MEMORANDUM NO. OVCAA-BMP 17-300

TO   : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM   : BENITO M. PACHECO, Ph.D.
              Vice-Chancellor for Academic Affairs

SUBJECT   : Call for Proposals for the Academic Program Improvement (API) Grant 2017

DATE   : 20 April 2017

Pursuant to Memorandum No. OVPAA 2017-15, we would like to invite you to submit proposals for funding under the UP System's Academic Program Improvement (API) grant.

The following are the priority areas for API funding for 2017 (same as in 2016):

1. Planning for massive PhD faculty development in the next 3 years (K to 12 transition) to increase the number of PhDs from 30% to 50% in all UP units vis-à-vis planning of teaching, research, creative work, administrative and public service activities per unit;
2. Development and improvement of curricular programs (focus on content and pedagogy of GE courses, undergraduate major courses, and postgraduate courses), quality assurance;
3. Planning and training to produce research, creative work, and policy grant proposals;
4. Planning and training to produce research, creative work, and policy publications and other new knowledge output;
5. Planning and training to mainstream IT/new technology for enhanced pedagogy;
6. Planning and training to forge linkages with international collaborators industry and government agencies, e.g. research collaboration strategies, on-the-job trainings (OJTs) of students, externships of faculty;
7. Specific proposals pertaining to the results of the iAADS and Academic Clinic of the unit (if focus is different from Items 1-6 above).

We would like to remind you of the following important guidelines regarding the use of API funds:

1. Each proposed activity/project **must be completed, at the latest, by end of December 2017**.
2. The following **cannot** be charged against API funds: Capital Outlay/Equipment Outlay (CO/EO); Personal Service (PS), e.g., compensation such as salaries; and international travel.
3. The enclosed OVPAA-API Form 10.3 should be used for proposal preparation. Note that the OVCAA has added some reminders in the form.
4. For historical background on API, you may refer to Memorandum No. OVCAA-BMP 15-036, Memorandum No. OVCAA-BMP 15-036-A, and Memorandum No. OVCAA-BMP 15-036-B.

<u>Specific guidelines from the OVCAA for each priority area (same as in 2016)</u>

Item 1: Planning for PhD faculty development
    a. The activity should preferably be a one-day workshop for faculty development planning.
    b. API funding support shall be for expenses for meals during the workshop, with maximum allotment of Php 500 per regular faculty per day.
    c. There will be no budget allocation for venue rental. As such, units are encouraged to hold their workshop in UP Diliman. Units that wish to hold their workshop outside the campus would need to tap other sources of funds for payment of venue rental fees.
    d. Likewise, there will be no budget allocation for honoraria of resource persons. Should resource persons be invited, their honoraria will be paid using other sources of funds.
    e. Units that will avail of Item 1 funding will submit a detailed PhD faculty development plan containing the following information:
        i. For department/units with currently less than 50% PhD faculty, strategies for increasing the number of PhD faculty to at least 50% of total faculty within the next three years should be identified. Also, OVPAA grants to be tapped, if any, should be specified.
        ii. For departments/units with currently 50% or more PhD faculty, strategies for the next 3 years for retaining current PhD faculty and/or increasing the proportion of PhD faculty (i.e., strategies for recruitment, renewal, or securing tenure of PhD faculty) should be identified. OVPAA grants to be tapped, if any, for the implementation of the strategies should be specified.

Item 2: Curriculum planning
Proposals for both continuing and new curriculum planning workshops are accepted. Depending on the number of proposals to be submitted, the OVCAA may prioritize and shortlist Item 2 proposals.

Items 3 – 6: Planning and training activities
    a. Planning workshops under any of Items 3-6 will follow the same guidelines listed for Item 1 (see above).
    b. For training activities, fees for resource persons may be charged against API funds.
    c. The expected output of the planning and/or training activity/ies is a detailed plan for, at the maximum, the next 3 years with respect to the focus of the pertinent API 2017 priority area.

Item 7: Other than Items 1-6, planning activity motivated by the results of iAADS and Academic Clinic
To reiterate, the activity/project to be proposed must be in line with results of the unit's iAADS Academic Clinic.

The deadline for the submission of proposals is on **31 May 2017, 5:00 PM**. All proposals should be submitted in hard and soft copies, and should be accompanied by a cover letter addressed to the Chancellor through the Vice-Chancellor for Academic Affairs. Please course hard copy submissions through the Office for the Advancement of Teaching (OAT) c/o Mr. Joseph Manuel Diño and e-mail soft copy submissions to apimonitoring.diliman@gmail.com.

The proposals will undergo review and the shortlisted proposals will be submitted to the OVPAA by **15 June 2017**. As such, it is anticipated that the earliest start date of the projects is **July 2017**. Proponents whose proposals will be approved for funding will be notified in writing by the OAT Director.

