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Office of the Vice President for Academic Affairs

20 August 2020

Memorandum No. OVPAA 2020-92

**For: Faculty, Department Chairs, Program Directors, Institute Directors,
and Deans**

Through the Chancellors

cc: Vice-Chancellors for Academic Affairs

CIAT

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

**Re: COURSE PACK PREPARATION AND INCENTIVES AND SUSPENDED
ACADEMIC RULES AND PROCESSES IN THE FIRST SEMESTER AY
2020-2021**

In preparation for remote teaching and learning in Academic Year 2020-2021, an online course was developed – Course Redesign 101¹ – to provide the faculty with a 6-step guide to preparing their course pack. The course remains open and the faculty can access this anytime. A timely sharing was made by Assoc Prof Portia Padilla on how she prepared her course pack following the 6-step guide². To further assist the faculty in their course pack preparation, a webinar on copyright was held to provide guidance in selecting and curating learning resources to be used in the course pack.³ OVPAA Memorandum No. 2020-91 also provided guidelines for incorporating copyrighted materials into course packs and an FAQ regarding faculty copyright over course packs. Faculty can also now

¹ UP Diliman UVLE, UP Los Baños eLBI, UP Manila VLE

² UP Diliman RemOAT and Interactive Learning Conversations: “Course Pack Ganern! Where to Start, How to Do It, What to Write”, 6 August 2020 at 9 AM and 10 August 2020 at 8 AM via Zoom Webinar

³ “Copyright, Creative Commons, and Fair Use”, 10 August 2020 at 2 PM via Zoom Webinar

access a remote learning website⁴ that serves as a repository of information and curated resources.

COURSE PACK COMPLETION

OVPAA Memorandum 2020-68 set **1 September 2020**⁵ as the deadline for the completed course packs — composed of a course guide, learning resources with study guides, and assignment and/or activity guides. The deadline provides ample time for the faculty to upload their course packs in the Learning Management System and for the units to distribute them through USBs or as printed material to students before the 10 September 2020 start of classes for the First Semester AY 2020-2021.

In the interest of UP students, faculty members are urged to stick to this deadline. However, for **faculty members with more than two (2) full course packs to prepare and who have not managed to complete all course packs by the deadline**, they may make available at least half of the course pack for each of these courses, covering the first half of the semester, preferably by 1 September 2020, and the remaining half by 16 October 2020.

Faculty who are appealing for more time to prepare technology-dependent or enhanced learning resources for their courses must complete their course packs by **Thursday, 10 September 2020** and upload them in the Learning Management System by **Monday, 13 September 2020**. Provided further that the following conditions are met:

- Course guides are given to students by said faculty on the first day of class;
- Said faculty must provide students an overview of the course, particularly the topics covered in the week of 10-17 September 2020, using different platforms and means of communication to reach their students if needed;
- The means of communicating and monitoring those with poor connectivity or TELCO signals and the mode of delivering course material as surveyed during the pre-enlistment/registration are verified by said faculty on the first day of class; and
- The plan for a second or later distribution of course packs by the unit of said faculty must be implemented immediately to ensure that students with poor connectivity receive their course packs within the week of 13-19 September 2020.

COURSE PACK INCENTIVE

Since this is the first time most faculty members will be preparing course packs, an honorarium of Php 9,000.00 will be given for every **complete course pack** prepared for a 3-unit course, pro-rated among faculty involved in the preparation. The units, which will

⁴ <https://sites.google.com/up.edu.ph/gear-up-for-remote-learning/home>

⁵ CUs have the prerogative to set an earlier deadline.

recommend the honorarium of faculty members, are enjoined to ensure the completeness of the course packs.

When more than one faculty is involved in the preparation of the course pack, the honorarium will be pro-rated based on the number of faculty who collaborated, with each faculty receiving not less than Php -3,000.00. However, the total honorarium paid for a course pack should not exceed Php 15,000.00. In instances when more than five faculty are involved in the preparation of a course pack, then the Php 15,000.00 will be pro-rated among the faculty.

In instances when the faculty still needs to fulfill the required total load credit (TLC) for the semester, a credit unit incentive of 1.5 unit per course pack prepared for a 3-unit course may be applied, subject to the approval of the academic unit and contingent on the available faculty resource *vis-a-vis* courses that need to be offered for the semester. **The credit course incentive may not be used for deloading or for overload.**

Teaching Assistants (TAs) and Teaching Fellows (TFs) are not entitled to an honorarium; they may be given only the credit load incentive.

Lecturers who are involved in the preparation of **complete course packs** may be given honorarium commensurate to their involvement in the course pack preparation as outlined above.

SUSPENDED RULES/PROCESSES AFFECTED BY REMOTE LEARNING IN THE FIRST SEMESTER AY 2020-2021

1. There will be no change of matriculation in the First Semester AY 2020-2021 due to the logistics of remote learning.
2. The deadline for dropping and filing of leave of absence is suspended.
3. A 12-unit course load will be considered a regular load.
4. Off-hour rates for teaching are suspended.
5. The First Semester AY 2020-2021 will not be counted towards MRR (Note: Because it is the first time for students to do remote learning and they will still calibrate the course load that they can manage, especially for graduate students who are working from home and for other students who have a workload outside of their school work).

Thank you and stay safe.