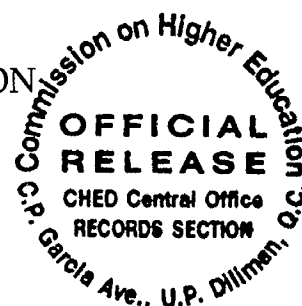




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
HEDC Bldg., C.P. Garcia Avenue, Diliman, Quezon City



CHED MEMORANDUM ORDER

No. 26
Series of 2012

SUBJECT: Implementing Guidelines for the Identification, Support, and Development of Centers of Excellence and Centers of Development in Foreign Language

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In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "Higher Education Act of 1997", the CHED's policies and standards on the Centers of Excellence project, by virtue of the 395th Commission *en banc* Resolution No. 170-2012 dated July 16, 2012, and to expedite the utmost achievement of relevant, responsive and quality higher education in the country, the following implementing guidelines for the identification, support and/or development of Centers of Excellence (COEs) and Centers of Development (CODs) in Foreign Language are hereby adopted and promulgated by the Commission, thus:

I. Rationale and Background

The implementation of the COE/COD project is pursuant to Section 8 (f) of Republic Act No. 7722, which provides that CHED shall "*identify, support and develop potential centers of excellence in program areas needed for the development of world-class scholarship, nation building and national development*". Thus, it became the policy of the Commission to promote quality and excellence in higher education by identifying, supporting and/or developing COEs and CODs for specific programs in higher education institutions (HEIs).

Consequently, the Foreign Language program is therefore recognized as a program area needed for the development of world-class scholarship, nation building and national development.

The project aims to strengthen and further improve the quality of higher education degree programs in the country. The identified COEs/CODs are expected to become a resource to strengthen other schools in their localities and are envisioned to become centers of graduate education and research in the particular field of specialization.

The identification of COEs and CODs for Foreign Language is expected to facilitate the attainment and fulfillment of the program's mission of providing globally competitive graduates who can deliver efficient and effective services in the academe and in the industry.

II. Definition

Centers of Excellence (COE) – refers to a department in a higher education institution that offers a minimum of twelve (12) units of any Foreign Language except English, which continuously demonstrates excellent performance in the areas of instruction, research and publication, extension and linkages, and institutional qualifications. To be a Center of Excellence, using the criteria for COE, the institution/department must earn a total score of at least 90 points in the four (4) major categories (Instructional Quality, Research and Publications, Extension and Linkages, and Institutional Qualifications).

Centers of Development - refers to a department in a higher education institution that offers a minimum of nine (9) units of any Foreign Language except English, which demonstrates the potential to become a Center of Excellence in the future. To be a Center of Development, using the criteria for COD, the institution/department must earn a total score of at least 90 points in the four (4) major categories.

III. Selection Criteria

The COEs and CODs in Foreign Language shall be identified based on the following criteria:

Criteria:	Weight
A. Instructional Quality	(45 points)
1. Administration	5
2. Faculty	15
2.1 Qualifications	7
2.2 Performance	8
3. Quality of the Curriculum	10
4. Laboratory and Equipment	3
5. Library	5
6. Instructional Facilities	3
7. Retention	2
8. Graduate Profile	2



B. Research and Publications		(30 points)
1. Organization		5
2. Budget		5
3. Output		20
C. LINKAGES AND EXTENSION		(20 points)
1. Institutional Linkages		12
1.1 Local	4	
1.2 National	4	
1.3 International	4	
2. Community Service/ Extension Services		4
3. Consultancy		4
D. Institutional Qualifications		(5 points)
1. Vision/Mission		2
1. Institutional Planning & Development		3

The details of the criteria and other guidelines are contained in "**Annex**".

IV. Selection Process

Letters of application will be sent to higher education institutions offering Foreign Languages. The Technical Committee for Foreign Language will undertake the task of initial screening and evaluation of HEI-applicants. The Commission shall identify COEs and CODs upon the recommendation of the Technical Committee for Foreign Language and the Technical Panel for Humanities. As defined by CMO No. 55, series of 2006 titled "Revised Policies and Standards on the Centers of Excellence Project", the selection process of COE/COD in Foreign Languages is as follows:

a. Application Phase

- HEI signifies its intention of becoming a center of excellence or center of development and submits pertinent documents (for the last three (3) years) to support the application to the Office of the Director, OPS, copy furnished by the CHED Regional Director.
- The HEI must clearly specify whether it is applying for COE or COD.
- The supporting documents must exhibit evidence of the school's compliance with the selection criteria.
- All necessary documents shall be submitted not later than **August 15, 2012** of the present year.



