**COORDINATION MEETING**

**As Per Memorandum No.122, s.2016, dated 31 August 2016**

**DATE : 02 September 2016**

**VENUE : Community Outreach Center (COC), Main Campus**

**AGENDA : Refer to items below**

1. **Background**

Towards outcomes-based (OB) approach, and alignment with ASEAN standards and typology-based quality assurance (QA), the Commission on Higher Education (CHED) is committed to implement several reform agenda and programs towards better monitoring and evaluation of higher education institutions (HEIs) in the areas of quality and relevance of instruction; research capability and output; services to the community; and management of resources. To set directions and guidance, there are specific issuances by CHED and DBM such as follows: (a) Executive Order (EO) No.80, s.2012; CHED Memorandum Order (CMO) No.46, s.2012; and the Joint Circular No.1, s.2016.

As part of the monitoring mechanism among SUCs, CHED also collects, collates, stores, and disseminates data and information. In particular, the Commission issued CMO No.45, s.2016 to reactivate the updating of the higher education management information system (HEMIS) through CHED Electronic Collection and Knowledge (CHECK) System as the main portal in downloading and report submission. This is intended for the Normative Funding (NF) application, and in parallel of the full implementation of the K-12 Program.

Moreover, in lined with quality assurance, AACCUP initiated a special training-workshop on the establishment of an Internal Quality Assurance (IQA) Unit in the respective SUCs in the country. Specifically, the training provided the participants with the learning outcomes that enable them to plan, organize, carry-out, monitor, and evaluate; and to transmit to the concerned individuals the results of internal and external accreditation.

The university has successfully submitted its SUC Levelling Accomplishment Report on 23 August 2016. It is a good practice to conduct a post assessment/review on the said compliance to identify data gaps and inadequacies that require much attention for accuracy/completeness and timely submission. The result of the SUC Levelling provides the categorization of the different types of institutions from Level 1 to Level V with the latter as the highest in terms of institutional performance to the four (4) key result areas (KRAs). On the hand, the data sharing thru HEMIS-CHECK database management is a priority activity among campuses to meeting the deadline of online submission on 30 September 2016. Thus, the updated data will be used for the Normative Funding (NF) application.

1. **Program and Schedule**

This whole day event covers power point presentation and hands-on activities on the different excel forms prescribed by CHED. In particular, the topics per session are as follows:

**AM Session:**

1. Post review of SUC levelling submission 2016
2. Orientation of the horizontal typology
3. ACCUP guidelines for internal quality assurance (IQA) unit

**PM Session:**

1. HEMIS-CHECK system/database management
2. Intellectual property (IP) database sharing
3. Moving forward – coordination and report deadline

**NOTE: Relevant presentation materials and excel forms/templates are available at:** [**http://rsuplandev.weebly.com/**](%20http%3A//rsuplandev.weebly.com/)

**Email us at** **rsu.rpramos@gmail.com** **for clarifications and other queries.**

**REMINDERS: THINGS TO DO/PRIORITY CHECKLIST**

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| SPECIFIC ASSIGNMENT(TASK/ACTIVITY) | PERSON TO BE ASSIGNED | DATA REQUIREMENT/TIMELINE |
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**I am only one,**

**But still I am one.**

**I cannot do everything,**

**But still I can do something;**

**And because I cannot do everything**

**I will not refuse to do the**

**Something that I can do!**

*(Edward Everett Hale)*