MEMORANDUM
No. 028, s. 2020

FOR	:	**ATTY. DIONEL O. ALBINA**	- Chancellor, USTP CDO
		DR. RUVEL J. CUASITO	- OIC Chancellor, USTP Claveria
		DR. ALOGENES SAN DIEGO	- Vice Chancellor for Academic and Student Affairs, USTP CDO
		DR. RENATO O. ARAZO	- Vice Chancellor for Academic Affairs, USTP Claveria

CAMPUS DIRECTORS, COLLEGE DEANS AND CHAIRS

DATE   :   June 26, 2020

SUBJECT   :   **GUIDELINES FOR 1ST SEMESTER, AY 2020-2021: FLEXIBLE LEARNING**

---

1. The 1st Semester of AY 2020-2021, which commences on **August 24, 2020,** shall be conducted through the USTP Flexible Learning Program (FLP). Assistance with FLP preparations and implementation shall be provided by the FLP committee chaired by the VPAA and composed of the Academic Vice Chancellors, CiTL, and DTP.

2. **Faculty and Student Surveys**: Surveys shall be conducted to determine and address the type of training/gadget/connectivity assistance needed by faculty and students. The survey shall be made available to newly hired faculty and faculty who have not yet responded to the survey. The online student survey is incorporated into the enrolment process and shall be accomplished by students enrolled for the 1st Sem, AY 2020-2021.

3. **USTeP.** The official USTP Learning Management System (LMS) is the USTeP (University of Science and Technology E-Learning Portal) using the latest version of Moodle 2020 3.8.2. The Digital Transformation Project (DTP) Team is in charge of assisting the faculty in the management of courses within the USTeP. The system may be accessed at: ustep.ustp.edu.ph. Username: *(type your ID Number)*. Password: (*type Last name@ID Number or Reyes@12345*). All faculty should log onto the USTeP as their main LMS for workload monitoring purposes. However, they may utilize other non-LMS platforms (e.g., fb, zoom) to augment the learning experiences of the students. Newly hired faculty may contact the DTP through jonathan.jacobo@ustp.edu.ph or course their details (name, ID #) through their Chairs.

4. **USTeP and PRISM.** The DTP team shall link USTeP with PRISM so that students and faculty are automatically registered to their assigned courses. The DTP shall provide assistance for any USTeP concerns.

5. **USTeP *Bayanihan* Teams.** Course Management shall be done through faculty collaboration (*Bayanihan* concept*)*, content conversion, and migration of native syllabus to USTeP. Faculty teaching the same courses across the USTP system are enjoined to collaborate so that the task of preparing learning content and activities may be shared. USTeP *Bayanihan* Teams consist of the following:

Roles	Brief Capabilities	Brief Restrictions
COURSE CREATOR (Chairs/Coordinators)	Can create course/s Can assign another course creator	Cannot edit the content of the course
BAYANIHAN LEADER: (Experts per Course)	Can edit the course content including the weekly bar Can create sections (groups) Has ALL capabilities of the Bayanihan Teacher	Cannot create course/s
BAYANIHAN TEACHER (Faculty handling sections)	Can add activities and resources Can create activities and resources per groupings	Cannot create course Cannot edit course Cannot edit weekly bar
BAYANIHAN MONITOR (Deans, Chairs, HR)	Can see contents of the courses	Cannot create course Cannot edit course content

6. **Course Management Tasks.** Course Management shall be accomplished through the following three tasks and persons in charge:

THREE TASKS (1 & 2 simultaneous)	OUTPUT	PICs	Timeline
1. **Course Creation** (*online work*) *– assisted by DTP Team*			
a. USTeP Categories	Categories	Course Creator	June 23-30
b. Create Courses	Assigned Courses under Categories	Course Creator	June 23- 30
Submission of Category (with 1st Sem courses) and *Bayanihan* Google Forms to DTP			June 30
2. **Preparations for Course Page/Modules** (*off-line work*) *– facilitated/assisted by Academic Heads/CiTL*			
a. Syllabus. The team agrees on: COs, ILOs, Topics per Week; list of <u>minimum standard content</u> based on existing references; list <u>of minimum activities</u>.	Standardized Syllabus for uploading	Bayanihan Leader	July 1-10 **July 10: Uploaded Syllabus**
b. *Weekly Modules (Minimum Content)*: *i. Learning Materials/Resources*. Team chooses core/minimum standard content (which may come from references/readings in existing/updated syllabi), prepared in pdf form.	Minimum Learning Content (**in pdf**).	Bayanihan Leader/Teacher	July 10 – August 14
ii. Activities. Writing of activity guidelines (**pdf form**).	Guided Activities/ Assessment (**pdf**)	Bayanihan Leader/Teacher	
3. **Migration of Syllabus Contents to USTeP** (*on-line work*)	Filled out USTeP Course Template (18 weeks)	Bayanihan Leader/Teacher *assisted by DTP Team*	*Refer to* weekly uploading schedule for <u>minimum standard content</u> below

