

REVISED

MINUTES AND RESOLUTIONS OF THE

SECOND PROJECT REVIEW COMMITTEE MEETING

2-4 OCTOBER 1995

SURANAREE UNIVERSITY OF TECHNOLOGY

NAKHON RATCHASIMA, THAILAND

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1. OPENING CEREMONIES

1.1 Welcome Remarks : Prof. Dr. Wichit Srisa-an, Rector, SUT

Prof. Dr. Wichit Srisa-an, Rector, Suranaree University of Technology, extended a warm welcome to the members of the Canadian delegations to the Second Project Review Committee Meeting. He expressed his pleasure in hosting the important meeting aimed to review the achievements and issues relevant to the implementation of the project activities. The Rector apologized to the group for not being able to spend more time with the delegates because of the meetings he has to attend and other work he has to supervise and coordinate as Director of the Management Center for WorldTech '95, Thailand.

Dr. Wichit considered this meeting very important because it is the midpoint in the implementation of the project. He was pleased to note that most of the activities related to institutional capacity building program have been successfully implemented with the customized study tours and training of the SUT Vice Rectors, Deans, Chairs of Schools, Directors of Centers and support staff. He expressed confidence that the knowledge and experience gained by the staff are now being applied in the improvement of the academic administration and management at SUT. He reported that the English as a Second Language Center (ESLC) is already operational and it is now involved in the teaching of English for the regular and IUP students.

He admitted that the International Undergraduate Program has encountered some implementation difficulties in the short time it had for the marketing of its initial program. After the launching of the Mechanical Engineering program this year, the other programs could be implemented this coming academic year.

He hoped that active discussion and resolution of issues relevant to the other program activities like the implementation of the Ph.D. program, co-op education program, the industry-university seminars especially in relation to the intended functioning of TECHNOPOLIS after WORLDTECH, just to mention a few.

He reiterated his wish for a fruitful and successful deliberation, an enjoyable stay at SUT and a productive meeting.

1.2 Remarks : Dr. Prasart Suebka, Vice Rector for Academics and Chair, PRSC, Thailand.

Dr. Prasart, joined the Rector in welcoming the participants from Canada. He expressed his desire and optimism in seeing more students, i.e. 20 times increase, in the International Undergraduate Program (IUP) in 1996. He also would like to see not only Thai students in the IUP but also students from neighboring countries and if possible even from Canada.

In addition, he expressed his optimism in being able to implement soon the joint SUT-CUTC Ph.D. Research program and the Co-op Student Exchange program.

He hoped that the PRC meetings would be a real vehicle for increased effectiveness in the implementation of the programs and for sustainable cooperation.

1.3 Remarks: Dr. Gerry Schneider, Associate Dean of Engineering University of Waterloo and Chair, PRSC, Canada.

On behalf of the Canadian delegation, Dr. Schneider expressed the group's appreciation for the warm welcome accorded to them by the Rector, other university officials and members of PRSC.

He considered this meeting as a means for self-introspection on how to address issues and plan future activities. He hoped that with more time and better marketing, the IUP would have more students next year.

He reiterated the group's wish for continued friendship and cooperation between SUT and CUTC.

1.4 Election of Chair and Co-Chair

Dr. Stalin Boctor of Ryerson Polytechnic and Advisor to the Project, suggested based on last year's experience, the retention of Dr. Sam-arng Srinilta, SUT Vice Rector for Administration and Project Advisor to serve as Co-Chair with Dr. Gerry Schneider, Associate Dean of Engineering, University of Waterloo and Chair of PRSC, Canada.

1.5 Acceptance by Dr. Sam-arng

Dr. Sam-arng expressed his appreciation for the honor entrusted on him to be the Co-Chair of this important meeting. He also joined the Rector in expressing a warm welcome to the group. He hoped that the participants noticed the changes in the campus since their visit last November specially the preparations in progress for WorldTech'95 Thailand.

