

**Minutes of NULC Foreign Language Trainer Meeting
(No. 1/2015)**

Naresuan University Language Centre

January 26, 2015

01:00 p.m., Room NULC3

Members present

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| 1. Assoc. Prof. Dr. Pornchulee Achava-Amrung | Chairperson |
| 2. Mr. Roy Morien | Expert Lecturer |
| 3. Mr. Balint Kocsis | Expat Employee |
| 4. Mr. James Grace | Expat Employee |
| 5. Ms. Raknakwan Sangsiri | Secretary |

Members absent

None

1. Minutes Approval

None

2. Previous Matter

None

3. Matter for Information

3.1 Overview NULC language trainers' job description

Director has assigned foreign language trainers to write their own job descriptions. What do you think you do at NULC? What is your current task? And what your job should be? What will be surely accomplished?

3.2 Line Group Set-up

Director has informed that we have set up "NULC language trainer" Line group for sharing information

3.3 Logbook

Director would like all foreign language trainers to fill in the logbook. The information filled in there should be consistent with each person's job description as

well as the extra work each person does. Moreover, they can also add the “limitations” which can be things that are out of control.

In addition to the logbook, the language trainers should submit an appropriate evaluation form, and it should be discussed later which one should be chosen to use.

4. Matters for Consideration (From the Director)

4.1 Create new creative services for NU community

Director assigned to open the “Editing Course” soon and the proactive PR should be conducted by the director by talking to all faculty deans for a commitment.

4.2 Collect Service Fees

According to the President’s policy, NULC is not allowed to collect any service fees. Therefore, getting a commitment from the faculty deans should be the first thing that NULC must do at this moment in order to get the exact number of people joining our NULC’s training courses.

5. Matters for Consideration (From Aj. Balint)

- NULC language trainers are eligible for getting paid for their extra teaching. The compensation should be 600 baht /hour. However, the project needs to be under the university’s budget, not the government budget.

- Each staff is granted the budget of 5,000 baht/year for attending a staff training.

6. Matters for Consideration (From Aj. Roy)

- NULC language trainers are not physically present at the office if there is no teaching or assigned work. However, they should inform NULC staff (Miss Raknakwan Sangsiri) anytime during office hours about where they are.

7. Matters for Consideration (From Aj. James)

- In term of how to efficiently run NULC language courses regarding to the numbers of student attending each course, director will do the pro-active PR and talk directly to faculty deans about it.

8.Other Matter

- none

The meeting was adjourned at 3.30 p.m.

Recorded by

Ms. Raknakwan Sangsiri

Academic Service Officer

Edited by

Assoc. Prof. Dr. Pornchulee Achava-Amrung

Director