Office of the President

5 January 2012

MEMORANDUM NO. 4
Series of 2012

TO   :   **Dr. Editha G. Cagasan**   ,   Chairperson
            Dr. Antonio P. Abamo   ,   Member
            Dr. Beatris S. Belonias   ,   Member
            Dr. Rotacio S. Gravoso   ,   Member
            Prof. Winston M. Tabada   ,   Member
            Prof. Efren B. Saz   ,   Member
            Mr. Jude B. Rola   ,   Member
            Ms. Ma. Rachel Kim L. Aure   ,   Member
            Ms. Nelfa M. Glova   .   Member

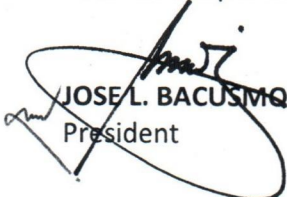RE   :   **Committee on Distance Education**

With Dr. Cagasan as Chairperson, you are hereby instructed to organize yourselves into a committee on the Distance Education Program of the university. The committee is expected to do the following:

- Revisit and revitalize the Distance Education Program of the university
- Review all proposed distance education courses to ensure they have educational merit and reflect positively the university
- Focus on the delivery of distance education and its environment be it Web or TV enhanced courses to fully online
- Create a plan to establish a VSU Online Education Program
- Conduct an e-learning design and development workshop

Meanwhile, an e-Learning Consultant/Developer, Dr. Antonio E. Refre, is engaged for a workshop on Jan. 11-13, 2012 to assist the committee on the Establishment of VSU Online Education Program.

For preliminary discussion on said matter, please come to a meeting on January 9, 2011 (3:00pm) at the Office of the President.

Your full cooperation is highly expected.

JOSE L. BACUSMO
President

APPENDIX

The Plan for Establishing the VSU Online Education

Antonio E. Refre, Ph.D.(AppliedSciences/Engineering, KULeuven)
e-Learning Consultant/Developer
aerefre@gmail.com, mobile: +639202431560

MILESTONE (January 2012 to June 2012)

ACTIVITIES	JAN	FEB	MAR	APR	MAY	JUN
1. Installation of systems in a remote cloud computing server (initially, my webhost server can be used free-of-charge). This choice will relieve your MIS personnel from the demanding tasks of server maintenance and support. Purchasing a server is not anymore necessary. Furthermore, the big demand for bandwidth transfer (when the systems are accessed by the online teachers and students) will be easily provided; also, access can be assured 99.99%	===					
2. Installation of my self-developed Learning Management System (LMS) in the cloud computing server. If you choose Moodle for your LMS, you will get into some regrettable technical complications (UPOU in spite of their having a highly technical group, Moodle is not performing well. Other universities have been trying and still they are nowhere in the implementation). My LMS is being used successfully at PWU, AIJC, PNU, and UMak. I will give my LMS to VSU free-of-charge.	===					
3. Training of Faculty in Online Teaching and Learning (a two-day face-to-face seminar-workshop and the remaining days will be online).	===	===	===	===	===	
4. Repackaging of course materials to make them online-capable. I will provide training on Rapid e-Learning.	===	===	===	===	===	
5. Pilot Testing during Summer 2012; start Operation				===	===	===