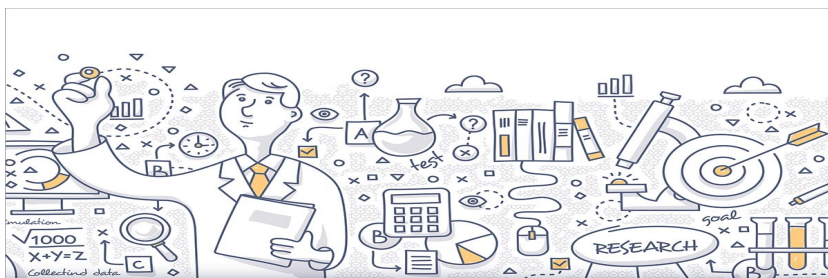


COLUMBAN COLLEGE, INC.
Olongapo City



MODE OF TEACHING-LEARNING DELIVERY: AY 2022—2023

**CCI's PRIMER ON THE CONDUCT OF
FLEXIBLE BLENDED, MODULAR, AND
LIMITED FACE-TO-FACE INSTRUCTION**



Goal:

Achieve quality learning in the New and Next Normal environment.

To achieve quality education via Blended Learning, Modular and Limited Face-to-Face instruction during the “New and Next Normal”, CCI aims to promote:

C = Collaborative Learning

C = Caring Relationship

I = Innovative Learning Environment

T = Timely Response to Students’ Needs

E = Experiential Learning

A = Authentic Assessment

M = Managed Learning Resources

Flexible Blended Learning: Our Mode of Instructional and Learning Delivery

Flexible Learning is a design and delivery of programs, courses, and learning interventions that address learners’ unique needs in terms of place, pace, process, and products of learning. It involves the use of digital and non-digital technology and covers both face-to-face/in-person learning and out-of-classroom learning modes of delivery or a combination of modes of delivery. It ensures the continuity of inclusive and accessible education when the use of the traditional modes of teaching is not feasible, as in the occurrence of national emergencies (CMO No. 4, s. 2020).

Blended learning is also known as Hybrid Learning. It is teaching that integrates technology and digital media with traditional instructor-led classroom activities, giving students more flexibility to customize their learning experiences. In the context of the COVID-19 pandemic, it could refer to the use of both electronics and printed materials for those who have intermittent internet connection. In the case of Columban College, Inc., this is a learning delivery mode where on-line learning, use of printed modules and face-to-face instruction (when possible and allowed) are combined.

Learning platform is an integrated set of interactive online services that provide teachers, learners, parents and others involved in education with information, tools and resources to support and enhance educational delivery and management.

Learning Management System (LMS) is one type of e-Learning platform. It

Microsoft Teams is a chat-based collaboration platform complete with document sharing, online meetings and video conferencing, file storage (including collaboration on files), and application integration with the power of Microsoft 365 applications.

Synchronous learning is online or distance education that happens in real time usually via video conferencing using MS 365, zoom, etc.

Asynchronous learning activities can be done by students on their own and at their own pace, within a reasonable time frame. Communication between the teacher and students is provided and learning occurs through online channels without real-time interaction.

MICROSOFT TEAMS 365: Our Learning Management System

- Only officially enrolled students are given account name and password by the Information Technology Services Offices (ITSO).
- Account name and password must not be shared with anyone else.
- Any problem in the access of Microsoft TEAMS shall be reported immediately to the Chairperson of the Program or to the Dean of the College, and to be endorsed to ITSO for possible action.

On-Line Teaching and Learning

For the Faculty:

1. Online teaching/consultation shall be scheduled by the faculty based on the official schedule of the course. However, in some cases having classes outside the official schedule may be allowed for valid reasons and upon the approval of the Dean.
2. Online teaching schedule shall be announced at least a day in advance for students to be notified ahead of time and be prepared for the class.
3. Online teaching shall be scheduled once a week or once every two weeks. However, depending on the nature of the course and the need for close instructional supervision, faculty may ask approval from the Dean for regular online meeting with the students.

4. The faculty shall refrain from not attending the scheduled online class unless during emergency cases. The faculty shall notify the Chairperson, the Dean and the students in such cases.
5. The faculty shall limit the time of discussion/consultation/facilitation to one hour.
6. The faculty shall observe proper grooming and decorum in the conduct of online classes. He/she shall not engage in another work or multi-tasking job while attending to online class (For example, cooking, ironing, watching TV, washing clothes, etc.)
7. The faculty shall record the attendance, performance outputs, assignments, quizzes of students and return them to the students.

