GUIDELINES ON THE IMPLEMENTATION OF BLENDED LEARNING

This blended learning initiative of the Academics through CIETI is a multifaceted project that needs a lot of support and collaboration in the course of its implementation.

These guidelines aim to empower the faculty and ASP to use Information and Communication Technology to optimize student learning, enhance teaching and increase productivity and efficiency through the optimum use of the physical and virtual resources of the Institute. Furthermore, these guidelines apply to all academic administrators, faculty members, academic support personnel, students, and non-teaching personnel engaged in blended learning.

To ensure that the quality of blended learning program of the Institute is sustained, all administrators, faculty members, academic support personnel, students, and non-teaching personnel in the Academics are enjoined to adhere to the following Guidelines:

I. Blended Learning Course Design and Delivery

1. Blended learning design approaches must be embedded in the curriculum design, taking into consideration the resources available.
2. Online class shall apply only to teaching-learning activities identified in the online course calendar duly approved by the chair/program director and the Dean.
3. Only 20% of the allotted time per Professional subject across colleges shall be dedicated to online class in compliance with CHED regulation (*For Asynchronous Delivery Only*).
4. Up to 70% of the allotted time per Institutional and General Education subjects shall be allowed to be delivered online upon the approval of the College Dean. (*See Section II Rule No. 8 of these guidelines for the standard requirements*).
5. Up to 70% of the Senior High School subjects shall be allowed to be delivered online upon the approval of the Director. (*See Section II Rule No. 8 of these guidelines for the standard requirements*).

6. During a class suspension, the faculty may use the online class as an alternative or make-up class over the 20% or 70% limit provided the intended course learning outcomes are achievable through online. The monitoring staff of the CIETI shall submit necessary reports to the colleges and the Office of the Registrar upon request. Reports shall be limited to online activities of the faculty members during the class suspension for attendance and other administrative purposes only.

7. Additional online class on top of the 20% or 70% limit shall be allowed if the faculty members are in Official Business provided the intended course learning outcomes are achievable. Approval of the Dean shall be required.

8. No online course calendar shall be revised without the permission of the chair/program director and the Dean. The Institute prohibits the revision of online course calendar in the middle of the term to accommodate additional online classes specifically to compensate for absences.

9. Faculty members may deliver the quizzes and other assessments online either proctored or self-directed.

10. Assigning a proctor is required for all final and other major examinations conducted online. The conduct of final, and major examinations should be in DLSMHSI facility only such as Health Informatics laboratory.
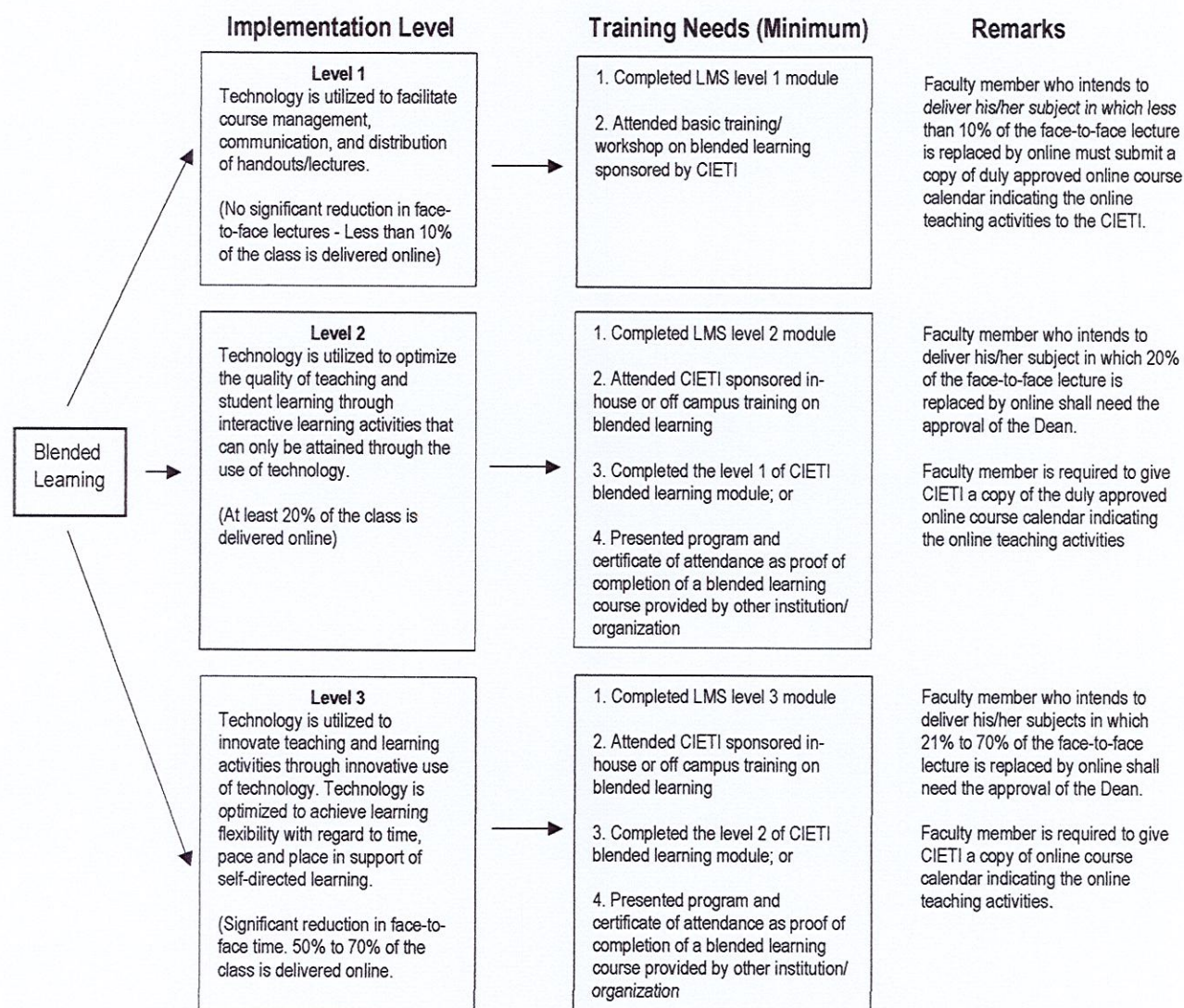
II. Faculty and ASP Professional Development and Responsibilities

