

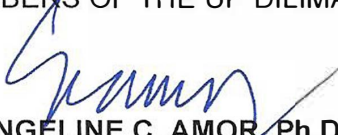
**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA ECA 18-106

20 February 2018

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL COLLEGE SECRETARIES
UPD FACULTY TEACHING UNDERGRADUATE COURSES

THROUGH : MEMBERS OF THE UP DILIMAN COMMITTEE ON MINOR PROGRAMS

FROM : 
EVANGELINE C. AMOR, Ph.D.
Vice-Chancellor for Academic Affairs
and Chair, UP Diliman Committee on Minor Programs

SUBJECT : Proposal for the Implementation of Minor Programs
(Undergraduate) in UP Diliman

Please find attached the program and copy of the Proposal for the Implementation of Minor Programs (Undergraduate) in UP Diliman.

The proposal will be presented during the FORUM on 26 February 2018, 8:00 AM-12:00 NN at SOLAIR Auditorium.

We look forward to your participation in the Forum.

Thank you very much.

**Forum on the Proposed Implementation
of Minor Programs (Undergraduate) in UP Diliman
26 February 2018 (8:00 AM-12:00 NN)
SOLAIR Auditorium**

PROGRAM OF ACTIVITIES

8:00-8:30 AM	Registration
8:30-10:00	Opening Remarks Chancellor Michael L. Tan, PhD
	Presentations
	Dr. Marie Therese A.P. Bustos Dean, College of Education
	Prof. Ma. Rosel S. San Pascual Chair, Department of Communication Research College of Mass Communication
	Dr. Soledad Natalia M. Dalisay Chair, Department of Anthropology College of Social Sciences and Philosophy
	Report of the UP Diliman Committee on Minor Programs Prof. Excelsa C. Tongson, CHE
10:00-11:30	OPEN FORUM Dr. Perry S. Ong, CS
	Summary of Discussions Dr. Maria Fe V. Mendoza, NCPAG
	Closing Remarks Vice-Chancellor Evangeline C. Amor, OVCAA

Dr. Mark Albert Zarco
EMCEE

*Working "break" for the half day session: coffee and bread will be available.
Packed snacks will be distributed at the end of the session*

**PROPOSAL FOR THE IMPLEMENTATION OF
MINOR PROGRAMS (UNDERGRADUATE)
IN THE UNIVERSITY OF THE PHILIPPINES DILIMAN**

Background/Rationale

The need to clarify and include Minor Programs in the offerings of the University of the Philippines Diliman was articulated during the UP Diliman General Education Committee meeting held on 26 August 2014. Citing President Alfredo E. Pascual's Vision Statement for the University of the Philippines, the discussion for the institution of minor programs ensued during the Executive Committee meeting on 9 March 2015 when Vice Chancellor for Academic Affairs Benito M. Pacheco presented the Curricular Framework and Curriculum Structure.

While academic minor programs exist in other local and international universities, and their benefits in honing combinations of various skills that are necessary for future careers and higher studies have long been recognized, a similarly wide program does not exist in UP Diliman. Meanwhile, it was observed that some academic units have been permitting their undergraduate students to take 9 to 21 units from other departments outside of their home units to broaden the students' perspectives and cultivate skills outside of their major fields. In the absence of formality and a set of guidelines, the offering departments and their faculty are oftentimes not aware that their courses have been regarded as a related field or sub-specialization of another degree program. Likewise, the students' records cannot officially indicate that they have completed a minor program that reflects a mastery of subjects beyond their major fields.

With the changing national academic landscape due to the implementation of the K to 12 curriculum since 2016 and the adoption of the new UP General Education Framework in

1 2017 as well as the recognition of the demands of the globalized world and the complex
2 problems confronting the nation that require a broader, more flexible and diverse set of
3 proficiencies, the call to “*revisit, recreate or reinvent our Bachelor Programs to include*
4 *Minor Programs from Other Clusters*” (Pacheco, 2015) has become more apparent.

