



9 August 2021

**MEMORANDUM NO.** 565

Series of 2021

**T O: All Concerned Faculty and Staff**

**R E: Task forces for the Online AACUP Accreditation (Level IV) of the Master of Science in Agricultural Education on December 8-12, 2021**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as **coordinator and chairpersons** of the **Task Forces** for the Online Accreditation (Level IV) of the MS in Agricultural Education effective August 1, 2021 until December 31, 2021 or unless sooner revoked or terminated by higher authorities.

AREA/TASK FORCE MEMBERS	RESPONSIBILITIES
<b>A. Overall Coordination</b>  Dr. Karen Luz Y. Teves	1. Oversees the preparation and submission of the Narrative Profiles, Compliance Reports <i>(based on the findings and recommendations of the accreditors during the previous visit)</i> , and other documents needed for the accreditation of the MS in Agricultural Education program;  2. Coordinates the preparation for the presentation of the MS in Ag. Education program's narrative profiles during the seminar.
<b>B. Area Incharge</b>	1. Take charge in the preparation of the Narrative Profile of the assigned area  2. Submit to ODQA (formerly QAC) e-copies of the Narrative Profiles and other needed documents during the designated deadlines.  3. Supervise uploading of documents in the Google Site to be shared to the in-house evaluators of VSU and the AACUP accreditors  4. Inform the ODQA regarding the program's readiness to submit documents for evaluation  5. Serve as local counterparts of the AACUP
<b>Area 1 – Research</b>  Dr. Karen Luz Y. Teves	
<b>Area 2 - Performance of Graduates</b>  Prof. Fatima Baliña	
<b>Area 3 – Community Service</b>  Dr. Milagros C. Bales	
<b>Area 4 - International Linkage and Consortia</b>	

Mr. Virgelio C. Dargantes, Jr.	accreditors
<b>Area 5 - Planning Process</b>  Dr. Lijueraj J. Cuadra	6. Attend follow up meetings called by the ODQA or OP

For your guidance.

  
**EDGARDO E. TULIN**  
President