



## Action Plan - National Training Programme for Teacher Educators on ICT-Pedagogy Integration in the Philippines (5 - 9 June 2006)

A detailed plan describing the actions and steps used to implement a strategic plan.

[www.fiu.edu/~pie/sec8appglossary.htm](http://www.fiu.edu/~pie/sec8appglossary.htm)

Description: (please compose at least several paragraphs describing the general plan, reason for the plan and possible outcomes)

Action Plan agreed by: **Prof. Lydie D. Paderanga & Dr. Sonia M. Alensub**

Date: July 11, 2006

Strengths (of our College of Education)	Goals (to sustain strengths)	Key actions to build	By whom?	By when?	Review date
Sufficient ICT infrastructure	Upgrade its capabilities	Make upgrading a Standard Operating Procedure	Laboratory Technician & Dr. Alensub	Beginning June 2006 and on-going	August 1, 2006
	Improve the management system				
	Link with heads of other units of the Institute that have ICT infrastructure and training programs	Meet with heads and negotiate possible assistance and cooperation	Dr. Sonia Alensub	July 17, 2006	July 20, 2006
Sufficient number of faculty members who are at the Infusing level of ICT-pedagogy integration competency	Enhance their competencies in order to create a training team for a full-blown echo training on ICT-pedagogy integration	Conduct the first echo training to these Infusing faculty members	Dr. Sonia Alensub	July 26, 2006	August 1, 2006
		Create the training team	Dr. Sonia Alensub Dean of the College	July 26, 2006	August 1, 2006
		Design a training program suited to the Emerging and Applying levels of competency	Training Team	August 9, 2006	August 16, 2006
Adequate administrative support from the	Administrators must be kept abreast of the new	1. Submit a report of the training	Dr. Sonia Alensub	July 19, 2006	July 20, 2006



college level to the top level	concept/framework/essential components of ICT-pedagogy integration	2. Brief the administrators with a PPT on this new concept 3. Request them to renew their commitment of support	Dr. Alensub Lab Tech  Dr. Alensub	June 25, 2006	June 26, 2006
Almost 100% acceptance of the value of infusing ICT in the instruction/pedagogical practices	Assess the competency level of the CED faculty members in ICT-pedagogy integration	Adopt the UNESCO instrument and/or create our own instrument	Dr. Alensub Prof. Amelia Buan Dr. Myrna LahoyLahoy	August 25, 2006	August 30, 2006
	Encourage those who are at the Emerging level to graduate to the Applying level, and those who are at the Applying level to the Infusing level	Orientation Seminar on ICT-Pedagogy integration	Dr. Alensub	September 6, 2006	September 12, 2006
		Training on how to integrate ICT and pedagogy in the different subject areas	Training Team	October 20, 2006	October 21, 2006
		Review and revision of syllabi to integrate ICT in the subject areas or courses	CED Curriculum Committee & Training Team	November 3, 2006	November 7, 2006
		Activate the Instructional Media Production Committee	Dr. Alensub CED Dean	November 2, 2006	December 7, 2006
		Implement the	Dr. Alensub &	November 3,	



		<b>Action Plan of this Committee</b>	<b>Production Committee</b>	<b>2006</b>	

<b>Areas needing attention/ improvement</b>	<b>Goals (for improvement)</b>	<b>Key actions to improve</b>	<b>By whom?</b>	<b>By when?</b>	<b>Review date</b>
<b>processing PRs and purchasing ICT hardware and production materials/office supplies</b>	<b>Fast and systematic procedure is being practiced</b>	<ol style="list-style-type: none"> <li><b>1. Systematize the process</b></li> <li><b>2. clarify delineation of functions/job description of Ced Adm. Support staff</b></li> <li><b>3. improve recording and record-keeping</b></li> </ol>	<b>Dean and Asst. Dean</b>	<b>August 2, 2006</b>	<b>August 9, 2006</b>
<b>technical and production support staff</b>	<b>Employ the needed CED AVMC technical and production staff as regular IIT employees</b>	<ol style="list-style-type: none"> <li><b>1. arrange an audience with the VCAF, VCAA, HRMO Head, CED Dean, and DOST Coordinator for IIT</b></li> <li><b>2. show the movie, "Something the Lord Made"</b></li> </ol>	<b>Dr. Sonia M. Alensub</b>	<b>July 20, 2006</b>	<b>July 24, 2006</b>



		3. Appeal for the hiring of the needed staff			
Duplication of/ overlapping in functions/duties/responsibilities of Coordinators	Well delineated functions/duties/responsibilities	<ol style="list-style-type: none"> <li>1. Examine the functions of Coordinators as provided in SOs</li> <li>2. Revise SOs to contain the needed revisions</li> </ol>	Dean Coordinators	September 4, 2006	September 11, 2006
departments establishing own AV facility	CED's AVMC development plan and AV media program unified, officially approved, and observed	<ol style="list-style-type: none"> <li>1. Revive the CED AV Committee</li> <li>2. Make a unified AVMC development plan and AV media program</li> </ol>	Dr. Alensub & CED AV Committee	January 8, 2007	January 15, 2007
Indifference of CED faculty and staff toward keeping expensive AV/ICT equipment and facilities secure	CED faculty and staff who are conscious of and help in keeping expensive AV/ICT equipment and facilities secure	<ol style="list-style-type: none"> <li>1. include this necessity for faculty and staff to help keep these equipment and facilities secure as topic in a General Assembly</li> <li>2. Post reminders in</li> </ol>	Dr. Alensub  Alvin Sabaduquia	When the next General Assembly will be called	One week later



		<b>strategic locations about proper use and maintenance of equipment and facilities</b>			
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