



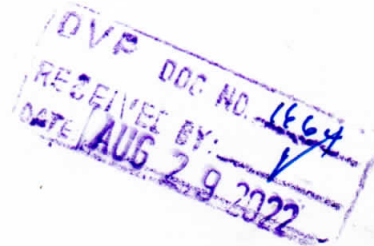
TRAINING/WORKSHOP/ORIENTATION PROPOSAL

Title: Seminar-Workshop on Preparation, Enhancement and Review of OBE Syllabus

Participants: All CET Faculty Members

Date: September 1-2, 2022

Venue: CET Annex Activity Hall



Rationale

The course syllabus is the essential document that instructors/professors must prepare before starting the course. It is a course-planning tool that helps them prepare and organizes the course. The syllabus also communicates to students the course content and what they can expect to do and learn upon completion of the course. The proper way of preparing an Outcome-Based Education (OBE) Syllabus is vital for every faculty member to learn and develop. This will ensure that learning outcomes align with course outcomes; likewise, the course outcomes align with the program outcomes and program outcomes with the educational objective of the program.

Further, majority of the faculty members of the College of Engineering and Technology (CET) are newly hired hence, lacks awareness/experience on the proper way of preparing OBE Syllabus. Likewise, it is observed that members of various departmental Instructional Materials Review Committee (DIMRC) have varied understanding and practice in reviewing syllabus. This situation hampers the successful delivery of an outcome-based education.

As part of the mentoring and coaching program of the CET, the college proposes to conduct seminar-workshop on the preparation of OBE syllabus among its faculty members and on the proper way of reviewing syllabus to the members of the DIMRC. Hence, this proposal is hereby submitted.

Objectives.

At the end of the workshop, the participants are expected to:

1. Prepare OBE syllabus in accordance with the standards and specifications of the course and program
2. Evaluate the OBE Syllabus

Methodology/Strategy

1. Assessment of the skills of the participants prior to the training/workshop.
2. Brainstorming and hands-on workshop
3. Presentation of outputs.

Resources Needed.

1. Computer system
2. Pen and paper
3. Projector and Screen


Expected Outcome:

1. Produce a CET harmonized OBE Syllabus template
2. Produce course syllabi of assigned courses
3. Review at least one (1) syllabus per faculty member

Estimated Budget:

Particulars	Cost in peso (Php)
Food	
Sept. 1, 2022 – AM Snacks (60 pax)	3,000.00
- Lunch	9,000.00
- PM Snacks	3,000.00
Sept. 2, 2022 – AM Snacks	3,000.00
Certificates for Participants and Resource Persons	1,000.00
TOTAL	P 19,000.00

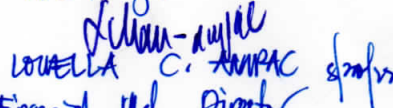
Prepared by:


JANNET C BENCURE
 Dean, CET

Availability of funds:


ALICIA M. FLORES
 Head, Budget Office

Noted by:


LOUELLA C. AMPAC
 Financial Mgt. Director

Approved by:


BEATRIZ S. BELONIAS
 VP for Academic Affairs

PROGRAM OF ACTIVITIES

(*This should include the date, time, opening, closing and the topics to be discussed)

Day 1: Sept 1, 2022 (Thursday)		
8:30	Registration & Preliminaries	
9:00	Harmonization of CET Syllabus Template	JCBencure
10:00	Creation of standard entries (per course) for item 9: Program Outcomes (POs) in relation to the Program Educational Objectives (POEs)	DIMRC, faculty
	Health break	
11:00	Workshop: Preparation of Syllabus ¹	Heads, faculty
12:00	Lunch break	
1:00	Workshop: Preparation of Syllabus ¹ (Continuation)	Heads, faculty
4:30	Instructions for Day 2	JRCastil
Day 2: Sept 2, 2022 (Friday)		
8:15	Registration/Attendance	
8:30	Functions of DIMRC, Department Heads & Dean in Reviewing of Syllabus	JCBencure
9:00	Syllabus Review Tracker	WPAIfече
9:15	Workshop: Review of Course Syllabus	DIMRC
11:15	Presentation of Outputs	Heads
11:45	Wrap Up and Next Steps Closing Remarks	EPdePadua MCUnajan
12:00	Lunch break	

¹Department heads must assign faculty members that will prepare the syllabus**Master of Ceremony: Jamaila Baliña**

Vision:
Mission:

A globally competitive university for science, technology, and environmental conservation.
 Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.