



MANILA TYTANA COLLEGES

Guidelines on Mixed Learning for College Programs SY 2022-2023



Reimagining Education

With the new reality the coronavirus pandemic has created, mixed learning appears to be the benchmark of the future of education. Rooted in its commitment to provide quality education and with its transformative vision, Manila Tytana Colleges (Tytana) is dedicated to reshape instructional strategy as an adaptive response to the current challenge the education sector is faced with.

For SY 2022-2023, classes will be conducted via a mix of online and physical learning modalities. Online classes will continue to be delivered via synchronous and asynchronous approaches. Synchronous learning is defined as real time interaction between instructors and students in a specific virtual place. It may include video conferencing, online lecture, live chat, webinars, and the like. Asynchronous learning is a self-paced method where students are provided with materials for reading, assignment, and/or examinations, that they can access and accomplish within a flexible time frame. During asynchronous sessions, faculty members and students may also engage for academic consultations.

Recognizing the need for face-to-face interactions, all courses will have onsite sessions, majority of which will be allotted for laboratory and skills-based activities.

To help guide the Tytana academic community and to ensure consistency on the implementation of policies, this Guidelines on Mixed Learning Modality, covering all college programs, is hereby released effective First Semester, SY 2022-2023.

August 2022



I. Learning Modality Mix

The mix of physical and online learning as well as synchronous and asynchronous modalities for each subject will be pre-determined at the start of the semester. Such mix will be clearly indicated in the syllabus including the indicative schedules of the physical sessions.

To ensure uniformity in the delivery of lessons and activities, all students enrolled in the same section will follow the same face-to-face and online schedules.

A. Lecture Subjects

For lecture subjects, a mix of roughly 30% physical and 70% online will be followed across all colleges for the whole semester. To maximize physical classes, each class will be on a 3 hours per session whenever possible.

Units	F2F in days (at 3 hours/day)
1 unit	2 days
2 units	4 days
3 units	6 days
6 units	12days

The online learning modality will follow a mix of roughly 70% synchronous and 30% asynchronous. The schedule of synchronous and asynchronous sessions will also be pre-determined and clearly indicated in the syllabus at the start of the semester.

Units	Asynchronous	Synchronous
1 unit	1 day	3 days
2 units	2 days	6 days
3 units	3 days	9 days
6 units	6 days	12 days

Schedules of synchronous and asynchronous sessions shall be fixed, posted in the Google Classroom and properly communicated to the department/college and the students. Changes to the schedule should first be discussed with the students and approved by the concerned academic heads of the unit.



Total Contact Sessions

Total contact sessions refer to the total of face-to-face and synchronous sessions. Following the 30% face-to-face, 70% online and 70% synchronous and 30% asynchronous modality mix, the rough percentage of contact and non-contact sessions would be 80% and 20%, respectively.

Units	At 3 hours per session				Total contact sessions (Synchronous & F2F)	Total Sessions
	Asynchronous	Synchronous	F2F in days			
1 unit	1 day	3 days	2 days		5 days	6 days
2 units	2 days	6 days	4 days		10 days	12 days
3 units	3 days	9 days	6 days		15 days	18 days
6 units	6 days	18 days	12 days		30 days	36 days

B. Laboratory and Skills Based Subjects

For laboratory and skills-based subjects, each subject per program will have a pre-determined mix of online and face-to-face sessions as well as synchronous and asynchronous online sessions depending on the nature and need of the course. While each laboratory or skills based subject may have a different learning modality mix, such will also be pre-determined at the start of the semester and will be clearly stated in the course syllabus.

II. Synchronous Sessions

Synchronous sessions may include, but are not limited to, live online lecture, video conferencing, live chat, webinars and the like.

A. Video Conferencing Application

Synchronous classes shall be carried out using Google Meet or Zoom. A recurring meeting link shall be generated by the teacher for each class which will be used for the whole semester. This link should be posted in the Google Classroom for the reference of students and for easy monitoring of academic administrators.