1.6 Approval of the Agenda

The approval of the agenda was proposed by Dr. Boctor and seconded by Dr. William Caley of the Technical University of Nova Scotia (TUNS)

Dr. Ruben Umaly, Director of Center for the International Affairs and Project Coordinator, explained that the secretariat purposely did not assign time allotment to the meeting agenda to allow flexibility on the length of discussion. He further explained that the items were grouped into 2: those for information and those for discussion and decision.

The meeting adopted the proposed agenda (Attachment 1).

1.7 Introduction of Participants

Since there were new participants in the meeting, the Chair requested each one to introduce themselves. The list of participants is given as Attachment 2.

2. ITEMS FOR REVIEW AND INFORMATION

2.1 Review of the Minutes of the First Project Review Committee Meeting

Dr. Umaly was requested by Dr. Sam-arng to present the summary of follow-up actions on proposals presented during the First PRC Meeting (WP1).

Dr. Boctor pointed the omission on the discussion and agreement in the curricula of IUP, and their proposed scheduling. The revision would include these items.

2.2 Review of Project Accomplishments as of Date (end of Quarter 3, 1995)

The Project Coordinator made a slide presentation on the summary of activities under each program which already have been fully or partly implemented.

The attention of the meeting was called to the budget allocations and implementation timetable of the programs and activities fully or partly implemented based on the original project document.

Details are given as WP2, WP3, and WP4, respectively.

2.3 Review of Remaining Project's Programs, Activities and Deliverables

The attention of the meeting was called to Working Papers (WP) 5 to 7 which presented in tabular forms the remaining project programs, activities and deliverables as well as the budgetary allocations and implementations the associated timetables based on the original project document.

3. ITEMS FOR DISCUSSION

3.1 Implementation of the International Undergraduate Program

3.1.1 Curriculum for Mechanical Engineering

The curriculum for Mechanical Engineering was presented by Dr. Vorapot Khompis, Chair of the School of Mechanical Engineering, SUT. Confirmation of the curriculum was made by Dr. Gerry Schneider of the University of Waterloo, the partner Canadian University for Mechanical Engineering.

Dr. Vorapot originally reported the need for eleven (11) professors from Canada to help in the implementation of the program.

Third trimester (June-August,1996)

Fundamentals of Mech-Engr

Engr Practice, Ethics and Tech.

Fourth trimester (Sept.-Dec. 1996)

Engr Graphics II

Sixth trimester (Jun.-Aug. 1997)

Mechanics of Solids II

Mechanics of Machinery

Seventh trimester (Sept.-Dec. 1997)

Mechanical Design I

Eighth trimester (Jan.-Apr. 1998)

Mechanical Design II

*Tenth trimester (Sept.-Dec.1998)

Refrigeration

Technical Elective

*Twelfth trimester (Jun.-Aug. 1999)

Technical Elective 1

Technical Elective 2

* Already after the project duration.

However, the attention of the meeting was called by Dr. Boctor that the CIDA support will only be up to March 1998. Thus the requests for the 10th trimester (Sept.-Dec. 1998) and 12th trimester (Jan.-Aug. 1999) are considered beyond the duration of the project.

After deliberation, the final proposal for 1996 was modified to include Electrical Engineering I during the 2nd trimester. Thus for 1996, the Mechanical Engineering program would assign Dr. Juronka for one term (2nd trimester) to teach Electrical Engineering lab I; Dr. Gerry Schneider for six weeks during the third trimester to teach Fundamentals of Mechanical Engineering and Engr. Graphics I. Dr. Goforth, SUT will be requested to teach computer programming during the first 6 weeks of the term so that time will be available for the double sessions of Dr. Schneider's courses. Dr. McKay will handle during the 3rd trimester Engr Practice, Ethics and Tech. as well as EFL 300 for the whole term.

For details, see attachment 3 and WP8.

