

FREQUENTLY ASKED QUESTIONS (FAQs) ON MAPÚA MCL LEARNING MODALITIES AND OTHER RELATED MATTERS, 1T AY 2023-2024

ON GENERAL MATTERS

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

CHED Memorandum Order No. 6, s. 2022, Section 2 provides 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.*"

Moreover, CHED Memorandum Order No. 4, s. 2023, Section 3.1 specifies that at least 50% of the total courses of a program may be delivered onsite hence there are identified courses in the curriculum that may be delivered in remote modality.

What has been MAPÚA MCL's response to this pronouncement?

MAPÚA MCL continues to improve and innovate its learning environment, i.e., its campus facilities, virtual platforms, faculty members, and non-teaching staff, for instructional delivery designed to implement the following learning modes:

- MAPÚA MCL FLUX
- Bichronous Online
- Asynchronous Online

Are there important dates that I need to remember for the 1st Term AY 2023- 2024?

YES. The following are the important dates that our students need to consider as they plan for their 3rd Term learning engagements ahead:

- August 22, 2023 – Start of Classes
- September 19-25, 2023 – Prelim Exams (1st Major Assessment)
- October 16, 2023 – Deadline for Application for Shifting to Another Program
- October 24-30, 2023 - Midterm Exams (2nd Major Assessment)
- October 27, 2023 – Deadline for Application for INC Course Grade Completion
- October 30, 2023 – Deadline for Dropping of Courses
- November 14-20, 2023 – Final Major Assessment for L/F/D Courses
- November 20, 2023 – Last day of classes
- November 21, 2023 – Make up Classes/Alternative Activities
- November 22, 2023 – Rest Day
- November 23-27, 2023 – Final Exam Days (Final Major Assessment)
- December 01, 2023 – Deadline of Final Grade Encoding

NOTE: Faculty members will make the necessary adjustments in the schedule of Major Course Assessment Weeks to ensure that all the activities for each module have been amply covered in their students' learning engagements.

ON MATTERS RELATED TO MAPÚA MCL LEARNING MODALITIES

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

All face-to-face learning sessions will be live-streamed and recorded. We use the term FLUX (**F**lexible **L**earning **U**biquitous **E**xperience) to describe this hybrid flexible mode of in-classroom, live-streamed, and recorded delivery of learning sessions. The student can choose whether to participate in the in-classroom (face-to-face), live-stream (synchronous online), or recorded class session (asynchronous online) delivery modes.

Moreover, all virtual classes will be recorded. The recordings will be uploaded to the learning management system (LMS) to generate asynchronous materials. Hence, the lessons will be available to the student in both synchronous and asynchronous modes, thereby making virtual classes bichronous online classes; there will no longer be solely virtual live classes.

Once uploaded to the LMS, recorded on-site and virtual class sessions will be included in the instructional videos and non-video learning materials, and become part of the asynchronous online modules accessible to the students anytime, anywhere.

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

MAPÚA MCL faculty members are regularly provided with the necessary trainings for learning innovation. With the implementation of MAPÚA MCL FLUX, they are made to undergo periodic instructional design and technology trainings facilitated by the Learning Environments and Innovations Office (LEIO). Hence, MAPÚA MCL Faculty members are prepared to successfully deliver and facilitate instruction that will enable their students to meet the expected standards in this instructional delivery innovation.

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

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

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

- ALL courses critical for board exam (e.g. Math, Science, Mechanics, Professional, Major) shall be offered in FLUX modality. Correlation Courses shall be conducted through onsite mode with attendance strictly monitored by the course facilitator.

Assigned faculty members shall report onsite for their classes. Cluster/Program Chairs shall decide per table of specifications of PRC.

- For other FLUX courses, the frequency of face-to-face classes shall be decided upon by the course coordinator and approved by the Cluster/Program Chair.
- For students joining bichronously and asynchronously, the faculty shall monitor student engagement and provide adequate and timely feedback for any clarifications and inquiries.
- The faculty shall exercise reasonable flexibility in the delivery of topics, give clear and specific instructions, and exercise fair consideration to all students.
- The faculty shall give only such online activities needed to attain the course outcomes and shall implement syllabi that are calibrated accordingly to include guidance in schedules of face-to-face, synchronous, and asynchronous sessions.
- The faculty must provide all classes in the LMS 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.

Faculty members shall record all grades promptly to ensure timely viewing of all assessment results by students. They shall ensure accuracy and completeness in recording of all grades in the LMS' grade book/center.

NOTE: Major assessments for all courses shall be conducted onsite. Students may seek special arrangement on case-to-case basis subject to approval by the Program Chair/Dean. Unless otherwise decided by the department, the final major assessment (written final exam) on November 23-27 shall be departmental. The schedule will be released by the Registrar's Office by week 12.

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

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

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 2 nd Term, AY 2023-2024.
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 by the faculty to give fair and reasonable consideration to student. Faculty is advised to consult the Program Chair / ClusterHead / Dean to deliberate why student deserves to fail in the course.

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

In accordance with school policy on student intervention, 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. Underperforming students also may expect their respective faculty to implement intervention measures for them after each major assessment which would require their cooperation.

How will Capstone and Integrative Courses be conducted?

Course syllabi for these courses are recalibrated to suit any of the MAPUA 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 face-to-face or online video conference. 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 shall abide by the provisions stipulated in the CHED Memorandum Order No 4. s. 2023. According to the CMO, on-the-job training and apprenticeship programs shall be conducted primarily through onsite learning experiences. In cases where partner host training establishments (HTE) have integrated emerging remote work modalities including an online option, the equivalent hours shall be included in the total training hours. Implementation shall be in accordance with the SPG on Practicum Supervision.

Will off-campus seminars and field trips be allowed?

Seminars and Field Trips shall be conducted according to the set policies and guidelines on conducting Off-Campus Activities and related SPGs.

ON MATTERS RELATED TO MINIMUM HEALTH AND SAFETY PROTOCOLS

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

With the lifting of Public Health Emergency through Proclamation No 297 s.2023 by the Office of the President, the health declaration and temperature scanning shall no longer be required as entry to the campus.

Following the memo released by the Committee on Crisis Management (CCM) last August 8, 2023, the wearing of face mask shall no longer be required but is still highly encouraged especially for individuals whose health is compromised. Students and faculty exhibiting COVID-like symptoms must immediately inform CHSW for proper guidance and instructions.

Students are advised to continue to be vigilant and keep our community safe and healthy for everyone.

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

Will MAPÚA 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.

MAPÚA 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 MAPÚA MCL FLUX?

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 MAPÚA 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 act of attempted falsification, theft, misrepresentation or alteration of any official academic record of MAPÚA 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 Memorandum Order No. 6, Series of 2022
2. CHED Memorandum Order No. 4, Series of 2023
3. MAPÚA MCL Faculty Guidelines for College Courses, 1st Term AY 2023-2024

"Don't let what you cannot do interfere with what you can do." – John Wooden