For the Students:

1. Students are also responsible for their own learning. They should attend all scheduled online classes.
2. Students shall advise their teacher in advance if they could not attend the class as scheduled. However, this shall not excuse them from not complying with the requirements/activities they missed.
3. Students shall attend the online class, observing proper grooming and decorum.
4. For any concerns about the lesson discussed, a student may contact his/her instructor via chat box, call, text, Messenger, email, etc. However, students are discouraged to call or send any message beyond 6:00 PM to allow health break and rest for the faculty.
5. Students shall submit all the requirements needed for the courses they enrolled.
6. Students are prohibited to copy one's work, plagiarize, steal ideas, or violate the Data Privacy Policy of the school in accordance with the Data Privacy Act of 2012 and the Copyright Law.
7. Recording of the class proceedings will be allowed for asynchronous learning purposes only and upon prior notice. Uploading the said video on any social media platform, editing the video to dishonor or demean the teacher, or using the video for inappropriate and illegal purposes are strictly prohibited and shall constitute an offense (see Student Manual 2018, page 55).

MODULAR INSTRUCTION

Modular instruction (with On-line Learning delivery) shall only be applied to General Education Courses (GEC) that require minimal supervision from the faculty members.

1. Printed learning modules are prepared by the faculty. These are still in the process of substantiation and enhancement. Any errors/mistakes committed should be reported to the faculty concerned for their improvement and modification. Students must not post them on Social Media to intentionally demean the faculty or discredit the image of the school.
2. Those who have no access to online learning (no gadget, no data or internet connection or signal, etc.) should accomplish all the learning tasks and summative assessments stipulated in the Printed Learning Modules assigned to the courses they have enrolled.
3. The faculty assigned to the course shall determine the date of submission of activities and assessments incorporated in the modules.
4. Students are prohibited to copy one's work, plagiarize, steal ideas, or violate the Data Privacy Policy of the school in accordance with the Data Privacy Act of 2012 and the Copyright Law.
5. Unauthorized reproduction of the Learning Modules is strictly prohibited.

Limited Face-to-Face Instruction

Limited face-to-face instruction will be applied to courses with laboratory requirements and major courses/subjects that require closer supervision from the faculty members. To safeguard the health, welfare and safety of all our stakeholders, the following policies and guidelines for Classroom Instruction should be observed:

1. Wearing of face mask and social distancing must be observed at all times inside the classroom.
2. Students must be seated at least "two-seats apart" for small class size and "one-seat apart" for big class size.
3. Faculty shall be discouraged to use teaching strategies and activities that require groupings and close interactions among learners.
4. Students shall be advised to stay inside the classroom and refrain from roaming around.

5. Faculty shall be considerate to students who could not go to school because of symptoms or risks of COVID-19 in their area. Online/Printed modules and other learning resources must be made available in such cases.
6. Plan for continuity of learning on the case of absenteeism/sick leave or temporary school closures, supports continued access to quality education. This can include: (a) Use of online/e-learning strategies; (b) Assigning reading and exercises for home study; (c) Assigning teachers to conduct remote daily or weekly follow-up with students; and (d) Review/development of accelerated education strategies.
7. Flexible attendance policies shall be developed to encourage students to stay home when sick or when caring for sick family members. The perfect attendance awards and incentives shall be temporarily discouraged.
8. Open lines of communication between the faculty and students are highly encouraged to create a fun, exciting and stress-free learning environment.

MAJOR EXAMS AND SUBMISSION OF OTHER REQUIREMENTS

1. Students must present to their professor an examination permit secured from the cashier's department before taking the major examinations (Prelim, Midterm, and Final).
2. The professor must check the examination permit before facilitating the major exam.
3. All major examinations are conducted and facilitated face-to-face at the school.
4. The students must be informed of the scheduled major examinations.
5. The checked and recorded test papers must be returned to students a week after the major examination.
6. Thesis/ research/ capstone project/ creative works final oral presentations/ defenses must be conducted face-to-face at the school.
7. The final revision of the thesis/ research/ capstone projects/ creative work must be submitted a week after the final presentation or defense.
8. The students are required to subject their final outputs to a similarity checker (Turnitin) and must address the plagiarism issues before bookbinding.

