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**Western Mindanao State University**

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**PROCEDURES MANUAL**  
**MANAGEMENT OF LEARNING**

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	<b>NAME</b>	<b>POSITION</b>	<b>SIGNATURE</b>
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**Western Mindanao State University**

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Section: **Operations Procedure**

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Subject: **MANAGEMENT OF LEARNING**

### Revision History

Date	Rev No.	Details of Change	Owner

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### 1. Introduction

The delivery of instruction is considered to have a complex, multifaceted activity, often requiring the instructors to manage multiple tasks and goals simultaneously and flexibly. The established prevailing set of standard procedures, guided mission and vision, can make teaching both more effective and more efficient.

#### 1.1. Purpose

The purpose of this procedure is to guide instructors in managing their instruction as well as helping and facilitating students learning, so that instructors can meet their own goals and objectives set to meet students' needs.

#### 1.2. Scope

The scope of this manual is confined to management of instruction in the classroom that meet students learning needs.

Responsibility	Description
Dean	<ol style="list-style-type: none"> <li>1. Communicates with the Department Heads regarding teaching and learning development;</li> <li>2. Oversees the conduct of teaching and learning process of the faculty together with the students;</li> <li>3. Communicates officially to faculty with regards to changes/progress or any development that may arise;</li> <li>4. Ensures that all the materials of the teaching and learning process are already prepared by the faculty;</li> <li>5. Ensures that all faculty in the teaching and learning activity of the students utilized and implemented;</li> <li>6. Monitors the faculty in their teaching and learning process;</li> <li>7. Mandates faculty to attend seminars/training that pertains to teaching and learning activities;</li> <li>8. Updates faculty for (to) any new development in the teaching and learning process;</li> <li>9. Sets weekly instructional goals for teacher and design an observation schedule to provide feedback on teachers' progress in meeting those goals.</li> <li>10. Observes teachers daily, conducting formal as well as informal observations. Provide ongoing feedback to teachers on instructional delivery and structure substantive feedback for more significant areas of growth.</li> <li>11. Meets with faculty weekly to examine assessments and student data, and provide feedback on instruction and curriculum design.</li> <li>12. Participates in daily instructional walkthroughs with Associate Dean.</li> <li>13. Develops and leads instructional professional development of all state mandated testing.</li> <li>14. Puts in place effective internal assessment systems to monitor academic progress of students throughout the year.</li> </ol>
Department Heads	<ol style="list-style-type: none"> <li>1. Oversees/Supervises the operation of the department;</li> <li>2. Schedules and assigns the teaching loads of the faculty;</li> <li>3. Checks syllabi of the faculty for their teaching activities;</li> <li>4. Monitors the faculty in their teaching instruction/management of the classrooms</li> <li>5. Echoes the agenda per Dean's meetings/instructions or from top management;</li> <li>6. Calls the attention of the faculty that does not observe proper decorum.</li> </ol>



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	7. Calls the attention of the faculty that does not leave the classroom in order
Coordinator	<ol style="list-style-type: none"> <li>Coordinates with other departments faculty within the college and other colleges relevant to teaching and learning;</li> <li>Facilitates teachers and students learning activities; Serves as a conduit between teachers and department chairs and the dean.</li> </ol>
Faculty	<ol style="list-style-type: none"> <li>Confers with the department chairs as to their teaching schedules and subjects assigned;</li> <li>Develops the syllabus of the topics that are assigned to him/her;</li> <li>Prepares instructional materials/modules relevant to the topic assigned;</li> <li>Facilitates classroom instruction;</li> <li>Briefs/orients students of the do's and don'ts in the classroom;</li> <li>Briefs students on the evaluation procedure of the University;</li> <li>Utilizes the teaching materials prepared for classroom instruction.</li> <li>Develops test based on TOS and administer the test to students;</li> <li>Conducts item analysis to determine the difficulty and discrimination indexes of the test.</li> <li>Practices classroom management and supervision</li> <li>Ensures the cleanliness of the classroom.</li> <li>Must always be prepared.</li> </ol>
Students	<ol style="list-style-type: none"> <li>Attends the first day of classes;</li> <li>Attends the classes to the assigned schedule;</li> <li>Participates in the learning activity introduce and prepared by the faculty;</li> <li>Observes punctuality;</li> <li>Submits reports, assignments and other requirements on time;</li> <li>Demonstrates academic integrity and honesty</li> <li>Attends and participates in lecture and laboratories classes.</li> <li>Completes the assigned work/task as required by the faculty;</li> <li>Avoids making excuses for their behavior</li> <li>Communicates in a careful and respectful manner with professors, peers, and other members of the college community</li> <li>Utilizes university/college resources and seek help when needed.</li> </ol>

