

April 8, 2020

Dear Parents and Students,

Greetings of peace!

We are currently at the end of the third week of the Luzon-wide enhanced community quarantine (ECQ) imposed by our government. As we all know, our government needed to implement this drastic measure primarily for the purpose of preventing the spread of COVID-19 by restricting the movement of people and thus creating both social and physical distance in the conduct of daily interactions.

The effect of the COVID-19 situation in many aspects of our lives has been far-reaching. It has caused all of us to make the necessary adjustments in order to:

- ensure our safety and well-being;
- cope with the abrupt changes it has brought; and
- accomplish the minimum requirements of necessary undertakings.

Malayan Colleges Laguna (MCL) is one with you in all the above-mentioned adjustments.

ENSURE SAFETY AND WELL-BEING. MCL has implemented important measures to cater to its constituencies' safety or well-being such as the provision of free online medical consultations with MCL school physicians through the Center for Health Services and Wellness (CHSW), and also free online guidance and counseling sessions with MCL guidance counselors through the Center for Guidance and Counseling (CGC) in these emotionally challenging times.

COPE WITH ABRUPT CHANGES. MCL administrative and student support services remain unhampered. Work from home (WFH) arrangements still make it possible for you, our students, to access the use of the College Library through the Center for Learning and Information Resources (CLIR); to be involved in community relief initiatives through the Center for Service-Learning and Community Engagement (CSCE); to seek scholarship validation assistance through the Center for Scholarships and Financial Assistance (CSFA); to receive student advising from the Center for Student Advising (CSA); and to seek assistance for their enrollment concerns with the Registrar's Office (RO) in coordination with their respective academic departments. All these were made possible through MCL's online infrastructure.

ACCOMPLISH MINIMUM REQUIREMENTS OF NECESSARY UNDERTAKINGS. Learning is the necessary undertaking that MCL shares with its students. MCL faculty members initially implemented synchronous (real-time) online classes in lieu of the regular blended-learning (combination of face-to-face class and online learning) mode to facilitate the delivery of learning.

But after receiving concerns about the online classes through the representation of the MCL Supreme Student Council and through its social media feedback mechanisms, MCL decided to suspend the online classes to calibrate the online learning approach, retool the faculty, and create guidelines that will shift the learning delivery from synchronous online classes into asynchronous, self-paced online learning sessions and engagements.

This mode of online learning engagement will be implemented by MCL during the remainder of the ECQ guided by the following considerations and principles:

1. **FAIRNESS AND EQUITY** – All students will be given the opportunity to receive their target grades:
 - Within the term, if they have the capacity and willingness to satisfactorily engage in online learning; or
 - Until the next regular term, if they are unable to satisfy requirements for passing grades or if their reasons are related to the ECQ or their problems with online connectivity. A temporary grade of IP (In-Progress) will be given.
2. **URGENCY** – Some students need to be serviced of their enrolled course learning engagements on time within the term in view of being candidates for graduation for the 3rd or the Midyear Term.
3. **REASONABLE LENIENCY** – Submission deadlines for requirements are only soft deadlines insofar as their desire to receive their passing grades within the 3rd Term is concerned. Otherwise, for reasons related to the ECQ or problems with online connectivity, they will not be penalized for submitting beyond the soft deadlines.
4. **ENHANCED LEARNING INTERVENTION** – Faculty members shall give more attention to students who are more challenged to engage in learning in this learning mode.
5. **EXTENDED LEARNING TIME** – Students who receive IP for their courses will have the next regular term as their extended learning time (or ELT).
6. **PEER MENTORING** – Faculty members will give opportunities for good-performing students to volunteer in leading others in their learning engagements.

We passionately share this **necessary undertaking** called **learning** with you, our students and their parents, and we are grateful for trusting us. It is a delicate but noble undertaking comparable to a ship being ably steered by a seasoned ship captain, supported by willing and able crew members. The ship is facing the rough seas of this COVID-19 pandemic and we cannot afford to just keep it afloat doing nothing in the face of the winds and waves of fear and uncertainty. The only thing that the passengers (our students) need to do is to trust the captain and his crew to accomplish the task of reaching the destination with them.

It is our hope that with the resumption of our online learning engagement, you will be guided by the above-mentioned principles and considerations. With your trust, cooperation, and collaboration, we will all be united in successfully engaging in this necessary undertaking called learning.

May our Almighty God always keep you and your families safe.



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