Grading System

The faculty must exhaust all possible means, assistance, and considerations by reaching out to students who are non-compliant; extending deadlines of submission for class requirements; and providing emotional, social and spiritual support to those who could not cope with the new learning set-up. The faculty members are required to follow the grading system of the College:

Prelim Grade

40%	Performance Tasks (Thesis, Research Papers, Automated Exams, Project, Video Recorded Student Reports, Oral Presentations, Portfolio, etc.)
30%	Written Assessment (Answers to Modules and Assignments)
30%	Prelim Test
100%	TOTAL

Midterm Grade

67%	Current Rating (Performance Tasks, Written Assessment and Mid Term Test)
33%	Previous Rating (Prelim Grade)
100%	TOTAL

Final Grade

67%	Current Rating (Performance Tasks, Written Assessment and Mid Term Test)
33%	Previous Rating (Mid Term Grade)
100%	TOTAL

GRADE	%EQUIVALENT	GRADE	%EQUIVALENT
1.00	100	2.1	84
1.05	99	2.2	83
1.10	98	2.3	82
1.15	97	2.4	81
1.20	96	2.5	80
1.25	95	2.6	79
1.30	94	2.7	78
1.35	93	2.8	77
1.40	92	2.9	76
1.45	91	3.0	75
1.50	90	5.0	Failed (74 and Below)
1.60	89	INC	Incomplete
1.70	88	OD	Officially Dropped
1.80	87	IP	In-Progress
1.90	86	DRP	Dropped
2.00	85		

1. Students who did not attend classes and failed to comply with the requirements since the Preliminary period may be given a "Dropped" remark.
2. Non-attendance to online classes does not constitute a "Dropped" remark. Grades shall be based on evidences of learning or submitted requirements.
3. "Incomplete (INC)" remark shall be given to students who failed to comply the major requirements like thesis, term paper, performance tasks, etc. The students are given one year to comply all the requirements for the removal of the INC remark (Student Manual 2018, page 46).

Monitoring, Supervision, and Evaluation of Classes

1. The Chairperson/Coordinator and/or the Dean may join and observe the faculty anytime in their online classes.
2. Faculty shall submit a Weekly Accomplishment Report (WAR) every end of the week to the Chairperson/Coordinator for validation and approval.
3. The Chairperson will endorse the WAR of the faculty to the Dean for verification and final approval.
4. Evaluation of the following shall be done at the end of the semester:
 - a. Effectiveness of the Teaching-Learning Process;
 - b. Teacher's Instructional Performance;
 - c. Effectiveness of the Modules; and
 - d. Students' Satisfaction.

DATA PROTECTION POLICIES ON THE CONDUCT OF ONLINE LEARNING

1. PURPOSE

To ensure adequate data protection in the conduct of online classes and other related activities, the educational institution is accountable for all the personal data it collects and processes. This obligation subsists even in the following conditions:

- a. It outsources or subcontracts its personal data processing activities
- b. It has properly obtained the consent of its students (or their parent or legal guardian, in the case of minors).

2. NATURE AND SCOPE

This document lists down the policies Columban College, Inc. deems appropriate to protect the personal data and other documents of its students and teachers in the conduct of online classes and other related activities.

The Data Privacy Council Education Sector Advisory on Online Learning #2020 – 1 has been taken into account in the formulation of the policies. These policies may be updated from time to time as the need arises.

3. DEFINITIONS

(Refer to RA 10173 otherwise known as "The Data Privacy Act (DPA) of 2012")

4. AREAS

a. Use of Learning Management System (LMS)

- i. The adopted LMS of the Columban College, Inc. (MS 365) should be used as much as possible in the conduct of online learning and other related activities.
- ii. An announcement or posting that involves personal data (i.e., grades, results of assignments, etc.) should be made in a manner that only its intended recipient can see and not released to be viewed by all even if the students belong to the same class.

- iii. Downloading of personal data stored in the LMS should be kept to a minimum and/or limited to that which is necessary for online learning. Any downloaded data must be retained only until there is a legitimate need for such offline copy.
- iv. Submissions (e.g., assignments, projects, etc.) must be carried out in a safe and secure manner. Submissions via social media platforms are discouraged since these platforms were never designed for such purpose (see 1.a).
- v. Netiquettes should be properly disseminated/posted before the start of the online class. These include but not limited to punctuality, dress codes, use of appropriate backgrounds, use of caps lock etc.

b. Use of Social Media

- i. Posting or sharing of personal data (e.g., photos, videos, etc.) on social media must always have a legitimate purpose. Consent of affected data subjects (their parent/s or legal guardians in case data subject is a minor) is necessary prior to such posting or sharing of such.
- ii. Even when posting of personal data is determined to be allowed, it must be carried out using only authorized or official social media accounts of the school or any of its units or offices (i.e. ARO, SAO etc.). There should be appropriate rules or protocols done by these units or offices governing the use of these official accounts.
- iii. School personnel who have collected personal data in their official capacity and/or during an official activity must not use such data for personal purposes or reasons. The posting of such data using personal social media accounts for personal purposes or reasons is not allowed and could merit disciplinary action.
- iv. If the collected personal data in their individual or personal capacity is used for work-related purposes, permission should be asked first from the affected data subjects (their parent/s or legal guardian in case data subject is a minor) in accordance with the principles of fairness and transparency.

c. Publication of Information or Files via Other Means or Platforms

- i. Personal data (including the files or records that contain them) stored or uploaded in the school's LMS is covered by a number of legal or technical requirements (i.e., confidentiality, access restriction, retention, and even intellectual property laws). Publicly disseminating, reposting, or resharing is not allowed.
- ii. Consulting the appropriate offices and, when necessary, securing consent or authorization is strongly advised before disseminating, reposting, or sharing them.

d. Storage of Personal Data

- i. All personal data collected during the conduct of an online course should be stored in the school's LMS in order to ensure adequate data protection measures are in place.

