



## INSTITUTIONAL SUSTAINABILITY MANAGEMENT



## GOVERNANCE AND MANAGEMENT

- **Criterion:** The institution's governance arrangements demonstrate probity, strategic vision, accountability, awareness and management of risk and effective monitoring of performance
- The institution's management, financial control and quality assurance arrangements are sufficient to manage existing operations

## GOVERNANCE AND MANAGEMENT

- ▶ The **corporate affairs of the University are administered by a Board of Trustees elected annually by the members from among themselves**
- ▶ The corporate officials include the
  - ▶ Chairman
  - ▶ Vice-Chairman
  - ▶ President
  - ▶ Vice President
  - ▶ Corporate Secretary and
  - ▶ Treasurer

## GOVERNANCE AND MANAGEMENT

### The Board of Trustees

- ▶ Determines and establishes the general policies of the University.
- ▶ Selects and appoints the President, Vice President, and other key administrative officers and confirms appointments of the academic administrators.
- ▶ Preserves the capital assets and the financial integrity of the University.



## GOVERNANCE AND MANAGEMENT

- The **administrative and instructional functions are performed by** the President, Vice Presidents for Administration, Academic, Finance, and Student Affairs and the Registrar, Controller, Deans, Department Chairpersons, Principal and Co-Academic Directors and head of various instructional and administrative services.



## GOVERNANCE AND MANAGEMENT

### A. Key Personnel and Responsibilities

- The **President** supervises and controls its administrative and instructional affairs through the respective vice presidents and head of offices and departments and staff officers.
- The **Vice President for Administration** is generally responsible for the operation, maintenance and improvement of the physical plant and facilities of the University.



## GOVERNANCE AND MANAGEMENT

### A. Key Personnel and Responsibilities

- ▶ The **Vice President for Academic Affairs** assists the president in planning instructional programs and activities, and exercises supervision in their implementation.
- ▶ The **Vice President for Finance** is generally responsible for financial matters



## GOVERNANCE AND MANAGEMENT

### A. Key Personnel and Responsibilities

- ▶ The **Vice President for Student Affairs** is generally responsible for school-student relations and guidance of student organizations and extra-curricular activities as well as supervision of student's pastoral services promoting close and cordial relationships among the studentry so that they may find their stay in the University a fruitful and pleasant experience.
- ▶ The **Registrar** administers the academic records of all students and is responsible for the enforcement of State and University regulations pertaining to admission, enrollment, transfer, release and graduation of students.



## GOVERNANCE AND MANAGEMENT

### A. Key Personnel and Responsibilities

- The **Deans, Principal and the Department Chairpersons** exercise supervision in the enforcement and general administrative and academic policies with their respective educational programs in coordination with other academic officials, the faculty and the students and exercise leadership among their faculty.
- The **Co-Academic Directors** have the primary responsibility for the planning, development, and direction of their respective programs and services in support of the academic functions.



## GOVERNANCE AND MANAGEMENT

### B. The University Councils

- The **Executive Council**. It acts on matters affecting the entire University
- The **Academic Council** Directors. It acts on matters that are academic on nature.



## GOVERNANCE AND MANAGEMENT

### B. The University Councils

- ▶ The **Administrative Council** It acts on administrative matters affecting the operations of the University.
- ▶ The **Economic Council** It acts on fiscal matters that assure sustainability and viability of the Institution.
- ▶ The **Student Affairs Council** It acts on school-student relationship, guidance of student organizations and extra-curricular activities.



## GOVERNANCE AND MANAGEMENT

### ENABLING FEATURES

#### A. Policy Formations

Plans, directions and policies are a product of a year-long planning process.

Policy review and development is undertaken by the concerned offices and elevated to the appropriate councils.



