

VICE-CHANCELLOR'S

ANNUAL REPORT

22ND CONGREGATION

1st SESSION NOVEMBER 2017





UNIVERSITY OF EDUCATION, WINNEBA

VICE-CHANCELLOR'S ANNUAL REPORT 22ND CONGREGATION

1st SESSION NOVEMBER 2017

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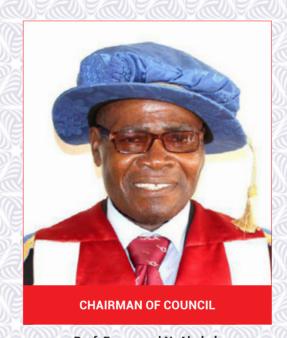
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Mission

To train competent professional teachers for all levels of education as well as conduct research, disseminate knowledge and contribute to educational policy and development.

Core Values

- > Academic Excellence
- > Service to Community
- > Good Corporate Governance
- Judicious Utilization and Management of Funds
- Gender Equity and Social Inclusiveness
- > Teamwork and Partnerships Development
- > Positive Work Attitude
- > Environmental Responsibility

Vision

To be an internationally reputable institution for teacher education and research

Special Status and Mandate

The University is charged with the responsibility of producing professional educators to spearhead a new national vision of education aimed at redirecting Ghana's efforts along the path of rapid economic and social development.

The University of Education, Winneba is expected to play a leading role in the country's drive to produce scholars whose knowledge would be fully responsive to the realities and exigencies of contemporary Ghana and the West African sub-region.

Foreword

ne University of Education, Winneba continues in its quest to become an institution of choice that produces the finest manpower for all sectors of Education in Ghana, Africa and the world.

Consistent with its vision to remaining an internationally reputable institution for teacher education and research, a number of collaborations and international conferences were organised in the year under review. We received a number of Fulbright scholars and student interns within the year.

Additionally, there were collaborative researches conducted by scholars from the University of Education, Winneba and their counterparts from institutions of higher learning globally.

Notwithstanding on challenges, we have been able to carry out our mission to train competent professional teachers for all levels of education, conduct research and continue to contribute to educational policy and development.

We successfully graduated the second batch of students for the 21st Congregation in July, August and September 2017. This included the first batch of students on our Competency Based Training programme at the College of Technology Education, Kumasi.



We successfully admitted over 5,000 students for the 2017/2018 academic year to pursue various degree and postgraduate programmes. Staff of the University were on hand to contribute to discussions on the introduction of the free SHS programme by government on various radio and television talk shows in Ghana.

Also during the year under review, the Registrar, Dr. C. Y. Akwaa-Mensah retired from active service and the services of the University of Education, Winneba on 30th September 2017. We wish to acknowledge and celebrate his valuable service to UEW first as a member of staff, and also as the Registrar from August 2005 to September 2017.

We are also grateful to Council for the appointment of Surv. Paul Osei-Barima Esq. as Registrar, who assumed office on 1st November, 2017.

To all stakeholders, UEW is resolved to remain that sure source of hope for education in Ghana and we wish to request for your unflinching support as we work to improve on educational policy and delivery.

Rev. Fr. Prof. A. Afful-Broni Ag. Vice-Chancellor November, 2017

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University Council

Prof. Emmanuel N. Abakah	Government Appointee	Chairman
Rev. Fr. Prof. A. Afful-Broni	Ag. Vice-Chancellor	Member
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Mr. John Darko	Government Appointee	Member
Neenyi Ghartey VII	Government Appointee	Member
Most Rev. Matthew Kwasi Gyamfi	Ghana Education Service	Member
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Mr. Christian Addai-Poku	Professional Teacher Organization Representative	Member
Prof. Mohammed Salifu	Nat. Council for Tertiary Educ. (NCTE)	Member
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Prof. Stephen Jobson Mitchual	Convocation Representative, UEW	Member
Ms. Theresa Ackon	TEWU Representative	Member
Mr. Emmanuel Osei Sarpong	Alumni Representative	Member
Mr. Emmanuel Owusu	GRASAG Representative	Member
Mr. Patrick Agyei	SRC Representative	Member
Surv. Paul Osei-Barima Esq.	Registrar, UEW	Secretary



Departments

FACULTY OF AGRICULTURE EDUCATION

Dean	Assoc. Prof. Yaw Sekyere Annor
Ag. Head of Dept. Animal Science Education	Mr. Fritz R. K. Bonsu
Ag. Head of Dept. Agric. Mechanisation & Engineering	Mr. J. M. Seidu
Ag. Head of Dept. Crop and Soil Science Education	Assoc. Prof. Kofi Agyarko
Ag. Head of Dept. Agric. Economics and Extension	Dr. Isaac Abunyuwah
Ag. Head of Dept. Interdisciplinary Studies	Mr. Benedict Osei Owusu
Faculty Officer	Ms. Adwoa Serwaa Karikari

FACULTY OF SCIENCE AND ENVIRONMENT EDUCATION

Dean	Dr. Emmanuel Dartey
Ag. Head of Dept. Environmental Health and Sanitation Education	Mr. Kofi Sarpong
Ag. Head of Dept. Science Education	Mr. Peter Abbum Sarkodie
Faculty Examinations Officer	Mr. Papa Kofi Amissah-Reynolds
Faculty Officer	Mr. Frank Arthur

FACULTY OF TECHNICAL EDUCATION

Dean	Assoc. Prof. Stephen Jobson Mitchual
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Ag. Head of Dept. Construction and Wood Technology	Dr. Peter Paa Kofi Yalley
Ag. Head of Dept. Electrical and Automotive Education	Mr. S. N. Nsoh
Faculty Examinations Officer	Mr. Eldad Antwi-Bekoe
Faculty Officer	Mrs. Ama Firempong

FACULTY OF VOCATIONAL EDUCATION

Dean	Assoc. Prof. Martin Amoah
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Ag. Head of Dept. Fashion Design and Textiles Education	Dr. Daniel K. Danso
Faculty Examinations Officer	Mr. Isaac Abraham
Faculty Officer	Mrs. Dorcas Darkoa Kyeremeh

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FACULTY OF BUSINESS EDUCATION

Dean	Mr. Isaac Addai
Ag. Head of Dept. Accounting Studies Education	Mr. William Kwasi Boachie
Ag. Head of Dept. Management Studies Education	Mrs. Veronica Brobbey
Faculty Examinations Officer	Mr. Frank Gbadago
Faculty Officer	Mr. Thomas Korang

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Ag. Head of Dept. Interdisciplinary Studies	Dr. Kofi Asiamah Yeboah
Ag. Head of Dept. Languages Education	Dr. Murtada Muaz
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Faculty Officer	Mrs. Millicent Pimpong

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Ag. Vice Dean	Assoc. Prof. Mrs. Ruby Hanson
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Ag. Head, Dept. of Chemistry Education	Mr. Arkoful Sam
Ag. Head, Dept. of Home Economics Education	Ms. Theresa Amu
Ag. Head, Dept. of Health, Physical Education, Recreation and Sports	Mr. Emmanuel O. Sarpong
Ag. Head, Dept. of ICT Education	Mr. Bentum K. Wilson
Ag. Head, Dept. of Integrated Science Education	Dr. Victus B. Samlafo
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Ag. Head, Dept. of Health Administration and Education	Dr. Wisdom Hordzi
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Faculty Officer	Ms. Georgina Tibu

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Ag. Head of Dept. English Education	Dr. Peace C. Israel
Ag. Head of Dept. Applied Linguistics	Dr. Charlotte Fofo Lomotey
Ag. Head of Dept. Communication and Media Studies Education.	Ms. Joyce Mensah
Faculty Examinations Officer	Mr. Kwesi Aggrey
Faculty Officer	Mr. Amos Amamoo

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Ag. Head of Dept. of Akan-Nzema	Mr. Franklin Asamoah
Ag. Head of Dept. of Gur-Gonja Education	Mr. James Azure Ababila
Ag. Head of Dept. of Ewe Education	Ms. Georgina Sapaty
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Ag. Head of Dept. Geography Education	Dr. Esther Danso Wiredu
Ag. Head of Dept. History Education	Mr. Eric Sekyi Nketia
Ag. Head of Dept. Economics Education	Dr. Emmanuel Carsamar
Ag. Head of Dept. Political Science Education	Dr. Braimah Inumrana
Ag. Head of Dept. Centre for African Studies	Dr. Anthony Baabereyir
Ag. Head of Dept. Centre for Conflict Resolution and Human Rights	Dr. Harrison K. Golo
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Faculty Officer	Mrs. Angela D. Nyarko-Tetteh

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Ag. Head of Dept. Music Education	Mr. Emmanuel Obed Acquah
Ag. Head of Dept. Theatre Arts	Mr. Ernest Kwasi Amponsah
Ag. Head of Dept. Graphic Design	Dr. Ebenezer K. Acquah
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Centre Administrator	Mrs. Akua Ahyia Adu-Oppong
Coordinator, Quality Assurance, Training & Research	Mr. Maxwell Dorgbefu Jnr.
Coordinator, Assessment, Certification & Workplace Experience Learning	Mr. Yarhands Dissou Arthur
Coordinator, Standards & curriculum Development	Mr. William Senayah

