

**University of Puerto Rico
Business Administration School
Río Piedras Campus
August 2020**

Documentation of activities of AOL Plan during Coronavirus lockdown and face to face to online courses transition

March 14-May 5, 2020.

AOL Area Coordinator	Stage (according to AOL plan)	Activities and observations	Means of communication between area coordinator and Faculty AOL coordinator
Anamari Irizarry (Business Communication in English)	Didactic reflection	Coordinating Faculty met prior to online transition. A follow up, online meeting was made on April to design an online AOL exercise.	e-mail, cellular phone (texts and calls)
Juan Peña (Business Communication in Spanish)	Didactic reflection	Coordinating Faculty met prior to online transition. Online meetings have been held to design an online AOL exercise.	e-mail
Manuel Lobato (Financial Markets and Institutions)	Measuring, last semester were developing	Most of the professors have had administered the AOL exercise when face to face courses were interrupted, just one professor assigned it after the transition to 100% online (March 15) Faculty made online meetings twice with perfect attendance and have discussed details of AOL process. Results were posted at OLAS platform.	e-mail

AOL Area Coordinator	Stage (according to AOL plan)	Activities and observations	Means of communication between area coordinator and Faculty AOL coordinator
	a new exercise		
Marta Charrón (Managerial Finance)	Didactic reflection	Professors gathered using Google Meet on April 15 @ 11:30am to discuss last semester AOL results.	e-mail and Google Meet
Elena Martínez (Marketing)	Measuring	Professors communicated using email and indicated that they administered the exercise and are in process of data gathering. Results were posted using OLAS.	e-mail, cellular phone (texts and calls)
Gisela Alvarez (Human Resources)	Didactic reflection	Didactic reflection was made using Google Meet (after lockdown). Professors decided to amend the syllabus, adding another instructional objective to reflect critical thinking and to provide several critical thinking exercises throughout the course.	e-mail and Google Meet
Rafael Perez (Operations Management)	Didactic reflection	Didactic reflection was made face to face prior to lockdown. Professors decided to make changes on exercise instructions and emphasize on skills throughout the semester.	e-mail
Alma Acevedo (Ethics)	Measuring	Faculty decided to measure next semester (August) to make results comparable. Faculty will develop an exercise that can be administered using Moodle for posterior AOL periods.	e-mail
Carlos Lebrón (Strategic Management)	Measuring	Faculty decided to measure next semester (August) to make results comparable. Faculty will develop an exercise that can be administered using Moodle for posterior AOL periods.	e-mail, cellular phone (calls)
Jose Rivera Valencia (Business Law)	Measuring	Faculty decided to administer the exercise online at the end of this semester. Results were gathered.	e-mail, cellular phone (texts)
Wanda Mattei (Accounting)	Measuring	All professors did data gathering process and presented a written report with the results.	e-mail

AOL Area Coordinator	Stage (according to AOL plan)	Activities and observations	Means of communication between area coordinator and Faculty AOL coordinator
Liana Gutierrez (Calculus)	Didactic reflection	Didactic reflection was made face to face prior to lockdown. Professors decided to re-measure in order to confirm last semester results. This decision changed due to lockdown and transition to online courses. Faculty decided to measure again in August. Made conference call with Prof. Gutierrez and she indicated that she will measure again (4/9/2020) to do a sample of online exercises in three sections.	e-mail, cellular phone (texts and calls)
Jose Vega Vilca (Statistics)	Didactic reflection	Didactic reflection was made face to face prior to lockdown. Professors decided to provide more practice to students prior to exercise and are preparing those exercises.	e-mail
María del R. Rodríguez (Information Systems)	Didactic reflection	Faculty decided to postpone didactic reflection session to August.	e-mail
Karen Orengo (MBA)	Didactic reflection	Didactic reflection session was made using Google Meet. Faculty decided to amend rubric and exercise.	e-mail, Google Meet
Jorge Ayala (MBA)	Didactic reflection	Didactic reflection session was made via conference call. Faculty decided to adapt exercise to an online environment.	e-mail, cellular-phone
Victor Quiñones (MBA)	Didactic reflection	Professor changed exercise to virtual environment.	e-mail
Herminio Romero (PhD)	Measuring for the first time on cycle	Faculty decided to adapt exercise to an online environment and did all the data gathering. Results were posted using OLAS.	e-mail, Google Meet