

MINUTES OF THE MEETING OF THE EXECUTIVE COMMITTEE
OF UP DILIMAN HELD ON JULY 28, 1993 AT 1:30 P.M.
AT THE ALUMNI HOSTEL

Members Present

Chancellor Emerlinda R. Roman, *Chairman*
and ~~Officer-in-Charge~~, Institute of Islamic Studies
Vice-Chancellor for Academic Affairs Milagros D. Ibe
Vice-Chancellor for Administration Ernesto R. Santos
Vice-Chancellor for Student Affairs Leticia P. Ho
Vice-Chancellor for Community Affairs Claro T. Llaguno
University Registrar Amelia P. Guevara, *Member-Secretary*

Dean Pacifico A. Agabin	Prof. Apolinario D. Nazarea
Dean Maria E. Aganon	Prof. Honesto G. Nugui
Dean Delia R. Barcelona	Dean Evangeline M. Ortiz
Dean Benjamin V. Carifio	Dean Artemio O. Falongpalong
Dean Jose Encarnacion, Jr.	Dean Consuelo J. Paz
Dean Honrado R. Fernandez	Dean Roger Posadas
Dean Cecilia A. Florencio	Dean Rafael A. Rodriguez
Dean Artemio O. Isidro	Dean Lily R. Rosales
Dean Patricio B. Lazaro	Dean Ana L. Tabunda
Dean Angelito G. Manalili	Dean Proserpina D. Tapales
Dean Frances F. Morillo	Dean Rosa M. Vallejo
also attending for Dean Sicat	Dean Reynaldo B. Vea
Dean Nestor O. Vinluan	

Others Present

Prof. Ma. Cecilia Valena representing Dean Juan Ramos
Prof. Elizabeth R. Ventura, Director of Instruction
Atty. Marichu C. Lambino, Office of Legal Services
Atty. Fedor E. Santos, Chairman, Student Disciplinary Tribunal
(SDT)
Ms. Bella M. Villanueva, Office of Scholarships and Student
Services

The meeting was called to order at 1:40 p.m.

I. Adoption of the proposed agenda

The Committee adopted the proposed agenda with the deferment of Items IV and VI. The Committee decided to give priority to the discussion on student disciplinary cases because the discussion on these cases has been deferred in the last 2 EC meetings.

II. Approval of the minutes of the previous meetings

The minutes of the previous meeting held on May 26, 1993 was approved as presented.

The minutes of the special meeting held on June 9, 1993 was approved with the following corrections:

1. Attendance should read: Dean Rafael A. Rodriguez and should include Dean Honrado Fernandez who failed to sign in the Attendance Sheet.

The Chancellor stressed that the provisions are existing. The problem lies on their implementation.

Dean Benjamin Cariño observed that the proposed guidelines pertain only to undergraduate students. The Chancellor thus requested the AHC to formulate rules and guidelines for graduate students who go on prolonged AWOL for presentation in the next EC.

B. Revised Guidelines on Faculty Attendance in Conferences, Seminars and the Like

VCAA Ibe reported that the revised guidelines reflect the comments given during the previous EC meeting. She referred the EC to Appendix B-1 for the revised guidelines.

The following points and suggestions were raised during the discussion:

1. Dean Encarnacion commented that in Guideline No. 1, the meaning of 10 class days seems ambiguous.

In response, VCAA Ibe explained that 10 class days means 10 meeting days which may not necessarily be continuous but an aggregate. The Chancellor observed that with the Guideline, a faculty who has 2 class days in a week can request for travel for about 1½ months.

Dean Encarnacion explained that Guideline No. 1 in effect means that if a faculty teaches only every Tuesday for 3 hours for 10 weeks, he can request for travel for 10 weeks and the University will allow him to be away for 10 weeks. He suggested that Guideline No. 1 be put on a percentage basis, like 15% of class time. In essence, a faculty should not be allowed to be away from his regular duties for more than a certain fraction of the semester.

As a follow up Dean Cecilia Florencio commented that there is no more need to specify "more than 2" in the number of conferences/seminars to be attended. Instead she suggested to phrase the guideline as follows: "A faculty may be allowed to attend conferences provided he/she does not miss more than 20% of class time for a given course".

To be consistent with the 20% rule on attendance, Guideline No. 1 was revised to read: "... if the total no. of class hours missed is not more than 20% of the allotted class time in any one class.

Dean Posadas pointed out that Guideline No. 1 assumes that the class will not be able to meet because the faculty is absent. He asked if it will be any different if a substitute takes over the class such that there will be no time missed.

In response, VCAA Ibe explained that if a substitute signs a *conforme*, the faculty, in effect, will not really miss the class time. However, this kind of an arrangement tends to be abused. Also even with a *conforme*, the substitute does not do as much as the teacher. The Chancellor added that the faculty on travel who arranges for a substitute is not excused from this Guideline because there is still need to regulate the number of times he travels.

Dean Posadas stressed that it should be made clear that whether there is a substitute or not, a faculty is not excused from the Guidelines.

2. Dean Paz suggested that a faculty who is already overloaded should not be asked to substitute even if he consents to do so. She said that the students' welfare should be the University's concern. She suggested that the Guidelines include a provision that only faculty members who are not overloaded be asked to handle the classes of faculty who goes on travel.

In addition the Chancellor pointed out that the junior faculty find it difficult to say "No" to senior faculty members when requested to handle their classes. Some of these senior faculty are their teachers in the graduate classes. Hence, there is need for the department chairman to mediate.