a. **Task 1**: **Course Creation**. On or before **June 30**, **2020,** Chairs/Coordinators shall submit to DTP the Category Google Form with the list of 1st Semester courses under sublevel (CMO based) categories finalized by each Department. The *Bayanihan* Assignment Google Forms shall, likewise, be submitted to their College Deans/Campus Directors on the same date. A copy shall be given to the Vice Chancellors, Campus Directors, and OVPAA.

b. **Task 2: Preparations for Course Page/Modules (Minimum Content).** This task shall be under the supervision of the Academic Heads with the assistance of CiTL.

   i. **USTeP Course Page:** For better organization, access, and facilitation of courses within USTeP, there shall be one course page per course with common outcomes and lists of topics, learning content, and activities from the standardized syllabus. The USTeP Course Template already has fields for all the elements found in the syllabus. A PowerPoint guideline for editing the course page is available on the template page. The goal is to complete the Course Templates: 1) Preliminaries: upload the syllabus; 2) Weekly Module: upload basic/core references/content and activity guide. As much as possible, the pdf format is recommended to ensure that students who have limited connectivity will still be able to access the core contents of the course. Once these basics are completed, the team/individual faculty may add contents/activities using other formats which take up more data for downloading (e.g., lecture videos, PowerPoint videos, fora). Teams who have completed the basics may choose to produce separate Course Guides and Weekly Modules containing all the elements mentioned above, to further enrich the learning experience of students. Sample Templates are provided by CiTL.

   ii. **Standard Syllabus**. The syllabus shall serve as the basic course guide across the system. Upon syllabus completion and evaluation by the *Bayanihan* leader/s, a soft copy of the finalized syllabus shall be submitted to the Chairs/Coordinators for review and approval. Deadline for **uploading of the standardized course syllabus onto the USTeP is July 10, 2020.** Following this submission, the DTP team shall be conducting brief output-oriented workshops for the Course Creators, *Bayanihan* Leaders, and *Bayanihan* Teachers.

   iii. **Weekly Module: Learning Resources/Activities.** The USTeP Weekly Module Template already has fields for the ILO and Topics. What remains for the team to do is upload the Learning Materials/Resources and Activity Guides (minimum pdf format). Supplementary content such as videos may be added as links. Faculty may also access Open Educational Resources (OERs) or "fair use" resources with the use of this link: https://networks.upou.edu.ph/7235/digital-learning-resources-and-open-educational-resources-dr-primo-g-garcia/. If online activities (e.g. fora, simulations, exams, quizzes) are absolutely necessary, these must be programmed and announced in advance in consideration of students with connectivity limitations.

c. **Evaluation.** Under the supervision of the Chairs/Coordinators, the *Bayanihan* Leader shall evaluate the contents/activities to ensure that these follow the minimum standards set by regulations. The team of course content developers shall be given incentives for their work.

d. **Term Exams, Assessment, Grading.** It is advised that major exams be uploaded two weeks before the scheduled exam with date restrictions. Faculty may utilize non-LMS platforms to augment assessment exercises. The existing grading system (70% passing, current grading components) shall apply, and grade computation may be done outside the system.

e. ***Laboratory/Technical Courses.*** Where applicable, online task simulation shall be conducted with the use of LMS content subscribed to by the University for engineering, technology, and science courses. It is advised that in-campus laboratory or skills validation work be scheduled towards the end of the semester (in the hope that the crisis situation may have eased by then), but in compliance with current government safety advisories, and university safety protocols.