3.1.2 Curriculum for Chemical Engineering

Dr. Chaiyot Tangsathitkulchai, Chair of the School of Chemical Engineering, SUT presented the agreed curriculum for Chemical Engineering. Dr. William Caley of TUNS, the partner institution for this program agreed to the presentation but called the meeting's attention to some changes in course sequencing that have been suggested by TUNS. The suggestions were accepted by Dr. Chaiyot.

Dr. Chaiyot proposed the following assignment of Canadian lecturers for the following courses :

*Sixth trimester (May.-Aug. 1998)

Mech. Units Ops (Dr.Pegg)

*Eight trimester (Jan.-Apr. 1999)

Comp. Aid Pro.Des. (Prof. Tels)

Proc. Dyn. Control

Separation Proc.

*Ninth trimester (May-Aug. 1999)

Tech. Comm.

Heat Transfer.

*Eleventh trimester (Jan.-Apr. 2000)

Mass Transfer
Plant Design I
Process Modelling
Tech. Comm.

*Twelfth trimester (May-Aug. 2000)

Plant Design II
Transport Phenomena
Tech. Comm.

* Beyond the project duration.

Dr. Boctor reminded Dr. Chaiyot that with the delay in the implementation of the Chemical Engineering Program, CIDA support can be available only until the Fifth Trimester (Jan-Apr) of 1998. The request for Prof. Pegg to teach Mechanical Unit Operations during the sixth trimester (May-Aug. 1998) together with the other lecturers requested for the 7th term if implemented will be already at full expense of SUT (WP9).

3.1.3 Curriculum for Electrical Engineering

Dr. Sarawut, Chair of School of Electrical Engineering, SUT briefed the meeting on the curriculum for Electrical Engineering. Dr. Boctor of Ryerson Polytechnic University agreed with the proposal.

Regarding requests for CUTC lecturers within the life of the project, the following courses were identified as requiring assistance :

Year 2 term 1 : Field Theory I

Year 2 term 2 : Field Theory II

Basic Thermodynamics and Fluids

Year 2 term 3 : Electronic Circuits II

Microprocessors Systems

3.1.4 Curriculum for Food Science

Dr. Terd Charoenwatana, Dean of the Institute of Agricultural Technology, SUT presented the Curriculum for Food Science. Dr. Jim Shute of the University of Guelph, the partner university for this program, confirmed Guelph's agreement to the curriculum presented.

Requirements for Canadian lecturer in Food Science for the 5th trimester 1998 include :

Principles of Food Preserve|Tech
Food Engr I

Details will be arranged with the University of Guelph. Dr. Jang may be assigned to teach these two courses. Consultancy work during the 4th trimester of Dr. John De Mann is also being requested.

3.2 Administrative Issues

3.2.1 Assignment Fees of Canadian Lecturers :

Considering the time left for implementation of the program up to March 1998, the number of lecturers allocated has been reduced from 32 to 16.

It was agreed that the fees of lecturers will be C\$ 11,000 for one term of 14 weeks and C\$ 7,250 for 6 weeks, with C\$ 6,500 subsidized by CIDA and the balance to be paid by SUT. Of the C\$ 6,500 subsidized by CIDA, C\$ 3,500 will be for tickets and C\$ 3,000 as fees. Accommodation will be provided by SUT in addition to living allowance of C\$ 250 per week instead of the originally stipulated C\$ 80 per diem.

3.2.2 Budget Reallocation and Job Modification

Dr. Boctor proposed that if CUTC lecturers cannot come before the termination of the project, more expenses from CIDA budget can be used to cover expenses of lecturers coming during the project life and SUT can fully fund the CUTC lecturers on termination of CIDA support.

Dr. Sam-arng also proposed that to utilize the funds available, CUTC lecturers may be requested to teach not only the professional courses but also the basic science courses in the first two years of the curriculum.

For more efficient project implementation, it was agreed that in addition to the needs for Mechanical Engineering Curriculum for 1996, needs for CUTC professors for other courses will be identified during this meeting and proposals for assignment be finalized in the next PRC meeting and for implementation during the remaining period of the project.

