



**Concept Note to apply Online Class (Distance and E-Learning)
For Saint Paul Institute (SPI) 2020
Academic Program in 2nd Semester 2020**

I-Rationales

Since 16th March 2020, after Ministry of Education, Youth and Sport (MoEYS) of Cambodia announced to close all level of school in the whole of Cambodia to prevent Coronavirus Disease 2019 (COVID-19). It is certainly leading everyone to concentrate on the potential academic impacts of having to deliver classes online with new technology (Distance and E-Learning).

If we are looking further in the world currently, almost 90 percent of the world's students are now affected by nationwide school closures that's more than 1.5 billion children and young people are facing. Most of them are doing class online and stay at home both students and teachers (WHO report in April, 2020).

In this troubled times, all institutions are going through because of the Covid-19 pandemic should not lead us to lose sight of the hope that dwells in us specially SPI staffs and teachers, and the expectation that we will meet again in the near future to talk and share new fruitful and rich moments both academically and in terms of renewed conviviality and solidarity among us. In this difficult period of preventing Covid-19, we can nevertheless serenely look to the future in light of the work done in our respective institutions, aware as we are that there will be new achievements through online class (Distance and E-learning) with some App and available program in order to help our SPI students to follow their academic program with new technology in short period of time.

1-Duration of online class (Distance and E-learning)

-Start from 4th May to 30th June, 2020 for first step in second semester of academic year 2020. So, we have time to prepare materials, training, and technical.

2-Information (MoEYS, Cambodia Government)

-We, SPI going to open traditional class after MoEYS announce and allowed officially. If between 4th May to 30th June 2020 still not able to open, we have to prepare for second step of online class (Distance and E-learning).

II-Objectives

- 1- To ensure that SPI's teachers still able to teach SPI's students through new way of teaching (Distance and E-learning).
- 2- To keep academic program in second semester 2020 running smoothly and effectively.
- 3- To know of the tasks for planning technology integration at the SPI in all levels both teachers and students.

III-Committee

Committee have to set up regularly meeting to finalize and follow up the progress of online class (Distance and E-learning) in SPI to develop online class effectively.

| N | Full name | Position in SPI | Role in Committee |
|----|------------------------------------|--|--------------------------|
| 1 | H.E Bishop Olivier Schmitthaeusler | Chancellor of Saint Paul Institute | Chairman and coordinator |
| 2 | Mr.Phon Sophal | Director | Leader |
| 3 | Mr.Mour Seangleng | Vice-Director | Assistant Leader |
| 4 | Ms.Men Sotharin | Vice-Director | Assistant Leader |
| 5 | Mr.Bean Bee | Acting Dean of IT | Member |
| 6 | Mr.Phon Sovatana | Head Department of Agronomy | Member |
| 7 | Mr.Be Borey | Head Department of English | Member |
| 8 | Mr.Ya Prum | Acting Head Department of Tourism Management | Member |
| 9 | Mr.Gnim Channarith | Acting Head Department of Social Work | Member |
| 10 | Mr.Kong Douch | Head of Student Life Office | Member |

IV-The target

SPI has to prepare with confidentially organizing of each departments in Saint Paul Institute such as; Information Technology-IT, Social Work-SW, Tourism Management-TM, English and Agronomy. We are going to open access for SPI's student with specific group or ID.

1-Online program for online class

To follow the plan of Ministry of Education Youth and Sport of Cambodia during the period of preventing Covid-19 to provide Distance Learning and E-Learning programs. We, SPI's committee decided to have two main programs and other support programs to conduct online class (Distance and E-Learning) for SPI;

1.1)-Main Program (officially use for SPI)

- a) Zoom
- b) Google Classroom

For main programs are going to use for Video conference, Live and set up system for both teachers and students. In these main programs are contain in Learning System Management (LSM) with lesson, slide presentations, reflection questions, homework or assignment and student forum.

1.2)-Support Program

- a) Telegram
- b) FB Messenger
- c) WhatsApp (optional)

For support programs are subsistence level that teacher can create a group for their students in order to keep information or alert base on convenient App or program.

2-Student

- 2.1)-Bachelor Degree Y1, Y2 and Y3
- 2.2)-Associate Degree Y1 and Y2

3-Teachear

As teachers are very important task who directly deal with students and classroom activities

especially his or her (part time teachers) willing to do online class (Distance and E-Learning). In this teaching innovations with new way of system and methodology. SPI's committee would like to require all lectures both full time and part time to work closely with Head Department and Academic Affairs in SPI to ensure about determine the relative advantage, planning assessments, planning instrument with good strategy, logistic in all access during online class (Distance and E-Learning), evaluation and revising integration strategies, and problem solving during his / her teaching online class.

V-Methodology and materials

1-Methodology

-Teacher have to conducted online class by Zoom with his/her students according to schedule of SPI.