Faculty members may make use of the subscribed Zoom accounts allotted per college/department or use Google Meet using their MTC accounts.



B. Policy on turning on of cameras and recording of synchronous sessions

Faculty members are expected to turn on their cameras during synchronous sessions to establish better interaction with students and for more effective delivery of lessons.

Students are also enjoined to turn on their cameras but may be allowed to turn it off except for checking of attendance and other academic activities where monitoring through open cameras are necessary. This also includes the use of applications that will monitor student activities and aid teachers in maintaining the integrity of assessments and evaluations.

Students and Faculty members are encouraged to use appropriate virtual backgrounds to ensure that their privacy are protected.

All synchronous sessions shall be recorded and uploaded in the Google Classroom provided that consent of all the members of the class has been secured.

C. Virtual Learning Rooms

Faculty members are enjoined to make use of the Tytana Virtual Learning Rooms (VLRs) situated at the second floor of the GT Tower for the conduct of their online classes. These virtual rooms are provided with necessary equipment and tools to help teachers in the delivery of their classes. Higher internet bandwidth has also been directed to the VLRs to ensure smooth and uninterrupted internet connection during classes.

Faculty members who wish to make use of this facility may coordinate with their college/department for scheduling.

III. Asynchronous Sessions

Asynchronous activities may include, but are not limited to, recorded videos, materials and modules for reading, case analysis, output based projects/ activities, assignments, and examinations. These activities can be accessed, viewed, and accomplished by the students in a flexible timeframe.



A. Submission of asynchronous requirements

For easier management and monitoring, submission, and evaluation of all requirements shall be facilitated through the official Google Classroom.

The minimum and maximum number of activities per term shall be determined by each program/college.

Faculty members shall ensure the timely uploading of requirements and that students are given reasonable period to accomplish asynchronous tasks.

B. Consultation sessions

Consultation with faculty members may be made during asynchronous sessions. Teachers will be available during their official asynchronous schedule to assist students via Google Classroom or official Tytana email.

Consultations may also be done via social media platforms mutually agreed upon by the student and faculty member.

IV. Physical/Onsite Sessions

At least 30% of the total contact hours per subject will be required to be onsite to ensure effectivity of instruction and assessment. Schedules of onsite classes will be maximized to ensure attainment of learning objectives especially for laboratory and skills based courses.

To maximize physical presence of students on campus, each class will be on a 3-hour per session schedule whenever possible. To manage the number of students onsite, each program will also be allotted specific days per week for their onsite class schedule.

In compliance to CMO 01 s. 2022, only fully vaccinated students shall be allowed to attend onsite classes.



V. Learning Management System

Learning management system (LMS) is a virtual hub where teachers can upload and students can access educational resources. For the delivery of mixed learning, Manila Tytana Colleges shall use Google Classroom.

Each course shall have its own Google Classroom where the syllabus and all learning materials, including modules, can be uploaded for students' reference.

The Office of the College Registrar shall create a Google Classroom for each subject with the official email address of each college/ department as the default teacher. The Dean/ Principal/ Program Head shall add the assigned teacher to the Google Classroom. Only the Google Classrooms created by the Office of the College Registrar shall be considered official and should be used in the courses. The official Tytana accounts should remain as administrators/teachers of the Google Classroom even after the inclusion of the official teacher assigned to the course.

The assigned faculty member shall add all students enrolled using the official class list from the Office of the College Registrar. Only students who are officially enrolled shall be allowed to join the Google Classroom per course. In the event that an unofficially enrolled student is inadvertently added to the Google Classroom, inclusion will not be tantamount to official enrollment.

VI. Official Email Address

Faculty members and students shall make use of their Tytana email address (@mtc.edu.ph) for official communications and for logging in in their Google Classroom and video conferencing accounts. This will also be used by the School to disseminate important advisories and information. Faculty and students are enjoined to regularly monitor their Tytana email for updates.

