

AY 2021 - 2022



Saint Louis University

Participatory bodies for stakeholder engagement



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Participatory Bodies for Stakeholder Engagement

- Inputs from the Industry Advisory Board shall be gathered during scheduled consultation meetings.
- Feedback from alumni is collected via the online Alumni Tracer Study of SLU-SEA. An alumni survey questionnaire can be accessed through the SEA website. The department heads shall be responsible for sharing the links and sending invitations to the alumni to participate in the survey.
- The inputs and feedback from industry managers in relation to the attainment of the Program Educational Objectives (PEO) and their level of satisfaction with the performance of their SLU-SEA Alumni employees shall be derived from the Employer Survey. The Employer Survey Questionnaires are distributed to the companies through the OJT participants.
- The department heads shall conduct course coordination meetings with the faculty at least once per semester to gather feedback from them. These meetings shall be focused on qualitative improvement in content, pedagogy, learning material, student performance, research, and extension activities. The department heads shall record each faculty member's expressed feedback/suggestions during these meetings.
- The Student Exit Survey shall be utilized to solicit the graduating students' perception of their level of attainment of the Student Outcomes (SO).
- The department heads shall facilitate the smooth collection of inputs and feedback by ensuring that all appropriate survey forms are readily available and accessible.

D. Documentation of Stakeholder Feedback

The department heads shall summarize the information from the stakeholder feedback. The summary and all accomplished survey forms shall be controlled and stored as quality records by the Unit Document Controller.

E. Review, Analysis and Evaluation of Stakeholder Feedback

- After the compilation of obtained feedback from all stakeholders, the department heads shall convene the CRDC and the faculty members to review, analyze and



Saint Louis University School of Engineering and Architecture GUIDELINES

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evaluate the feedback. The CRDC shall thoroughly review the suggestions given during feedback and decide on a course of action to address stakeholder concerns and expectations.

- For a clearer and purposeful use of the results of analysis of stakeholder feedback for continuous quality improvement of the program, overall assessment scores shall be computed using weighted averaging, in which forty percent (40%) is applied to the average of Student Exit Survey, Alumni Survey and Employer Survey scores. For the PEOs, the overall assessment scores shall be obtained by taking the average between mean Alumni ratings and the mean Employer ratings. The overall assessment score shall be interpreted using the table below:

Range	Description
4.20-5.00	Very High (VH)
3.40-4.19	High (H)
2.60-3.39	Moderate (M)
1.80-2.59	Low (L)
1.00-1.79	Very Low (VL)

- The department heads shall communicate to the stakeholders, electronically or in writing, the progress of their feedback.
- All action plans, including the proposed refinements or curricular revisions, shall be documented and forwarded to the Dean's office following the deadline set by the School Dean.

F. Consolidation and Submission of Feedback Reports

The process owner shall submit a consolidated report to the Vice President for Academic Affairs and to the Quality Management Representative (QMR) annually, two weeks before the Academic Year-End Management Review. The report shall contain the summary of all controlled feedback mechanisms using the Feedback Report Form (FM-QMO-029) and actions taken or action plan.

V. Amendments

- The Department Heads may propose amendments to these guidelines subject to the approval by the school Dean.
- All approved amendments shall be reported to the unit document controller and shall take effect in the next academic year.

MINUTES OF THE MEETING MS IN GUIDANCE AND COUNSELING CURRICULUM REVIEW

DATE: May 6, 2022 (FRIDAY)
TIME: 2:00 PM to 4:30 PM
VENUE: Online via Zoom Cloud Meetings

ATTENDEES:

- Dr. Mary Pauline Namoca (GPC-Liberal Arts)
- Ms. Corazon B. Kawi (internal member)
- Ms. Macrina Barrozo (internal member)
- Ms. Nicole Sabrina Nastassja Dela Cruz (internal member)
- Dr. Angeli Austria (external member; Benguet State University)
- Ms. Lady Diana Estrada (student representative)

Highlights of the Meeting:

After a thorough discussion of the current curriculum for Master of Science in Guidance and Counseling, while taking into account the provisions of RA 9258 (Guidance and Counseling Act of 2004) and CMO 15 s.2019 (Policies, Standards, and Guidelines for Graduate Programs, the following changes have been agreed upon.

Saint Louis University, through the Industry Advisory Board (IAB), ensures that stakeholders participate in decision-making (e.g. curriculum review). The Industry Advisory Board is composed of alumni, administration, industry partners, students, and faculty.



Union of Faculty and Employees of Saint Louis University (UFESLU)

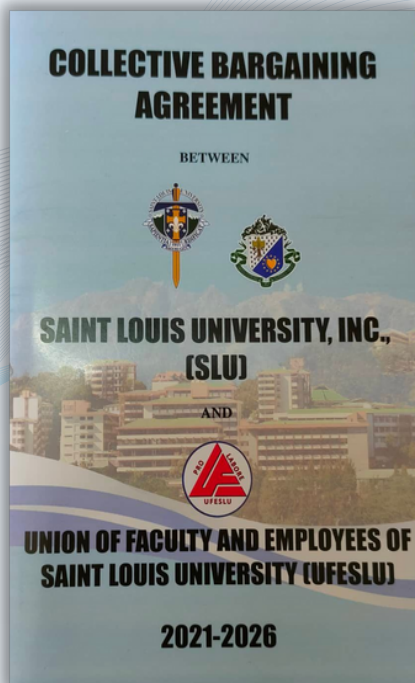
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UNIVERSITY UNION

Section 7.3. Contractual college teaching employees who have served at least six (6) consecutive semesters shall be given probationary status, provided that:

- (a) The teaching employees are qualified under existing rules and regulations, such as, but not limited to, the MORPHE, CMOS, among others;
- (b) There is determination of sustainability of full load for the coming semesters;
- (c) There is due consideration of the results from the ranking system used for loading; and
- (d) The teaching employees have not been disciplined administratively. (New)



The **Union of Faculty and Employees of Saint Louis University (UFESLU)** was issued its Certificate of Registration by the Bureau of Labor Relations on July 15, 1987. The Union was initiated by a group of dedicated workers who acknowledged the need for reforms amidst the changing times. UFESLU aims to represent the faculty and employees of Saint Louis University in collective bargaining for salaries, wages, hours of work, and other terms and conditions of employment. Moreover, it aims to promote the moral, social, and economic well-being and individual and collective rights of all the members. Guided by the Christian educational institution, it fosters harmonious and progressive labor-management relations among its members. It has strived to adopt legislations, policies, and other measures that benefit the members for thirty-five years.

The union members are encouraged to be involved in matters that directly and indirectly affect them. Throughout the existence of the Union, it has promoted pro-labor policies and people power intending to transform the labor group into a more dynamic organization. One of its significant practices is its conduct of the **Collective Bargaining Agreement**, wherein the employees are encouraged to take an active part in making decisions.

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