For inquiries, please call Mr. Joseph Manuel Diño at VOIP 2562 or email the API Monitoring Team at apimonitoring.diliman@gmail.com.

Thank you.

Encl: Memorandum No. OVPAA 2017-15
        OVPAA-API Form 10.1
        OVPAA-API Form 10.3

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

21 March 2017

Received: **O V C A A**
BY: M4z
DATE: **1 0 APR 2017**
NO: 17-1764

Memorandum No. OVPAA 2017-15

To: The Chancellors

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

Noted:

BENITO M PACHECO, PhD.
Vice-Chancellor for Academic Affairs
10/4/17

Subject: Guidelines for Academic Program Improvement (API) Fund 2017

We would like to inform you and your faculty of the focus and priority of the API funding for 2017 which is the same as in 2016.

CUs may use the API 2017 funds for the following activities:
1. planning for massive PhD faculty development in the next 3 years (K to 12 transition) to increase the number of PhDs from 30% to 50% in all UP units vis-à-vis planning of teaching, research, creative work, administrative and public service activities per unit
2. development and improvement of curricular programs (focus on content and pedagogy of GE courses, undergraduate majors courses and postgraduate courses), quality assurance
3. planning and training to produce research, creative work, and policy grant proposals
4. planning and training to produce research, creative work, and policy publications and other new knowledge output
5. planning and training to mainstream IT/new technology for enhanced pedagogy
6. planning and training to forge linkages with international collaborators, industry and government agencies, e.g., research collaboration strategies, on-the-job trainings (OJTs) of students, externships of faculty

Proposals should be submitted for each of the above priority activities. Academic units that have undergone the Academic Clinic can submit specific proposals pertaining to their unit based on identified gaps and plans for improvement/development of the unit.

Since the API budget is released every fiscal year (January to December), we have to move the proposal start and completion dates to harmonize with the budget schedule. May we then urge you to submit your CU API 2017 proposals at the soonest possible time. For this year, you may submit a first tranche by 15 April 2017 with the last tranche before 30 June 2017.

For the 2018 round of API proposals, the deadline will be on 30 October 2017 to allow for proposal review and preparation for fund release by January 2018.

Please disseminate these to your units and faculty for their information and guidance.

Thank you.

OVPAA-API Form 10.1: Policy and Guidelines on Utilization of Academic Program Improvement (API) Funds

The Academic Program Improvement (API) Fund was established in 2000 to aid the smaller CUs (UP Baguio, UP Mindanao, UPOU, and UP Visayas) in the development of their academic programs. In 2013, however, all CUs were provided API Funds because of the availability of bigger fund allotment from the National Government.

The utilization of the API Funds is based on the broader perspective of achieving academic excellence in the UP System. Funds are made available in order to strengthen the link and integration of education, research and creative work, and public service. To this end, the utilization of the funds is guided by certain policies to ensure that the funds provide greater impact to the various academic units in their pursuit of academic excellence.

API funds are included in the CU's respective annual Internal Operating Budgets (IOBs). They are categorized as MOOE, specifically for improvement of the CU's academic programs. Thus, they should be utilized as such. The following are disallowances to API utilization: CO/EO (Capital Outlay/Equipment Outlay); PS (Personal Services) e.g., compensation such as salaries; and international travel.

Objectives of API Funds:

1. To develop excellent research-, innovation-, and creative work-enriched academic programs;
2. To develop excellent academic programs that would be the basis for knowledge-based public service and public policies;
3. To review and improve the academic content of courses and curricular programs, in relation to the CU's niches, national priorities, recent discoveries or developments in the discipline, etc.;
4. To improve teaching-and-learning or pedagogy of academic degree programs by exploring innovative pedagogical methods.
5. To develop high quality academic degree programs that meet national and international QA (quality assurance) standards

Thus, the funds may only be used for the achievement of the above objectives; specifically, for the following activities (*Note: Activities listed under items A to E below were for the 2014 API. For the priority areas for API 2017, please refer to Memorandum No. OVPAA 2017-15 and Memorandum OVCAA-BMP-17-300*):

A. **Enrichment of CU's Niches**

1. Preparation of concept papers and proposals on the development of the CU's niches;
2. Conduct of research, literature review, and other preliminary activities leading to the improvement of existing academic programs and units, and the streamlining of academic degree programs, in support of the development of the CU's niches;
3. Formulation of research, creative work and public service agenda to strengthen the CU's niches; review of relevant issues and formulation of relevant policies;
4. Conduct of consultations and discussion groups or assemblies for validation of proposals or academic projects, and for generation of new ideas relating to academic improvement.