5 Academic Majors and Minors “can be used to complement each other in helping
6 students prepare themselves for a career after college” (Towards the Establishment of Minor
7 Programs in UP Diliman’s Academic Curricula for Undergraduate (2016). While Majors
8 provide students opportunities to specialize in their chosen fields, Minors allow them to
9 pursue other personal interests and develop skills that are necessary to think and act in ways
10 that may seem unconventional in their major fields and to address the needs and problems of
11 the country and the international community. The combination of Majors and Minors
12 enriches the students’ academic experiences and cultivates critical thinking.

13 Access to interdisciplinary and multidisciplinary scholarship made available to
14 undergraduates through the Minor Programs provides them with vast opportunities to expand
15 their potential and develop skills that will allow them to deal with careers and problems that
16 may not yet be evident at present, yet may emerge in the future. UP Diliman is in a very
17 good position to offer those opportunities, being a comprehensive university with a rich
18 variety in four academic clusters, now that some space is opening up in the respective
19 curricula of our undergraduate programs.

20 To sustain the discussion on the institution of Minor Programs in UP Diliman,
21 Chancellor Michael L. Tan upon the recommendation of the Vice Chancellor for Academic
22 Affairs Evangeline C. Amor created an Ad hoc Committee on Minor Programs in October
23 2017. In a series of meetings, the members discussed the concerns and issues regarding
24 Minor Programs among which is the identification of academic units intending to offer such a

1 program. In a survey designed by the Ad hoc Committee in November 2017, 17
2 departments/units in UP Diliman have expressed their willingness to offer a minor program.

3 A product of a series of discussions from 2014 to 2018, this proposal addresses the
4 need to make Minor Programs in UP Diliman official. It aims to provide the general
5 guidelines on its program institution and administration including student admission to,
6 progress, and retention in, graduation from their Minor Programs.

7 A feature of the program is to provide each student the option of completing a
8 bachelor's degree without or with a Minor, from one or more choices; the Home Unit¹ is to
9 advise the student to formalize such choice and accordingly, follow the program of study.

10 In order to accommodate the diversity and uniqueness of each discipline, and to
11 recognize the comprehensive roster of major fields in the university, this proposal also
12 advocates for the expansion of the definition of Minor Program that is currently available in
13 the Nomenclature.

14 **1. Defining Minor Programs**

- 15 • A Minor Program is a coherent course of study that experts in the field have
16 determined as either a sub-field in the major discipline or a specialization in another
17 discipline from another academic cluster.
- 18 • A Minor program design has two options.
 - 19 ○ Option A – It is a subfield in the major field and taken within the Home Unit.
 - 20 ○ Option B – It is a theme in another discipline from another academic cluster.

21 **2. Features of Minor Programs**

¹ The academic unit or department with undergraduate degree program offering the principal discipline or major field of study. As the home academic unit, it is responsible for the administration of the student's degree program.

1 A Minor Program is developed and offered by any academic unit or department with
2 existing undergraduate degree programs upon the approval of the University Council.

3 A Minor Program is an optional program, with requirements constituting a minimum
4 of 18 units and a maximum of 21 units, including prerequisites, prescribed by the faculty of
5 the Minor-offering Unit². These courses should be within the total number of units, and must
6 be completed within the prescribed number of years, of the student's bachelor's program.

7 Eighteen to 21 units are considered regular load of undergraduate students in a
8 semester. With this, taking of Minor Program courses can be distributed in six semesters or
9 three academic years, with three units per semester of minor courses.

10 After successful completion and upon the recommendation of the Home Unit, the
11 Minor Program will be reflected in the student's transcript of records and certificate of
12 graduation.

13 **3. Admission Requirements**

14 Students can be admitted to Minor Programs through an application process agreed
15 upon by the Home Unit and the Minor-offering Unit with the following general requirements,
16 which may be known at the point of admission to the University:

17 3.1 Completion of at least two semesters of residency

18 3.2 Good academic standing or a General Weighted Average (GWA) grade identified
19 by the Home Unit.