INSTITUTE FOR DISTANCE AND E-LEARNING (IDEL)

Director	Assoc. Prof. Francis Owusu-Menash
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INSTITUTE FOR TEACHER EDUCATION AND CONTINUING PROFESSIONAL DEVELOPEMENT (ITECPD)

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Ag. Head, NCRIBE	Dr. Emmanuel M. J. Tamanja
Ag. Head, SACOST	Mr. Victor Francis Darbah

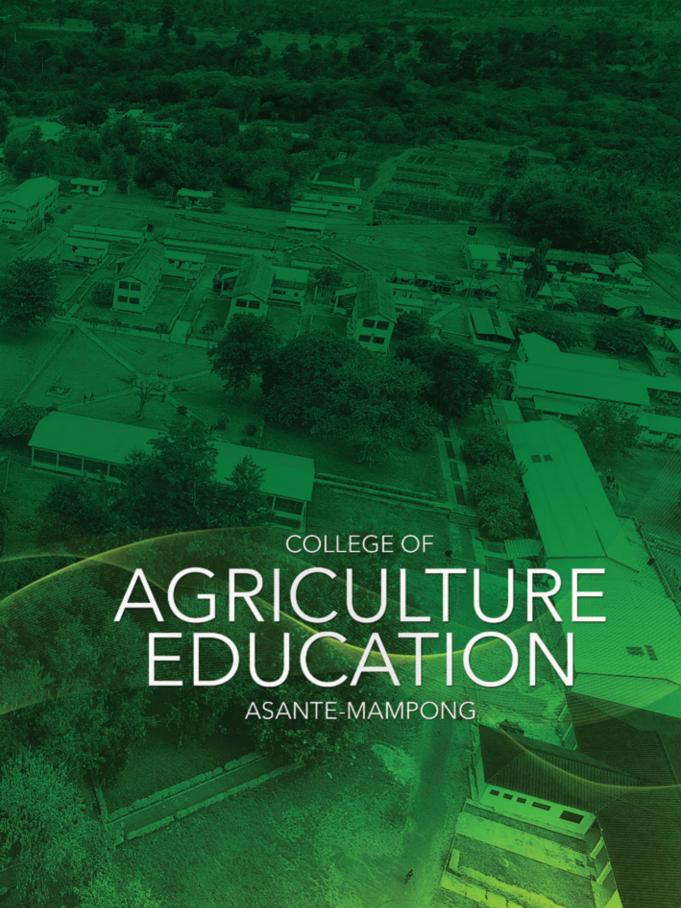
SCHOOL OF GRADUATE STUDIES

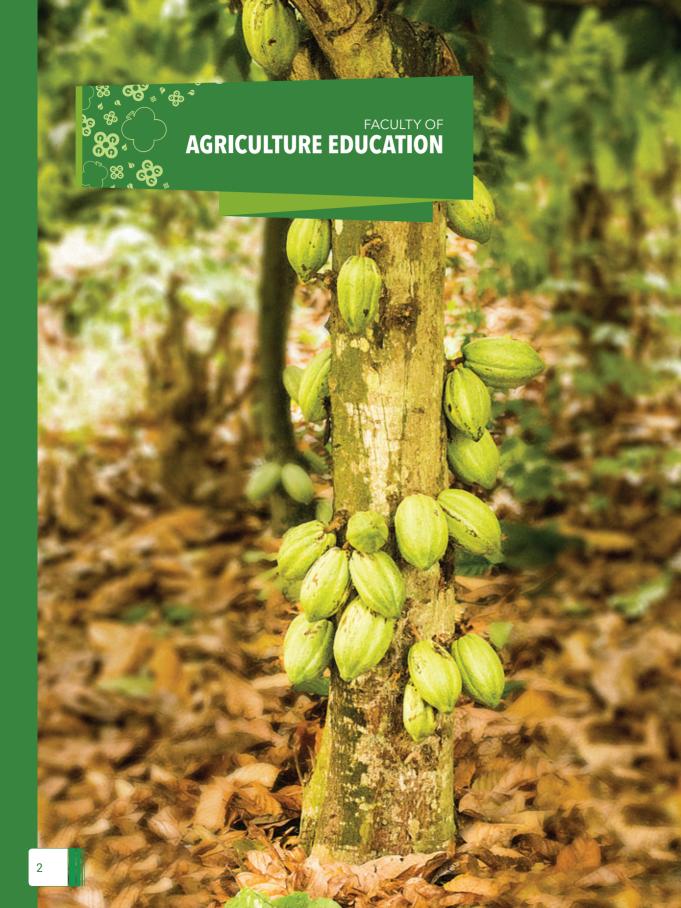
Ag. Dean	Assoc. Prof. George Kankam
Faculty Officer	Mr. Kenneth Abban

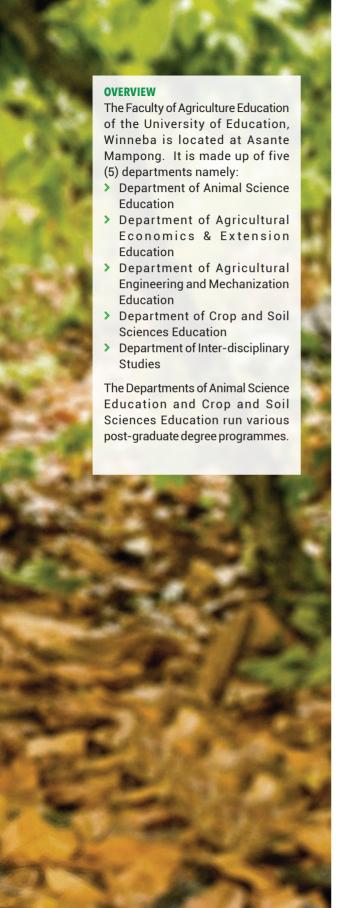
UNITS/CENTRES/OFFICES

Director, Quality Assurance Directorate	Assoc. Prof. Yaw Ameyaw
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Ag. Director, Externally Funded Projects Office	Dr. Eric Daniel Ananga
Chaplain, University Chaplaincy	Rev. Dr. Kwesi Nkum Wilson
Chaplain, Kumasi Campus Chaplaincy	Rev. Dr. Gyasi Nimako
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Chairman, Amalgamated Sports Club	Dr. Kwame Kyere Diabour
Ag. Head, Gender Mainstreaming	Ms. Obaapanin Oforiwaa Adu
Coordinator, HIV/AIDS , Winneba	Mrs. Joyce Nsiah Asante
Ms. Sena Dake	Internal Auditor









ACADEMIC PROGRAMMES

(A) DEPARTMENT OF ANIMAL SCIENCE EDUCATION

- B.Sc. Agriculture Education (Animal Science option)
- > M. Phil (Animal Science)
- > Ph.D (Animal Science)

(B) DEPARTMENT OF AGRICULTURE ENGINEERING AND MECHANISATION EDUCATION

 B.Sc. Agriculture Education (Agriculture Mechanisation option)

(C) DEPARTMENT OF CROP AND SOIL SCIENCES EDUCATION

- B.Sc. Agriculture Education (Crop and Soil Sciences option)
- > M. Phil (Crop/Soil Sciences)
- > Ph.D (Crop/Soil Sciences)

(D) DEPARTMENT OF AGRICULTURE ECONOMICS AND EXTENSION EDUCATION

 B.Sc. Agriculture Education (Agriculture Economics/Agricultural Extension option)

(E) DEPARTMENT OF INTERDISCIPLINARY STUDIES

- > B.Sc. Agriculture Education
- > Diploma in Education (Sandwich)





INTRODUCTION

The Department of Animal Science Education is involved in the production and management of poultry (domestic fowl and guinea fowl), cattle, sheep, goats, pigs, grasscutter, rabbits and snails for teaching and research purposes. The Department processes some animal products (milk into yoghurt). It is also involved in projects that train farmers in animal husbandry and monitor their performance throughout Ghana.

STAFF DEVELOPMENT

Two academic staff members on study leave are currently pursuing Ph.D programmes.

STAFF REQUIREMENT

The Department requires Ph.D holders with the following areas of specialization:

- > Dairy Science and Technology
- > Biometry and Research Methods
- Environmental Physiology and Animal Behaviour

PROJECTS

EDULINK PROJECT (PARTNERSHIP)

The project is funded by European Union with Egerton University (Kenya), Obafemi Awolowo University (Nigeria), and University of Education, Winneba as Collaborators. In Ghana, the project covers six districts (Atwima-Nwabiagya, Ejisu-Juaben, Sekyere South, Mampong Municipal, Kumasi Metropolis, and Ejura-Sekyedumase) in Ashanti Region. The project goal is strengthening capacity of higher education institutions in eastern and

western africa to enhance efficiency in the dairy value chain (Dairy Chain). The project goal is to reduce poverty among actors on the dairy value chain.

VIDEO DOCUMENTARY

A Video documentary has been done for the Edulink II Project in the Department of Animal Science Education. The documentary was done by a 3 – member professionals from Egerton University, Kenya. The video covers activities from 30th October, to 5th November, 2016. The documentary which has since been released to the department highlights the college with emphasis on the department.

