

**HOLY ANGEL UNIVERSITY**  
**Angeles City**

**Guidelines on the Class Beadle System**

**Rationale**

One means of achieving meaningful learning interaction between the faculty and the students is to optimize the class time. In examining how we can address student concerns on faculty attendance and optimizing contact time, we realized that a number of activities can and do eat up this limited class time:

- checking on student attendance
- collecting student submissions
- waiting for equipment to be set up
- having needed class materials prepared
- waiting for the faculty to arrive
- waiting for the students to come in

We evaluated how we did things and searched for alternatives that will achieve efficient and effective operations to be able to address the needs of students for quality education. We saw the inherent problems in the way we did things and sought improvements that were needed. We realized that students can be responsible partners in making sure that they get the most value from their class time.

**Objectives**

The Class Beadle System is one of the key strategies directed for adoption by the University's Board of Trustees. The Class Beadle is a student assigned by the faculty or the College Dean to assist mainly in recording faculty and student attendance and in other class-related tasks.

The Class Beadle System aims to achieve the following goals:

- meaningful learning interaction
- optimized contact time
- accurate attendance report
- teachers as models of punctuality and attendance
- students taking responsibility for their learning
- re-aligned functions of the checkers

## Guiding principles

We implement the Class Beadle System guided by the following core values:

**Integrity.** We believe that our faculty and our students conduct themselves with integrity, i.e., they are *honest, truthful and straightforward* in their dealings with each other, with their peers, and with their superiors.

**Excellence.** Our faculty and students uphold excellence in whatever they do and support pursuits that promote excellence within and even beyond the classroom. Excellence is achieved with both quality delivery of instruction and optimized contact time. Both the faculty and the students can be *responsible* partners in achieving this objective.

**Teamwork.** Faculty and students can and do work together -- putting into good use skills, competencies and special talents for the meaningful learning interactions within their class sessions.

**Trust.** Faculty and students can do things well given the classroom environment and resources available for them. *We trust their intentions as well as recognize the goodness in each of them.*

## Policy Statement

The Class Beadle System shall henceforth be implemented to optimize class contact time towards meaningful learning interactions within the classroom through the assignment by the faculty or the Dean of a class student member to voluntarily serve as the Class Beadle for the duration of the term.

## Implementing Guidelines

The following guidelines shall govern the implementation of the Class Beadle System:

1. **Duties and Responsibilities of the Faculty.** The Faculty shall
  - Appoint the Class Beadle;
  - Acknowledge the start and end times of the class session by signing the Class Beadle Report Form (CBRF seen as Annex A in the *Handbook for Class Beadles*);
  - In case of resignation by or change of the Class Beadle, inform the Dean, assign a replacement Class Beadle, and direct the replacement Beadle to report to the Dean for documentation and orientation.

2. **Duties and Responsibilities of the Class Beadle.** The Class Beadle has the following duties:
  - record the actual times for the faculty's start and end of class and submit this record to the College Dean's Office no later than one class day after the class session;
  - check and record the attendance of students when directed and submit this record to the faculty;
  - assist the faculty in class-related tasks that may be requested such as relaying information to the class, getting class materials and/or equipment prepared, collecting student submissions, among others.
  
3. **Assignment of Class Beadle.** Faculty is given the option to assign the Class Beadle. If the student declines the assignment, the faculty shall assign another student to serve as such. The faculty shall direct the assigned Class Beadle to attend the meeting for an orientation on the Class Beadle System. The Dean's student aide will get the names of assigned beadles for the classes for each class period. The student aide immediately informs the Dean of classes without beadles so that a Class Beadle can be assigned.
  
4. **Orientation of Class Beadle.** Orientation of Class Beadles will be on the first day of classes and this includes a discussion of the *Handbook for Class Beadles* (attached here). The Dean secures the *Class Beadle's Undertaking* upon the student's acceptance of the assignment. Once the Class Beadle accepts the assignment, the Dean gives the Handbook and the packet of Class Beadle Report Forms (CBRF as seen in Annex A of the *Handbook for Class Beadles*) covering the class sessions for the semester.
  
5. **Faculty Attendance Recording.** The Class Beadle fills out the form according to the *How to Fill out a Beadle Report: a Guide for Class Beadles* (seen in Annex B of the *Handbook for Class Beadles*).

Class Beadles are directed to record the start time as the time that the faculty steps inside the classroom and the end time as the time just before the faculty leaves the classroom upon dismissal.

Class Beadles are instructed to inform the faculty of their absence and their recommended substitute. The faculty should direct the substitute Class Beadle to get a CBRF from the Dean's Office to record faculty attendance in case the main Class Beadle fails to provide him/her a copy of the form.

Faculty may use the Remarks portion of the back of the CBRF for notes to explain tardiness and/or early dismissal of the class. The Dean evaluates the reasons and/or notes to excuse or not excuse the tardiness and/or early dismissal. Thus, the CBRF also serves as verification for tardiness and/or early dismissal once the Dean countersigns the Remarks on the faculty's reason.

In case of the absence of the faculty, the Class Beadle shall submit the filled-out CBRF as soon as the allowable waiting time is over. He/she informs the Dean's Office immediately of the faculty's absence.

However, if the faculty has notified the Class Beadle of his/her time of arrival, then the class members should wait. The faculty should remind the Class Beadle to indicate this change in schedule in the CBRF to be written in the Remarks portion for the Class Beadle. If this advised time passes and the faculty is still not around, then the Class Beadle may dismiss the class and immediately submit the filled-out CBRF to the College Dean's Office to inform them of the faculty's absence.

The faculty shall file the Request for Leave Form for the absence incurred as soon as possible to avoid being marked Absent Without Official Leave (AWOL).

6. **Submission of CBRFs.** Faculty should remind the Class Beadles to submit the filled-out CBRF at the Dean's Office and ask the Secretary or Student Assistant to sign across the date where they marked the faculty's start and end times on the CBRF Receiver column. For last period classes that finish beyond the office hours of the Colleges, the faculty should direct the Class Beadles to put in the filled-out CBRF in the designated drop box found at the main gate and have the security guard on duty sign across the date where they marked the faculty's start and end times on the CBRF Receiver column before they leave the campus for the night.

Information from the CBRFs shall be encoded in the Beadle Database System as soon as possible. Once the day's transaction report is printed and checked against the accomplished CBRFs by the Dean's Office, these CBRFs are forwarded to the Human Resource Management Office (HRMO) for processing and filing.

7. **Student Attendance Recording.** The faculty can direct the Class Beadle to check and record student attendance. The Class Beadle gets the faculty's Class Record or the class seat plan to record the absence or presence of the class members.

In the absence of any of these records, the Class Beadle may route a piece of paper and have his/her classmates write and sign their names. The class attendance record is given to the faculty at the end of the class session.

8. **Change of Class Beadle.** The assigned Class Beadle may be changed with another under the following situations:
  - temporarily in his/her absence for the class session
  - permanently in the following instances:
    - ⇒ inability of the Class Beadle to fulfill the duties assigned to him/her
    - ⇒ resignation by the Class Beadle
    - ⇒ drop out by the Class Beadle from the class

⇒ decision of the faculty to change the Class Beadle as confirmed by the College Dean

The faculty shall assign the replacement Class Beadle and direct the Beadle to report to the Dean for orientation and documentation.

- 9. Faculty clarifications/queries.** The faculty may inquire or clarify at the HRMO on attendance recording discrepancies or with the Dean for concerns regarding the implementation of the Class Beadle System.

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