f. ***Courses with different Codes***. Faculty teaching courses with the same description but different codes (offered by different colleges) may share resources (learning content/ activity), but courses shall be created separately under the college category where the differently coded courses belong.

g. ***Task 3: Migration of Syllabus Components to USTeP.*** The **complete (18 weeks) minimum standard syllabus contents/activities (minimum content in pdf)** must have been uploaded onto the USTeP system by **August 14, 2020.**

   i. ***Weekly Deadlines for Minimum Standard Contents/Activities.*** To better facilitate the completion and uploading of the minimum standard contents/activities, the following targets per week are set within the five (5) weeks from **July 10-Aug 14**. This schedule is a guide for the teams to determine their level of progress. Course *Bayanihan* teams who complete their modules before these deadlines or who wish to upload all the weekly modules simultaneously may do so, provided the main target is reached by the set date. Assistance on specific technical processes shall be provided by the DTP team upon request.

Target **Minimum** Content /Activities (To be uploaded to USTeP by the Bayanihan Team)	**Timeline**
Content/Activities for Week 1-4	July 13 – 17
Content/ Activities for Week 5-8	July 20 – 24
Content/ Activities for Week 9-12	July 27 – 31
Content/ Activities for Week 13-16	August 3 – 7
Content/ Activities for Week 17-18	August 10 – 14

h. ***Course Sections***. Course sections must be in place by **August 10, 2020** or upon the conclusion of adjusted enrolment dates. The *Bayanihan* Leader shall create the course sections following this syntax: Course Code, Campus Code, Program Code, Year Code, Section # Code
   Syntax:
   Eng101_campus_programyear_section
   Syntax:
   Eng101_cdo_ee1a_e1

i. ***Additional Content/Activity Uploading Deadlines.*** The complete (18 weeks) minimum standard syllabi contents/activities should be uploaded by the *Bayanihan* Team and ready for student access by **August 14, 2020**. In the course of preparations, the DTP shall offer workshops for the more advanced features of USTeP that faculty may utilize. The *Bayanihan* Teacher (faculty handling sections) who ***wishes to upload additional resources/activities must strictly follow the uploading due dates below***, to mitigate the risk of faculty uploading additional material after students have accessed the modules. Faculty should inform the students of the availability dates if there are to be any additions to the minimum standard content.

Additional Content for Week Nos.	Deadline of Uploading of Additional Content/Revisions/Activities
1 - 3	August 18, 2020
4 - 5	September 1, 2020
6 – 8	September 22, 2020
9 – 11	October 6, 2020
12 – 14	October 27, 2020
15 – 18	November 17, 2020

    j. The *Bayanihan* Monitoring Google Forms shall be submitted to the Chairs/Coordinators on **August 15, 2020** as part of *Bayanihan* faculty deliverables for incentives.

7. **Faculty and Student Support.** Each campus shall provide support options for faculty and students in terms of gadgets and connectivity, as follows: zero interest laptop loans, laptop/tablet lending, connectivity assistance (sim or pocket Wi-Fi), webinar rooms for faculty, in-campus hotspots and computer facilities (in-campus work is dependent on government safety advisories).

8. **Module Delivery Modes.** As stated above, the learning contents and activities shall be designed so that these can be easily downloaded and/or printed even in weak signal areas. Below are student access options each campus may implement. Modes involving in-campus activities are dependent on LGU (where campus is located) safety advisories.

Student Resources	Options
With Gadgets / Connectivity	Full Online (USTeP), Mobile App
Without Gadgets/ Connectivity	Laptop/Tablet Loans/Lending, In-Campus Computer Facilities, ICT Equipment Rentals, Student Centers for printing of modules, modules via courier.
With gadgets/ without connectivity	Pocket Wi-fis, SIM cards, In-Campus Hot Spots, Strengthened Network signal in identified areas

9. The Campus Academic Heads shall be in charge of disseminating information regarding the campus processes and offices involved in the implementation of these guidelines.

In this challenging situation and given the limitations of time, it is best to work with what we already have, and continuously improve from there. Nevertheless, this memo is issued with great appreciation for the commitment and dedication of the faculty in continuing the work of providing quality education to the students.

MARIA ELENA L. PAULMA, Ph.D.
Vice President for Academic Affairs

Cc: Office of the University System President