ZERO-GRAZING UNIT

The Zero-grazing Unit of the Animal Science Farm which was constructed with wood has been reconstructed with galvanized metals which is more durable. This took place in October, 2016.

MATERNITY HOME FOR CALVES

A maternity home for dairy cattle calves has been constructed at the farm with assistance from the Edulink II Project funds. This will help improve upon the management of dairy production at the department and also offer avenue for students' practical training in dairying.

YOGHURT PROCESSING HOUSE

A Yoghurt production building which is under construction is near completion. Upon completion, processing output would be expanded. This will help the department to widen its market base by opening sales outlets on UEW-K and Winneba main campus.

BROILER PRODUCTION

The department has commenced regular production of broilers all year round. This is aimed at increasing consumer accessibility to quality meat and improved funds generation.

INTERNATIONAL VISITS/TRAVELS

VISIT TO NIGERIA

The Department was involved in development of Curriculum for M.Sc. Dairy Science and Technology under the Edulink II Project. The curriculum which started in Ghana continued in Nigeria from 30th October to 5th November, 2016 at the Obafemi Awolowo University, Ife. The curriculum is now ready to be given to the respective countries for adaptation in their respective Universities. The Department of Animal Science Education was represented by Mr. Fritz R. K. Bonsu.

MONITORING TEAM VISIT TO GHANA

A two-man delegation from Egerton University, Kenya visited the Department of Animal Science Education for monitoring and evaluation of the Edulink II project. The visit was from 22nd to 24th February 2017. The leader was Professor Alexander Kahi, the manager of the Edulink II project and the Deputy Vice - Chancellor of Egerton University, Kenya. He was accompanied by Mr. Wilson Karima, the Administrator of the project.

At a round table discussion, the visitors expressed satisfaction with the work done so far and highly recommended that a memorandum of understanding (M.O.U) is signed between the two universities for further cooperation between the two universities in the area of education and research. It was further recommended that a formal relationship is established between the Department and the British Council in Ghana to facilitate future research proposals and applications. The team also indicated to the Animal Science Department of upcoming 2nd World Congress on Innovation for Livestock Development (WCILD) scheduled for 2018 and invited the departmental members to the conference to be held in Kenya.

VISIT TO ABU DHABI, UNITED ARAB EMIRATES

Edulink II Project sponsored Prof. S. Y. Annor (Coordinator in Ghana) for a Conference on Global Forum for Innovation in Agriculture. The conference which also had exhibition on new innovations from around the world commenced on the 18th – 23rd March, 2017. Prof S. Y. Annor was part of the Edulink delegation from Ghana, Kenya, Malawi and Nigeria to the conference.

VISIT TO KENYA - AU-IBAR

The department took part in a workshop on validation of the Animal Genetic Resources Characterisation, Inventory and Monitoring (An GR-CIM) tool for Africa which took place on the $10^{th} - 17^{th}$ May, 2017 at Naivasha, Kenya. The workshop was sponsored by the African Union Inter Bureau for Animal Researches (AU-IBAR)

RAINFOREST ALLIANCE PROJECT

Rainforest Alliance is a New York based NGO that supports farmers in Grasscutter training. They provide funds for training and monitoring of farmers' activities. Prof. S. Y. Annor visited 13 farmers around the Kakum National Park to monitor their grasscutter farms from 18th to 20th January, 2017.

CHALLENGES

 Delays in the procurement of animal feed ingredients.

PROJECTIONS

Mounting of:

- B.Sc. Veterinary Science Education programme.
- > B.Sc. Animal Science
- M.Ed. Agriculture (Agriculture Science Option)



INTRODUCTION

The Department of Agricultural Economics and Extension Education was formally established in August 2011. It currently handles and focuses on core areas of agricultural economics, socio-economic research methods and agricultural extension in the College of Agriculture Education, University of Education, Winneba.

Members of the department also undertake research and extension education in the catchment area of the Collage and supervision of students' project work and research.

As a teaching and agricultural unit, the department seeks to develop students' analytical and technical skills for optimal socio-economic decisions. It also conducts research and disseminate research findings, and agricultural technologies to farmers and other agribusiness enterprises.

There is one academic programme presently run by the department; B.Sc. Agriculture Science Education with specialisation in Agricultural Economics & Extension. The department has since its establishment, been training students who opt to specialise in these areas.

ACTIVITIES

The Department of Agricultural Economics and Extension Education has in the 2016/2017 academic year performed its obligations by conforming to the 2014 - 2018 Corporate Strategic Plan of the university. As part of our commitment to the Corporate Strategic Plan which seeks to diversify academic programmes to include business and entrepreneurship, and expand evening and weekend academic programmes, the department during the academic year submitted the BSc. Agribusiness Management and Entrepreneurship programme to Academic Board and has received approval. The department is currently working on an M.Sc./M.Phil Agricultural Economics and Agribusiness Programme in response to current demand for Master level programmes in the college's catchment area. In line with the Faculty of Agriculture Education's new proposed programme structure, the B.Sc. Agriculture - Science Education with specialization in Agriculture Economic and Extension is being restructured into a comprehensive B.Sc. Agriculture Economics and Extension degree.



AQUACULTURE FACILITY AT SATA IRRIGATION SCHEME

Although visibility studies have been carried out IDA is still to provide a soil and topographic map of the site.

GREENHOUSE TOMATO PRODUCTION

The problem of heat accumulation in the greenhouse has been solved with the purchase of heat extractors. These have been installed inside the facility. The green house is used to produce tomatoes for sale to generate revenue for department.

OPEN IRRIGATION SYSTEM (DRIP)

Students are making good use of the open drip irrigation systems by carrying out projects and also producing for the commercial market.

PROPOSAL

- A proposal that was developed and submitted to the past principal of the college, on the establishment of a Centre for Sustainable Agriculture and Rural Development (CSARD) would be resubmitted for consideration by the current principal.
- A proposal on irrigation of cocoa in the forest savanna transitional zone is being developed for submission to COCOBOD for sponsorship.
- The department is submitting a proposal to the University Scholarship and Research Office for the purchase of equipment for the workshop.

TEACHING, ACADEMIC AND OTHER PROGRAMMES/SERVICE

COMMUNITY SERVICE

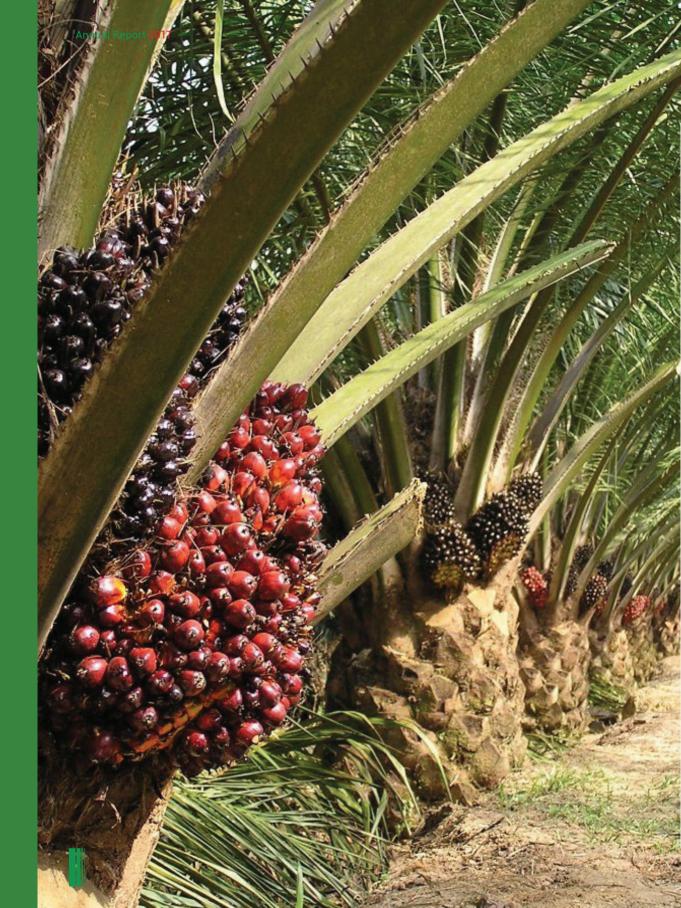
The irrigation and greenhouse production centres were opened to the public, farmers and potential farmers.

Ing. Seidu J. M. won a project bid to construct Thirty-five (35) solar tent dryers for farmers and women groups in the Mamprugu Moaduri District to improve on the traditional sun drying method of agricultural produce under the Food Security and Environmental Facility (FSEF) Project of the Ministry of Local Government and Rural Development. It was funded by the Department for Foreign Affairs, Trade and Development (DFATD) of the Canadian Government.

REPACKAGING OF THE AGRICULTURE EDUCATION PROGRAMME AND THE DEVELOPMENT OF OTHER PROGRAMMES

NEW MARKET-DRIVEN PROGRAMMES

A workshop was organized by the Dean of the Faculty of Agriculture Education to repackage the above programme into Department programmes on the 5th and 6th July, 2017. The Department of Agricultural Engineering and Mechanization came out with a programme on Agriculture and Biosystem Engineering Education which will be presented to the Academic Board of the University for approval.