## GOVERNANCE AND MANAGEMENT

### ENABLING FEATURES

#### B. Decision-Making Process

This is done through consultative process

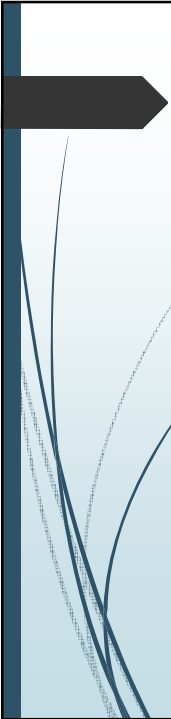
#### C. Resource Generation Strategies and Sustainability of Operations



## GOVERNANCE AND MANAGEMENT

### University Resources

- ▶ Tuition income.
- ▶ Rental of The University Theater and other facilities/spaces, and operation of canteens.
- ▶ Sale of books, uniforms, school supplies, and other promotional Items.

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- ▶ Donations and grants from the alumni, as well as government and non-government sectors.
  - ▶ Fund raising activities of the Office for Institutional Advancement (OIA), the office in charge of the University Fund-raising activities,
  - ▶ Solicited funds from alumni link to those locally based here and abroad. Solicited funds are for scholarships and projects development.



## GOVERNANCE AND MANAGEMENT

Mechanisms for the institution to actively appraise potential sources of new resources to support its development plans.

- ▶ obtained accreditation with Philippine Council for NGO Certification (PCNC) for tax exemption as a donee institution.
- ▶ established linkages with industry partners and government and non-government agencies.
- ▶ The University has acquired new facilities and equipment through donations from its alumni, who are based abroad, and from local funders.





## GOVERNANCE AND MANAGEMENT

Resource generation initiatives are sustainable, with the University taking a prudent attitude towards the management of risks.

- ▶ It has designed and implemented policies on risk management,
- ▶ Monitoring procedures are implemented
- ▶ There is an Investment Committee to manage funds of the university



## GOVERNANCE AND MANAGEMENT

The Finance Departments properly record donations received from all sources and make sure that funds are disbursed for the completion of intended projects.

In the pursuit of excellence, operations are sustained through effective sourcing, maximum utilization and accountability of human, financial and physical resources.



## GOVERNANCE AND MANAGEMENT

### ENABLING FEATURES

#### D. Monitoring

Being responsible and accountable, the University implements a flexible and humane process in the conduct of its operations,



## GOVERNANCE AND MANAGEMENT

### ENABLING FEATURES

#### E. Communication System

A culture of openness and transparency is practiced by all members of the community. It is characterized by the virtues of truth, humility & simplicity.



## GOVERNANCE AND MANAGEMENT

### ENABLING FEATURES

#### F. Use of Information and Communications Technology (ICT) in Management

An RMS Module was created and linked through the Local Area Networks (LAN), which enabled the digitization of the functions of Finance, HRMDO, and other offices.



## GOVERNANCE AND MANAGEMENT

### ENABLING FEATURES

- The onsite encoding of grades, E-learning facilities, and online enrollment, ICT Systems are linked through the LAN for multiple but secured access for the different University offices.



## GOVERNANCE AND MANAGEMENT

### ENABLING FEATURES

- Adequate training for the use of ICT to support learning is made available to faculty members for them to tackle technology challenges in the classrooms.
- Faculty members and students are also allowed to use the Internet laboratory for their research work. All academic departments are allocated with computers, laptops, and multi-media projectors to upgrade their medium of classroom instruction and meet the one-to-one ratio of students to computer terminals in all computer subjects.



## TEACHING QUALITY AND LEARNING

- **Criterion 1:** The institution sets the objectives and learning outcomes and has effective mechanisms to ensure that its programs achieve those objectives and enable students to achieve the intended outcomes
- **Criterion 2:** Program and Monitoring Review
- **Criterion 3:** The institution takes effective action to address weakness, build on strengths



## TEACHING QUALITY AND LEARNING

Adamson University has institutionalized a system of approving new academic programs through the Office of the Programs and Standards under the Office of the Vice President for Academic Affairs. The Office assists the deans and department chairs in the monitoring of all academic programs offered by various colleges maintaining high standard and quality education. for evaluation of compliance to standards set by the Commission on Higher Education (CHED). This system is discussed in the Manual of Academic Policies.



## TEACHING QUALITY AND LEARNING

The fifty-two (52) degree programs currently offered have clearly defined Program Educational Objectives and learning outcomes based on national standards, such as CHED Memorandum Orders, accreditation requirements, and industry-set competency standards. Various stakeholders, which include the administrators, faculty members, students, parents, alumni, industry partners and experts, are involved in defining such objectives and learning outcomes through consultations to align these with the Vision Mission and General Objectives of the University.



