



**UNIVERSITY OF SANTO TOMAS**  
**OFFICE OF THE SECRETARY-GENERAL**

UST: S006-00-ME38  
 AY 2019-2020

**TO: DEANS, REGENTS, DIRECTORS, PRINCIPALS,  
 AND HEADS OF DEPARTMENTS**

**RE: EDTECH AND STEPS RECOMMENDATIONS**

**FROM: OFFICE OF THE SECRETARY-GENERAL**

**DATE: 4 June 2020**

In its consultation meeting on 1 June 2020, the UST Task Force VERITAS discussed concerns pertinent to the anticipated continuous support of EdTech Center and STePs in the delivery of the University-wide Enriched Virtual Mode of instruction.

Below is the summary of approved recommendations to be undertaken by all academic units, concerned administrative offices, and Manpower Committee with the corresponding timelines:

Concerns/Issues	Recommended Action(s) to be Taken	Responsible Unit/ <u>Timeline</u>
Achieving increased effectiveness and efficiency in the delivery of a University-wide Enriched Virtual Mode of instruction	There is a need to do an immediate review of EdTech's proposal for additional personnel, and decide on the appropriate action to be taken.  For consideration are the following: <ul style="list-style-type: none"> <li>• In-house instructional designers, as it envisions continuity of faculty training;</li> <li>• Rebuilding of its production group that will handle recording activities, such as online video production and pre-recorded lectures, among others.</li> </ul>	Manpower Committee  ASAP
	The proposal to increase the number of e-learning specialists per academic unit, and its implications, must be reviewed the soonest time possible for appropriate action to be taken.  Major points in EdTech's recommendations are as follows:	Manpower Committee  ASAP



	<ul style="list-style-type: none"> <li>• The creation of e-learning teams composed of e-learning specialists for GE and Professional programs;</li> <li>• An increase in the number of e-learning specialists according to the number of students, faculty, and programs per academic unit;</li> <li>• The inclusion of the equivalent units as e-learning specialists as part of their 21-unit teaching load.</li> </ul>	
Data analytics on faculty performance in the delivery of online learning	<p>The University's preferred LMS to be used for the EVM of instruction is the Blackboard (Bb).</p> <p>A systematic monitoring through data analytics of faculty performance in the delivery of online services must be implemented. In case other available online learning apps such as Google Meet, MS Teams, Zoom will be used, faculty members must be required to first log-in on the prescribed University tool/LMS (Blackboard), to provide instruction on the use of these other apps.</p>	<p>OVRAA Academic units EdTech Center</p> <p><a href="#">Beginning Special Term 2020 and onwards</a></p>
Improvement of coordination and communication between academic units and STePs	<p>A point person per academic unit shall be identified/assigned to facilitate coordination with STePs as regards hardware- and software - related requirements and concerns. The point person, whose name and contact details must be submitted to STePs, may be an official or a support staff who has adequate knowledge of the academic unit's operations.</p>	<p>Academic units</p> <p><a href="#">ASAP</a></p>

Please be guided accordingly. Thank you very much for the usual support and cooperation.

Sincerely,

**Rev. Fr. Jesus M. Miranda, Jr., O.P.**  
*Secretary-General*