ORGANIZATIONAL UNIT

OVERALL GOAL OF THE ORGANIZATIONAL UNIT:

The goal of the Department is to develop to become highly reputable, both locally and internationally, for handling teacher education programmes in Crop and Soil Sciences, through its core activities such as teaching, research, dissemination of relevant knowledge (most especially on agriculture in the transition zone of Ghana) and influencing (advocacy) educational policies in agriculture and agricultural development in general.

CURRENT SITUATION/POSITION OF THE ORGANIZATIONAL UNIT:

Crop production sector and its related services remain the largest sector of the agricultural industry in Ghana. An essential component to achieving the goal of modernizing agriculture is the development of the human resource that will play an important role in crop production, extension, research, NGO services, teaching (especially at secondary and tertiary levels) and in the crop production-related services.

The Department is therefore expanding its programmes to run both undergraduate and post-graduate programmes in all the specialized fields of Crop and Soil Sciences towards contributing its quota to the development of this critical mass of human resource.

ACTIVITIES RUN BY THE DEPARTMENT

TEACHING AND RESEARCH

The Department has highly qualified and experienced lecturers who handle courses in crop production, soil sciences, crop physiology, plant pathology, plant breeding, entomology, agroforestry, plant diseases control and other crop related courses both at the undergraduate and postgraduate levels. There has been improvement in mode of teaching by lecturers through the integration ICT into all teaching, research and administrative system. Teaching staff involvement in capacity training workshop on the use of upgraded version of Moodle Learning Management organized by UEW has sharpened their teaching capacity. There has also been improvement in students' involvement in practical activities to help expose them to reality. Both the undergraduate and postgraduate students and lecturers make use of technology during proposal, thesis update, project defense and thesis presentations and teaching in the department.

Lecturers equally play a key role by actively involving students in the departmental research. They also partake in inter and intra departmental and faculty collaborative research. The Department has strong linkages with a sister department in University Kwame Nkrumah University of Science and Technology, Kumasi. It also has a collaboration with Research Institutions such as (Centre for Scientific Research (CSIR) of Crop Research and Soil Research Institutes) in the areas

teaching and research. Improvement in teaching and research with these other institutions is enhanced through field trips, use of research fields and laboratories for analytical work at both undergraduate and postgraduate levels.

FARM ACTIVITIES

General routine maintenance and management of crop farms and the multipurpose crop nursery were made — E.g. weeds were slashed in the cocoa, mango, citrus, coconut and oil palm plantations. This was to improve the growth and yield of the crops.

- In the minor season of 2016, maize was harvested from a 30acre field.
- > Planting of a 30 acre field of maize has been undertaken in the major season of 2017.
- Three(3) acres of land has been cleared for the planting of cashew in the major season of 2017.

INCOME GENERATED FROM CROP FARM

The department generate income from the sales of

- Cocoa pods
- Cocoa beans
- Coconut
- Maize
- > Cashew nut
- Honey
- > Palm Fruits

ACHIEVEMENTS

The Department made the following achievements during the year under review:

- > Two Lecturers in the Department have completed their PhD programmes and are waiting for graduation.
- Two students have completed their M.Phil. programmes. These M.Phil. students hope to graduate during the 2017 congregation.
- The Department experienced strong collaboration with other Universities and Research Institutions (CSIR- Crop Research

and Soil Research Institutes) in terms of research and teaching.

EXPECTATIONS/PROJECTIONS FOR THE FUTURE

In future, The Department forward to strengthening the undergraduate programme by introducing BSc Natural Resources Education and postgraduate programmes by introducing a sandwich programme at the MSc. level. There is also a large tract of land (approx. 96 hectares) for CAGRIC, UEW available for development for teaching and research purposes and to increase revenue generation through commercialization of plantations, vegetable and honey production and raising of seedlings for sale.







INTRODUCTION

The department serves the Faculty of Agriculture Education and the Faculty of Science and Environment Education at the College of Agriculture Education.

The main role of the department is the teaching of professional education courses as well as general education courses leading to the award of degrees in BSc Agriculture Education, BSc Integrated Science Education, BSc Environmental Health Education, BSc Biological Science Education and BSc Chemistry Education, as well as conduct research in the area of professional education.

ACTIVITIES GEARED TOWARDS ACHIEVING CO-OPERATE STRATEGIC PLAN (2014 - 2018)

- Ensure transparent teaching and learning procedures and strategies.
- Adopt effective formats of examination procedures.
- > Diversify academic programmes.
- > Improve upon student support services.
- > Integrate ICT into teaching.

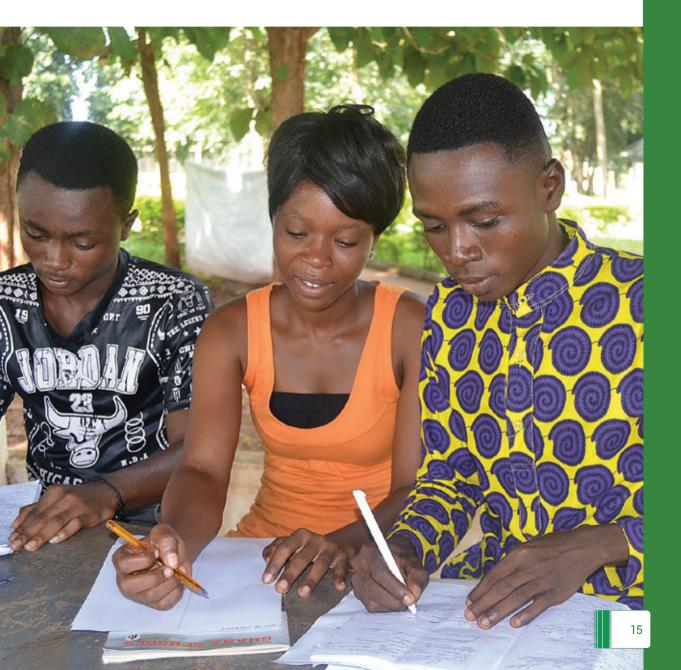
ACTIVITIES DURING THE PERIOD

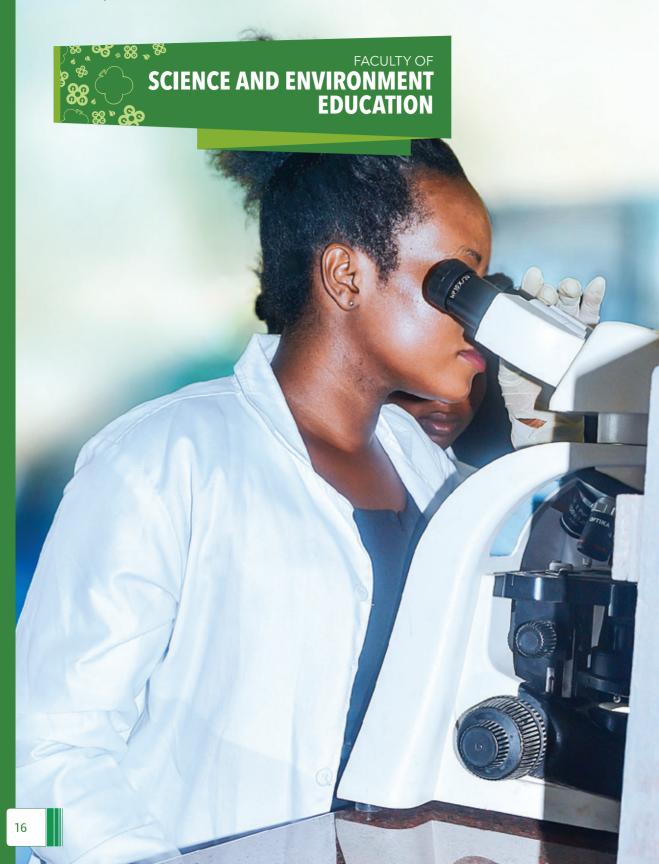
- The department successfully processed the results of Diploma in Education by sandwich programme for graduation in the Second Session of the 2015/2016 academic year.
- During the period under review, the department supervised 200 sandwich session students and 400 regular students

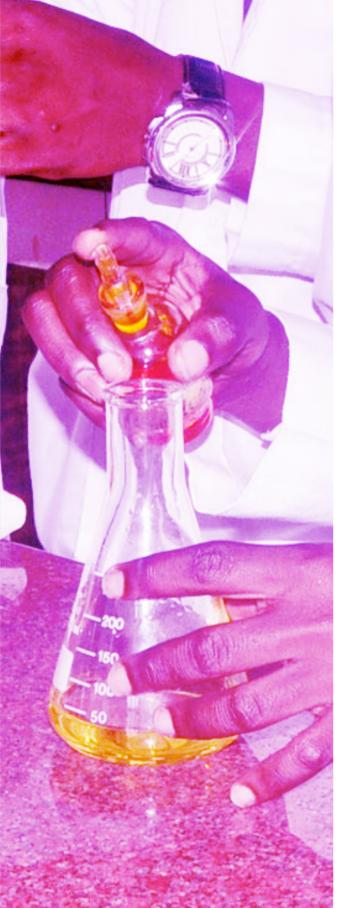
- on off-campus teaching practice and internship respectively at their various schools of practice.
- A Pre-Internship seminar was organized for all level 400 students.
- As part of its innovative practices to achieve excellence, the department organized a project work presentation/defense for all level 300 final year students. Here students were given the opportunity to defend their project work/research work in the presence of their supervisors and colleague students in all the six departments of the College of Agriculture Education. This was highly successful, an activity which needs to be replicated in other campuses of University of Education, Winneba.
- A twelve week pre-internship programme was undertaken during the 2016/2017 academic year for all level 300 students at the College of Agriculture Education. This programme was carried out to prepare and sharpen the professional skills of would be (interns) teachers as part of the teacher preparation programme.
- The Department submitted a new programme, B.Ed Early Childhood Education to Academic planning committee for consideration. The programme was accepted. Recommendations made by the Committee have since been effected and submitted for consideration.

