

FREQUENTLY ASKED QUESTIONS (FAQs) ON MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, First Term, Academic Year 2022-2023

What is CHED's latest policy pronouncement on sustaining flexible learning in higher education?

As stated in Section 2 of CHED Memorandum Order No. 6, Series of 2022, it declares that *"HEIs shall determine and implement the appropriate teaching and learning approach, decide on the conduct of face-to-face classes and/or flexible learning mode relative to the achievement of discipline specific program outcomes suitable to conditions based on IATF Guidelines on Alert Level Systems, national government agency guidelines, and LGU advisories."*

What is MCL's response to this policy pronouncement?

In response to this, MCL has prepared its learning environment to include its campus facilities, virtual platforms, faculty members, and non-teaching staff, for instructional delivery designed to implement the following learning modes:

- **MCL FLUX;**
- Bichronous Online
- Asynchronous Online.

Are there important dates that I need to remember for the 1st Term AY 2022-2023?

YES. Be guided accordingly by the following the important dates as you plan your 1st Term learning engagements ahead:

August 16, 2022 – Start of classes

September 06-12, 2022 – Module 1 Major Course Assessment (Prelim Exam) Week

October 04-10, 2022 – Module 2 Major Course Assessment (Midterm Exam) Week

October 15, 2022 – Deadline for Request to Complete Courses

October 18, 2022 – Deadline for Dropping of Courses

October 31, 2022 – Last day of classes

November 03-07, 2022 – Module 3 Major Course Assessment (Final Exam) Week

November 11, 2022 – Deadline of Final Grade Encoding

NOTE: The faculty will make the necessary adjustments in the schedule of your Major Course Assessment Weeks to ensure that all the activities for each module have been amply covered in your learning engagements.

ON MATTERS RELATED TO MCL LEARNING MODALITIES

How will the MCL FLUX and other instructional delivery modes be implemented?

All face-to-face learning sessions henceforth will be live-streamed and recorded. There will no longer be any solely face-to-face sessions. We will use the term **FLUX**, which stands for **F**lexible **L**earning **U**biquitous **eX**perience, to describe this hybrid flexible

FREQUENTLY ASKED QUESTIONS (FAQs) ON MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, First Term, Academic Year 2022-2023

mode of in-classroom, live-streamed, and recorded delivery of learning sessions. The learner will choose whether to participate in the in-classroom (face-to-face), live-stream (synchronous online), or recorded class session (asynchronous online) delivery modes.

In addition, all virtual classes will always be recorded and uploaded to the LMS to generate asynchronous materials. Hence, the lesson will always be available to the student in synchronous and asynchronous modes. Therefore, virtual classes will become **Bichronous** Online classes as there will no longer be solely virtual live classes.

When uploaded to the LMS, recorded on-site and virtual class sessions will join the instructional videos and non-video learning materials and become part of the **Asynchronous** Online modules that can be accessed and consumed by the learners anytime, anywhere.

How capable is MCL in implementing MCL FLUX and other related instructional delivery modes?

MCL faculty members have been regularly provided with the necessary trainings for learning innovation. With the implementation of MCL FLUX, they are continually undergoing Instructional Design and Technology trainings facilitated by the Learning Environments and Innovations Office (LEIO). Hence, MCL Faculty members are prepared to successfully deliver and facilitate instruction that will continue to allow their students to meet the expected standards in this instructional delivery innovation.

Moreover, MCL classrooms have undergone the necessary changes in terms of instructional facilities designed to make learning engagements taking place within the four walls of the classroom accessible to its students and through the digital space anywhere in real time or any time.

What are the key responsibilities of the faculty in the implementation of these instructional delivery modes?

Following are key responsibilities may be expected by students from the faculty:

- For FLUX courses, the faculty shall observe the frequency of face-to-face classes decided upon by the college through the course coordinator.
- For students joining bichronously and asynchronously, the faculty shall monitor student engagement and provide adequate and timely feedback for any clarifications/inquiries.
- The faculty shall exercise reasonable flexibility in the delivery of topics and shall give clear and specific instructions to all students.
- The faculty shall not give online activities beyond what would be needed to attain the course outcomes and shall implement syllabi calibrated accordingly to include guidance in schedules of face-to-face, synchronous, and asynchronous sessions.

FREQUENTLY ASKED QUESTIONS (FAQs) ON MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, First Term, Academic Year 2022-2023

- The faculty must provide all classes in the Learning Management System with the essential online learning materials necessary to adequately cover the topics in the syllabus through systematic and organized instructional design for ease of use.

What can we expect from the course assessments that the course faculty will conduct?

Every course faculty-in-charge is mandated to observe the following in the conduct of course assessments:

1. **Constructive Alignment** – the assessment types, questions, and content must be aligned to the course outcomes.
2. **Authentic Assessment** – the assessment must be designed and conducted in such a way that demonstrates learning outcomes and authentic learning.
3. **Integrity of Assessment** – the assessment must be designed and deployed in such a way that ensures academic integrity.