## TEACHING QUALITY AND LEARNING

For comparability of standards with other providers of equivalent level programs. Benchmarking with top local universities are conducted through campus visits and participation in seminars, conferences, and conventions featuring best practices in education.

Administrators are given financial subsidy for conducting benchmarking in universities abroad



## TEACHING QUALITY AND LEARNING

Adamson University regularly undergoes voluntary accreditation to get feedback from external regulatory bodies, such as the Philippine Association of Accrediting Schools, Colleges and Universities (PAASCU), and Philippine Association of Catholic Universities and College on Accreditation (PACUCOA), and PTC for the continuous improvement of the quality of programs. Hence the University has programs accredited as Level 4, Level 3, Level 2, and ( as Level 1.

## TEACHING QUALITY AND LEARNING

In addition, there are seven (7) engineering programs that were identified as Centers of Development by CHED and also one from the Communication Arts. Among its academic administrators are members of the CHED Technical Panels, CHED-RQAT Teams, CHED-COD/COE assessors and accreditors of PAASCU and PACUCOA. These experts initiate and lead reviews and revisions of curricula for updating along with current developments in the industry and society, both in the national and international levels.

## TEACHING QUALITY AND LEARNING

The following are in place to evaluate the effectiveness of the program and instructional quality of the institution

- Tracer Studies
- Feedback from the industry partners from their OJT , Practicum
- Results in the Licensure Exam.



## TEACHING QUALITY AND LEARNING

The University has produced a number of topnotchers in the different programs with board examinations, particularly in Architecture, Education, Engineering, Chemistry, and Customs Administration and Psychology. In addition, the average passing licensure examination rate of the school is above the national passing rate for most programs.



## TEACHING QUALITY AND LEARNING

Alternative modes of delivering instructions are conducted in different subjects through the Academic Service Learning (ASL) and industry immersions to provide an authentic experiential learning.

In addition, the extensive applications of current technologies in teaching in the form of specialized laboratories, updated software applications, and multimedia equipment are extensively utilized to enhance learning. Colleges have equipped its faculty members with a laptop and an LCD, for classroom use. In addition, Wi-Fi facilities in many places in the campus were installed enabling students' wireless access to the Internet.





## TEACHING QUALITY AND LEARNING

Adamson University provides an effective link between academic planning and resource allocation.

The **ANNUAL BUDGET SYSTEM** provides a structured process of planning programs and activities, allocation of resources, and setting performance targets. All the offices of the University are required to conduct operational planning during the last quarter of the school.



## TEACHING QUALITY AND LEARNING

### **TEACHING FORCE ARE REQUIRED TO UPDATE THEIR ACADEMIC QUALIFICATIONS**

- The Institution allocates adequate budget for faculty development and professional growth.
- It offers scholarship grants to qualified faculty members to finish their graduate studies and pursue other related endeavor
- faculty members are enjoined to attend national and international seminars, conferences, forums, and in-service trainings.

## TEACHING QUALITY AND LEARNING

### Human Resources Management and Development Office (HRMDO)

- strictly employ a system for hiring and maintaining a good number of faculty members with MA and PhD degrees aligned with their field of specialization.
- The teaching load assignments are based on the professor's line of expertise.
- Faculty members who are actively involved in professional organizations as officers, organizers and participants are given the assistance they need. The involvement and affiliations to various organizations promote an interactive relationship to other institutions.

## TEACHING QUALITY AND LEARNING

To ensure the effective matching of abilities and aptitudes of students to the demands of the programs in which they are screened,

- University Entrance Examination.
- Selective retention is implemented through qualifying examinations such as the Engineering Qualifying Exams, Nursing Battery Examination, Chemistry Integration Course Examination, and Accountancy Required Grade. In addition, academic retention policies for academic deficiencies are implemented in most College. In the College of Pharmacy and Architecture graduating students have to take a Comprehensive Examination as a requirement for graduation.