1. CIETI shall provide appropriate training program on blended learning for faculty members and ASP through experts every year. All faculty members and ASP engaged in blended learning are required to attend the trainings/workshops/ seminars/conferences facilitated by technology experts through the CIETI every school year to keep updated of the best practices on educational technology.

2. All faculty members and ASP engaged in online class shall maintain a virtual presence to respond to student needs and concerns when needed as specified in their online course calendar. The monitoring and analytics staff of the CIETI shall keep records of the online activities of the faculty members engaged in blended learning for attendance and other

administrative purposes. CIETI shall provide the colleges, academic departments and the Office of the Registrar reports on the online activities of the faculty and ASP upon request.

3. The Institute through CIETI shall offer training support to faculty members and ASP who intend to develop blended learning materials, which meet departmental needs or Institutional priorities.

4. The CIETI shall provide a platform where faculty members and ASP shall deposit and retrieve information on best practices related to blended learning.

5. CIETI shall provide the faculty members and ASP a blended learning program catalogue to inform them of the requirements of blended learning implementation.

6. All faculty members and ASP who intend to engage in blended learning must complete the required training level stipulated below.

Implementation Level	Training Needs (Minimum)	Remarks
Level 1 Technology is utilized to facilitate course management, communication, and distribution of handouts/lectures. (No significant reduction in face-to-face lectures - Less than 10% of the class is delivered online)	1. Completed LMS level 1 module 2. Attended basic training/ workshop on blended learning sponsored by CIETI	Faculty member who intends to deliver his/her subject in which less than 10% of the face-to-face lecture is replaced by online must submit a copy of duly approved online course calendar indicating the online teaching activities to the CIETI.
Level 2 Technology is utilized to optimize the quality of teaching and student learning through interactive learning activities that can only be attained through the use of technology. (At least 20% of the class is delivered online)	1. Completed LMS level 2 module 2. Attended CIETI sponsored in-house or off campus training on blended learning 3. Completed the level 1 of CIETI blended learning module; or 4. Presented program and certificate of attendance as proof of completion of a blended learning course provided by other institution/ organization	Faculty member who intends to deliver his/her subject in which 20% of the face-to-face lecture is replaced by online shall need the approval of the Dean. Faculty member is required to give CIETI a copy of the duly approved online course calendar indicating the online teaching activities
Level 3 Technology is utilized to innovate teaching and learning activities through innovative use of technology. Technology is optimized to achieve learning flexibility with regard to time, pace and place in support of self-directed learning. (Significant reduction in face-to-face time. 50% to 70% of the class is delivered online.	1. Completed LMS level 3 module 2. Attended CIETI sponsored in-house or off campus training on blended learning 3. Completed the level 2 of CIETI blended learning module; or 4. Presented program and certificate of attendance as proof of completion of a blended learning course provided by other institution/ organization	Faculty member who intends to deliver his/her subjects in which 21% to 70% of the face-to-face lecture is replaced by online shall need the approval of the Dean. Faculty member is required to give CIETI a copy of online course calendar indicating the online teaching activities.

