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Academic Objectives for the NIA

Here are the goals I think the NIA should be doing for with June, 1959 as target date:

A. For the undergraduate program:

1. A re-evaluation of the curriculum, with a view to adding the introductory courses in the social sciences that are now offered in the advanced course.
2. Completion of a minimum of 12 cases in Vietnamese administration, and the establishment under NIA direction of a permanent case development project. This implies that cases will already have been introduced in undergraduate courses, and that further research and development will be carried on under NIA's exclusive supervision.
3. The preparation of Vietnamese editions of American elementary texts in public administration, political science, sociology, and economics, translated jointly by NIA and MSU, perhaps with USIS bearing the heaviest translation burdens.
4. The development of a satisfactory English language program, with students separated into classes according to their proficiency, and suitable materials developed to provide an introduction to technical mastery of English terms and American concepts in the social and administrative sciences.
5. Authority to award a recognized degree (license) for completion of the undergraduate course.

B. For the advanced ("graduate") program:

1. Serious effort should have been made to revise the conditions of admission and attendance in the advanced program. Qualified students should be released from all or part of their administrative duties so that they might attend classes regularly as full- or part-time students. Students residing in the provinces should either be detached from the NIA on special academic leave during the semester or also suitable regional arrangements should be made for giving courses locally, so that regular attendance may be required of all students expecting to complete the graduate program.

2. NIA faculty should be prepared to undertake all instruction in the graduate program.
3. A committee on the revision of the graduate program should be constantly working out improvements in the program offerings, so that courses could be given on a more advanced level than is possible at present. Among other things, introductory courses now offered in the graduate program should be replaced by more advanced courses (see A.1. above).
4. A recognized advanced diploma should be awarded for completion of advanced studies.

C. Institutional development:

1. In-service training and other activities designed as a service to the community should be re-organized into a more general Extension Program, which will provide staff services to appropriate governmental agencies for the development of special programs of in-service training, but which would also arrange public lectures and conferences for the benefit of interested citizens and prospective civil servants.
2. The faculty should have begun active participation in research programs. These should be carefully selected to coincide with their own academic development and to contribute to the development of indigenous teaching material.
3. Night school courses should be improved and integrated into the undergraduate and graduate programs, so that they offer full credit toward a license or an advanced degree. This will enable civil servants who are not officially enrolled in the undergraduate or graduate program to better themselves on their own initiative, and eventually, if they have the ability, to secure degrees which will lead to advancement.
4. Serious efforts should be made to increase the full-time teaching staff of the NIA and to re-organize its administrative functions so that faculty members can be freed from clerical responsibilities, and so that decisions can be made in technical areas without burdening the director himself with procedural details. The minimum organizational change would seem to require employment of academic deans for the undergraduate and graduate program (one of whom would have responsibility for the night courses); and a registrar in charge of all records, enrollment, attendance, and statistics, who will be thoroughly trained in these fields either by a visit to the United States or by a study of modern methods of academic administration.
5. The GVN Manual should become a permanent responsibility of the NIA (or a designated government office). Revisions should be undertaken as a full-time responsibility of a government functionary or an NIA professor who is qualified to make personal investigations where necessary to verify organizational relationships and changes. He must possess sufficient status to insist upon a parallel style for each agency and to eliminate duplicating or irrelevant material from drafts submitted by the various departments.

OBJECTIVES OF THE NIA

The purpose of the National Institute of Administration is the development of an efficient, effective, and responsible public administration in Viet-Nam. To this end it will:

- (1) provide academic programs for training of civil servants;
- (2) stimulate and develop In-Service Training programs in governmental agencies;
- (3) provide governmental agencies with consulting services relative to economic and administrative problems;
- (4) conduct research in administrative and economic fields.

NIA OBJECTIVES

The development and strengthening of an efficient, effective, and responsible public administration in Viet Nam.

I. To provide an academic program for training of administrative managers (Class A civil servants).

A. Offer a three-year, diploma program

1. Admissions examinations
2. Teaching
3. Examinations
4. Internship program
5. Textbook preparation
6. Tutorial system
- 7.

B. The evening (certificate) program

1. Lectures
2. Examinations
- 3.
- 4.

C. The advanced (graduate) program.

- 1.
- 2.

D. A one-year program for "Tham Su" personnel.

- 1.
- 2.
- 3.

II. To stimulate and develop In-Service Training programs in governmental agencies and to (temporarily) conduct in-service training.

A. Training programs for agency training officers

- 1.
- 2.

B. Preparation of training materials and supply of equipment

- 1.
- 2.
- 3.

C. Develop and conduct training programs

- 1.
- 2.
- 3.

D. Provide leadership for the development of agency programs

1. Cooperation with agency training officers
2. In-Service Training Newsletter
3. Supply information on methods and techniques
- 4.
- 5.

III. ~~D~~/ Provide ~~the~~/ government agencies with consulting services in the areas of public administration and economics.

A.

- 1.
- 2.

B.

- 1.
- 2.

IV. To conduct research on public administration and economics.

A. Maintain a library

B. Studies made upon government request

- 1.
- 2.
- 3.

C. Self-sponsored research

- 1.
- 2.
- 3.
- 4.

D. Translation of teaching materials and their publication

E. Publication of Textbooks

F. Case Study program

G. Administrative Research Journal

V. Related Programs

- A. Participant program for faculty personnel
- B. Sponsor the Association for Administrative Studies
- C. Conduct and sponsor conferences, seminars, workshops.
- D. Offer public lecture series
- E. Participate in EROPA

Curriculum - OK.

Staff; food; part-time personnel

Relaxation / Social Area.

Library & reading area.

Missions Training, News letters
Administrative Record Journal

Maintenance of facilities (dormitories)

Food & Feeding

Water Feeding

with school
good program.

Organization.

Participation Fund

Personnel - Leadership
Res. Area
Total.