



13 October 2020

MEMORANDUM CIRCULAR NO. 96

Series of 2020

**T O: All College Deans, Chancellors, Department Heads, Institute Directors
and Faculty Members**

R E: Conduct of Lecture Classes and Evaluation of Virtual/Online Classrooms

In the meeting of all college deans, chancellors, department heads and directors on Oct. 16, 2020, the following were agreed in relation to the conduct of lecture classes and evaluation of online classrooms:

1. The 2-hour lecture schedule from October to November 2020 may be used for **synchronous online lectures, online examinations, or consultation meetings with the students**. If the teacher uses only this time to deliver the lessons, the time is obviously not enough to cover all topics for the whole semester. Thus, it is expected that the teacher adopts other flexible learning activities outside the 2-hour lecture schedule. These may include, but not limited to, conduct of asynchronous classes using pre-recorded lectures, conduct of additional special online lecture sessions, assigning selected modules or lessons for self-study, giving reading assignments, projects, and other learning activities and assessment tasks. After November, students can still continue complying with the learning tasks, examinations and other course requirements until the end of the semester which is in February.
2. As previously agreed, conduct of lecture classes shall be completed by the end of November this year to enable the students to focus on their laboratory classes starting December. However, since we encountered some problems especially in the production and timely delivery of learning modules, teachers may still exercise flexibility and may extend their lecture classes until the end of the semester, especially if their students do not have laboratory classes or have one or two laboratory classes only, which means they still have ample time for the extended lectures. If the teacher extends the lecture, he/she must make sure there is no laboratory class that is in conflict with the lecture schedule, otherwise, the lecture schedule has to be moved to another time by internal arrangement. **All class extensions must be done in consultation with the students and approve by the department head.**
3. In the course syllabus, classes shall cover 18 weeks to jibe with our revised academic calendar (2 weeks for student on-boarding and 16 weeks for the classes). Even if the teacher does not extend the lecture and finishes it in 8 weeks, compliance and submission of student outputs will continue until the end of the semester, so the 16 weeks is still in order.
4. Since classroom observation is part of the ISO Surveillance Audit, it is important that evaluation of online classrooms be conducted to ensure their readiness and functionality. Based on our experience in the ISO Stage 2 Audit, selection of classrooms to be observed is **strictly random**.

Thus, we must make sure that every online classroom is in order. As agreed by the unit heads, evaluation of online classrooms is moved to **November 16-20, 2020**.

For information and guidance.


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President