

**Minutes of the 26th Meeting
of BRAC University Governing Board (GB)**

Date: 28 October 2008

Venue: Conference Room, BracU

Time: 3:00 PM

Members Present:

1. Mr. Fazle Hasan Abed, President, BU Governing Board
2. Professor Jamilur Reza Choudhury, Vice Chancellor
3. Dr. Salehuddin Ahmed, Pro-Vice Chancellor
4. Dr. Mushtaque R. Chowdhury,
5. Professor Anisuzzaman,
6. Professor Dilara Chowdhury,
7. Mr. Abdul-Muyeed Chowdhury,
8. Mr. Faruq A. Choudhury,
9. Dr. Mahabub Hossain,
10. Mr. S K Sarkar, Treasurer,
11. Mr. Mahmood Hasan, Registrar

The meeting began at 3:00 PM in the Conference Room of BRAC University presided over by Mr. Fazle Hasan Abed, President of the Governing Board of BRAC University.

MINUTES:

Agenda 1: Confirmation of Minutes of the 25th Meeting of the Governing Board.

- 1.1 The Minutes of the 25th Meeting of the Governing Board were confirmed with the following observations:
 - a) The Board was informed that the 4th Convocation of BRAC University would be held on 5th February 2009 at BCDM, Rajendrapur. On 21st August 2008, Vice Chancellor met the ~~Hon'ble~~ ^{Hon'ble} President, who agreed to preside over the Convocation Ceremony. Ministry of Education has already been approached for formal confirmation of the Hon'ble Presidents presence at the Ceremony. Mr. Rajat Kumar Gupta has confirmed to be the Convocation Speaker.
 - b) President of the Governing Board informed that he met Ms. Wangari Mathai (Nobel laureate of Kenya), who has agreed to be the Convocation Speaker of the 5th Convocation of BRAC University.
 - c) Rehearsal for the 4th Convocation will be held on 31 January 2009 with faculty members and students only.
 - d) Institute of Educational Development (IED) has developed the questionnaire for faculty evaluation. Further discussions on the new questionnaire are required to improve it. The Board suggested that:

- i) Students should fill-in the evaluation form before teachers grade examination scripts.
 - ii) Evaluation reports will also be sent to the Chairpersons of Departments concerned. Annual evaluation of all full-time teachers by Chairpersons will be introduced. Chairpersons will write an annual report on course contract teachers to determine whether their contracts should be renewed.
 - iii) Senior teachers shall informally evaluate performance of younger teachers to help them improve their teaching skills.
 - iv) At the end of every year, all full-time teachers will be asked to submit a self-assessment form detailing the courses taught, research work undertaken, list of publications, etc.
- e) Pro-Vice Chancellor briefed the Board on the status of the Residential Semester. With the assistance of BRACU SPH and BRAC RED a quick evaluation was done to understand the present status of the Residential Semester. The Evaluation has the following conclusions:
- i) The positive contribution of the Residential Semester was felt by all including students, parents and teachers. Residential Semester is essential and necessary for BRAC University students.
 - ii) Social Lab, which is an integral part of the Residential Semester, is widely appreciated.
 - iii) Students feel that Residential Semester should have Campus-based teachers for the three main subjects: Bangladesh Studies, Ethics and English.

Agenda 2: Approval of Minutes of 31st Meeting of the Academic Council.

- 2.1 The Board observed that the recommendation (para 6.2) made by the Academic Council to set a Centre for Executive Development (CED) needs to be followed up. The current Professional Skill Development Program (PSDP) can be remodeled for the CED.
- 2.2 The Board approved the Minutes of the 31st Meeting of the Academic Council.



Agenda 3: Approval of Minutes of the 17th Finance Committee Meeting.

3.1 The Board approved the Minutes of the 17th Meeting of the Finance Committee.

Agenda 4: Presentation by Dean BRAC Business School

4.1 Due to shortage of time the Board postponed the presentation by Dean of BRAC Business School.

Agenda 5: Miscellaneous

5.1 The Board decided to raise the course credit fees of students enrolled before Fall 2008 by 5% (five percent) from January 2009 (Spring 2009 Semester). In order to maintain a uniform rate, course credit fees from January 2010 shall be Tk. 4,500.00 for all students. Students shall also be notified that course credit fees shall be reviewed annually.

5.2 The Board agreed to follow the fiscal year (July-June) as requested by the Ministry of Education for maintaining accounts of Brac University. This will be in conformity to the Statutes of BRAC University and in compliance with the Private University Act 1992.

5.3 The Board requested the Treasurer to complete the Audit for the period January-June 2008 and prepare a fresh budget for July 2008-June 2009.

5.4 The Board decided to raise the honorarium for members attending the Governing Board (GB), the Academic Council (AC) and Selection Committees (SC) with immediate effect at the following rates:

	<u>Existing rate</u>	<u>New rate</u>
GB	Tk. 3,000.00	Tk. 4,000.00
AC	Tk. 2,000.00	Tk. 3,000.00
SC	Tk. 1,500.00	Tk. 2,000.00

5.5 The Board requested the Treasurer to activate the “Shohayota Fund” and disburse funds to students, who are in financial distress.

5.6 The Board authorized the BracU Accounts Department to maintain a separate Bank account for funds received from European Union ^{in respect of JPR SPH} only.

5.7 The Board decided to appoint Professor Anwarul Islam as Director of the School of Public Health.



- 5.8 The Board agreed to the proposal that Chairpersons of Departments may be sanctioned a loan up to a maximum of Tk. 12,00,000 (Taka Twelve lakhs) as “Car Advance”. The amount will be advanced without interest and repaid to the University within five years in equal monthly installments. The Chairpersons have to submit evidence that the advance has indeed been used to purchase a vehicle for personal use and not for any other purpose. The Board further decided to pay Tk 10,000 (Taka Ten Thousand) as car maintenance allowance to Chairpersons of Departments, with effect from 1st November 2008.
- 5.9 Treasurer informed the Board that Brac University plans to avail Health Insurance from January 2009. The Board decided that all Service Staff (drivers and office assistants) of Brac University will be integrated with the “Kalyan Tahbil Fund” of BRAC. Faculty members and others who wish to avail benefits of the Health Insurance Plan shall pay the annual premium themselves.
- 5.10 The Board requested the Vice Chancellor to select and appoint a new Dean for BBS, as Prof Iftexhar Ghani Chowdhury shall be leaving in December 2008.
- 5.11 The Board warmly congratulated Prof. Anisuzzaman on his appointment as Professor Emeritus of Dhaka University.
- 5.12 The Board warmly felicitated Mr. Fazle Hasan Abed for receiving the “2008 Conrad N. Hilton Humanitarian Prize” and the “David Rockefeller Bridging Leadership Award”.

The President thanked all members for attending the meeting and for their contributions. The meeting adjourned at 5:30 PM.



Mahmood Hasan
Registrar
Member Secretary