Prof. Guevara suggested that the request for travel be accompanied by an endorsement from the department chairman and the dean to ensure that proper arrangements regarding make up or substitute teachers have been made.

3. Prof. Nuqui commented that Guideline No. 6 should not include "sick leave" because a faculty cannot charge his travel to sick leave. Hence, the request for travel should either be charged to vacation leave or the faculty may go on leave without pay.
4. Dean Artemio Palongpalong commented that in Guidelines 1-7, the word, "conferences", is always mentioned. He said that there are other official forms of travel other than attending conferences.

In response, VCAA Ibe pointed out that in the title, Revised Guidelines on Faculty Attendance in Conferences, Seminars and the Like, the catch-all phrase is "And the Like".

Dean Proserpina Tapales mentioned that there are forms of travel other than conferences and seminars like special detail, meetings, etc. She suggested that the rules pertain only to international travel but not confined to conferences.

In response, the Chancellor said that if the University will not limit the rules to conferences, seminars and the like then other forms of travel like consultancy and limited practice of profession will also be covered. She explained that conferences can be monitored and regulated because the faculty request permission. The requests for travel pass thru the College and approved by Administration. On the other hand, consultancy and limited practice of profession are difficult to monitor.

Dean Ana Tabunda mentioned a case where a faculty attended neither a conference nor a seminar nor limited practice of profession but for consultancy because the faculty studied a software. The faculty asked permission from the OVCAA and this entailed 2-3 weeks stay in Canada. In response, VCAA Ibe explained that the case may fall under training programs and faculty development. The Chancellor argued that even so, the Guidelines should apply.

VCAA Ibe explained that if training programs were to be included in the rules, there will be more forms of travel to be covered like the NEDA training programs, etc.

Dean Vallejo suggested not to include training programs because there are training programs that go on for 4-8 weeks. If these will be included, the faculty will be violating the 20% rule.

Dean Encarnacion suggested that foreign travel in connection with consultancies should be included and the title of the Guidelines should read: Guidelines for Foreign Travel in connection with Consultancies and Attendance at Seminars and Conferences.

5. Dean Delia Barcelona suggested that the Guidelines also take into account faculty members who have administrative loads. She said that these faculty members who travel designate officers-in-charge which sometimes cause problems.

6. On inquiry of Dean Florencio if the Guidelines were limited to international conferences only and not national conferences, VCAA Ibe explained that the Guidelines were formulated in response to problems raised on faculty members who attend international conferences and those who repeatedly travel.

Dean Tapales suggested that there should be a provision that local travels should be approved by the Deans.

Dean Vallejo recalled that requests for travel for local conferences are approved by the Deans and directors because these take about 2-3 days period only while requests for travel for international conferences are approved by the Chancellor. In response, the Chancellor said that local travels will still be approved by the Deans. She said that there should only be one set of rules, be it local or international, the point being, classes should not suffer.

The Chancellor said that since Guideline No. 1 has been revised whereby the no. of times a faculty may attend conferences in a semester is no longer specified, the conferences may either be national or international provided the faculty does not violate the 20% rule.

The EC approved the revised Guidelines for Foreign Travel in connection with Consultancies and Attendance at Seminars and Conferences effective immediately. The suggestions and comments raised during the discussion will be incorporated in the final version.

IV Student Disciplinary Cases

VCSA Leticia Ho explained that the student disciplinary cases were presented to the EC on March 23, 1993. While the EC discussed the cases at length, it decided to continue the discussions in another meeting.

She reported that the following cases were being presented for review :

1. UP vs. Cariño siblings
2. UP vs. Gerardo Rodas
3. UP vs. Gladys Paragas
4. UP vs. Mary Lila Ann Colon
5. UP vs. Goldwyn Baria

Appendix B-1

PROPOSED GUIDELINES REGARDING ATTENDANCE OF FACULTY MEMBERS IN INTERNATIONAL CONFERENCES, SEMINARS AND THE LIKE

While the University encourages activities for the professional growth of the Faculty, involvement in some activities have been overdone, in a number of cases at the expense of instruction and other University functions. Attendance in conferences and seminars is an example. Records show a wide disparity among faculty members in regard to involvement in international and national conferences.

The following guidelines are proposed for a more rational action on faculty members requests to go on special detail to attend conferences:

1. A faculty member may be allowed to attend more than two international conferences in one semester if the total number of days of classes missed is not more than 10 class days.
2. As much as possible, foreign travel to attend international conferences should not be scheduled during registration days, the first two weeks of classes and final examination days.
3. The faculty member must make up for the days he will be absent, either prior to the trip or immediately after return. The arrangement should be with mutual agreement with the students. If another faculty member is requested to handle the class, a written conforme to this effect should accompany the application for leave/travel.
4. The department chairman and unit head, or Dean should see that the arrangements for substitute teachers or make-up classes are complied with in order to ensure that the students are not short changed.
5. Requests for special detail to attend conferences should be made at least two weeks prior to the planned departure in order to allow time to make arrangements for the classes of the faculty concerned. The request for travel should indicate the last three immediately preceding foreign trips made by the faculty.
6. Faculty who attend conferences as paid consultants should not be granted special detail with pay. Their period of absence should be charged to their vacation or sick leave, or they may go on leave without pay.
7. Requests for extension of special detail should be made before the faculty leaves, not when he/she is already abroad.