## TEACHING QUALITY AND LEARNING

For evaluating the extent to which intended learning outcomes are being implemented

- regular classroom observations to monitor compliance to syllabus;
- item analysis of departmental exams to correlate with teaching efficiency;
- and evaluation of student research works and projects to determine compliance to quality requirements.
- aside from results of quizzes or exams, other requirements such as reaction papers, reflection papers, portfolio and projects are used to gauge if the intended learning outcomes are realized.



## TEACHING QUALITY AND LEARNING

Student assessments are valid, reliable, secured and externally verified through content validation, item analysis and reliability tests. Security of documents is ensured by limiting the instruments among deans, department heads, or office heads and providing a secure place for safekeeping. The University has provided a dedicated photocopying staff with dependable facilities for the reproduction of test papers and has formulated policies and guidelines to secure the test instruments.



## TEACHING QUALITY AND LEARNING

Adamson University responds to matters that are raised through self-evaluation, formal internal monitoring, or external review by PAASCU, PACUCOA, CHED Quality Assurance Team and CHED-COE/COD Evaluators through consultations and meetings with stakeholders resulting to implementations of actions for improvement. Feedback from the faculty, students, employees and other schools to which students' progress is secured are evaluated and acted upon.



## APPROPRIATE LEARNING SERVICES/ USE OF ICT AND LEARNING RESOURCES

The University gears for a more efficient delivery of services to the students by means of implementing innovative programs to maximize the utilization of the Information and Communications Technology (ICT) and library resources. The Committee for Computer Software/ Hardware Acquisition has been created to facilitate the acquisition of ICT facilities. The University Library is equipped with Athena software and provides access to online databases, subscriptions, electronic books and other non-print collections for students and faculty members. Funds are allocated for the Science Direct and the continuous upgrading of library ICT facilities to keep abreast with the latest technology in support to students learning.



## APPROPRIATE LEARNING SERVICES/ USE OF ICT AND LEARNING RESOURCES

The Library collections such reference materials and textbooks, journals, on-line subscriptions, multimedia materials and equipment are regularly updated to provide adequate learning resources. An online journal subscription is searchable inside and outside the university campus. The library catalogue is computerized using Athena, an integrated library system, which allows easy access and retrieval of items. The library catalogue is searchable inside the university campus through the Online Public Access Catalogue (OPAC) and outside the university via the Web OPAC or Internet. In-house and commercial indexes are available. Subject-oriented research guides, such as pathfinders, and web links are made available to encourage a self-directed use of the library.



## APPROPRIATE LEARNING SERVICES/ USE OF ICT AND LEARNING RESOURCES

The institution has computer laboratories with Internet facilities, which are being used by all students enrolled in computer subjects. The ITC has installed Wi-Fi connections at the SV Building, ST. Quadrangle, OZ area, Botanical Garden and CS walkway.



## PROFESSIONAL EXPOSURE RESEARCH

- **Criterion:** The institution has programs and a research community of faculty students, and post-doctoral research workers that fosters and supports creative research and other advanced scholarly activity.



## PROFESSIONAL EXPOSURE RESEARCH

### A. Professional Exposure Research

Adamson University has programs that allow students to practice their learned competencies in view of their future careers, such as programs, practicum, internship, and on-the-job trainings.

Students practice competencies in real settings through the institution's overall strategy for the professional exposure of its students. It has forged MOAs and MOUs with local companies, and with international companies and institutions towards this end.



## PROFESSIONAL EXPOSURE RESEARCH

### A. Professional Exposure Research

The University's professional exposure programs develop competencies relevant to workplace needs, develop global competitiveness, give better opportunities for graduates to be employed in the relevant industry or profession.

Internship coordinators were assigned to the program, while the role of the guidance office has been enhanced. Meanwhile, budget is allocated per college/department/office on network and linkages.

Moreover, faculty members have professional experiences that contribute to the exposure of the students.



## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

Adamson University contributes to the discovery of new knowledge through its overall strategy for managing and developing its research activities and the provision of research facilities. The Center for Research, and Development (CRD) is tasked to implement the research agenda outlined in the **Five Year Strategic Plan (2012-2017)**.

The policies and guidelines to enhance a research culture and define institutional reports are documented in the existing **handbook for research policies 2009-2012** and a **faculty research manual from 2012** to present.



## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

Adamson University has a **5-Point Research Agenda to cover**: 1) Productivity and competitiveness in business programs; 2) Advancement of science and technology program; 3) Integrative development approach in Education, Social Sciences, Humanities and Communication Programs; 4) Community health and delivery of health care program; and 5) Environmental conversation and preservation program. These are aligned with those indicated in the Philippine Medium Term Development Program (PMTDP/NEDA and National Higher Education Research Agenda).



## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

Incentives for faculty researches such as reduction of teaching load, honorarium, support for paper presentation and publication, and promotion in rank are implemented.

Likewise, a research forum is conducted regularly for the presentation of outstanding faculty research projects. **Financial support is given to faculty research, collaborative research, and undergraduate thesis and it covers** proposal, presentation in local or international forums to publication in the journal. Presentation support covers registration, accommodation and transportation whether it is held locally or in foreign country.





## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

Adamson University has been successful in securing financial support for its research activities.

There are a total of 239 research projects implemented, 187 or 78% of which are university funded, while the rest are externally supported. These are all covered by MOA or MRUs that indicate the funds approved for its implementation. Terminal reports of all completed researches are stored both in CD and hard book-bound copies.



## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

The management provides at least 10% of its net income per year for research and capability building such as scholarships to acquire expertise in various disciplines. In addition, each college and department have budgets for research; activities, publication and improvement of research facilities. The school is also very active in collaborative research with member schools of the University Belt Consortium and the South Manila Inter-Institutional Consortium. The various colleges conduct researches with partners from the industry and some government agencies such as the DOST.



## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

For CRD 's operation and to facilitate proposal evaluation and approval, a pool of experts (in house and external) has been organized. The institutionalization of the **University Ethics Review Committee and the College ERC** will allow the university to adopt standards in the use of humans as subjects of research. A college Research Coordinator reviews research proposal prior to the finalization and submission for funding and approval.



## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

The University's strength is the presence of good faculty researchers and laboratory facilities The University is active in 4 HEI Consortium, which led to collaborative research projects. It also has linkage and network with overseas universities for research undertaking and to some extent exchange programs on faculty development. The research fund is good enough to support research projects, publication of research outputs, attendance to local and international conference. The establishment of a university research system where fulltime and part time faculty researchers will be assigned will definitely boost up the level of research capability and capacity.



## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

Faculty members have research experience in other universities/research institutions in the Philippines and/or abroad. Meanwhile, Adamson University conducted several trainings related to the enhancement of faculty researcher culture and capability.

There is also support for graduate research students such as research policies, structure, and procedures, special programs for graduate research, and contracts of graduate students.



## PROFESSIONAL EXPOSURE RESEARCH

### B. Creative Research Work

The research programs address national needs and priorities especially –

- Faculty researches focus on the development of innovations in science and technology for poverty reduction
- Other priority research areas are waste management, energy conservation, and innovative mode of delivering education and socio-economic issues addressing empowerment of the poor. Six technologies resulting from research projects have been patented and now being commercialized.



## PROFESSIONAL EXPOSURE RESEARCH

### C. Creative Work and Innovation

Adamson University has programs that promote creative work and/or innovation in the arts and humanities, science and technology, social sciences, and/or management science. It has contributed to creative work and innovation through its programs.

The strategic plan of the University is inclusive of Intellectual Property (IP) creation, protection, utilization, and ITSO. In the implementation of these plans, it follows the franchise operating manual guidelines. It has also formulated an IP policy for the University.



## PROFESSIONAL EXPOSURE RESEARCH

### C. Creative Work and Innovation

The University's programs develop and promote creativity and innovation, taking into consideration the level of skills involved and the quality of output. Towards this end, its departments and colleges have participated in activities such as IdeaSpace, Smartsweep, National Science and Technology Week, TechInnovation – Singapore, and the preparation of paper in local and international symposiums/conventions.



## PROFESSIONAL EXPOSURE RESEARCH

### C. Creative Work and Innovation

Other bodies and institutions have also recognized the University's products of its creative work and innovation programs. These include various awards and recognitions such as gaining the final spot in the IdeaSpace competition on June 17, 2014, recognition as the 3<sup>rd</sup> patent filer (Anak ni Juan) from the IPOPHL, and various iHarvest+ awards/recognition.

