

COLLEGE DEPARTMENT

LIST OF SUGGESTED MATERIALS/EXHIBITS AVAILABLE IN THE PAASCU HEADQUARTERS DURING THE TEAM VISIT

COLLEGE/UNIVERSITY AND COMMUNITY INVOLVEMENT

- Outreach Activities/Projects

FACULTY

- List of Teachers and their teaching loads
- Faculty Development Program
- Salary scale/salary policy
- Accomplished faculty evaluation forms
- List of in-service training seminars/workshops
- Names of faculty members pursuing graduate or post graduate degrees and number of units earned
- Minutes of faculty, departmental meetings, etc.
- Faculty journals, if any

CURRICULUM AND INSTRUCTION

- Schedule of classes
- Syllabi
- Sample test papers/test questions
- Summary of enrolment by class and course for the current school year
- Statistical Data on Dropouts and Scholarships
- Co-curricular activities/projects
- Data regarding the number and size of classes

LIBRARY

- Library Development Program
- Library Performance Report
- Library Attendance
- Library Budget

LABORATORIES

- List of experiments and projects
- Purchase and requisition procedures/systems
- Laboratory budget

FACILITIES

- Floor Plans of building/buildings

STUDENT SERVICES

- Organizational flow chart
- Annual guidance plan
- Annual reports
- Orientation program
- Student services budget
- Description of the school's co-curricular services
- List of student organizations and corresponding co-curricular activities, minutes of meetings, etc.
- List of names, qualifications, experience of Health-Care Personnel

ADMINISTRATION

- Institutional development plan
- Audited financial statement for the last three years
- Budget performance report
- Minutes of Board Meetings, Council meetings, etc.
- Annual Reports

ARRANGEMENTS FOR THE VISIT

At the time of the visit, the institution should prepare an orientation kit for each member of the team. The orientation kit contains the following:

1. list of administrators and their available time for interview.
2. information regarding location of rest rooms, meal time, etc.
3. floor plans of the school buildings with classrooms, laboratories and offices properly labeled.

The working area of the team should be provided with facilities for study and writing, such as computers, whiteboard, etc.

Please make sure that all school personnel are on campus at the time of the visit and will be available for interviews.