



## NEEDS AND EXPECTATIONS OF INTERESTED PARTIES

Year: 2022


Office/Unit: COLLEGE OF ARTS AND SCIENCES

| Interested Party  | Needs  | Expectations  | Requirements<br>(i.e. legal, statutory,<br>mandatory, etc.) | Action Plan   | Responsible<br>office/persons |
|---|--|---|---|---|-------------------------------|
| <b>STUDENT</b>  |  |   |   |   |                               |
| A. Internal<br>IP-19-W1 Delayed enrolment processing  | <b>IP-19-01</b><br>Timely enrollment processing                    | Timely<br>completion of<br>enrolment<br>implemented                                     | N/A   | Subscribe to an alternative<br>internet service provider that<br>offers better service, when<br>available | OUR                           |
| B. External<br>Unstable supply of electricity<br><br>Unstable internet connectivity   |  |   |   |   |                               |
| A. Internal<br>IP-19-W3 Late submission of grades by some<br>faculty<br><br>Late submission of course requirements by<br>students | <b>IP-19-03</b><br>Timely posting of grades in<br>students' portal | Grades posted<br>in student's<br>portal two-<br>weeks after<br>the final<br>examination | CHED CMO  | None  | OUR                           |
| B. External<br>The students cannot graduate.  |  |   |   |   |                               |
| A. Internal<br>IP-19-W6<br>Insufficient instructional facilities and equipment<br>in some degree programs                         | <b>IP-19-05</b><br>Adequate facilities and resources               | Additional<br>facilities<br>provided  | DBM and MGB<br>requirements                                 | Continue to augment instructional<br>facilities by requesting to allocate<br>more funds for the purpose   | OVPPRGAS<br><br>OVPAA         |
| B. External   |  |   |   | Fast-track procurement process  |                               |

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| The students cannot graduate   |   |   |          |  |  |
| <p>A. Internal</p> <p>Some students cannot comply with course requirements and assessments on time due to various reasons such as poor internet connectivity</p> <p>B. External</p>                    | <p><b>IP-21-01</b></p> <p>No Fail Policy during the pandemic</p>  | Policy approval and implemented                       | CHED CMO | Retain the giving of a “deferred” status of grade  | <p>OVPSAS</p> <p>OVPAAs</p> <p>OUR</p>                           |
| <b>FACULTY</b>   |   |   |          |  |  |
| <p>A. Internal</p> <p>Some students cannot comply with course requirements and assessments on time due to various reasons such as poor internet connectivity</p> <p>B. External</p>                    | <p><b>IP-21-02</b></p> <p>Faculty should be considerate and not too strict in deadlines of student outputs during the pandemic</p>              | Deadlines extended. No deduction for late submission. | CHED CMO | Re-issue a memo advising the faculty to be more compassionate and be flexible in imposing deadlines .  | <p>OVPAAs</p> <p>OUR</p>   |
| <p>A. Internal</p> <p>Too many learning tasks and course requirements to comply in every subject</p> <p>B. External</p>  | <p><b>IP-21-03</b></p> <p>Require only a reasonable number of learning tasks to be accomplished per learning guide</p>                          | Learning tasks reduced                                | CHED CMO | Faculty are advised to refrain from giving too many learning tasks and to put restrictions in submissions (Memo will be sent)  | <p>OVPAAs</p> <p>CAS Dean</p> <p>Departments Heads under CAS</p> |
| <p>A. Internal</p> <p>Some learning modules are difficult to understand especially that the teachers are not around to explain the lesson</p> <p>B. External</p>                                       | <p><b>IP-21-04</b></p> <p>Make learning guides simple and easily understandable for self-study</p>  | Learning guides revised and user-friendly             | CHED CMO | Academic departments are advised to review the learning guides, revise and simplify if necessary   | <p>OVPAAs</p> <p>CAS Dean</p> <p>Departments Heads under CAS</p> |
| <p>A. Internal</p> <p>Some students are unable to conduct their thesis/dissertation/in-campus internship/engineering projects inside the campus due to health restrictions brought by the pandemic</p> | <p><b>IP-21-05</b></p> <p>Allow students to enter the campus to conduct their thesis/dissertation/in-campus internship/engineering projects</p> | Entry to campus allowed with restrictions             | CHED CMO | Allow students to conduct their thesis in the campus under a “Bubble Lock-in” scheme wherein they shall be allowed entry to the campus subject to a negative RT-PCR Test. They shall be housed | <p>OVPAAs</p> <p>OVPSAS</p> <p>CAS Dean</p>                      |

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| B. External   |  |  |                                       | in one dorm and shall not be allowed to go out of the campus for the whole duration of the lockdown. | Department Heads under CAS                       |
| A. Internal<br>Summer classes are cancelled   | <b>IP-21-06</b><br>Extend the prescribed period to complete the degree during the pandemic due to cancellation of summer classes | Prescribed period extended                                 | Legal                                 | Add one semester to the prescribed number of academic terms for each degree program                  | OVPAA<br>OUR                                     |
| B. External   |  |  |                                       |  |  |
| A. Internal<br>The university budget for research can only provide funds for a small number of research projects so many faculty are not involved in research | <b>IP-21-07</b><br>Increase university budget for research in order to encourage faculty to make research proposals              | Research budget increased                                  | DBM circulars                         | Allocate each department with a research budget subject to submission of research proposals          | OVPAA<br>OVPREI                                  |
| B. External   |  |  |                                       |  |  |
| A. Internal<br>Some faculty-scholars who finished their master's degree do not get promoted to a higher position upon return to the university                | <b>IP-21-08</b><br>Adjust re-entry positions of returning faculty-scholars   | Returning faculty-scholars given higher re-entry positions | DBM-CHED circulars<br>PASUC issuances | Re-submit the approved policy to the DBM and appeal for reconsideration                              | OVPAA<br>ODAHRM                                  |
| B. External   |  |  |                                       |  |  |
| A. Internal<br>Some computer software used by teachers are not licensed   | <b>IP-21-09</b><br>Purchase licenses for various computer software needed in instruction   | License purchased  | DICT issuances                        | Purchase the computer software licenses  | OVPAA<br>CAS Dean<br>Departments Heads under CAS |
| B. External   |  |  |                                       |  |  |
| <b>ALUMNI/INDUSTRY</b>  |  |  |                                       |  |  |
| A. Internal<br>Some graduates lack good written and oral  | <b>IP-21-10</b><br>Improve written and oral  | Graduates with   | CHED CMO                              | Propose for inclusion of additional  | OVPAA  |

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| communication skills<br>B. External  | communication skills of graduates                        | good communication skills     |          | relevant language courses in the curriculum                           | CAS Dean<br>Department Heads under CAS          |
| A. Internal<br>Some graduates lack good written and oral communication skills<br>B. External | <b>IP-21-11</b><br>Produce competent job-ready graduates | Competent job-ready graduates | CHED CMO | Implement relevant learning activities that will develop competencies | OVPAA<br>CAS Dean<br>Department Heads under CAS |

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| <b>Prepared by:</b>   | <b>Reviewed by:</b>                                |   | <b>Approved by:</b>                         |
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| Dean, CAS<br>Date: March 10, 2022   | Date:  | Date:                                   | Date:                                       |