PROJECTIONS FOR NEXT ACADEMIC YEAR.

- > Organisation of in service training for senior members on test construction.
- > Procure public address system and overhead projectors for the department.
- > Mounting of departmental courses on the module platform.
- > Embark on enrolment drive to increase intake of Sandwich Diploma in Education by Sandwich students.
- > Ensure early completion of Sandwich Diploma in Education students.
- > Mount B.Ed. Psychology programme and B.Ed Early Childhood programmes







DEAN'S OVERVIEW

The Faculty of Science and Environment Education, under the year review, has made some remarkable achievements in relation to its strategic plan. Among these achievements include the successful introduction of two additional programmes in the 2016/2017 academic year. The programmes are BSc. Chemistry Education and Post Diploma in Environmental Health and Sanitation Education. The objectives of the BSc. Chemistry Education is to train students to:

- appreciate the scientific principles underlying environmental quality and its management.
- understand the range of suitable technologies for water supply and waste management.
- be knowledgeable about various health problems associated with poor management of the environment.
- understand the links between human health, water and sanitation

The Objectives of the Post Diploma in Environmental Health and Sanitation Education is to train students to:

- to appreciate the importance of chemistry in explaining nature.
- provide an enabling environment for students to undertake practical activities that will enhance their understanding of concepts in science, especially in chemistry.
- provide opportunities for the practice of handson activities that demand students' use of innovation to tackle practical problems.
- organize that creative knowledge, practical skills and research abilities required to design teaching and materials for use in teaching.
- provide opportunities for students to engage in academic and educational research that will help to promote chemistry education in Ghana and elsewhere.

The Faculty under the NICHE 195 project has resourced the college laboratory with state-of the-art laboratory equipment to enhance accurate and efficient learning in the faculty. The acquisition of these laboratory logistics would also provide a great opportunity for the faculty

and the university at large to venture into commercial laboratory activities which could increase the revenue base of the university.

The Faculty of Science and Environment Education is made up of two departments: Department of Science Education and Department of Environmental Health and Sanitation Education.

As part of academic activities, the Faculty offered the following programmes during the period between May, 2016 and April, 2017. The programmes were: BSc. Integrated Science Education, BSc. Biological Science Education, BSc. Chemistry Education and BSc. Environmental Health and Sanitation Education which were run on regular basis. The remaining programmes namely; Post Diploma in Environmental Health and Sanitation Education and Diploma in Environmental Health and Sanitation Education were also run on sandwich basis.

As part of our strategic measures of enhancing the capacity building of faculty members, four (4) lecturers have been granted study leave with pay to pursue programmes of study leading to the award of PhD in their respective disciplines. However, it is regrettable to note that one lecturer vacated his post during the period under review.

The Faculty as part of its projections for the next academic year hopes to introduce a post graduate programme in Environmental and Occupational Health.

The main objective of the programme is to imbibe in graduates a disciplinary knowledge base and a set of skills that will provide them with a framework for addressing environmental health issues. Specifically, the programme seeks to prepare students to:

- assess environmental exposures and understand the effects of these exposures on human health and nature;
- undertake and interpret research findings related to environmental health risks; and
- assume leadership roles in designing, implementing and evaluating programmes that focus on modification of environmental health-related behaviours.





VISION

The Department shall become one of the best recognized departments within and outside the country for efficient handling of programmes in the sciences.

MISSION

The Department shall conduct research, disseminate relevant knowledge and influence educational policies in the sciences.

ACADEMIC PROGRAMMES

- > BSc. Integrated Science Education
- > BSc. Biological Science Education
- > BSc. Chemistry Education

PROPOSED PROGRAMMES

- BSc. Information Communication Technology
- > BSc. Nursing

TEACHING, ACADEMIC AND OTHER PROGRAMMES OR SERVICES OFFERED

BSC. Chemistry Education was offered during 2016/2017 Academic year.

STAFF REQUIREMENT

The Department of Science Education requires five (5) lecturers to assist in lecturing. Also the Department needs three laboratory technicians who will be responsible for practical work.





VISION

The Department aspires to become one of the best recognized departments in the country and internationally in handling programmes on environmental health and sanitation.

MISSION

The Department's mission is to conduct research, disseminate relevant knowledge and skills and influence educational policies on environmental health and sanitation through its Bsc. and diploma programmes in Environmental Health and Sanitation Education, designed to produce higher level manpower for the public health and sanitation services sector of the country.

ACADEMIC PROGRAMMES

 BSc. Environmental Health and Sanitation Education

SANDWICH PROGRAMMES

- Diploma in Environmental Health and Sanitation Education
- Post Diploma in Environmental Health and Sanitation Education

PROPOSED PROGRAMMES

- > BSc. Public Health
- MSc .Environmental and Occupational Health

STAFF DEVELOPMENT

Two Lecturers namely Mr. Bismark Dwumfour-Asare and Mr. Isaac Monney are pursuing PhD programmes in Environmental Engineering at the Graduate School of KNUST from the beginning of 2015/2016 academic year. There is no lecturer on sabbatical leave and no sabbatical appointment in the department

STAFF REQUIREMENT

The Department of Environmental Health and Sanitation requires three (3) Lecturers to assist with lecturing. Also the department needs a laboratory technician who will be responsible for practical work.

ACHIEVEMENT

The Department is assisting and collaborating with the Asante-Mampong Municipal Assembly on sanitation challenges proposal development for the Assembly in April 2016 for Sanitation Fund Contest under the Sanitation Challenge for Ghana Project offered by DFID

VISITS/EXCURSIONS

- WASH field trip to Accra Composting Plant and Safissana in Accra on 6th April 2017.
- Field trip to Water Works, Volta Lake Aquaculture and Stabilization Pond in Akosombo on 7th April, 2017.









The Faculty of Business Education is one of the four faculties at the College of Technology Education, Kumasi of the University of Education, Winneba (UEW). The Faculty was established on 1st September, 2005. It has two departments namely:

- Department of Accounting Studies Education
- Department of Management Studies Education

ACADEMIC PROGRAMMES

Each Department of the Faculty runs graduate and postgraduate academic programmes in regular and evening modes as follows:

REGULAR/FULL TIME PROGRAMMES

- > Bachelor of Science (Accounting Education)
- > Bachelor of Science (Management

Education)

- Bachelor of Business Administration (Secretarial Education)
- Bachelor of Business Administration (Executive Office Administration)

EVENING (PART-TIME) PROGRAMMES

- Bachelor of Science in Administration (Accounting)
- Bachelor of Science in Administration (Banking &Finance)
- Bachelor of Science in Administration (Business Information Systems)
- Bachelor of Science in Administration (Procurement and Supply Chain Management)
- Bachelor of Business Administration (Management)
- Bachelor of Business Administration (Executive Office Administration)
- > Bachelor of Science (Marketing)

GRADUATE PROGRAMMES - MASTERS IN BUSINESS ADMINISTRATION (MBA) > MBA (Accounting) > MBA (Finance) > MBA (Human Resource Management and Organizational Behaviour) > MBA (Marketing) **ACHIEVEMENTS** COMPLETION OF PHD PROGRAMME One lecturer from the Department of Management Studies Education has completed his PhD programme at Accra Institute of Technology and has submitted his certificate. LECTURERS PURSUING PHD **PROGRAMME** Six lectures are currently pursuing PhD programmes on their own. **PUBLICATIONS/CONFERENCES** The members of the faculty had a total of twenty seven(27) journal and article publications during the period under review. Also, the faculty had ten (10) paper presentations at both national and international conferences. **FACULTY SEMINARS** The faculty organized four seminars, two for the MBA students hosted at the Sunset Hotel, Kumasi whilst the other two were held on the university campus. **CHALLENGES** > High student-staff ratio at the undergraduate level. > Inadequate facilities/equipment to support administrative and academic work. > The faculty has few lecturers with PhD Degrees to teach on the graduate programmes. > Dwindling student numbers on the evening programmes.

PROJECTIONS FOR THE NEXT ACADEMIC YEAR

MOUNTING OF WEEKEND MBA PROGRAMME

The faculty will mount weekend MBA programme in Accounting, Finance, Marketing and Human Resource & Organizational Behaviour from the 2017/2018 academic year.

