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Meeting Date and Time	20 December 2023	Meeting Location	Meeting room I207
Minutes Drafted Date	22 December 2023	Meeting Topic	Executive meeting
Meeting Chair	David Bangsberg	Minutes Taker	Nguyen Thi Mai Huong

Attendees	Regrets
President Provost, Vice Provosts Deans, Vice Deans CAO, COO, CFO Heads of Departments Program Directors Center Directors	

Brief Description / Agenda
1. Progress monitoring, achievements and pain points 2. Focus themes 3. Other discussions

Summary of the Discussions and Conclusions	
No.	Items Discussed
1	<p>Item 1: Strategy for products of AY 2023-2024</p> <p>Discussions:</p> <ul style="list-style-type: none"> - International experts are very important to setup and design the products with differentiation à need to accelerate recruitment of Provost and Dean of CBM - Very good programs (e.g.: Master of Innovation) have been created but there are not many applications. The responsibility belongs to academic leaders, the programs need to be value for money and differentiated. <p>Conclusions & Follow-up actions: VinUni products need to be value for money and differentiated. The leaders should think about inter-disciplinary approach (e.g.: Master of Health Management, Master of Business analytics...)</p>
2	<p>Item 2: Widely Important Goals (WIGs) Plan for AY23-24</p> <p>Discussions:</p> <p>Conclusions: Define Top 10 goals of AY 23-24 are:</p> <ul style="list-style-type: none"> - Upgrade the GenEd program to be on par with benchmarked universities such as SMU/NUS - Achieve QS Reimagine Education award. - Enhance student experience and reputation. - Attain FIBBA accreditation. - Achieve overall QS 5-star rating by the end of AY 24-25 - Quality of graduates

	<ul style="list-style-type: none"> - Total of 195 published papers (30% increase from the previous year) - Attract 45 billion VND in research funding. - Increase enrollment size: Admissions target to reach 350; challenging target to reach 400. - Implement 6 core projects.
3	<p>Item 3: Review University-wide Board and Committees</p> <p>Discussions:</p> <ul style="list-style-type: none"> - Membership has not been updated. - Working mechanisms are not entirely obvious and well communicated. - Following-up and effectiveness of committees need to be reviewed. <p>Conclusions & Follow-up actions:</p> <ul style="list-style-type: none"> - UC: Prioritize to restructure the UC and review policies if necessary - Standing committees: Need to review and update Committee functions and member. PIC: Vice Provost of Academic Affair <ul style="list-style-type: none"> ▫ Need to upgrade the quality, commitment/engagement of standing committees. PIC: Chair of each committee. ▫ Need to be more formalized (e.g: combine EAC and RAC to be Science and technology educational committee which is chaired by Provost or Vice provost – similar to model in public university) ▫ Consider having Institutional Professorship committee. This will help to approve/appoint the assistant professor/associate professor/full professor not only based on criteria of Vinuniversity but also criteria of Vietnamese government. - AAB – Clarify the functions, expectation of AAB and update committee members (There are some members withdrew the committee). PIC: Provost
4	<p>Item 4: Student experience – NPS survey for AY 2023-2024</p> <p>Discussions:</p> <ul style="list-style-type: none"> - As Vinuni needs to be sustainable, there are 2 important aspects we need to focus on improving quality and proving our value for money for all students, all parents, society and for investors. - NPS is an early indicator to measure how good we are and how the market/students evaluate us for value of money for education, apart from the other indicators. “Close the loop” is an important part to show the continuous improvement. <p>Conclusions & Follow-up actions: Need to focus on improving quality and proving our value for money for all students, all parents, society and for investors. Use NPS as an early indicator to measure how good we are and how the market/students evaluate us for value of money for education</p>
5	<p>Item 5: Relationship between VinUni faculty appointment process and MOET/MOH professorship award process</p> <p>Discussions:</p> <ul style="list-style-type: none"> - The context: <ul style="list-style-type: none"> ▫ Academic promotion is optional ▫ Academic title is considered a social rank, not a work position ▫ The number of assoc./full profs is the requirement for opening Master and PhD programs, chairs of different academic committees, permission for student enrollment, etc. ▫ Number of assoc./full profs appointed is an indicator for university/program accreditation - The process of academic promotion to the associate professor and full professor of the MOET is very complex and time consuming. It might take about 8 months to go through and if you fail you will need to wait until next year to reapply. <p>Conclusions & Follow-up actions: VinUni should:</p> <ul style="list-style-type: none"> - Stricly follow the regulations in Vietnam - Consider streamlining the process of VinUni promotion with the process of MOET

	<ul style="list-style-type: none"> - Need to separate the process of qualifying and appointment. International/foreign professors might not need go through qualifying process, but VinUni still need to appoint them and complete some administrative process to register with MOET that we have these professors in our team à it will be helpful for opening Master and PhD programs and program accreditations. - Need to have a taskforce to work on this and support faculty along their submission à analyze situation and come up with the final solution and bring it up to Faculty Affairs Committee – PIC: Vice deans and HR
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Meeting Conclusions/Follow-up
The following actions were taken:

The vote for adoption of this action was as shown (if applicable):

CHAIR SIGNATURE		
Noted by:	Chair Name: David Bangsberg	Date: 22 December 2023
	Signed	
Verified by all committee members	Chair Signature:	