

Program: BACHELOR OF SECIAL NEEDS EDUCATION
Major/Specialization: _____
SUC: CAVITE STATE UNIVERSITY

Date: November 7, 2023

AREA V: WELL-DEVELOPED PLANNING PROCESS

1. Plan to support quality assurance (description)

The CvSU Strategic Plan is anchored on the vision, mission, goals and objectives of CvSU and serves as the guide to move forward in one direction. On the national level, higher education institutions are guided by the Sectoral Goals and Sectoral Outcomes from the national government, which CvSU abides by. The CvSU Strategic Sectoral Matrix serves as a roadmap that visualizes the performance of the University. It shows how it can create value in the accomplishment of the Key Result Areas attuned with the set Major Final Outputs (MFOs) of the institution. These MFOs as well as General Administrative Services and Support to Operation serve as measures to determine whether the University is accomplishing its Organizational Outcomes. All operations of the University are directed by the University Code, the resource book to aid in decision making, planning and the overall management of the University. The Strategic Performance Management System (SPMS) of CvSU is used as the tool for ensuring that the functions of the various units are accomplished by the employees as expected based on the set targets of the institution. It is directly connected to the Strategic Plan wherein the latter has timelines and major goals per year. The Office Performance Commitment and Review (OPCR) is the primary document containing the targets based on a unit's Core Functions, Strategic Functions and Support Functions.

The University is dedicated to quality assurance because provision of excellent, equitable, and relevant education is at the heart of our mission. By working towards quality assurance standards we ensure that students and other stakeholders are benefitted. There are systems and plans in place to support quality assurance, foremost of which is the commitment to quality management through ISO 9001:2015 certification since 2018. Recently, CvSU passed its ISO 9001:2015 recertification by SOCOTEC with Certificate No. SCP000389Q valid until December 3, 2024. A statement of the commitment to quality assurance is CvSU's Quality Policy. Mechanisms for continuous improvement are undertaken such as gathering feed backs

from stakeholders and revising quality policies to make such policies relevant, user friendly and conforms to statutory or regulatory requirements. Results of the internal audit are discussed in the Management Review including the changes to the external and internal issues, the risks and opportunities and plans for continual improvement. The University also has a Disaster/Crisis Management Plan, Learning Continuity Plan, COVID-19 Recovery Plan

Faculty and Staff Development Plan, Gender and Development Plan, Library Development Plan, and the Land Use Development and Infrastructure Plan. Colleges also have their development plans anchored on their respective program educational objectives. At the heart of all these plans is the dedication to continual improvement which is a key feature of any quality assurance mechanism.

As proof of the commitment of CEd to quality assurance and the support of CvSU, the BSNEd program was granted a Certificate of Program Compliance by CHED in November 4, 2021.

2. Planning process in the College/Department and link with the SUC Plan (description)

The College of education follows the Plan-Do-Check-Act process similar to the University's planning process. The targets in the Office Performance Commitment and Review (OPCR) are first discussed by the Performance Management team comprised of the Vice Presidents and other key officials in CvSU such as the Director of HRDO, the Financial Management Officer, the Non-Academic Employees Association Head and the Faculty Regent. The OPCR is a contract between the unit and the accountable members of the Performance Management Team... the Vice Presidents. The Office of the Vice President for Planning and Development reviews the OPCR accomplishments vis-à-vis the set targets of the University and the attainment of the organizational outcomes. On the other hand, the individual commitment aptly called the Individual Performance Commitment and Review (IPCR) is anchored on a unit's OPCR. The IPCR is monitored by an employee's immediate supervisor. Prior to committing to a target in an IPCR, the faculty member discusses it with their Department Chairperson to ensure that everyone is on board and committed. All activities are anchored on the Strategic Plan of the

College which is also anchored on the University's Strategic Plan. After the semester the College Dean and Chairpersons review the accomplishments of the office and the faculty members, respectively. For targets which were not accomplished or poorly accomplished, plans for assisted development are made and followed through by the faculty member and their immediate supervisor. The College's OPCR accomplishments are presented to the University Administrative Council during the Management Review. During the Management Review, another round of planning is done to accomplish the other targets while keeping in mind the organizational outcomes in the University Strategic Plan.

3. Quality Assurance Plan (description)

The University Quality Assurance Plan is anchored on the University Strategic Plan. A statement of the commitment of CvSU to quality assurance is the Quality Policy which states "We commit to the highest standards of education, value for our stakeholders, strive for continual improvement of our products and services, and uphold the University's tenets of truth, excellence and service to produce globally competitive and morally upright individuals." The formulation of quality assurance plans and programs of the college are based on the target set by the university which is stipulated in the OPCR and ICPR. Moreover, to continuously adhere with ISO standards, the plans and programs being laid out are based on the procedural manuals of instruction. These include the procedures on the preparation of syllabus, preparation of instructional materials and management of learning. The activities and tasks were created in order to effectively address each target including the persons involve in each task, source of fund, period and most importantly its output. The implementation of these plans and monitoring of output will be done quarterly through the college review committee.

In preparation for higher level accreditation, the College has crafted the Quality Assurance Plan for all its program offerings including the Bachelor of Secondary Education program. The plan focuses on the five areas of evaluation for Level 4 phase 2. These include: 1. Research, 2. Performance of Graduates, 3. Community Service, 4. International Linkages and Consortia, and 5. Well-Developed Planning Process in support of quality assurance.

The Bachelor of Special Needs Education takes into consideration the various statutory requirements and standards in setting the program objectives, outcomes, teaching and learning activities as well as student assessment and evaluation. This will ensure that the college produced competent, excellent, research driven and well-rounded professionals.

In the college, the quality assurance plans are the following: a) Dissemination of Quality assurance procedures and procedural manuals and processes of the college to all the faculty members, staff, students and other stakeholders, submission, review and approval of syllabus, modules, manuals and other instructional materials, compliance with the standard set by CHED (COPC) and all recommendations of accrediting agencies like AACUP. The BSNE program has secured the COPC from CHED and complied with the recommendations from the previous AACUP visit. The QA coordinator of the college ensures that programs are within the validity period (for higher level of accreditation) as reflected in the 5-Year Quality Assurance Plan of the college in accordance with the CvSU Quality Assurance Plan.

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