THE FACULTY PROPOSES TO INTRODUCE THE FOLLOWING PROGRAMMES:

Master's Degree programmes in:

- > Procurement and Supply Chain Management;
- > Banking and Finance.
- > Public Administration

Undergraduate degree programmes in:

- > Computerised Accounting;
- Economics Education:
- > Economics with Statistics Education;
- > Oil and Gas Accounting;
- > Public Administration.

THE FACULTY HAS ALSO PROPOSED TO INTRODUCE THE FOLLOWING SHORT COURSES:

- > Computerised Accounting;
- > Customer Service Management;
- > Basic Accounting Skills for SME's
- > Understanding Project Management;
- Assessing the Financial Strength of a Business;
- > Budgeting and Budgeting Control Techniques;
- > Financial Management and Investment;
- > Preparing a Zero-Based Budget;
- > Strengthening Internal Controls
- > Purchasing Techniques
- > Standard Minutes writing
- Standard Report writing
- > Standard Memo and Letter writing
- Development and application of standing orders at meetings
- > Meeting Management
- > Records Management (PRAAD guidelines)
- > Principles of Supervision
- > Business Communication
- > Customer care
- > Customer relationship management
- > Total Improvement and Quality Management
- > Change management
- > Executive secretarial procedures
- > Front/back office management



The Department of Accounting Studies Education (DASE) is one of the two academic departments that make up the Faculty of Business Education (FBE). It became operational on September 1, 2005. The vision of the Department is to become a leading and unique centre recognised for business education worldwide. Its mission is to inculcate in its graduates the requisite academic proficiency and professional competencies for teaching accounting and related subjects at both pre-tertiary and tertiary levels. It will conduct research, disseminate relevant knowledge, and influence educational policy on Business Education.

STAFFING

STAFF STRENGTH

The Department has 13 full-time lecturers, one principal administrative assistant and 19 part-time lecturers.

REQUISITIONS FOR LECTURERS WITH PHD

The Department requires PhD holders in the following areas of specialization:

- > Financial Accounting;
- > Finance;

STAFF PURSUING FURTHER STUDIES

Six lectures are currently pursuing PhD programmes on their own.

TEACHING, ACADEMIC AND OTHER PROGRAMMES OR SERVICES OFFERED

The following programmes are offered by the Department:

- > Regular Programme
 - * Bachelor of Science (Accounting Education)
- > Evening Programmes
 - * Bachelor of Science in Administration (Accounting Option))
 - * Bachelor of Science in Administration (Business Information Systems Option)
 - * Bachelor of Science in Administration (Banking and Finance Option)
 - * Bachelor of Science in Administration, (Procurement & Supply Chain Management Option)
 - * Post graduate Programmes
 - * MBA (Accounting)
 - * MBA (Finance)

ACTIVITIES

- A proposal to mount Bachelor of Arts -Economics Education programme has been developed.
- The department hosted staff and students of Osei Tutu Senior High School who were on an educational tour.

CHALLENGES

- High student staff ratio impeding academic work
- > Inadequate office spaces for staff
- > Inadequate office equipment

PROJECTIONS FOR THE NEXT ACADEMIC YEAR

The department proposes to:

- > introduce master's degree programmes in:
 - * Oil and Gas Accounting;
 - * Procurement and Supply Chain Management;
 - * Banking and Finance.
- > introduce Undergraduate degree programmes in:
 - * Computerised Accounting;
 - * Economics Education;
 - * Economics with Statistics Education;
 - * Oil and Gas Accounting.
- introduce the following short courses (ie between 3 – 6 days) to meet demands of the labour market
 - * Computerised Accounting;
 - * Customer Service Management;

- * Basic Accounting Skills for SME's
- * Understanding Project Management;
- * Assessing the Financial Strength of a Business:
- * Budgeting and Budgeting Control Techniques;
- * Financial Management and Investment;
- * Preparing a Zero-Based Budget;
- * Strengthening Internal Controls
- * Purchasing Techniques
- improve research activities in the Department and support lecturers to present papers at national and international conferences.





As a result of the establishment of University of Education, Winneba in 1992, two independent business departments at Advanced Teachers' Training College (ATTC) and Advanced Technical Teachers' College at Kumasi were merged. The unified Business Department was located at the Kumasi Campus of University of Education, Winneba in 1992 under the Division of Applied Arts and Technology.

The Department of Management Studies Education was established on September 1, 2005 as a result of a restructuring exercise carried out by the University of Education, Winneba. It was placed under the Faculty of Business Education.

REGULAR PROGRAMMES

- > Bachelor of Science (Management Education)
- Bachelor of Business Administration (Secretarial Education)

EVENING PROGRAMMES

- > Bachelor of Business Administration (Management Option))
- Bachelor of Business Administration (Executive Office Administration Option)
- > Bachelor of Science, (Marketing Option)

POST GRADUATE PROGRAMMES

- MBA (Human Resource Management and Organizational Behaviour)
- > MBA (Marketing)

OUTREACH PROGRAMME

The department organized outreach programmes for Business Students from Osei Tutu Senior High School, Kumasi and OLA Senior High School, Kenyase.

STAFFING

STAFF STRENGTH

The Department has 13 full-time lectures, one Instructional Technologist and 20 part-time lecturers

REQUISITION FOR LECTURERS WITH PHD DEGREES

The Department requires PhD holders with expertise in the following areas of specialization:

- > Human Resource Management
- Marketing
- > Organisational Behaviour
- Secretarial Education
- > Business Law
- Management
- > Public Administration

STAFF PURSUING FURTHER STUDIES

One lecturer has completed his PhD programme at Accra Institute of Technology. Two lecturers on PhD programmes in Sweden have resumed duty in the department on partial completion of their programmes of study. Three lectures have completed their professional Diploma programmes in Education at University of Education, Winneba. One lecturer is currently reading her professional Diploma programme at University of Education, Winneba.

EXCHANGE PROGRAMMES

The Exchange Programme between University of Education, Winneba and University of Halmstad has ended. Teaching staff of both Universities have been visiting each other's University to teach.

EXCHANGE STUDENTS

Two marketing students left for Sweden on the UEW-Hamlstad university exchange programme in the 2016/2017 academic year. One student returned at the end of their studies in Sweden. The other student absconded and has since not returned.

VISITING PROFESSORS FROM HALMSTAD

Two Professors visited UEW from Sweden in 2016/2017 academic year. Conversely, two lecturers left UEW for Sweden. Both have since returned to their respective countries.

EXTERNAL EXAMINERS

Three additional external examiners were appointed for the Department.

TEACHING, ACADEMIC AND OTHER PROGRAMMES OR SERVICES OFFERED

The following programmes were offered by the Department:

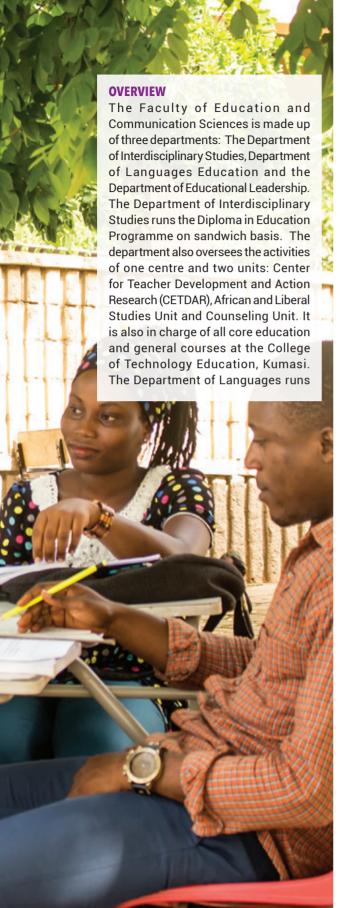
PROJECTIONS FOR THE NEXT ACADEMIC YEAR

The department proposes to:

- introduce Masters and Undergraduate degree programmes in Public Administration to attract the large number of public and private sector workers in around Kumasi.
- introduce the following three-day short courses to meet demands of the labour market
 - * Standard Minutes writing
 - * Standard Report writing
 - * Standard Memo and Letter writing
 - * Development and application of standing orders at meetings
 - * Meeting Management
 - * Records Management (PRAAD guidelines)
 - * Principles of Supervision
 - * Business Communication
 - Customer care
 - * Customer relationship management
 - * Total Improvement and Quality Management
 - * Change management
 - * Executive secretarial procedures
 - * Front/back office management







two programmes, namely, Bachelor of Arts (English Education) and Bachelor of Arts (Arabic Education). The Department of Educational Leadership runs the M.A in Educational Leadership (Sandwich), MPhil, and PhD in Educational Leadership (Regular) programmes.

STAFFING

The Faculty has 36 staff made up of 24 full-time lecturers 5 part-time and 7 supporting staff.

ACHIEVEMENTS

- The National Accreditation Board has duly approved the Master of Education in Teaching and Learning (METL) programme. This is a research degree programme supposed to be run over a four (4) Sandwich Semester duration. The programme will hopefully be mounted in the 2018/2019 Academic year if all things go well.
- > The Faculty was able to secure seventynine thousand Ghana cedis(GH¢79,000.00) sponsorshipfor Language Immersion programme for the level 300 B.A Arabic Education Programme. The sponsors were Madina Institute of Science and Technology, Baraka Policy Institute and Durra Institute for Arabic Language, all in Accra.
- An appreciable number of MPhil and PhD students at the Faculty have graduated and a sizeable number is being prepared for graduation.