The University has acquired 217 copyrights for 2015 alone, and 2 of its inventions have pending patent applications.



## KRA 4: SUPPORT FOR STUDENTS

- **Criterion 1:** Student Scholarships
- **Criterion 2:** Academic Support
- **Criterion 3:** The institution has programs for student services, to support the non- academic needs of the students

## KRA 4: SUPPORT FOR STUDENTS

### Core of Adamson University's Goals

- The advancement of the welfare of students,
- their holistic development and preparation to their values-oriented professional life
- Being a Vincentian educational apostolate, the University makes quality education accessible to deserving students that are from the marginalized sector of the country.
- The increasing number of foreign students is given special care and attention to respond to their adaptation and integration concerns.
- Upon admission, students identified with special learning needs are given proper guidance to direct them to a suitable course.

## KRA 4: SUPPORT FOR STUDENTS

The students' academic life in the University is complimented by **co-academic and extra-curricular activities** significantly enriched- with-Vincentian identity and spirituality. They are focused on the five core values defined in the University's Vision-Mission, namely: **Spirit of St. Vincent de Paul, Solidarity, Social Responsibility, Search for Excellence, and Sustained Integral Development.**

**The Office for Student Affairs** serves its role to train student leaders to become responsible, value and output-oriented individuals. In addition, this office is tasked to conduct leadership training seminars, efficiency training and other institutional seminars and trainings.



## KRA 4: SUPPORT FOR STUDENTS

As part of its training function, the students play an active role in policy formulation and program planning, thus promoting empowerment, as well as a sense of responsibility, accountability and ownership.



## KRA 4: SUPPORT FOR STUDENTS

### The Center for Guidance

- supports the students' academic and non-academic needs through interviews, counseling, testing services and through the conduct of seminars and workshops.

## KRA 4: SUPPORT FOR STUDENTS

### The Center for Guidance

- Faculty members are required to render at least one hour of consultation per week for students.
- the Guidance Office conducts individual and group counseling sessions to students depending on the type of problem or concerned or raised.

Students receive timely and effective feedback on the progress of their academic progress by the issuance of computerized prelim, midterm, and final grades.

## KRA 4: SUPPORT FOR STUDENTS

Every semester, the list of top 100 students across all disciplines and top 10 students per program are posted in bulletin boards for announcements. Students are able to access their grades and other records anytime in kiosks located in conspicuous places in the Saint Theresa (ST) Building and Cardinal Santos (CS) Building lobbies.

The University has a scholarship foundation that sends poor but deserving students to college

Offices supporting students' needs in the University, such as the Campus Ministry, Health Services, Cultural Affairs, Security and Safety, Athletics and Recreation, Office for Student Affairs, Center for Guidance Counseling, Testing and Placement, Scholarship offices align their plans and programs with the University vision-mission, goals and thrust in the light of the teachings of St. Vincent de Paul.





## KRA 5: RELATIONS WITH THE COMMUNITY

- **Criterion 1:** Relevance of Programs
- **Criterion 2:** Networking and Linkages
- **Criterion 3:** Extension Programs



## KRA 5: RELATIONS WITH THE COMMUNITY

- Offers academic and non-academic programs that take into consideration the social, cultural, economic, and/or developmental needs of the country.
- The curricular programs of are designed to imbibe the Vincentian's compassion for the socially disadvantaged but also positive values of the Filipino culture, and appreciation of Filipino customs and traditions.

## KRA 5: RELATIONS WITH THE COMMUNITY

- As a community developer and nation builder, Adamson University provides experiential learning for students, faculty members, and co-academic personnel, through interventional social engagements and community-led processes in different partner communities.
- More specifically, programs such as ASL, national advocacies such as '*Huwag Kang Magnakaw*', disaster relief operations, researchers, consortia and varied community extension and immersion services inspire volunteerism in all members of the Adamson community, while also allowing varied university stakeholders to utilize technical skills and knowledge and exemplify academic social responsibilities all leaning towards total human development.

**It is not enough to do good,  
It must be done well.  
-St. Vincent de Paul**



**Thank you for  
listening!**