It was mentioned that the assignment of consultants need not be limited to actual teaching but could include course planning and development, preparation of syllabi and teaching materials, graduate program development and advising, etc.

3.2.3 Timetable :

Dr. Umaly brought up the concern of some students and faculty of the possible insufficiency of time between end of May-August trimester and departure for Canada in September.

Students will be advised to register earlier - i.e. by start of May-August term and students' potential for admission can be assessed earlier. The requirement for completion of first two years of curricula may be satisfied after term 5.

3.2.4 Fee :

Previous proposal for IUP students to be classified as Visa students of universities in Ontario was not considered favorably by CUTC administration and was not pursued further. Full fees must be paid by SUT students and the amount may increase from C\$ 10,000 - C\$ 14,000 to C\$ 18,000-C\$ 20,000 by the time the first batch of IUP students are ready for transfer.

3.2.5 Promotional Activities :

Dr. Umaly reported on the IUP promotional activities initiated by SUT for 1995 and those planned for 1996. He requested reciprocal promotion of SUT-CUTC programs in Canada and to consider attracting Canadian students to SUT.

The 4 CUTC universities commented briefly on the status of foreign students in their universities and the number of Canadian students abroad. The status range from absence of SUT promotion in their university to some extent with others. The University of Guelph promised to do more promotion. Dr. Umaly reiterated the desirability of mutual exchange program and requested more promotion of IUP in Canada especially starting next year as the other degree programs courses could be launched. Promotion of CUTC is being done by SUT.

Dr. Umaly requested some suggestions for increasing admission of students including possibility of having non-credit intensive courses in Sciences/Mathematics and/or English during the May-August term of shorter duration of 10 weeks for students whose average do not qualify them for admission but who show potentials and motivation. He further requested for information on the pre-university program of the University of Waterloo and the possibility of sharing materials for their intensive courses in science and mathematics. Dr. Schneider however mentioned that these pre-university courses are usually offered by distance mode and are not within the jurisdiction of the Engineering Faculty.

3.3 Budget Status (Attachment WP6)

Dr. Boctor reported that of the total Approved CIDA Budget of C\$ 896,230 , only C\$ 284,671 have been used as of September 1995. The projected budget for Oct. 95-Dec. 96 is C\$ 215,495, still leaving a balance of C\$ 396,064. He also reported an additional fund of C\$ 80,000. Closing of activities or deliverables are desired to allow refunds from ARA and better reallocation of funds.

Reallocation of these amounts to permit their optimal utilization are going to be proposed in this second PRC meeting.

3.4 Implementation of the Co-op Program (WP14)

Dr. Thawatchai Teekachunhatean, Chief of Co-operative Education and Career Development Project reported on the progress of the Co-op Program at SUT including issues and suggestions for improvement of its implementation and management.

The members of the Committee commended Dr. Thawatchai for his activities and recommendations. Support to the Co-op program was given by the CUTC delegations. Reallocation of extra funds for this program has been proposed to enable some support to both Thai and Canadian students' participation in the Co-op program. A sum of C\$ 1,000 per student/month while in Canada is being proposed on top of the salary. A total of 8 students has been suggested to be sent to Canada : 4 during the Fall of 1996 and another 4 during the Fall of 1997.

A request was made for the appointment of a Canadian Co-op Coordinator with whom Dr. Thawatchai can liaise for planning and management of activities. It was suggested that the Canadian Co-op Coordinator also visit Thailand while the Canadian Co-op students are at SUT/Thailand - i.e. at least one month after the student arrives.

Fewer Canadian students may be interested to undertake Co-op program at SUT due to low salary rate. The program must however emphasize that the motivation for joining the Co-op program in Thailand should not be to earn money. Other motivations must be given to make them want to go to Thailand - for example: lure of exotic foreign land, opportunity for making international job contacts after graduation, etc. As an incentive, the 8 Canadian students going to Thailand will also receive an allowance of C\$1,000/student/month on top of the salary.