NEW PROGRAMME

The Faculty has put together a BSc in Early Childhood Care and Education programme. This will be fine-tuned and submitted to the Academic Board for approval.

CHALLENGES

High Student-Staff ratio impeding smooth academic work

Enrolment figures for B.A. Arabic Education Program has not been encouraging since the inception of the program



The Department of Interdisciplinary Studies (DIS) is the premier department among two other departments under the Faculty of Education and Communication Sciences. The DIS is responsible for the Diploma in Education programme. It is also in charge of all core education courses at the College of Education, Kumasi (COLTEK), The African and Liberal Studies courses, the Guidance and Counseling Unit, and the Centre for Teacher Development and Action Research (CETDAR). The department seeks to support the strategic vision and mission of the University of Education, Winneba to become an internationally reputable institution for teacher education and research by training competent professional teachers and by contributing to educational policy development.

DEPARTMENTAL VISION

The department aspires to become a reputable department for the optimum professional development of Technical / Vocational teachers and other trainers in non-formal education and training environments.

DEPARTMENTAL MISSION

The Department seeks to provide students with the requisite knowledge, pedagogical skills/competencies and humanistic values to enable them perform effectively as teachers and trainers.

Centre for Teacher Development and Action Research (CETDAR)

CETDAR-COLTEK piloted an online registration database for students to input their particulars for the Off-Campus Teaching Practice programme. This helped to reduce the workload and frustration associated with the registration of students for Teaching Practice. CETDAR intends to extend the online registration to the Student Internship Programme (SIP).

Major Challenges confronting CETDAR include:

- > Delays in paying mentor's allowance
- Difficulty on the part of students in securing placement for the internship programme.
- > Huge Student Staff ratio.

African and Liberal Studies Unit

The double intake of first year regular students resulted in large numbers of students opting for the various courses. This necessitated increasing the number of course options for

students. Also, to avoid overloading some specific popular courses with students, an upper limit of 200 students per course was imposed on students on first come first serve basis.

Counselling Unit

During the 2016/ 2017 academic year, the Counselling Unit offered personal-social, academic, and career counselling to students. The problems for which students sought counselling to resolve were mostly malefemale relationships, marriage, study habits, stress, financial, career/job opportunities, health, time management, and stammering.

The Guidance and Counselling Coordinator used the orientation programme for first years to sensitise students about their Guidance and Counselling needs and the services provided at the centre.organized for all categories of students admitted in 2016/2017 academic year. Students were encouraged to access the services for their holistic and healthy development.

The Counsellor also organized career guidance workshops for the Roman Catholic and Assemblies of God Churches in the university community.

The major challenge of the centre is lack of office accommodation to ensure that students enjoy confidentiality and privacy during counseling sessions.

The unit intents to organize an academic counsellors' workshop by the end of September, 2017.

DIPLOMA IN EDUCATION OUTREACH PROGRAMMES

In the course of the academic year, the department was approached by the officials of some technical universities about the possibility of mounting a Diploma in Education Programme on their campuses.

The institutions include the Kumasi Technical University (KTU), the Tarkoradi Technical University (TTU), and Sunyani Technical University (STU). The Ho Technical University (HTU) was the first to contact the department earlier in the 2015/2016 academic year. The Pro VC constituted committees, headed by the Dean of FECS, to interact with the officials of the stated institutions. Upon visitations by the committees to their campuses, the institutions indicated that they will like the Diploma in Education Programme to be organized on their campuses along the lines operated by the DIS/COLTEK on the Cape Coast Technical University (CCTU) campus.

ACHIEVEMENTS

- > The National Accreditation Board has duly approved the Master of Education in Teaching and Learning (METL) programme. This is a research degree programme supposed to be run over a four (4) Sandwich Semester duration. The programme will hopefully be mounted in the 2018/2019 Academic year if all things go well.
- The department has put together a BSc. in Early Childhood Care and Education programme. This will be fine-tuned and submitted to the Academic Board for approval.

CHALLENGES

- High student staff ratio impeding smooth academic work.
- Work at the Department is sometimes hampered by delay in the supply of stationary and other equipment for secretarial and other types of work.
- Unstable internet connectivity to offices in the department

RECOMMENDATION

It is recommended that the CETDAR outfit should be upgraded to a Departmental status to enable it shoulder its enormous responsibilities more effectively.



The Department of Languages Education which is in the Faculty of Education and Communication Sciences came into being on 1st August, 2015 having been carved out of the Department of Interdisciplinary Studies. Two programmes are hosted by the department, namely: B.A. English Education, and B.A. Arabic Education. The department is yet to have its first graduation for the B.A English Education program.

PROGRAMMES OFFERED

The following programmes are offered by the Department:

- > Bachelor of Arts (English Education)
- > Bachelor of Arts (Arabic Education)

VISIT/EXCURSIONS

The B.A. English Education level 200 students embarked on an educational trip to the Parliament House and Citi FM on 22nd and 23rd March, 2017 as a requirement of the course 'Stylistics'.

THEATRE PRODUCTIONS

The B.A. English Education level 300 students staged a play on 27th and 28th April, 2017 as part of the course requirement for Drama in Education (LIT 363).

PROJECTIONS FOR YEAR (2017-2018)

The Department intends to introduce B.A Twi, B. A. French and Twi, B.A English and Twi, B.A French Education; evening and weekend modes of the B.A English Education and Summer Intensive courses for Professionals in Arabic Education. The department also intends to double the intake for regular modes for the 2017/2018 academic year.

Plans are underway to seek external sponsorship and collaboration from the Arabic Language speaking countries such as Saudi Arabia, The Kingdom of Morocco, Egypt, Jordan, Kuwait and The United Arabic Emirates to support the Language Immersion course of the B.A. Arabic Program.

STUDENTS ENROLMENT

The total number of students in the Department is 254. This is made up of 226 students on the English Education programme, and 28 students on the Arabic Education programme. The Department was able to secure Seventy-Nine Ghana Cedis (GH¢79,000.00) sponsorship for Language Immersion programme for the level 300 B.A Arabic Education Programme. The sponsors were Madina Institute of Science and Technology, Baraka Policy Institute and Durra Institute for Arabic Language, Accra.

CHALLENGE

Enrolment figures for B.A. Arabic Education Program has not been encouraging since the inception of the program.



The Department of Educational Leadership continues to successfully run Postgraduate programmes in Master of Arts (MA), Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) in Educational Leadership at the College of Technology Education, Kumasi University of Education, Winneba as part of the overall strategy to fulfill the mission and vision of the University.

VISION OF THE DEPARTMENT

The vision of the Department, in conformity with the broader vision of the University, is to provide a holistic education in modern leadership theories and practices to equip students with appropriate knowledge, requisite skills and positive attitudes and values to be able to competently offer effective and dynamic leadership to Ghanaian educational institutions in particular.

ORAL DEFENCE (VIVA VOCE) OF MPHIL DISSERTATIONS (2017)

Two sessions of oral defence of MPhil Dissertations were organized during the year under review. The first one took place at the Conference Room at the College of Technology Education, University of Education, Kumasi from 23rd to 24th January, 2017. Eleven (11) candidates successfully defended their theses and are waiting for graduation. The second one took place from 13th to 14th July, 2017. In all eighteen (18) candidates defended their dissertations and are in the process of doing their corrections.

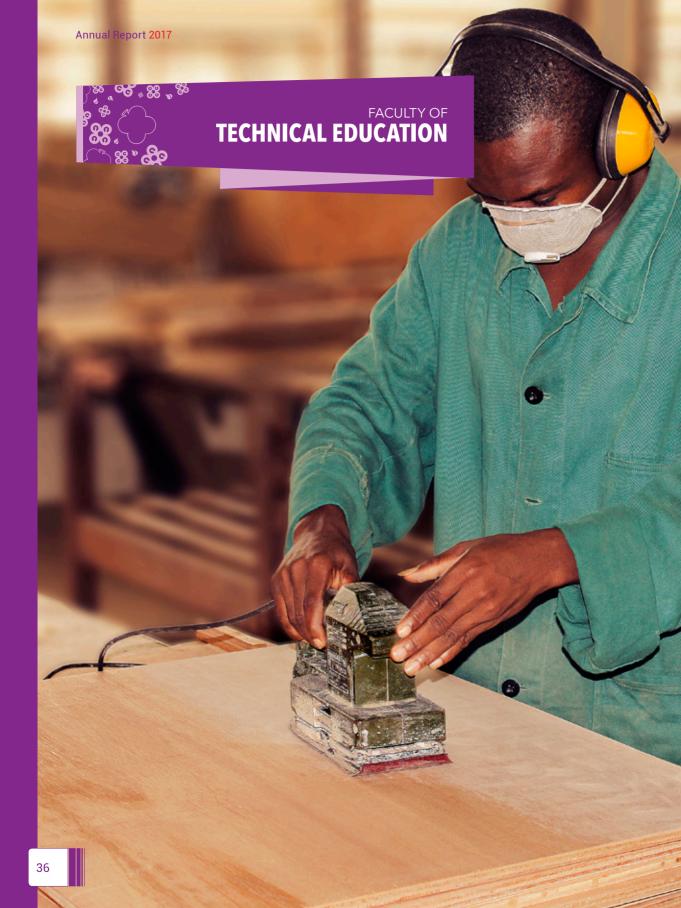
ACHIEVEMENTS

- The department in consultation with Management has continued the initiative to provide the required equipment and logistics for effective teaching and learning.
- An appreciable number of students at the Department have graduated and a sizeable number is being prepared for graduation. The completion rate of our students has been guite promising.
- Visiting professors continue to support the programme.
- > Publications at the Department by teaching staff has comparatively gone up.