B. **Development, Review and Improvement of Curricular Programs and Course Offerings: Content and Pedagogy**

1. Development of instructional modules and other materials;
2. Writing of textbooks, monographs and other teaching-learning aids such as case studies or case writing;
3. Preparation of new teaching-learning materials, including e-learning materials, team-teaching strategies, and planning of enrichment activities, e.g., field and laboratory activities, externships, OJTs, etc., to enhance experiential learning, student-centered, outcomes-based learning;
4. Conduct of writeshops, workshops, and round-table discussions related to teaching, learning, mentoring, research, creative work, public service and their integration;
5. Reconceptualization, review and revision of academic degree programs in terms of curriculum, course offerings, course content and pedagogy;
6. Preparation of project proposals to implement revisions leading to overall academic improvement.

C. Laboratory Enhancement

1. Purchase of appropriate and much-needed reagents, supplies and other consumables for teaching, experiments and laboratory exercises;
2. Maintenance and repair of existing equipment.

D. Faculty Improvement

1. Retooling of faculty members: training workshops and seminars on computer literacy, e-pedagogy, including use of MOOCs (massive, online, open courses), and to improve skills for psycho-social interactions with students, student evaluation/assessment, including test/exam formulation, and other technical skills; observation tours, attendance in short courses and field exposures to improve the syllabus/coverage and subject matter/content of courses, and teaching and mentoring skills;
2. Review and assessment of SET (Student Evaluation of Teacher) and preparation of proposals to improve SET and/or use alternative or complementary metrics and other tools to evaluate teaching performance.

E. Quality Assessment, Quality Assurance and Accreditation

1. Conduct of workshops to orient faculty, researchers and staff with the university's iAADS (internal Academic Assessment and Development System), national and international Quality Assurance (QA) and accreditation standards and international rankings criteria;
2. Preparation of proposals to improve a unit's or program's quality based on UP's iAADS, national and international QA criteria or to apply for accreditation;
3. Preparation for a degree program to undergo international QA assessment and/or accreditation.

Procedures:

1. The Chancellor transmits information about API to the Executive Committee and all CU units:
   - OVPAA-API Form 10.1: Policy and Guidelines
   - OVPAA-API Form 10.2: Summary of API Proposals for AY
   - OVPAA-API Form 10.3: API Proposal per Project
   - OVPAA-API Form 10.4: API Accomplishment Report

- API call for proposals from the President indicating the due date and the approved budget ceiling for each CU (CU IOB)

2. The Chancellor calls for proposals for API from the Executive Committee and the CU units; and indicates a due date for proposals.

3. The proponents submit proposals to the Chancellor (OVPAA-API Form 10.3). The Chancellor selects appropriate reviewers for each proposal. The reviewer should have familiarity with the API project being proposed. A proposal should be evaluated and endorsed based on the API Policy and Guidelines (clear concept; adherence to API objectives; pursuit of academic excellence in relation to the CU's niches, see OVPAA-API Form 10.1; measurable outcomes, such as identified benefits to the unit; sound, judicious budget).

4. The Chancellor submits a cover letter of endorsement, a summary of the proposals (OVPAA-API Form 10.2) and the proposals (OVPAA-API Form 10.3), to the President through the OVPAA. The OVPAA submits comments and recommendations to the President.

5. The President has the discretion to present the proposals to the President's Management Committee for deliberations and approval, if he deems it necessary.

6. The OVPAA transmits to the Chancellor the comments on and suggested revisions of the API proposals. The Chancellor resubmits the revised proposals to OVPAA. The revised proposals are sent to OVPPF for budget clearance. The President approves the API proposals.

7. A compilation of the accomplishment reports of the API projects is submitted by the Chancellor to the President through the OVPAA at the end of the term of the proposals.

Effectivity: January 2014

API PROJECT PROPOSAL

Proponent Unit (Dept/Inst, College):	Constituent University:	For AY:
Person-in-Charge:		
Title of Project:		

Specify Priority Area Addressed Based on Memorandum No. OVCAA-BMP 17-300:
e.g. Planning for massive PhD faculty development in the next 3 years

Total Amount of Project:

Period of Implementation: *Proposed activities must be completed on or before 31 December 2017*	Place of Implementation:
Prospective Clients/Beneficiaries:	No. of Participants (Minimum/Maximum):

Brief Rationale of the Project:

Objectives:

Method/s:

Expected Output/s (please refer to Memorandum No. OVCAA-BMP 17-300):
e.g. Detailed plan and strategies for increasing the number of PhD faculty to at least 50% within the next three years

Project Outline:

Resource Requirements:

Evaluation Method/Instruments to be Used:

ACADEMIC PROGRAM IMPROVEMENT

API PROJECT PROPOSAL

Line Item Budget			
Particulars	Quantity	Amount/Unit	Total Amount
		GRAND TOTAL	