

## **ACADEMICS AND RESEARCH RESPONSE TO THE COVID-19 DEVELOPMENTS AS OF MARCH 11, 2020**

First, we would like to assure our parents, teachers, and students that despite the declaration of suspension (March 10-14) by the provincial government, we still have more than enough days to cover our lessons for the second semester. This comes from the fact that we have already taken out from our Academic Calendar our LS Festival Celebration, Research Week Celebration, and Prelim Exam week, all of which when combined, total to an additional (or in this case, a buffer) of three weeks of onsite meetings.

Second, should the suspension happen for a much prolonged period, the following have been formulated by the top management committee of Academics and Research (Assistant Vice Chancellors, Deans, HS Principal, with the assistance of CILP and URO and other identified faculty and administrators, and as presided by the VCAR) for the guidance of the community:

### **A. Management of classes**

1. The school shall resort to distance learning mode.

- For those few, who have, until now, need to get acquainted to our learning management system (LMS) - Schoolbook, you are asked to come up with modules that will cover the whole midterm period. These modules must be printed out and distributed or emailed to students for their accomplishment during the period of suspension. We are open to any module format as long it is approved by the department chair concerned.
- For the many who have secured a university LMS (Schoolbook) account or any online application (social or educational), a fully online learning mode shall be practised. A 24/7 tech support is available for those who will use Schoolbook.

2. In either case, the faculty members need to streamline lessons and focus on core competencies that the subject targets to develop. This is done by meeting with teachers of the same subject and agreeing on topics that must be prioritized.

3. Deadlines set for submission of outputs must be flexible and the number of attempts must be increased than usual.

4. The midterm exam also needs to be output based. Digital or e-submission must be preferred over hardcopy to avoid students from leaving their homes.

5. Alternatives need to be explored for lab classes, otherwise, lab lessons must be scheduled towards the end of the semester.

6. Data gathering activity for thesis, field work, or capstone projects must be modified to allow virtual data gathering (e.g. online survey)

7. Refresher courses for board-related subjects may be done creatively (e.g. through webinar or a 500-question game as practised by other departments). It may also be held during the Special term.

8. Partners that receive our students on an OJT arrangement shall be requested by the OJT supervisor if the arrangement can be updated to become "project-based" or if it can follow a "work from home" arrangement.

9. The following indicators of success shall be submitted to the department chair by the teacher at the end of the midterm period. These are the expected deliverables of our teachers: grades of students, and portfolio of outputs, documentation of engagement for those who have resorted to online apps, other than the official LMS of DLSU-D. All these, together with a copy of the streamlined syllabus shall be submitted a week after the midterm exams. A report shall be given by the department chair to the dean (copy furnished CILP) who will be conducting spot checking and who will be reporting the matter to the VCAR.

### **B. Management of student activities and services**

1. For student activities, all off-campus activities and grievance procedures are suspended until further notice.

2. Hotline numbers (by college) for guidance and counselling can be secured from the Office of Student Services.



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3. The number of required stampings for the student engagement program shall be adjusted. It shall only require 6 mandatory stamps, 1 Arbor Day stamp and 14 stamps coming from combination of activities or lump sum count of cultural, environmental, academic support and other activities.

4. An open Athens account must be secured to remotely access online sources and databases. Details on how to activate the account can be found in this link <https://www.facebook.com/dlsudAKLATAN/photos/rpp.937246426382790/2768952909878790/?type=3&theater>

5. All in-house activities must be reviewed (including recollection and sojourn). They must comply with the precautionary measures indicated in related memos. The 45-number rule shall be reinstated once classes resume.

### **C. Management of faculty services and activities**

1. Non-teaching activities indicated in the Individual Faculty Schedule (IFS) are suspended except for student consultation and research. The faculty need to resort to the following LMS features for consultation and research (Attachment A). Should another online platform for communication be used instead, a documentation of engagement must be submitted to the chair, who will share a copy with CILP.

2. The library shall maintain a skeletal force to attend to any emergency situation.

3. The following measures found in the "Adjustment Measures" and "Learning Continues" plan will apply. Specifically, for the former (Attachment B), these refer to online classes (B1-4 for faculty, C3 for students, E5-8 for academic services). For the latter (Attachment C), its provision shall apply when classes resume but stricter measures before entry are instituted.

Thirdly and finally, rest assured that all administrators of the Academics and Research division are constantly finding ways to make sure that learning remains productive and responsive to the needs of the situations. Everything is being managed to the best of our abilities. Concerns, needed assistance, and questions may be referred to your concerned deans, AVCs, or HS principal who will relay such matter to our attention for deliberation and immediate action.

Thank you for your attention and cooperation.