b. Initial Paper Evaluation

Application documents are submitted to the CHED Regional Offices and forwarded to the Technical Committee for Foreign Language through the CHED OPS. The Technical Committee for Foreign Language conducts the initial paper evaluation of the documents submitted for review, and determines the merit of the applicants. The list of potential COEs/CODs are finalized and scheduled for ocular inspection.

c. Ocular Inspection

The OPS schedules and then conducts the actual ocular evaluation. The evaluation team is composed of representatives from the said office, the CHEDRO Supervisor, and at least two (2) members of the Technical Committee for Foreign Language. The ocular inspection is based on the selection criteria set forth above.

d. Identification

The Technical Committee for Foreign Language forwards the results of both paper evaluation and ocular inspection to the Technical Panel for Humanities. The said Panel then reviews the same and determines whether or not the HEI is qualified for designation as COE or COD. It submits its recommendation to the Commission for approval. If the Commission concurs with the recommendation of the TP Humanities, it will announce the designation of a particular HEI as a COE or COD through a CHED Memorandum Order.

V. Grants and Benefits

The benefits of being identified, as COEs/CODs in Foreign Language are the following:

1. Priority in the selection of CHED institutional partners with regards to CHED developmental projects;
2. Entitlement to other non-monetary subsidies and awards such as:
 - 2.1 graduate scholarships for faculty members teaching Foreign Language;
 - 2.2 priority for CHED research grants.
3. Financial assistance

COEs and CODs that would like to avail of financial assistance from CHED must submit project proposals. The CHED evaluates the proposals and, based on the evaluation, decides on whether or not financial assistance will be granted.



VI. Roles and Responsibilities of the COEs and CODs in Foreign Language

The identified COEs/CODs are expected to become a resource to strengthen other schools in their localities and are envisioned to become centers of foreign language education and research. They shall have the following roles, duties, and responsibilities:

FOR IDENTIFIED COEs:

1. Act as models/leaders in the local, regional and national community;
2. Sustain and enhance basic and applied research on emerging trends and advancements in the discipline;
3. Provide assistance to agencies/institutions within its geographical area of coverage;
4. Undertake other activities/projects necessary in developing quality education in Foreign Language;
5. Accelerate the development of the discipline through strategic developmental programs and projects;
6. Develop instructional program quality through faculty development activities and upgrading of facilities and library holdings;
7. Establish linkages through faculty exchange, national and/or international conferences, academic consortia, and other continuing Foreign Language education collaborations.

FOR IDENTIFIED CODs:

1. Accelerate the development of Foreign Language through strategic projects;
2. Develop instructional program through faculty development and upgrade facilities and library holdings;
3. Undertake basic and applied research activities on emerging trends and advancements in Foreign Language;
4. Establish linkages through faculty exchange, national and/or international conferences, academic consortia, and other continuing Foreign Language education collaborations.
5. Establish linkages with COEs in Foreign Language to further improve their capability to undertake research and publication.



VII. Duration of Grant of COE/COD Status

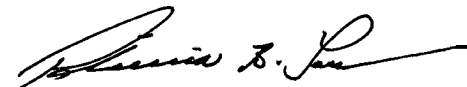
Designation as Center of Excellence or Center of Development is valid for three (3) academic years. The designation as COE / COD may be revoked at any time if the CHED finds out that the HEI is not fulfilling its functions/responsibilities and/or not maintaining compliance with the criteria as COE / COD.

VIII. Effectivity

All CHED issuances or part thereof inconsistent with the provision in this CMO shall be deemed modified or repealed.

This Order shall take effect immediately.

Quezon City, Philippines July 26, 2012 .



PATRICIA B. LICUANAN, Ph.D.
Chairperson



“Annex”

