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Office of the Vice President for Academic Affairs

9 March 2020

Memorandum No. OVPAA 2020-31

For: The UP Faculty
Through the Vice-Chancellors for Academic Affairs

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From: Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

Re: ACADEMIC CONTINGENCY PLAN IN THE LIGHT OF COVID-19

On the premise that UP ought to continue providing learning opportunities in the midst of possible class suspensions, the UP System had planned—even before COVID-19 came to our awareness—that by the mid-year term 2020 and the first semester of SY 2020-2021, all faculty members shall have been enjoined to ensure that their classes are designed in such a way that students know what to do for each session in the event of class suspensions due to natural hazards, disasters or social and political eventualities. Against the backdrop of an increasingly volatile, uncertain, complex and ambiguous (VUCA) world, the University is compelled to require our faculty to shift to blended learning while providing detailed instructions on learning materials and activities if neither electricity nor internet is available.

With the recently confirmed local transmission of COVID-19, the shift to blended learning for everybody can no longer wait until June. All faculty members will have to adjust their pedagogy and assessment of existing classes even if they were designed in the traditional lecture mode. Under the circumstances, we took stock in today's Academic Affairs Committee meeting of existing platforms for disseminating learning materials, submitting assignments and engaging in interactive exchange between students and faculty in the different CUs---e.g. UVLE or other virtual learning platforms in UP Diliman, UP Manila, UP Los Baños, UP Open University (UPOU) and UP Baguio; the GE platform of CUs with UPOU as current host in UP Visayas, UP Mindanao, UP Cebu and UP Baguio; Google Hangouts Meet and Google Classroom;

and Edmodo, among others. We shall be exploring institutional subscription to video-conferencing platforms (e.g. Zoom) to enable students to attend classes and teachers to provide inputs and respond to questions, albeit virtually.

For the next three weeks

- ALL faculty members must adjust their syllabi, providing more detail in terms of what is expected for every class session, and uploading the learning materials or links to learning materials in existing platforms. It is also necessary for the faculty to provide instructions to students in the event there is no electricity and online access is unavailable.
- From 10-14 March 2020, faculty members ought to take stock of the access of their students to devices and the Internet, classifying and organizing those without access into students staying in dormitories or houses on campus who can be organized more easily and those living outside the campus. They are urged to organize opportunities for peer learning by matching students without devices or access with those with access;
- Since less than 30% of the faculty in the CUs use these platforms, the faculty is expected to quickly learn how to use a platform. CUs are in turn, enjoined to jointly or separately conduct training on the use of their respective learning systems using platforms that can reach as many faculty members as possible (e.g. Zoom, Hangouts Meet or Skype)
- The CU and System management must be able to determine the contingency plans for laboratory classes, internships, field immersion and other out of classroom requirements.

In the meantime, we shall use this crisis as an opportunity to further develop our UP Moodle-based learning platforms with basic artificial intelligence applications and enhanced learning analytics. A Task Force shall be created towards this end so that the UP learning platforms will be used by most, if not all our faculty.

In today's meeting of the Academic Affairs Committee, the UP Open University [offered](https://www.upou.edu.ph/news/upous-free-open-online-courses-to-aid-universities-to-prepare-amidst-threats-of-covid-19/) its Massive Open Online Courses (MOOCs) (<https://www.upou.edu.ph/news/upous-free-open-online-courses-to-aid-universities-to-prepare-amidst-threats-of-covid-19/>), as well as Quick Guides to Online Learning (attached to this Memorandum), which includes links and PowerPoint presentations for faculty members to immediately and temporarily migrate from a face-to-face to an online format within a very short period. UPOU is also offering webinars upon request of other CUs through UPOU affiliates from the residential CUs who are familiar with the UPOU teaching and learning modality. These affiliates could serve as on-site facilitators in a workshop-type seminar to be remotely conducted by UPOU. Alternatively, they and the UPOU trained GE faculty members may serve as resource persons on course development and delivery.

Thank you for considering these academic contingency plans.