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<b>Meeting Date and Time</b>	25 June 2024	<b>Meeting Location</b>	Meeting room I207
<b>Minutes Drafted Date</b>	28 June 2024	<b>Meeting Topic</b>	Executive meeting
<b>Meeting Chair</b>	David Bangsberg	<b>Minutes Taker</b>	Le Thu Dieu Huong

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

<b>Brief Description / Agenda</b>
<ul style="list-style-type: none"> <li>- Progress monitoring, achievements and pain points</li> <li>- Focus themes</li> <li>- Other discussions</li> </ul>

<b>Summary of the Discussions and Conclusions</b>	
<b>No.</b>	<b>Items Discussed</b>
1	<p><b>Item 1: Equitable Learning and Testing Services</b></p> <p><b>Discussions:</b></p> <ul style="list-style-type: none"> <li>- VinUni needs a unit to support students requiring accommodation for disabilities</li> <li>- Combined with testing services to become one new unit under PAA, including 2 full-time staff</li> <li>- Equitable Learning and Testing Services center will oversee:               <ul style="list-style-type: none"> <li>o Testing rooms</li> <li>o Regulations and compliance</li> <li>o Training for assessment development + test analysis</li> <li>o Implement accommodations for equitable learning</li> <li>o Lead the accessibility reform of learning resources</li> </ul> </li> </ul> <p><b>Conclusions:</b></p> <ul style="list-style-type: none"> <li>- Implemented by Fall 2024</li> </ul>
2	<p><b>Item 2: EBITDA optimization</b></p> <p><b>Discussions:</b></p> <ul style="list-style-type: none"> <li>- TOTAL EBITDA = EBITDA from Education activities + EBITDA from Research/Innovation activities + EBITDA from Other activities</li> <li>- TOTAL EBITDA = EBITDA from Program + EBITDA from College + EBITDA from Department + EBITDA from University</li> </ul> <p><b>Conclusions:</b></p> <ul style="list-style-type: none"> <li>- Recommendations for EBITDA optimization: Increase revenue, do LESS – do BETTER – do EFFICIENT.</li> </ul>

3	<p><b>Item 3: Green project in Nha Trang – Khanh Hoa</b></p> <p><b>Discussions:</b></p> <ul style="list-style-type: none"> <li>- <b>Objective:</b> to provide advice and support for Nha Trang’s and Khanh Hoa’s transformation into green, modern, and sustainable urban developments in 6 areas.</li> <li>- <b>Main activities:</b> <ul style="list-style-type: none"> <li>▫ Consultancy for the Formulation of Green Transformation and Green Growth Master Plans for Nha Trang City and Khanh Hoa Province</li> <li>▫ Consultancy for the deployment of Master Plans</li> <li>▫ Training/ capacity building for Nha Trang and Khanh Hoa leaders</li> </ul> </li> <li>- <b>Timeline:</b> Q1 2024 – Q4 2025</li> <li>- This project will be presented in Open innovation conference in December this year</li> </ul> <p><b>Conclusions:</b></p> <ul style="list-style-type: none"> <li>- VinUni through this project has a real chance to build our own capacity in terms of consultancy, research and training</li> <li>- Need to embed project to project to create very high quality, differentiated projects and allow students to go beyond university.</li> </ul>
4	<p><b>Item 4: Philanthropy</b></p> <p><b>Discussions:</b></p> <ul style="list-style-type: none"> <li>- Giving website launched (<a href="https://giving.vinuni.edu.vn/">https://giving.vinuni.edu.vn/</a>) to raise funds from donors across the world</li> <li>- AID has been raising funds from industry partners</li> <li>- Financial literacy program (in partnership with Techcombank)</li> <li>- The Peabody philanthropists have donated a major amount to VinUni</li> </ul> <p><b>Conclusions:</b></p> <ul style="list-style-type: none"> <li>- Provost to organize a training program on fundraising skills</li> </ul>
5	<p><b>Item 5: Student retention analysis</b></p> <p><b>Discussions:</b></p> <ul style="list-style-type: none"> <li>- International students, students with low scholarships and students with low GPA: higher percentages of withdrawal and LOA</li> <li>- There are big losses at the end of Y1 (8%) and Y2 (14%)</li> <li>- Risk of withdrawal/LOA: <ul style="list-style-type: none"> <li>▫ CECS: similar across scholarship groups</li> <li>▫ CHS: higher in students with low scholarships</li> </ul> </li> <li>- Female students and CHS students are more at risk</li> </ul> <p><b>Conclusions:</b></p> <ul style="list-style-type: none"> <li>- TLEC is working on: <ul style="list-style-type: none"> <li>▫ Early detection of withdrawal (pilot in Fall)</li> <li>▫ Peer-assisted study sessions: carried out by previous students who received high results on hard subjects</li> </ul> </li> <li>- We need to enhance first year experience (eg: college readiness)</li> </ul>

**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: 28 June 2024
Verified by all committee members	Signed Chair Signature:	