperative programs.

6.2 Dialogue with project coordinators of the four partner universities on .

- Issues and ways of solving them
- Improvement in its implementation
- Criteria to be used in project monitoring and evaluation
- Preparation of reports
- Planning of future activities.

6.3 Visit to AUCC, ACC, CIDA office to discuss other possible collaborative activities with the four partner universities especially in relation to "Additional Programs" component of the MUA-CIDA HRD Program. This is particularly concerning possible SUT-CANADA-Indonesia Collaborative Projects.

6.4 A possible extra week in Quebec

Meeting with Ministry of International Affairs of Quebec and visit to University of Quebec, University of Montreal, Concordia University, McGill University and Laval University and Institute Armand Frappier to discuss possible collaboration in the fields of engineering, technology and applied science especially biotechnology.

II. SECOND GROUP : 1st April - May 1995

A. PARTICIPANTS

1. Director of Centre for Cooperative Education
2. Dr Sarawut Sujitjorn
Chair, School of Electrical Engineering
Associate Professor of Electrical Engineering
3. Mr Suriya Smutkupt
Institute of Social Technology
Acting Dean
4. Staff, Centre for International Affairs

B. PROPOSED PROGRAMS and ACTIVITIES

1. Dr Sarawut Sujitjorn

To discuss with Head and staff of Mechanical Engineering Department, University of Waterloo and Head and staff of Electrical Engineering Department, Ryerson Polytechnic University and:

- o Academic policies concerning promotion, graduation, student conduct, code of ethics etc.;
- o Faculty appointment, supporting staff appointment, tenure-track and tenure requirement etc.;
- o Research administration matters;
- o Curriculum planning, development and implementation;
- o Co-op administration and implementation;
- o Professional program accreditation procedures;

- Management issues and functions, authorities and responsibilities, morale and the collegial system of governance;
- Post graduate program planning and implementation;
- Enrollment planning and associated human resource allocation,
- Budget allocation and control mechanism;
- Staff exchange and joint Research activities.

2. Cooperative Education Director

To visit counterparts in the four partner universities and discuss:

- Administration and program development;
- Implementation planning for each term and the whole year;
- Participation in the ongoing activities co-operative education management, such as student orientation, job counselling, on campus interview, on job visit, evaluation process, student report/ seminar etc...
- Promotion procedure to the target companies;
- Information management among co-op office students, co-op advisors, and companies including MIS data base

3. Mr Suriya Smutkupt

- 3.1 To visit the four partner universities (4-5 days) and discuss with counterparts the structure and organization of general education curriculum especially general education courses designed for technology students and to observe classes where appropriate;
- 3.2 To meet an administrator and lecturers in the ^School of ^Business at University of Waterloo, who are familiar with technology management courses and structure and organisation of the MBA program;
- 3.3 To visit local anthropological museum and to meet anthropology faculty and/or Thailand specialists and learn how these Canadian universities deal with Canadian cultural heritage preservation.

4. Support personnel from Centre for International Affairs

Training in one or two partner universities:

- International Affairs Management and Administration including Personnel Administration Development.
- Project Management
 - Project proposal preparation
 - Sourcing
 - Implementation Management
 - Monitoring Management
 - Budgeting
- Databases for International Affairs - Component, Uses, Organisation
 - MIS (Management Information System)
 - EIS (Executive Information System)
 - FIS (Financial Information System)

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Purposed Study Tour in Canada
(The Center for Library Resources and Educational Media)

1. Name : CHEN, HONG-SIA

2. Position : Director, The Center for Library Resources and Educational Media

3. Areas of Interest

- 3.1 Library Automation : All Functions and Electronic Book , Electronic Journal
- 3.2 Inter Library Services (SUT - CUTC)
- 3.3 Share Resources (SUT - CUTC)
- 3.4 Education Media

4. Purposed of the Visit :

- 4.1 To Discuss with Chief Librarian and Education Media Head of each institution on the matters mentioned.
- 4.2 To Visit each Institution library and education media division

5. Date : Optional : Either first group or second group

6. Purposed Schedule : 2-3 days visit at each institution