PREPARATION AND APPROVAL OF LEARNING MATERIALS/MODULES IN THE NEW NORMAL

Doc. Control No.		PRMSU-ASA-COMSP10
Effectivity Date		May 4, 2021
Revision No.	00	Page 1 of 4

Revision History

Rev. No.	Originator	Details of Revision	Approval Date	Effectivity Date
00	DR. MENCHIE A. DELA CRUZ	Original Issue	May 3, 2021	May 4, 2021

Prepared by:	Reviewed and Approved by:
MENCHIE A. DELA CRUZ, Ph.D.	**FELIPA M. RICO, Ph.D.**
Dean, College of Communication and Information Technology	VP, Academic and Student Affairs

1.0 OBJECTIVE

To create and preserve a documented system in the preparation and approval of learning materials/modules of the faculty in the new normal.

2.0 SCOPE

This procedure applies to all faculty teaching under online method or self-learning module.

3.0 REFERENCES

Approved PRMSU Strategic Framework for Flexible Teaching and Learning
Approved Course Syllabi

4.0 DEFINITION OF TERMS

Delivery of Instruction – refers to the interaction among the student, the teacher, the content, and the knowledge/skills/dispositions students will need for learning and collaborating with others in a diverse society and rapidly changing world.

Edmodo App – it allows the academic community to learn together from anywhere with all-in-one LMS.

Examination - is a test to show the knowledge and ability of a student.

Faculty - the teaching staff of a university or college, or of one of its departments or divisions, viewed as a body.

Google Classroom App – a free and easy tool helping educators efficiently manage and assess progress, while enhancing connections with learners from school, from home, or on the go.

Lecture Method - is the most commonly used method of teaching. It is a teacher- controlled & information centered approach in which the teacher works as a sole-resource in classroom instruction.
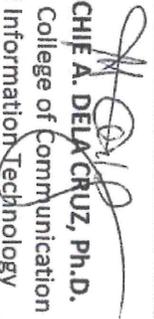
Lesson - an amount of teaching given at one time; a period of learning or teaching.

Quizzes - a test of knowledge, especially a brief, informal test given to students.

Self Learning Module - are designed where the learner is free to chose what to **learn**, how to **learn**, when to **learn** and where to **learn**.

Zoom App - is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars.

Prepared by:	Reviewed and Approved by:
MENCHIE A. DELA CRUZ, Ph.D. Dean, College of Communication and Information Technology	**FELIPA M. RICO, Ph.D.** VP, Academic and Student Affairs

5.0 PROCEDURES

PROCESS FLOW

RESPONSIBLE	
Faculty	Prepare Learning Materials or Modules compliant to the approved course syllabi.
Faculty	Submit created learning materials/modules to the program chairperson.
Program Chairperson & Dean	Evaluate/Check the learning materials/modules submitted by the faculty, if there is a correction, then edit and re-submit to the program chairperson for re-evaluation/checking, if there's no more corrections then what approach will be used for conducting lecture?
Program Chairperson	If Online Approach will be used then,
Faculty	Create presentation or audio/video recording of every lesson/topic.
Faculty	Upload in the Learning Management System (Edmodo or Google Classroom)
Faculty	Otherwise, if not Online Approach then produce printed self-learning module (including exercises/exam)
University Staff assigned for distribution	Distribute printed self-learning module to students (For detailed processes of Production and Distribution of SLM please refer to the DIP created for this)

Prepared by:

MENCHIE A. DELA CRUZ, Ph.D.
Dean, College of Communication and Information Technology

Reviewed and Approved by:

FELIPA M. RICO, Ph.D.
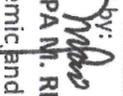VP, Academic and Student Affairs

PREPARATION AND APPROVAL OF
LEARNING MATERIALS/MODULES
IN THE NEW NORMAL

Doc. Control No.		PRMSU-ASA-COMSP10
Effectivity Date		May. 4, 2021
Revision No. 00		Page 4 of 4

6.0 ATTACHMENT/FORMS/SOFTCOPY

- Approved Learning Materials/Modules (Powerpoint Presentation of Lesson/topic, Audio/Video Recording of Lessons/Topic)
- Printed Self-Learning Module (including exercises/exams)
- Instructional Materials Criteria.

Prepared by:	Reviewed and Approved by:
MENCHIE A. DELA CRUZ, Ph.D. Dean, College of Communication and Information Technology	FELIPA N. RICO, Ph.D. VP, Academic and Student Affairs