If they will be collected outside of the school's LMS, proper data protection measures must be undertaken to preserve the confidentiality, integrity, and availability of the data.

ii. Unless some other lawful basis for their continued retention exists, personal data should be disposed of securely when the declared purpose for its collection and processing is no longer valid.

Personal data (except student accounts) stored in the school's LMS will be deleted two weeks after the end of each semester.

Student accounts (account name and password) in the school's LMS of those who did not enroll in the current semester will be deleted one week after the end of the enrolment period.

e. Use of Webcams and Recording Online Classes

i. The use of webcams in synchronous online classes or sessions should be kept to a minimum and only when necessary.

ii. Recording of online classes or discussions must be done only for the following purposes:

- Review of the lecture presentations (i.e. slides) and class discussions at a later time.
- Viewing by students (and/or their parents) who are unable to attend the class on the designated schedule (asynchronous learning).

iii. Consent is necessary for the recording of these classes or sessions.

iv. When the student is a minor, having the parent or legal guardian present during these recorded classes or sessions will be allowed.

v. Posting the recorded classes or sessions or making them available on public platforms (i.e., social media, school website, etc.) must adhere to the principles of Legitimate Purpose and Proportionality. Individuals who may be affected must be informed beforehand of the intention to make the recording public. Depending on the nature of the recording, prior approval of said individuals is necessary.

vi. The interests of the students should be weighed against those of the school in order to ascertain the appropriate balance in using webcams and recording of classes. The invasive nature of using webcams and the legitimate aim it seeks to achieve must always be considered.

f. Online Proctoring

i. Explicit consent of the student (or parent or legal guardian, in the case of minors) should be obtained prior to the conduct of online proctoring and the use of related tools or technologies. (See policies on the use of webcams.)

ii. The session may be recorded for the entire duration of the exam and automated processing techniques may be incorporated to detect potential cheating behavioral patterns from the student.

iii. To the extent possible, human-based evaluation should still be included as a secondary validation process for any or all data processed in the course of or as a result of automated proctoring.

g. Checking of Quizzes, Examinations and Other Similar Activities

- i. Automated checking if such is a feature of the LMS is allowed.
- ii. Human-based re-checking must be done if there are doubts in the results of the automated method.

h. Password / Account Resetting for the School's LMS

- i. Only the deans/ chairpersons are authorized to request for password resets.
- ii. Strict verification such as face to face if possible or video chatting is recommended before request can be granted.
- iii. The Information Technology Services Office (ITSO) can deny or ask for additional documents before any password reset request can be granted for security reasons.

For questions and complaints regarding Data Privacy, you may contact the Data Privacy Officer at : dpo@columban.edu.ph

ETHICAL VALUES

Honesty. Strive for honesty in all scientific communications. Honestly report data, results, methods and procedures, and publication status. Do not fabricate, falsify, or misrepresent data. Do not deceive colleagues or the public. Ideas taken from sources must be cited properly.

Objectivity. Strive to avoid bias or self-deception. Disclose personal or financial interests that may affect research.

Integrity. Keep your promises and agreements; act with sincerity; strive for consistency of thought and action.

Carefulness. Avoid careless errors and negligence; carefully and critically examine your own work and the work of your peers.

Respect for Intellectual Property. Honor patents, copyrights, and other forms of intellectual property. Do not use unpublished data, methods, or results without permission. Give proper acknowledgement or credit for all contributions to research. Never plagiarize.

Confidentiality. Protect confidential communications.

Respect for Other People. Respect persons in authority and your colleagues, and treat them fairly.

Social Responsibility. Strive to promote social good and prevent or mitigate social harms.

Non-Discrimination. Avoid discrimination against other people on the basis of sex, race, ethnicity, or other factors not related to scientific competence and integrity.

Legality. Know and obey relevant laws and institutional and governmental policies.



MISSION

As a Catholic institution, we transform lives through holistic education, Christian formation, and service.

VISION

Guided by Catholic faith and culture of excellence, we shall be an innovative institution of learning, extension, and service.

CORE VALUES

Christian Character, Competence and Service

MOTTO

We are Christ's not our own.