**TECHNICAL PANEL FOR HUMANITIES
TECHNICAL COMMITTEE for FOREIGN LANGUAGES**

**CRITERIA for the SELECTION of CENTERS of EXCELLENCE (COEs)
and CENTERS OF DEVELOPMENT (CODs) in FOREIGN
LANGUAGES**

A. Qualitative Criteria

Criteria	Operational Indicators of COE	Operational Indicators of COD
<p>I. Instructional Quality (45 points)</p> <p>A. ADMINISTRATION</p> <p>1. Chair/Coordinator</p> <p>B. FACULTY</p> <p>1. Qualifications</p> <p>2. Performance</p>	<ul style="list-style-type: none"> ➤ Full-time tenured faculty ➤ Holder of at least a Master’s degree, (or its equivalent), in at least one (1) foreign language or related fields. ➤ Foreign Language Teaching experience of at least five (5) years and administrative experience of at least three (3) years. ➤ 50% of the fulltime faculty members have graduate degrees. ➤ 50% of faculty have foreign language or foreign language education training. ➤ At least 80% of faculty members have student evaluation of Very Satisfactory. ➤ National or international recognition of the faculty members to include awards, fellowships and scholarships. 	<ul style="list-style-type: none"> ➤ Full-time tenured faculty ➤ Holder of at least a Master’s degree, (or its equivalent), in at least one (1) foreign language or related fields. ➤ Foreign Language Teaching experience of at least three years (3) and administrative experience of at least one (1) year. ➤ 30 % of faculty members are pursuing graduate studies. ➤ At least 80% of faculty members have a student evaluation of Very Satisfactory.



Criteria	Operational Indicators of COE	Operational Indicators of COD
C. QUALITY OF THE CURRICLULUM	<ul style="list-style-type: none"> ➤ Substantive coverage of the discipline. ➤ Covers basic, intermediate and advance level of foreign language. ➤ Relevance of the curriculum to local and regional conditions and needs. ➤ Should have an evaluation instrument based on international standards. 	<ul style="list-style-type: none"> ➤ Substantive coverage of the discipline. ➤ Covers basic to intermediate level of foreign language. ➤ Relevance of the curriculum to local and regional conditions and needs. ➤ Preferably have an evaluation instrument based on international standards.
D. LABORATORY & EQUIPMENT	<ul style="list-style-type: none"> ➤ Must have computers for use of students and faculty. ➤ Access to internet. ➤ Availability of software used in the discipline. ➤ Language Laboratory/Room for students and faculty. 	<ul style="list-style-type: none"> ➤ Must have computers for use of students and faculty. ➤ Access to internet.
E. LIBRARY	<ul style="list-style-type: none"> ➤ Library with recent national and international language textbooks, workbooks, journals and dictionaries. 	<ul style="list-style-type: none"> ➤ Library that meets the minimum requirements for the discipline. <i>(per CHED Memorandum Order No. 44, s. 1997)</i>
F. INTSTRUCTIONAL FACILITIES	<ul style="list-style-type: none"> ➤ Must have multimedia classrooms 	<ul style="list-style-type: none"> ➤ Preferably have multimedia classrooms
G. RETENTION	<ul style="list-style-type: none"> ➤ Must have clear retention policies. 	<ul style="list-style-type: none"> ➤ Must have clear retention policies.
H. GRADUATE PROFILE	<ul style="list-style-type: none"> ➤ The department/college should have available database of their graduates and their employment at least for the last five (5) years. 	<ul style="list-style-type: none"> ➤ The department/college should have available database (and maintain a database) of their graduates and their employment at least for the last three (3) years.



Criteria	Operational Indicators of COE	Operational Indicators of COD
<p>II. Research and Publication (30 points)</p> <p>A. Organization</p> <p>B. Budget</p> <p>C. Output</p>	<p>➤ Must exhibit a strong commitment to undertake research activities in Foreign Language teaching, learning and education.</p> <p>➤ Should have access to funding for research, writing of instructional materials, and teaching enhancement activities.</p> <p>➤ At least 1/3 of the faculty has published books, research monographs or academic articles in reputable journals.</p> <p>➤ National or international recognition of the faculty members to include awards and scholarships.</p>	<p>➤ Must exhibit a strong commitment to undertake research activities in Foreign Language teaching, learning and education.</p> <p>➤ Should have access to funding for research, writing of instructional materials, and teaching enhancement activities.</p> <p>➤ Producing instructional materials in foreign language teaching, and education, in print or in multimedia is part of the department/college's objectives.</p>
<p>C. Linkages and Extension (20 points)</p> <p>A. Institutional linkages</p> <p>B. Community and Extension Services</p>	<p>➤ The college/department should have linkages with national/international universities, embassies and other foreign language institutions through faculty/student exchange programs, consortia, and other collaborative activities.</p> <p>➤ The college/department should have an established extension service program geared towards the teaching, promotion and development of foreign language.</p>	<p>➤ The college/department should have linkages with national/international universities, embassies and other foreign language institutions through faculty/student exchange programs, consortia, and other collaborative activities.</p> <p>➤ The college/department should develop extension service program geared towards the teaching, promotion and development of foreign language.</p>