-Teacher have to prepare slide presentation with Video record according to session of his or her subject.

-Produce Video / slide presentation for different sessions individual and post on group as well as post on LMS of Google classroom where all student can access.

-All presentation and meaning in session should be easy to understand (words or sentences).

-Slide presentation and video record have to send to Head Department and keep all with Academic affairs office after posted on the Google Classroom.

2-Materials

-Materials for both teacher and student, most important are Computer and smart phone. For teacher, have to use computer while teaching on Zoom class.

-For the first step to apply online class (Distance and E-Learning) in SPI, teacher should prepare some material to make session effectively such as; Modems, CD-Rom and DVD drives to play or convert, Large-screen projection devices (if have, is a best).

-Keep Pointer Pen with red color or scrolling point while present or video record.

-Speaker or Earphone with good quality (sound is very important for students) either wire or wireless to connect computer or smart phone.

3-Learning Management System (LMS)

In order to save time and respond to learning standard for academic program, specifically for Saint Paul Institute (SPI) to set a proper on web base system known as LMS, we require all lecture to have such as;

. Official list of all students who are still studying from Academic Affairs Office of SPI to set up and invite for both Online Class and Google Classroom.

. Put all materials of learning in one place of system on Google Classroom such as; Assignment / Home Work / Reflection paper/ Journal/Grad and Student Forum.

. Make sure that all students have ID or password to access his / her online class and Google Classroom.

4-Scheduling

-With the reference from Ministry of Education Youth, and Sport of Cambodia and Chancellor of Saint Paul Institute, the schedule are going to do deduction according to the time available of our teachers. Especially SPI's committee concern about quality.

VI-Role of Institution (Saint Paul Institute-SPI)

As SPI is a main facilitator, we, SPI's committee agreed to come up with common decision with following area in order to assist teacher and student for this online class (Distance and E-Learning) such as;

- Possibility to provide resources and tools for teachers to use (full time and part time lectures).
- Can help teachers make decision by developing common guidelines for technology usage.
- Training: most teachers will need appropriate training to ensure that the technology is utilized effectively. SPI's team will produce Video of orientation and guideline to use Zoom and Google Classroom. For SPI's full time and part time lecture will be train and test Zoom and Google class before 4th May, 2020. If in need for further development, SPI's team will finalize and re-adjustment for better quality both teaching and management.
- Funding for technology: equipment, software, hardware, rate for teacher (list all teacher) for payment, check and approve for additional resources that is requested by teachers. SPI's administration will work on it with approval.
- Policy and guidelines for ethical technology usage will be used in all slide presentation.
- Equality of usage: SPI can also provide rules and guidelines to ensure that everyone have access to technology both teacher and student and respect to each other specifically follow to the law.

VII-Policies and Guideline for Ethical Usage

- Preventing copyright.
- Recognizing and preventing illegal access.
- Dealing with online ethical issues (both teachers and students).

VIII-Online Class Procedure, Assessment and Warning in SPI

1)- Procedure for teacher

a)- Part time lecture: for this first step of online class (Distance and E-learning), SPI, allowed to part time lecture to prepare video, slide presentation, quiz, reflection question, assignments from their house and send to Head Department to check and keep. In case, some part time lectures do not have enough materials, SPI encourage to do it at SPI's campus.

b)- Full time lecture: have to prepare all Video, slide presentation, quiz, reflection question, assignment at SPI's campus and keep with Head Department after post on Google Classroom.

c)- All online class (live or video conference), all lecture both part time and full time have to prepared by Zoom with meeting ID or class ID (Head Department have ID too).

2)-Assessment and Measurement for student

a)- For the first step of assessment during Online Class (Distance and E-Learning) the rate provide to students not more than 30% to 40% from online class. The detail will be providing from Academic Affairs of SPI.

b) The nature of the course is online (Distance and E-learning), students are able to study at the place and time they prefer with Google Classroom but strict restriction with Zoom class, strict restriction on the due date of homework, reflection question and assignments. Failing to meet the deadline requirements for any of the assessment activity in Google Classroom may result in not being able to access the assessment materials, which may result in the reduction of the possible score.

c)- In case of emergency related to late of homework, reflection paper or assignment student have to notify the instructor or lecturer prior to the assignments' due dates.

3)-Warning of Online Class (Distance and E-learning) in SPI

a)- SPI's committee decided to prepare two warning separately one for student and another one for teacher (will prevent some illegal and ethical usage).

b)- All warning for student will include in all first slide of teachers either video or slide presentation.

c)- All slide presentation and video taken have to put SPI's logo.

Takeo, 20th April, 2020
Director



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Checked and Approved by:



[Handwritten Signature]

Bishop Olivier Schmitthaeusler
Apostolic Vicar of Phnom Penh
Chancellor of Saint Paul Institute