The committee agreed to the proposed visit of Canadian Co-op Coordinator to Thailand. CUTC would pay the travel cost while SUT will provide living expenses and per diem. Reallocation of funds of the cancelled A3.31 (SUT Expo) budget for the travel has been proposed and agreed upon for this purpose.

3.5 Implementation of the Ph.D program: issues and strategies

3.5.1 Status of Application

Dr. Prasart reported on the status of the 8 prospective Ph.D candidates submitted to CUTC.

Of the 8, two have been admitted to TUNS: i.e. Mr. Anan Unsivilai in Electrical Engineering and Ms. Pornsiri Chongkol in Industrial Engineering. The latter is expected to leave on 9 October this year for an intensive English course prior to the start of the academic program in January 1996.

Three candidates have expressed preference for universities in USA (Ms. Kasama Charukamchorn, Ms. Wimollak Nubutr and Ms. Chantima Deeprasertkul) and are therefore no longer covered by the program.

There is no progress report regarding the remaining three (3) : Mr. Prayut Khumchana, Mr. Nimit Chomnawang and Ms. Chutima Prommak.

A ninth candidate with interest in Industrial Engineering was added (i.e. Mr. Phongchai Jittamai). He has a TOEFL score of 533.

Dr. Prasart reported the additional 8 scholarships from MUA which have been allocated for Chemical Engineering (1), Social Technology (1), Science and Mathematics (2) and pre-clinical medical sciences (4).

The number of Government scholarships in Engineering available for 1996 are 6, 7 for 1997, 4 for 1998, and 6 for 1999.

The overseas allowance range from US\$ 1,200 - US\$ 1,500/month.

TUNS reported receiving 3 additional requests (1 in Civil Engineering and 2 in Food Science) but there were no official applications submitted.

3.5.2 Proposed Alternative Option:

Originally, the Thai students are supposed to take courses in Canada and undertake research in Thailand. There will be both Thai and Canadian supervisors.

Due to time constraints (limited time for research after taking academic courses) and expressed preference of students to stay in Canada, it has been suggested that the student undertakes both course work and research in Canada. In general, facilities in Canada are also better. The 5 Thai advisors (2 students/advisor) can visit the students in Canada to familiarize themselves with Canadian training and areas of interest of the students. For the travel of 5 Thai advisors (with each advisor supervising 2 students) a sum of C\$ 27,000 has been reallocated.

On the other hand, the 6 Canadian co-supervisors from TUNS and RPU for 3 SUT students in Electrical Engineering can undertake cross visits and consultations for on-going research supervision. A budget of C\$ 3,000 for each advisor or a total of C\$ 18,000 has also been reallocated.

Dr. Sam-arng, reiterated the original agreement that the Thai advisors need not be from SUT. He stipulated that slots should be filled immediately and those who do not meet deadlines should be dropped from the list. He also reiterated that the former option of students doing research in Thailand should still remain open.

3.5.3 Meeting the Candidates and Briefing

On Wednesday 4 October at 8.30, Dr. Feridun met with Ph.D. Candidates and briefed SUT staff interested in applying to the Ph.D. program.

Students must be reminded that it is their responsibility to submit complete documents on time and to follow-up the status.

3.6 Implementation of Objective 3.2 Joint University-Industry Cooperation and Training Initiatives.

In the absence of Dr. Kasem, no progress report can be made. The work has been designated to the Deputy Dean but he resigned from the post.

The Center for International Affairs received a copy of the letter of Dr. Rob Eagle on 20 September from the Vice Rector for Development and Planning involving the Center Director in the implementation of Program 3 (University-Industry Linkage Program).

Dr. Umaly briefed the meeting of the availability of list from Dr. Kasem of industries in the Northeast region. It was originally intended to make a survey of training needs of these industries. However, up to now no questionnaires have been made.