What final grades may a course faculty give based on the students' performance?

The faculty may give any of the following grades based on the students' performance:

Grade:	In case:
A corresponding passing grade	the student has been able to satisfactorily comply with the course requirements.
An INC grade	the student is unable to satisfactorily comply with major course requirements. The requirement must be complied with during the 2nd Term, AY 2022- 2023.
A C grade	the student is due for an incomplete grade applicable for integrative courses such as Capstone Project, Thesis, and Feasibility Study. The completion must be done until the 1st term of next academic year.
A corresponding failing grade	the student is unable to pass the requirements of the course despite efforts to give fair and reasonable consideration to student. Faculty is advised to consult the Program Chair/Cluster Head/Dean to deliberate why student deserves to fail in the course.

FREQUENTLY ASKED QUESTIONS (FAQs) ON MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, First Term, Academic Year 2022-2023

What is a course faculty mandated to do for underperforming students?

The faculty is mandated to conduct the necessary advising and intervention measures to ensure successful academic performance of students who underperform at least in the Module 1 period in their respective course. The policy on giving INC and C marks will be calibrated to include not only major summative course assessments but also other major course requirements. INC and C grades are only given if the student has a chance to pass the course upon grade completion.

How will Capstone and Integrative Courses be conducted?

Course syllabi for these courses are recalibrated to suit any of the MCL FLUX learning modalities for the delivery of most learning activities and course outcomes. The course requirements shall be clearly communicated with reasonable dates of submission. Defense may be rendered via online video conference or through readership scheme. Integrative course outputs due for proofreading will follow existing relevant policies.

How about Practicum courses? Will students be allowed to undergo their off-campus practicum?

All off-campus practicum activities may be conducted either onsite or remotely and shall be subject to the approval of the Dean/Program Chair. Implementation shall be in accordance with the SPG on Practicum Supervision.

Will off-campus seminars and field trips be allowed?

Field trips may be conducted subject to IATF, DOH, CHED advisories. Seminars may be done virtually or onsite.

FREQUENTLY ASKED QUESTIONS (FAQs) ON MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, First Term, Academic Year 2022-2023

ON MATTERS RELATED TO MINIMUM HEALTH AND SAFETY PROTOCOLS

What are the health safety measures on-site being undertaken by MCL in its implementation of face-to-face learning engagements of its students?

MCL has developed and is strictly implementing institutional policies and actions that revolve around and conform with the DOH Minimum Public Health Standards as provided in DOH AO No. 2021-043 such as:

- Increasing physical and mental resilience
- Reduce transmission
- Reduce contact
- Reduce duration of infection
- Cleaning and disinfection

These institutional policies were considered in the accomplishment of the self-assessment checklist and the notarized affidavit of undertaking submitted by MCL to its CHED Regional Office (CHEDRO). This is to ensure that full compliance with the provisions of CHED-DOH JMC No. 2021-004 is in place anytime the CHEDRO conducts random on-site inspection of MCL in the conduct of its on-site classes and student activities.

Are there requirements for students to be allowed to participate in face-to-face classes for MCL FLUX courses?

YES. As a matter of policy, students allowed to participate in FLUX courses are those who have complied with submission of their:

1. Proof of full vaccination.
2. Duly accomplished Student Informed consent.

The [Student Affairs Office \(SAO\)](#) will issue an advisory on the online submission of above-mentioned requirements. Students may also refer to [this announcement](#).

What basic rules and regulations shall students who will attend their classes on campus strictly observe?

Students who will attend their classes on campus shall:

1. strictly observe physical distancing in the conduct of classes.
2. bring their own hygiene kit (70% ethyl/rubbing alcohol or hand sanitizer, cleansing wipes/tissue, hand soap, and extra face masks).
3. bring their own food and water inside the campus, as the Cafeteria will not be selling food until further notice. Students may use the student lounge and other available communal areas. As a matter of policy, eating inside the laboratory room is prohibited.
4. follow all minimum health standards/protocols set by MCL.

FREQUENTLY ASKED QUESTIONS (FAQs) ON MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, First Term, Academic Year 2022-2023

5. accomplish the online **MCL Students Daily Health Declaration (DHD) Form** on a daily basis that must be shown to security personnel before entering MCL premises. The students may [access the online DHD via this link](#).
6. be advised that the Center for Learning and Information Resources (CLIR) facilities may be used but only in a limited capacity. Visit clir.mcl.edu.ph for further guidelines on the use and access of the library spaces and resources.

Are MCL Teaching and Non-Teaching Personnel who will be directly involved in the conduct of the limited face-to-face classes fully vaccinated?

YES. MCL and ALL Mapua Schools have taken the initiative to implement its own vaccination program for all its teaching and non-teaching employees to be fully vaccinated in compliance with Section II-D, CHED-DOH JMC No. 2021-004. MCL employees are now in the continuing process of undergoing booster shots as part of its vaccination program.