Blended Learning

III. Academic Support Services

1. The Institute through CIETI shall ensure that adequate budget shall be allocated to sustain the implementation of the blended learning program.
2. The CIETI in coordination with the ICT department shall ensure that appropriate ICT infrastructure is in place to support the institutional blended learning program.
3. The head for learning objects and training of CIETI shall ensure that the technologies used in the blended learning subjects are appropriate and functional all the time.
4. The Institute through the library shall ensure that 24/7 access to electronic resources in support of teaching and learning is maintained.
5. Improvement and expansion of the library and other learner-centered facilities in the campus should be in place to support the institutional implementation of blended learning.
6. Admission and registration offices must ensure that incoming students of the Institute are made aware of the technological requirements of blended learning.
7. CIETI in collaboration with the ICT shall provide technical support services to sustain the virtual learning environment of the Institute.

IV. Evaluation of Quality and Sustainability of Blended Learning

1. Elements of blended learning must be included in the instrument used in the students' evaluation of blended teaching activities.
2. To maintain the integrity of online teaching-learning activities, all faculty members, and ASP must observe the rules of fair use. The proper committee shall handle all copyright violation incidents monitored in any blended learning activities for due process.
3. CIETI in collaboration with faculty members and ASP engaged in teaching shall regularly conduct evaluations of the blended learning program to assess the impact of the program on the learning outcomes and performance of the students.
4. CIETI shall periodically conduct evaluations of the technological infrastructure to ensure service reliability.

Online Course Calendar

Program	
Course Code	
Course Title	
Credits Units	
Number of Hours/Weeks	
Placement	
Pre-requisite	
Co-requisite	
E-class Schedule	

COURSE OUTLINE

Learning Outcomes	Course Content	Time Allotment	Online Teaching Learning Activities	Online Assessment Strategies
PRELIMINARY EXAMINATION				
MIDTERM EXAMINATION				
FINAL EXAMINATION				

REFERENCES:

CALL NUMBER	REFERENCE MATERIALS

Consultation Session

NAME OF FACULTY	CONSULTATION HOURS	VENUE

Prepared:

_____

_____

Endorsed: **Approved:**

_____   _____
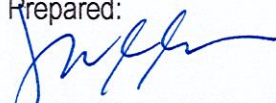
Chair, _____   Dean

V. Effectivity
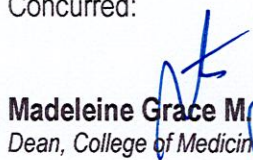
These guidelines shall take effect immediately upon approval of the Academic Services Operation Committee and Academic Operations Committee.

Prepared:

Marlon G. Gado, RL, MLIS
Director
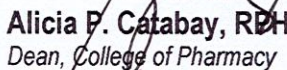
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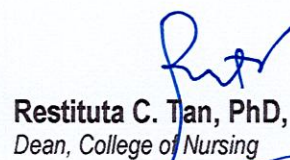
Naomi M. De Aro, RN, MAN, EdD
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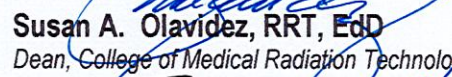
Maria Corazon E. Gurango, MD, MPH, FPAFP
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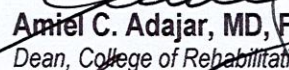
Vivian B. Ramirez, MSc
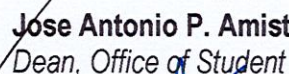*Director, Special Health Sciences High School*

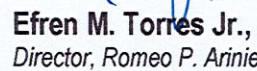**Restituta C. Tan, PhD, RM, RN, RGC**
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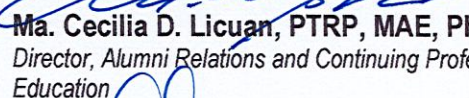*Dean, College of Medical Radiation Technology*
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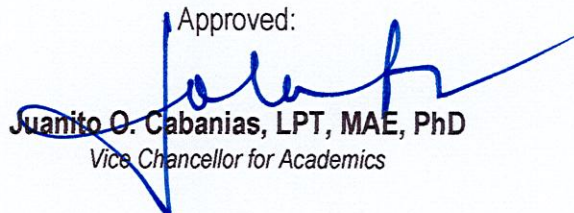*Director, Romeo P. Ariniego, MD Library Services*

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