

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

June 16, 1982

MEC M E M O R A N D U M  
No. 145, s. 1982

FOURTH NATIONAL CONFERENCE-WORKSHOP  
ON ARTS AND SCIENCES EDUCATION

To: Bureau Directors  
Regional Directors  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities

1. The Fourth National Conference-Workshop on Arts and Sciences Education under the auspices of the Association of Philippine Colleges of Arts and Sciences (APCAS) in collaboration with the Bureau of Higher Education (BHE) of the Ministry of Education and Culture will be held at the Ateneo Graduate School of Business Administration, Makati, Metro Manila on July 21-24, 1982. Registration of participants will be on Wednesday, July 21 at 8:00 a.m.

2. The conference-workshop with the theme "Management of Arts and Sciences Education," will be undertaken in the form of 24 hours lectures for three days and 60 hours practicum. The practicum will involve the preparation and writing of a research paper on certain aspects of Higher Educational Management, which will be credited for "Ed 228 Management of Higher Education," equivalent to three (3) units, by the Ateneo Graduate School of Business Administration, provided that the participant is able to present the required research paper after the workshop. Participants who do not wish to accomplish the said paper will be given Certificates of Attendance but without credit.

3. The following general areas with some specific topics will be discussed:

- a. Management in a Period of Declining Resources;
- b. Interpersonal Relations in Management;
- c. Student Personnel Management in Higher Education
- d. The Process of Teaching in Higher Education;
- e. Accounting and Costing in Non-Profit Organizations; and
- f. Development of Human Resources.

(Inclosure to MEC Memorandum No. 145, s. 1982)

ED 228 Management of Higher Education

3 Units

The course will deal with basic organizational problems of tertiary level school management. The lectures will center on the skills the participants utilize in their job. A balance between philosophic theories and new trends and realistic practice will be the framework of the lectures and discussions. The topics are some of the problem areas in the Arts and Sciences.

Format of the session will be lecture followed by discussion. It is expected that at the end of the course the participants will gain insights that will be reflected in the development plan of the association for its members. A requirement of the course will be a paper on a problem on one of the topics. This paper will be submitted at the end of the first semester, October 1982.

Topics and Corresponding Description:

1. Management in a Period of Declining Resources

The focus of the lecture is on the school dean's ways of thinking about and dealing with the dual problems currently facing educational institutions: declining enrollment and rising costs. Topics to be explored range from stages of planning through implementation of plans for institutions in various conditions of economic health.

2. Interpersonal Relations in Management

The lecture will attempt to help administrators develop a more systematic understanding of interpersonal processes in organizations and of their own characteristic pattern for relating to others. The lecture will emphasize both self awareness and skills in coping with some of the significant interpersonal problems and dilemmas that are present in any work setting. The issues to be covered will include interpersonal influence, listening skills, conflict management, feedback and performance appraisal.

3. Student Personnel Management in Higher Education

Student population in colleges and universities of varying size will be considered. The functions of the student personnel officer within the total administrative structure will be analyzed. Programs in innovation and change, and their impact upon the college or university as an academic community will be analyzed in connection with an examination of patterns of decision making in institution of higher education.