

OFFICE OF THE CHANCELLOR

MEMORANDUM NO. ERR-04 019

February 16, 2004

FOR: Deans, Directors, Department Chairpersons, and College Secretaries

SUBJECT: Follow through of matters taken up during the Academic Management Conference at MMLDC, Antipolo City, February 7 and 8, 2004

Following are the issues/ matters discussed during the Academic Management Conference that need further attention or study, either by the college/department or by UP Diliman Administration:

Matters for Attention/Study by UP Diliman Administration

1. **Formulation of guidelines on the institution and management of joint programs between**
 - colleges/departments within UP Diliman
 - UP Diliman and other UP units
 - UP Diliman and other universities

A committee to be chaired by Vice Chancellor Amelia P. Guevara will be created to study this matter.

2. **Formulation of guidelines to determine the appropriate organizational form that will enhance the growth and development of units and disciplines**

The Office of the Vice Chancellor for Academic Affairs (OVCAA) will gather data on existing forms or models for discussion by the UP Diliman Executive Committee.

3. **Formulation of guidelines on the extension of appointment of faculty beyond age 65**

The UP System has drafted some guidelines which we will refer to the Executive Committee for discussion. UP Diliman will also draft its own guidelines, also for the review of the Executive Committee.

4. Peer evaluation

A draft proposal on how to conduct peer evaluation based on practices in some foreign universities was submitted last year by the OVCAA and the Office of the Director for Instruction (ODI). The ODI will gather additional information on existing practices of universities here and abroad, after which we shall revise the draft proposal for discussion by the Executive Committee.

5. Determination of psychological preparedness/capacity of student applicants

We shall invite the Chairperson of the Department of Psychology and the Dean of the College of Education to help us devise a mechanism not only to determine the psychological preparedness/capacity of students but also to help them cope with the stresses and demands of studying in UP.

6. The Academic Personnel and Fellowship Committee (APFC)

We would like to clarify that as a general rule, decisions/recommendations of the APFC are arrived at by consensus and not through voting. In cases where voting may have to be resorted to, the following rules shall be observed:

- The HRDO Director shall have no voting right. HRDO serves as the Secretariat of the APFC.
- The REPS members of the APFC may vote only in cases involving the REPS.

7. Group Health/Medical Insurance Plan

The HRDO has already been requested to evaluate group insurance plans which the faculty and staff may want to avail of, chargeable to their personal accounts. The University's service will be limited to pre-qualifying plans and possibly, to facilitating payment through salary deduction.

8. Selection of deans

We shall share with the UP System our comments and suggestions on the selection of deans, which include the following:

- The existing process seemingly turns off some people especially if it degenerates into some sort of a 'beauty or popularity contest.' Some people find it demeaning to submit a 'willingness to serve' statement. The process also encourages divisiveness especially because of the signature campaigns that are resorted to. The process is also described to be a painful one especially when demolition teams organize themselves to bring down a nominee, or after one finds out s/he is not No. 1 on the list. The process also does not allow for a 'closure' so that in the end, the unit is left even more divided than when it started.
- The possibility of having not just one but more models for selecting deans came out. Depending on the circumstances of the college, the model that best suits the unit may be used.
- Rather than ask a nominee to give his/her own vision, the unit may decide on a collective vision on which the nominee may now base his/her plans and programs for the college. Or the nominee may be asked to give his/her perceptions of a dean's job as well as his/her perceptions of the major problems of the unit and how s/he proposes to deal with them.
- The process should be low key and should be undertaken quietly.

9. Best Practices

The OVCAA shall distribute the list of best practices that came out during the discussions, soon after the list is finalized.

Matters for Attention/Study by Departments/Colleges

1. Monitoring of student progress

Colleges/departments are encouraged to monitor dropping and failure rates in selected courses and to study if intervention is necessary.

They are also requested to monitor progress of graduate students especially those nearing MRR status.

On the issue about the necessity of getting a faculty member's consent for a student to drop a course, we refer you to page 278 of the Faculty Manual. The first two paragraphs read:

11.11 Dropping of Subjects

A student may, with the consent of the faculty and the Dean, drop a subject by filling out the prescribed UP Form 26 not later than $\frac{3}{4}$ of the hours prescribed for the semester/trimester/quarter term. A student who drops a subject without the approval of the Dean shall have his/her registration privileges curtailed or entirely withdrawn in the following semester. If a subject is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "Passing" or "Failing" solely for administrative guidance. [from Art. 350-351]

Any college may enact special rules on dropping of courses which would meet their particular needs; *Provided*, That said rules do not have the effect of relaxing the preceding general regulations. [Art. 352]

It was reported during the conference that some professors refuse to sign dropping slips of students. The college may want to invoke Article 352 of the Code by imposing stricter requirements to cover instances when a professor may refuse to sign dropping slips. Any decision to be stricter, however, requires approval by the College faculty. Moreover, students must be informed of the College decision.

2. Benchmarking of academic programs

The University should endeavor to benchmark its academic programs and course offerings **internationally and not just compare our programs with those of other universities in the country.** Departments may also wish to consider going online with their course outlines/syllabi. They may also wish to devise mechanisms for ensuring faithfulness to the syllabi by the faculty.

3. Orientation program for new faculty

Departments/colleges should consider holding orientation seminars on effective teaching and classroom management for their new faculty. The Office of the Director for Instruction also conducts regular training sessions for new faculty members. You may request the Office for assistance.

4. Admission of VAAS students

The College of Human Kinetics shall review the fielding of VAAS athletes to colleges/programs. Colleges may require additional criteria for admission. Please communicate directly with the College of Human Kinetics.

5. Dealing with financial constraints

There was general agreement that units should try to be more entrepreneurial and raise revenues from non-traditional sources. For pointers on how to be entrepreneurial, please feel free to consult other University officials or foundations with established records on fund-raising.

6. Saying "No"

Some of our colleagues find it very uncomfortable, if not difficult, to say "No". There is no training program that teaches one how and when to say "No". It helps, however, if you familiarize yourself with the rules because then you can explain with more confidence why you have to say "No". We might be able to help you on a 'case to case basis' so feel free to call us from time to time. But we would still prefer if you try to solve problems at your level.

7. Distribution of Faculty Manual

We have issued a memorandum announcing the availability of the Faculty Manual. Each faculty member gets a CD of the manual. Hard copies are also available and will be distributed upon receipt of reservations from the units.

We shall leave it to the good judgment of the units to decide on the appropriate timetable for studying or implementing what we have agreed upon in the conference.


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