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**2. Definitions, Acronyms, and Abbreviations**

**2.1. Definitions**

*Instructional Materials*

These are the tools used in educational lessons, which includes active learning and assessment. Basically, any resource a teacher uses to help him teach his students is an instructional material

*Module*

Standardized or self-contained segment that with other such segments constitutes an educational course or training program

**2.2. Acronyms**

CTE	College of Teacher Education
IDP	Individual
MISTO	
ROR	Report of Rating

**3. Procedure Details**

Activity	Details	Responsible Person	Documented Information
	1.0 Receive and Review Subject Load		
	1.1 The Dean through the respective Department Head assigns the subject load to the faculty for the current semester.	Dean/ Department Head/ Faculty	Subject Load Form (WMSU-VPAA-FR-01)
	1.2 The Faculty confers with the Department Heads the teaching schedules and topics assigned.	Department Head/ Program Chair Faculty	
	2.0 Preparation of IDP		
	The Faculty		
	2.1 Inputs the necessary data needed following the work instruction, using IDP template. WMSU- VPAA-FR.02 WMSU-VPAA- W1-02	Faculty	Individual Daily Program (IDP) (WMSU-VPAA-FR-011)
	2.2 Checks the IDP entries and submits the IDP to the Dept. Head and the Dean for approval.	Dean/ Dept. Head/Faculty	
	2.3 The Office of the Dean forwards the approved IDP to the OVPAA/or OP as the case maybe for approval.	Dean/VPAA/Pres	IDP Guidelines (WMSU-VPAA-GU-001)



Activity	Details	Responsible Person	Documented Information
	3.0 Acquisition of Course Syllabus and Master/Class List of Students from WMSU portal		
	<b>The faculty :</b> 3.1 Secures the course syllabi and do the updates that fits the learners' need.	Faculty MISTO	Outcomes-Based Course Syllabus (WMSU-VPAA-PR-016)
	3.2 Downloads a copy of the Master List/Class List from the WMSU portal.	Faculty	WMSU Online Classlist (WMSU-VPAA-PR-014)
	4.0 Prepare Instructional Materials		
	The Faculty:		
	4.1 Reviews the course syllabi and develop instructional modules and instructional materials. (WMSU-ISMP-PM-001) 4.2 Prepares the instructional modules and other materials relevant to the assigned subject.	Faculty	Instructional Support and Materials Production (WMSU-ISMP-PM-001)
	5.0 Carry-out the Instructional Materials		
	5.1 In carrying out instructional materials, the faculty inputs on the syllabus remarks as to the modifications of activities and other details like data conducted, new references and others. 5.2 Utilizes the developed module and instructional materials. 5.3 Enrichment activities maybe included by the faculty to reinforce further learning.	Faculty   Dean/Faculty	Instructional Support and Materials Production (WMSU-ISMP-PM-001)
	6.0 Assessment/Evaluation of Students Learning		
	6.1 The Faculty assesses students performance through summative examination (Mid-term and Final Examination) WMSU-VPAA-WI-04 on the guidelines on developing quality test. Other alternative assessment modes maybe utilized for the students performance WI-05	Faculty Students	Guidelines on Developing Quality Test (WMSU-VPAA-GU-005)
	6.2 Administers the test. Refer to WMSU-VPAA-WI-06.		Alternative Assessment Guidelines (WMSU-VPAA-GU-006)
	6.3 Evaluate and records the test results of the student. Refer to WMSU-VPAA-W1-07.		Policy & Guidelines on Student Assessment (WMSU-VPAA-GU-007)
6.4 Provide feedbacks regarding the results, common errors, misconception.			
	7.0 Prepare and Submit Report of Rating (ROR) and other Documentary Attachment		
	7.1 Preparation and Submission of ROR and other documentary attachment.		Preparation & Submission of Reports of Rating (WMSU-VPAA-PM-009)