20 3.3 Endorsement by the Home Unit

21 3.4 Acceptance by the Minor-offering Unit

22 **4. Retention Rules**

23 4.1 Students should maintain good academic standing.

² The academic unit or department with undergraduate degree program hosting the minor program. It is where students take the required courses for their Minor Program.

1 4.2 The Minor-offering Unit defines retention rules.

2 4.3 Students must be informed of the retention rules during application and
3 admission to Minor Programs.

4 4.4 The retention rules will be reflected in the Program of Study, and subject to
5 conforme.

6 **5. Administration and Management of Minor Programs**

7 **5.1. Roles and Functions of the Minor-offering Unit**

8 5.1.1. Develops and offers Minor Programs from the existing undergraduate
9 courses upon the approval of the University Council.

10 5.1.2. Determines the prescribed courses or provides a list of courses which
11 the students can choose from to be credited towards the student's
12 Minor Program of a minimum of 18 units and a maximum of 21 units
13 including prerequisites.

14 5.1.3. Names the Minor Program as it sees fit. The title of the Minor Program
15 can either be a theme or a discipline. For example, "Minor in
16 Biological Structures and Systems" or "Minor in Biology" may be
17 used (Summary of Decision of the Ad Hoc Committee on Minor
18 Programs, 16 January 2018). Such name shall not be changed within
19 ten (10) semesters from the most recent implementation.

20 5.1.4. Ensures that the program name does not resemble another degree
21 program or combination of degree programs, and the courses included
22 shall always be from the approved undergraduate degree programs.

23 5.1.5. Reviews specific courses included in the minor program every five (5)
24 years with the approval of the UC Curriculum Committee.

1 5.1.6. Enters into an agreement with a Home Unit as part of Minor Programs,
2 and commits to offer the prescribed courses, subject to demand in
3 order for students to complete their Minor Programs within the
4 prescribed number of years for their bachelor's programs.

5 5.1.7. Determines the number of slots for Minor Programs.

6 **5.2. Roles and Functions of the Home Unit:**

7 5.2.1. Advises student on the appropriate Minor Program that the student will
8 pursue, subject to acceptance of the Minor-offering Unit, and designs
9 the Program of Study for Minor Programs including consultation with,
10 and conforme by the student.

11 5.2.2. Enters into an agreement with the Minor-offering Unit to endorse
12 students for admission into Minor Programs.

13 5.2.3. Ensures that the Minor Program is within the total number of units and
14 can be completed within the prescribed number of years of the
15 student's bachelor's program

16 5.2.4. Informs its students of the availability of Minor Programs upon their
17 admission to the University of the Philippines, emphasizing that the
18 said program is optional.

19 5.2.5. Coordinates and informs formally the Minor-offering Unit as to the
20 number of students enrolling in the prescribed courses at least one
21 semester before registration.

22 5.2.6. Implements policies, guidelines, admission and retention rules of the
23 Minor Programs

24 5.2.7. Monitors student progress in the Minor Program.

25 5.2.8. Recommends the graduation of students with Minor Programs.

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3 **6. Process of Instituting a Minor Program**

4 The Minor-offering Unit shall follow the usual processes observed by the University
5 Council where the proponent submits the proposal to the University Council Committee on
6 Curriculum through channels.

7 The Home Unit shall follow the usual process by the University Council where the
8 Bachelor's Program curriculum is proposed or revised, as the case may be, in order to include
9 18 to 21 units of electives as may be used in the option for a Minor Program.

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11 **References:**

12 Curriculum Nomenclature, University of the Philippines Faculty Manual(2003) .

13 Minutes of the 229th Executive Committee Meeting held on 09 March 2015.

14 Pacheco, Benito M. (2015). Curricular Framework and Curriculum Structure presentation.

15 Summary of Decisions of the Ad Hoc Committee on Minor Programs, 16 January 2018.

16 Towards the Establishment of Minor Programs in UP Diliman's Academic Curricula for
17 Undergraduate (2016).