

IV. Matters for discussion

1. Minimum Class Sizes for Graduate Courses, Including Special Topics Courses

The Chair reported that they have been getting requests for waiver to allow graduate classes with less than five (5) students to be offered. However, they noticed that many of the requests have been for Special Topics courses and not for core courses. She then urged the Deans not to offer the course and not to request for a waiver if there are less than five (5) students in a Special Topics course.

With regard to giving an incentive to faculty members with large graduate classes, the Chair suggested discussing this matter in the unit. She reminded the body that faculty enhancement is one purpose for the increase in graduate tuition fee. She stressed that units should study this matter because demand changes every year and they may not be able to sustain these incentives.

EC Action: The body agreed not to offer graduate Special Topics courses if there are less than five (5) students.

2. More Members of Anti-Sexual Harassment Committee

VCAA Guevara requested the Deans to nominate more faculty members to be part of the pool from which the Anti-Sexual Harassment Committee can draw from to hear sexual harassment cases. She cited the following criteria for the selection of nominees:

- a) preferably female;
- b) holder of a permanent appointment;
- c) gender sensitive;
- d) familiar and appreciative of the importance of issues related to sexual harassment; and
- e) willing to put in time for the resolution of sexual harassment cases.

3. Guidelines Regarding Travel in Connection with Consultancies, Conferences, Seminars and the Like (Appendix B)

VCAA Guevara reminded the Committee of the guidelines regarding travel in connection with consultancies, conferences, seminars and the like. She cited the following guidelines:

- a) A faculty member may be allowed to go on special detail to attend conferences, seminars, and the like, or serve as consultant or resource person during a semester if the total amount of class time missed is not more than 20% of the time for each course s/he is handling that semester.

- b) As much as possible, foreign travel to attend international conferences and seminars should not be scheduled during registration days, the first two weeks of classes, and final examination days.
- c) The faculty 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 conformé to this effect should accompany the application for leave/travel.
- d) 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.
- e) Requests for special detail to attend conferences should be made at least two weeks prior to the planned departure in order to allow for time to make arrangements for the classes of the faculty concerned. The request for travel should indicate the last three foreign trips made by the faculty immediately preceding.
- f) 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 leave, or they may go on leave without pay.
- g) Requests for extension of special detail should be made before the faculty leaves, not when s/he is already abroad.
- h) Faculty members with administrative load should likewise limit the duration of their special detail for purposes cited above to not more than 15 working days.

Discussion:

- 1) The Deans should evaluate a request as to whether it should be endorsed to the Office of the Chancellor or not; if it can be re-scheduled to fit the Academic Calendar of UPD.
- 2) The Departments may know best the nature of the travel and work involved and therefore would be in the best position to do the evaluation.
- 3) Travels abroad beyond a month should be synchronized with the UPD academic calendar.

EC Action: The EC agreed on the following:

- 1) revise guideline b) to read: "As much as possible, travel should not be scheduled during registration days, the first two weeks of classes, and final examination days"
- 2) familiarization visits or research visits should not be allowed during registration period and final exams; and
- 3) the 15 working days limit for the duration of special detail is an aggregate of 15 working days per semester.

for administrator