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### 4. Risk Assessment

NO	KEY STEPS	RISK DESCRIPTION	SEVERITY	OCCURRENCE	DETECTION	RISK PRIORITIZATION	MITIGATION	CONTINGENCY
1	Receive and review subject load	The number of students does not meet the required number for a subject to be open.	1	2	2	Low Risk	Monitor the number of students in the assigned subjects. Check the COR of the students.	Coordinate with MISTO
2	Preparation of IDP	Changes of load due to an avoidable circumstances. (Retirement, sickness, schooling)	1	2	2	Low Risk	Coordinate with the Dean	In case the Dean is unavailable refer the problem to the next person of authority. Buy books available at book stores
3	Acquire copy of course syllabus and Master List/Class List) from WMSU portal	<ul style="list-style-type: none"> <li>References used in the course syllabus are not updated. (Year published, Ref: 2010 to 2016)</li> <li>COR submitted by students are not reflected in the MISTO List.</li> <li>Posting of the names of students is not done on time.</li> <li>Delayed enrollment due to financial constraints.</li> </ul>	1	2	2	Low Risk	<ul style="list-style-type: none"> <li>Download e-books or the college must create a pool of updated resources to be shared by the faculty.</li> <li>Check the COR of the students</li> <li>Follow-up from MISTO regarding the Master List of students</li> </ul>	<ul style="list-style-type: none"> <li>Create a parallel list of students based on the COR</li> <li>Coordinate with MISTO</li> </ul>
4	Prepare instructional material and other materials	<ul style="list-style-type: none"> <li>The number of instructional materials to be prepared is dependent upon the number of teaching load. Hence, a difficulty will arise if the teacher is assigned several subjects with different preparations.</li> <li>Lack of resources published within 10 years.</li> </ul>	1	1	1	Low Risk	<ul style="list-style-type: none"> <li>The 18 units teaching loads / 3 preparations should be maintained.</li> <li>Overload subjects should be aligned to the regular load to avoid extra preparation.</li> <li>Create a pool of resources in the college.</li> </ul>	Buy books available at book stores

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NO	KEY STEPS	RISK DESCRIPTION	SEVERITY	OCCURRENCE	DETECTION	RISK PRIORITY	MITIGATION	CONTINGENCY
5	Carry-out instructional activities	Unforeseen suspension of classes due to natural calamities and other events.	1	2	2	Low Risk	<p>Make-up classes should be scheduled and approved.</p> <ul style="list-style-type: none"> <li>Validators should be mandated to evaluate the instrument in 3 days.</li> </ul>	<ul style="list-style-type: none"> <li>No make-up class should be scheduled on Sundays.</li> <li>Follow the standard protocol in requesting a make-up class.</li> <li>For compliance</li> </ul>
6	Assessment and evaluate students performance	<ul style="list-style-type: none"> <li>The validation of the instrument is highly dependent upon the experts hence delay of the validation of the experts will cause a delay in the assessment.</li> <li>Delay in the approval of the final draft of the instrument.</li> <li>Students are absent during the evaluation day.</li> <li>Provision of feedback takes longer time</li> </ul>	1	2	2	Low Risk	<ul style="list-style-type: none"> <li>Coordinate with the Dean regarding the approval of the final draft to avoid delay.</li> <li>Schedule a make-up class.</li> <li>Consultation hours should reflect the giving of feedback</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with the Dean</li> <li>Follow standard protocol in requesting a make-up class</li> <li>For compliance</li> </ul>
7	Prepare and submit report	Few students were not able to take the exams	2	2	2	Low Risk	<p>Announcement of the scheduled exam must be announced repeatedly to avoid absences.</p>	<ul style="list-style-type: none"> <li>Use FB group/ text/e-mail/PM to announce the exams.</li> <li>Organize the class of officers to delegate follow-up responsibilities</li> </ul>

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