A private group (Brooker Group), informally helping in the planning of the Science Park (Technopolis) at SUT, proposed to undertake the survey of industries in the region for their training and research needs and to match them with the strength of human resources and facilities of SUT. The proposed cost of such undertaking was however prohibitive. The involvement of SUT staff in the survey was proposed to reduce its cost.

Dr. Rob Eagle in the meantime gave SUT some information on possible training seminars specially in metal foundry and plastics industry. They coincide with the needs identified by Dr. Kasem.

Dr. Umaly proposed a meeting with the Brooker Group (with Dr. Peter Brimble), together with Dr. Eagle on Friday morning 7 October in Bangkok to determine how activities related to the University-Industry Seminars can be integrated into the Science Park activities.

It was agreed that Dr. Eagle will return to SUT to serve as consultant for this program component and would plan with SUT the guidelines for implementation and the program. A total of 3-5 seminars will be planned with C\$ 6,000 being allocated for each seminar to cover expenses of Canadian experts participation. Logistical cost will be met by SUT, but earnings from seminars can be kept and utilized by SUT as deemed appropriate.

Further communication between Dr. Eagle and Dr. Umaly will be done.

3.7 Implementation of Objective 3.3 Technology Cooperation Initiative

It was felt that the technical services by 1 Canadian consultant to develop a plan for Canadian participation in WorldTech was not necessary. This activity was therefore cancelled and the budget was reallocated to cover expenses for the travel and visit to Thailand of the Canadian Co-op Program Coordinator.

3.8 Implementation of Additional Activities

3.8.1 Request for customized training of staff from the Center for Equipment.

The request was presented by Dr. Sarawut. No major objection was presented by the meeting but budget limitations required the prioritization of activities requested and personnel to be involved. It was proposed that at least 2 persons will undergo training on Electron Microscopy at the University of Guelph for 4 weeks. Availability of funds will be studied by Dr. Boctor and reported ASAP. Dr. Jim Shute will also consult with University of Guelph faculties with EM.

3.8.2 Customized study tour of the Director of the Center for International Affairs and customized training of a senior staff.

The Terms of Reference (TOR) for the two visits to Canada of CIA staff are given as WP. 15

The visit is proposed for the end of April or first week of May. The other CIA staff is still to be identified and the name will be submitted ASAP to allow travel at the same time as the Director.

3.8.3 Assignment of Canadian resource persons at the Center for Computer Services.

The request for 2 Canadian consultants in Management Information Systems and Computer Networking Implementation has been considered. They will be assigned for 2 weeks during the first quarter of 1996. The Terms of Reference for the two consultancies will have to be submitted by the Director of the Center for Computer Services ASAP.

3.8.4 Rescheduling of the Canadian ESL professor/consultant on assignment to SUT.

The Chair of the English as a Second Language Center (ESLC) requested for the cancellation of the activity as the Center is now able to meet the requirements for teaching of intensive English to IUP students. The reallocation of the budget for this activity to partially meet the request of the Center for Equipment was suggested.

3.8.5 Other matters

Dr. Umaly reminded the meeting of the Thai CIDA HRD Project Conference in Thailand on 27-29 November. One representative from SUT and one from CUTC are invited to participate. A questionnaire was formulated by ARA for this conference and participants are requested to answer them. Dr. Boctor gave to SUT a copy of his answers while Dr. Umaly promised to provide him a copy of SUT's paper on Indicators for Evaluation of the Project. SUT did not receive the same list of questions.

4. The Date and Venue of the Next PRC Meeting

It was suggested that the next PRC meeting be during the last week of April at the University of Waterloo. Dr. Umaly can first attend the meeting and later proceed with his study tour. At least two other PRC members from Thailand would participate.

SECOND PROJECT REVIEW COMMITTEE

2-4 October 1995,

Suranaree University of Technology

LIST OF PARTICIPANTS

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