Will students who have complied with the requirements to participate in face-to-face classes for FLUX courses be allowed to enter the MCL Campus even if they have no scheduled face-to-face sessions?

YES. They will be allowed to enter the MCL Campus for such purposes related to their curricular, co-curricular and non-curricular undertakings like availing of the use of learning spaces, sports facilities, and other social interaction facilities, subject to strict observance of health and safety protocols as implemented by the concerned MCL personnel.

How about students who have not complied with the requirements to participate in face-to-face classes for FLUX courses? Will they be allowed to enter the MCL Campus?

As a general rule, **NO.** However, in certain very limited instances, they will be allowed to enter the MCL Campus if they have an approved appointment for the following on-site activities:

1. Submission of academic requirements.
2. Thesis defense for prototype demonstration.
3. Final assessments which require actual or practical demonstration.

What are the scenarios for MCL to automatically suspend and re-open the conduct of its face-to-face classes?

As stated in Section IV of CHED-DOH JMC No. 2021-004, the implementation of LF2F classes shall be preventively suspended and re-opened based on the following scenarios:

FREQUENTLY ASKED QUESTIONS (FAQs) ON MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, First Term, Academic Year 2022-2023

Scenario	Preventive Suspension Protocol	Reopening Protocol
1) The locality of the HEI is reclassified to Alert Level 4 or 5	Automatic preventive suspension for the entire HEI	Reclassified to Alert Level 3 or better.
2) The locality of the HEI is under granular lockdown	Automatic preventive suspension for the entire HEI	Granular lockdown lifted.
3) School/building/classroom lockdown for case clustering	The preventive suspension will be based on the assessment and decision of the Crisis Management Committee (CMC) of the HEI and upon consultation with the Local Task Force against Covid-19.	Continue limited face-to-face classes after completing contact tracing and disinfection activities and quarantine period of the confirmed and suspected cases.

However, MCL has decided to be stricter with regards to scenario no. 1 as it will adopt automatic preventive suspension of its face-to-face classes and proceed to bichronous mode, if Laguna Province is classified under Alert Level 3, 4, or 5. Consequently, it will only resume face-to-face classes upon reclassification of Laguna Province to Alert Level 1 or 2.

ON MATTERS RELATED TO NON-CURRICULAR, SERVICE-LEARNING AND COMMUNITY ENGAGEMENT ACTIVITIES

Will MCL already allow face-to-face non-curricular, service-learning and community engagement activities whether in-campus or off-campus?

YES. However, such will be subject to stricter guidelines to be implemented by the Center for Student Activities and Discipline (CSAD) and the Center for Service-Learning and Community Engagement (CSCE). Major non-curricular activities shall be subject to the review and approval of the Crisis Management Team.

MCL will continue to enhance its capability to provide its students the avenues to conduct and implement relevant non-curricular activities through its e-campus platforms.

ON MATTERS RELATED TO ACADEMIC INTEGRITY

I seek to uphold academic integrity in my learning engagements. May I know what would constitute violation of academic integrity in the conduct of online component of MCL FLUX?

FREQUENTLY ASKED QUESTIONS (FAQs) ON MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, First Term, Academic Year 2022-2023

It shall be the student's responsibility to refrain from all forms of misconduct in violation of online academic integrity which include but are not limited to the following:

1. Outright commission of academic dishonesty
2. Conduct that may lead to suspicion of academic dishonesty
3. Conduct that aids other students to commit academic dishonesty.

Academic dishonesty are offenses which include but are not limited to the following:

1. Any form of cheating in assessment activities or graded course works whether in-class, off-class or online for the purpose of improving one's academic standing
Note: Massive cheating, if proven, may result to the voiding of an assessment by the VPAA and to applicable sanctions and penalties for individuals involved as stipulated in the MCL Student Handbook or other relevant institutional policies.
2. Student co-responsibility through unauthorized assisting or receiving assistance in assessment activities or graded course works
3. Plagiarism or the act of presenting ideas, words, or organization of a source material as one's own
4. Misuse or actual or attempted falsification, theft, misrepresentation, or alteration of any official academic record of MCL

What role does the faculty play in keeping with academic integrity? What are the possible repercussions of committing academic dishonesty?

Faculty members shall encourage and warn their students to refrain from any form of violation on academic dishonesty in their course requirements. Any of the following sanctions shall be imposed on any student found breaching the academic integrity policy particularly on committing online academic dishonesty:

- First offense: probation; zero on the graded requirement or failure in the course; supplemental sanction
- Second offense: suspension for one term; failure in the course; supplemental sanction
- Third offense: suspension for 2 or more terms; failure in the course; supplemental sanction
- Fourth offense: dismissal

References:

1. *CHED-DOH Joint Memorandum Circular No. 2021 – 004*
2. *CHED Memorandum Order No. 6, Series of 2022*
3. *MCL Faculty Guidelines for College Courses, 1st Term AY 2022-2023*

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***A river cuts through a rock not because of
its power,
but its persistence.
- Anonymous***