Criteria	Operational Indicators of COE	Operational Indicators of COD
C. Consultancy	<ul style="list-style-type: none"> ➤ The administration and faculty should lend their expertise to other schools/agencies/industries Through training, seminar, workshop, etc. 	<ul style="list-style-type: none"> ➤ If applicable, the administration and faculty may lend their expertise to other schools/agencies/industries through training, seminar, workshop, etc.
<p>IV. Institutional Qualifications (5 points)</p> <p>A. Vision /Mission</p> <p>B. Institutional Planning & Development</p>	<ul style="list-style-type: none"> ➤ Should have academic program that stems from a clear and achievable vision/mission of the institution, the college and the department for excellence and quality, and should have established itself as a leader in a foreign language teaching. ➤ Should have clear educational, administrative and student plans for the next 5 years. ➤ Should include teacher training programs as part of faculty development plans. 	<ul style="list-style-type: none"> ➤ Should have academic program that stems from a clear and achievable vision/mission of the institution, the college and the department for excellence and quality. ➤ Should have clear educational, administrative and student outcome plans for the next 5 years. ➤ Should include teacher training programs as part of faculty development plans.



B. Quantitative Criteria

<i>CRITERIA</i>		<i>RATING (POINTS)</i>		
I. INSTRUCTIONAL QUALITY				45
A. Administration			5	
B. Faculty			15	
1. Qualifications	7			
2. Performance	8			
C. Quality of the Curriculum			10	
D. Laboratory and Equipment			3	
E. Library			5	
F. Instructional Facilities			3	
G. Retention			2	
H. Graduate Profile			2	
II. RESEARCH AND PUBLICATIONS				30
A. Organization			5	
B. Budget			5	
C. Output			20	
III. LINKAGES AND EXTENSION				20
A. Institutional Linkages			12	
1. Local	4			
2. National	4			
3. International	4			
B. Community Service			4	
C. Consultancy			4	
IV. INSTITUTIONAL QUALIFICATIONS				5
A. Vision/Mission			2	
B. Institutional Planning & Development			3	
TOTAL				100



APPLICATION FORM/CHECKLIST FOR COE/COD FOR FOREIGN LANGUAGES

Name of Institution : _____
Address : _____

Program : _____
Application : COE COD

I. Instructional Quality

Administration

Name of Chair/Coordinator/ _____ /
 Education (MA/ PhD): _____
 Foreign Language Teaching experience: (yrs)

Faculty Profile

Qualifications:

Total Number of Faculty teaching foreign language: _____
 Total Number of Faculty teaching foreign language (Full-time): _____
 Number of faculty with MA in FL or related fields or its equivalent: _____
 Number of faculty with PhD in FL or related fields or its equivalent: _____
 Number of faculty (MA candidate): _____
 Number of faculty (PhD candidate): _____
 Number of Faculty with Foreign Language Training: _____

Performance:

Percentage of Faculty with Very Satisfactory Evaluation from Students: _____
 List of National or International recognition of faculty members (fellowships, awards, scholarships)

Curriculum

Language offerings for the past 3 years *(include brief course description)*

No. of Units: _____
 No. of classes offered: _____

Total Number of students enrolled per language:
(specify total no. per year for the past 3 years)

Year	No. of Students

Existence of evaluation instrument based on international standards? (Y/N)
(if yes, specify evaluation instrument used)

Laboratory & Equipment

Computer and Internet Access for Faculty and Students (Y/N) :
Availability of software used in the discipline (Y/N)
Language Laboratory/Room for students and faculty (Y/N)

Library

List of Recent Foreign Language Textbooks (Y/N):
List of Recent Foreign Language Workbooks (Y/N):
List of Recent Foreign Language Journals (Y/N):
List of Recent Foreign Language Dictionaries (Y/N):

Instructional Facilities

Multimedia classrooms (Y/N)

Retention

With clear retention policies (Y/N)

Graduate Profile

With Database of their graduates and their employment at least for the last five (5) years (Y/N)

II. Research and Publication

Funding for Research, Writing of Instructional Materials, and Teaching Enhancement Activities (Y/N)

Number of faculty with published books, research monographs, or academic articles in reputable journals:
(specify their publication/researches/articles)

Number of faculty that produced instructional materials for foreign language teaching and/or learning:
(specify instructional materials produced)

III. Extension and Linkages

Linkages with local and national universities (Y/N):

Linkages with international universities (Y/N):

Linkages with embassies and other international foreign language institutions (Y/N):

Existence of Community/ Extension Services/ Programs (Y/N) (if Y, please specify)