Tytana email address of new students are posted in the Admission Portal.

VII. Class Suspensions and Holidays

There will be no onsite or online classes during class suspensions and holidays. Faculty members and students are enjoined to observe this and to hold off academic communications during these breaks.



VIII. Communication Schedule

Consultations and any form of academic-related communication between the student and the faculty shall be generally done during weekdays, between 8:00 am-5:00 pm or their class schedule only.

Onsite consultations may be accommodated by appointment. Sending of messages via email or messaging apps like Viber, Messenger, Facebook groups, etc. outside these hours is discouraged. This is to ensure that both faculty and students can have proper balance between their personal and academic schedules.

IX. Student Attendance

Student attendance shall still be monitored. However, appropriate considerations may be given due to the difficulties of the current times. Proper considerations will also be accorded to students affected by covid-related situations.

For synchronous meetings, students shall be asked to initially open their video when they log in for checking of attendance. The students will utilize the chat box for attendance by typing in their complete names.

At any time during class and/or before the class ends, the faculty may ask the students to turn on their videos to check if they are still present in the virtual room.

For monitoring and security purposes, students are required to use their full names as display names when logging in to video conferencing platforms. This will be used for proper identification and verification from those in the official class list. Faculty members may refuse acceptance in the online platform if the display name used is not their full name.

For asynchronous delivery, attendance shall be based on the on-time submission of requirements assigned by the faculty to the students.

Likewise, attendance to onsite/ physical sessions will also be monitored by the faculty members.

Students who incur absences of more than 20% of his/her contact sessions during the term shall be marked dropped or shall receive a failing mark, as the case may be.



X. Evaluation of Student's Academic Performance

All major assessments and evaluations will be done onsite. The policies on evaluation and grading of students stipulated in the Student Manual shall continue to be implemented. A copy of the student manual may be accessed through the Tytana website.

XI. Encoding and Viewing of Grades

Grade encoding is done a week after the term examinations via the Faculty Portal. After the grades have been encoded, verified, and approved by the respective academic administrators, these will be made available for student viewing through the MyTytana Student Portal.

It is understood that students with unsettled balances will not be able to view their grades in the MyTytana Student Portal. These students shall be instructed to coordinate with the Treasury Department to make arrangements for payments.

XII. Academic Honesty

Consistent with the vision, mission, and values of Manila Tytana Colleges, it is expected that every member of the Tytana community maintains academic integrity in all academic works and outputs. All students are required to sign and submit their Academic Honesty Declaration form at the start of every semester. This can be accessed through the MyTytana Student Portal.

The academic honesty declaration covers all outputs and assessments that will be submitted to Manila Tytana Colleges. This also includes unauthorized distribution and providing of access to accounts, modules, recordings and other materials to third parties other than the enrolled student. Any form of plagiarism that would be found shall be subject to the discipline rules stipulated in the Student Manual. The School has the right to subject all forms of academic dishonesty to disciplinary interventions which may include withdrawal/revocation of degree upon due process.



The policies set out in this Guidelines on Mixed Learning shall supersede related items in the Student Manual and in other materials issued by the academic units. However, other provisions not covered shall remain effective and enforceable.

Tytana will automatically revert back to blended learning modality through synchronous and asynchronous sessions should there be a surge in COVID-19 cases.

All student services shall continue to be delivered online and onsite. For reference and details, students and faculty members may refer to the Primer for Flexible Delivery of Student Affairs and Services issued by the Student Affairs and Services Directorate.



Directory

For school updates, regularly check the Manila Tytana Colleges website www.mtc.edu.ph. Social media accounts are as follows:

Facebook /manilatytanacolleges
 Twitter @Tytana75
 Instagram @tytanayouredge

Onsite office operations are from Monday to Friday, 8:00 am to 3:00 pm.

Complete directory is available via website. For quick reference, see below.

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