CHALLENGES

Numerous challenges continue to bedevil the Department. Foremost among them are:

- Inadequate office space for newly appointed lecturers
- > Inadequate number of lecturers
- > Unstable Internet connectivity.
- > Limited space for departmental library
- Inadequate office staff (non-teaching) to cope with the increasing volume of work at the Department.





The Faculty of Technical Education (FTE), one of the faculties at the College of Technology Education, Kumasi (COLTEK) has four (4) departments, namely:

- Department of Construction and Wood Technology Education
- Department of Automotive and Electrical Technology Education
- Department of Mechanical Technology Education
- Department of Information Technology Education

ACADEMIC PROGRAMMES

The Faculty through its departments runs a wide range of full-time, evening, sandwich and distance undergraduate and postgraduate degree programmes in technical and information technology education.

UNDERGRADUATE PROGRAMMES:

REGULAR UNDERGRADUATE PROGRAMMES

- > BSc. Information Technology
- > BSc. Construction Technology
- > BSc. Wood Technology
- > BSc. Mechanical Technology
- > BSc. Electricals and Electronics Technology
- > BSc. Automotive Technology

DISTANCE UNDERGRADUATE PROGRAMMES

- > BSc. Construction Technology
- > BSc. Wood Technology
- > BSc. Mechanical Technology
- > BSc. Electricals and Electronics Technology
- BSc. Automotive Technology

EVENING UNDERGRADUATE PROGRAMME

> BSc. Information Technology

POSTGRADUATE PROGRAMMES:

REGULAR POSTGRADUATE PROGRAMMES

- > MPhil in Construction Technology
- > MPhil in Wood Technology
- > PhD in Wood Science Technology

SANDWICH POSTGRADUATE PROGRAMMES

- > M.Tech Construction Technology
- > M.Tech Wood Technology
- > M.Tech Mechanical Technology
- M.Tech Electricals and Electronics Technology

ACTIVITIES AND EFFORTS GEARED AT ACHIEVING THE STRATEGIC PLAN

During the period under review, the faculty undertook various activities which moved the faculty forward in pursuit of its core mandate for the development of technical education.

The faculty played a key role in the Development of Skills for Industry Project (DSIP). The project is being financed by African Development Bank (AfDB) in Collaboration with the government of Ghana through the Council for Technical and Vocational Education and Training (CTVET). Currently, construction of well-equipped workshops and laboratory is in progress. When work is completed, the Faculty could boast of four fully furnished workshops for the Department of Construction and Wood Technology Education, Department of Automotive and Electrical **Education and Department of Mechanical** Technology Education. Additionally, some faculty members are receiving training in TVET using competency-based approach.

The Faculty also organised workshops and retreats for faculty members to sensitize and give members the opportunity to deliberate on pertinent issues which would facilitate growth of the Faculty.

Introduction of new postgraduate and undergraduate programmes' documentation have been forwarded to the National Accreditation Board for approval. The Faculty has started reviewing the course content of all its undergraduate and postgraduate programmes to make them more attractive. The Faculty has also developed a medium term plan to expand the current Faculty into four Faculties.

COLLABORATIONS

The Faculty is collaborating with Penn State University in the areas of research and teaching. As a result, a professor from the University comes twice a year to help with teaching and supervision.

In December 2015, a memorandum of understanding (MoU) was signed between the Faculty of Technical Education and the Faculty of Forest and Environment, Eberswalde University for Sustainable Development, Germany. The purpose was to facilitate all exchanges and cooperation initiative in the areas of research, development and teaching.

The faculty expects a German student from the Eberswalde University for Sustainable Development to undertake a twenty-week internship, beginning September, 2017 with the Department of Construction and Wood Technology Education. We hope the internship programme would enhance the international visibility of the University.

MACHINERY AND EQUIPMENT

The Faculty has acquired modern machinery and equipment to replace obsolete ones for practical work.

EXPECTATION/PROJECTIONS FOR THE NEXT ACADEMIC YEAR

- > Introduction of market driven programmes
- > Strengthen collaborative research
- > Expand graduate programmes and facilities at the faculty
- Collaborate with local and foreign institutions for research.



The Department of Construction and Wood Technology Education is mandated to prepare graduates to meet the national demand for competent construction and woodwork teachers who have the academic and professional skills to effectively teach their relevant subject areas. Over the years the Department has turned out competent technical teachers who have been teaching in pre-tertiary and tertiary levels in Ghana.

ACADEMIC PROGRAMMES

The following undergraduate and postgraduate programmes are offered by the department.

REGULAR PROGRAMMES:

- > BSc. Construction Technology Education
- > BSc. Wood Technology Education
- Master of Philosophy in Construction Technology Education
- Master of Philosophy in Wood Technology Education
- > Doctor of Philosophy in Wood Technology SANDWICH PROGRAMMES:
- > M.Tech Construction Technology
- > M.Tech Wood Technology

DISTANCE PROGRAMMES:

- > BSc. Construction Technology Education
- > BSc. Wood Technology Education

ACTIVITIES AND EFFORTS GEARED TOWARDS ACHIEVING THE STRATEGIC PLAN

EDUCATIONAL VISIT

Educational visits were the main focus for students' engagement on practical and industrial experience. M.Phil Wood students embarked on educational tour to Semraboi Timber Processing Centre in the Western Region.

MPhil Construction students also visited Attachy Construction to familiarised themselves with Pre-stressed concrete production processes

COLLABORATION WITH INSTITUTIONS

The MOU copies for FORIG and BRRI have been reviewed for final acceptance by the two institutions.

NEW PROGRAMMES

> PhD Construction Technology programme has been developed to run in the near future.

ACCREDITATION OF PROGRAMMES

The input from stakeholders on the M.Phil./M. Tech (Construction or Wood) Programmes documents for the Department had been updated for final submission.

RE-ACCREDITATION OF DEPARTMENTAL PROGRAMMES

The BSc. Construction Technology Education and BSc. Wood Technology Programmes have been forwarded to the National Accreditation Board (NAB).

FURNISHING OF OFFICES IN THE DEPARTMENT

The Department has initiated procurement processes towards the supply of eight tabletop refrigerators for the offices to uplift the standard of the lecturers' offices.

DEPARTMENT PROJECT

The Department of Construction and Wood Technology Education has embarked on a research based renewable incinerator project for the College of Technology. The project which is at the proposal stage is intended to combine scientific ideas with technology to develop designs for the incinerator. The other aspects will involve the renewable intervention for which the project will be technologically acclaimed.

ENROLMENT DRIVE

Strategies for the enrolment drive has been re-organized and enriched for implementation for the next academic year.

SUPPORTS FOR FACULTY GRAPHIC COMMUNICATION CENTRE

The Department of Construction and Wood Technology in support of the Faculty of Technical Education, has committed about forty percent of its 2016/2017 budget to procurement of drawing furniture and equipment for the proposed Graphic Communication Centre.

CHALLENGES

- Inadequate workshops/laboratories for effective teaching and learning.
- Inadequate Projectors and computers for quality teaching.

- Inadequate Drawing Rooms for students to undertake drawing activities.
- > Late supply of material for practical works.

PROJECTIONS FOR THE NEXT ACADEMIC YEAR

- Workshops/laboratories should be constructed for the Department to enhance teaching and learning.
- Adequate number of computers and projectors are needed to facilitate and enhance teaching and learning.
- The faculty of technical education proposed graphic communication centre should be setup within the shortest possible time for effective teaching.
- The supply of materials requested for practical works should be timely.
- The proposed departmental test item writing workshop is still under consideration for the next academic year

CONCLUSION

The Faculty of Technical Education will continue to grow in the College of Technology Education by expanding and increasing its departments and programmes for the growth of the university in general.



The Department of Automotive and Electrical Technology Education has the mandate of preparing graduates to meet the national demand for competent Automotive and Electrical/electronic education teachers, who have the academic and professional skills to effectively teach their relevant subject areas in teacher training colleges, senior high technical and junior high schools. It is located in the Faculty of Technical Education.

ACADEMIC PROGRAMMES

The Department runs undergraduate and postgraduate programmes on regular, distance and sandwich modes.

REGULAR

- > BSc. Automotive Technology Education
- > BSc. Electrical and Electronics Technology Education

DISTANCE

- > BSc. Automotive Technology Education
- BSc. Electrical and Electronics Technology Education

SANDWICH

M.TECH in Electrical and Electronics Technology

NEW PROGRAMME

As part of efforts to achieve the University's strategic plan, a new programme, Renewable Energy programme has been developed and forwarded for accreditation.

The Master of Electrical and Electronics Technology programme has equally been restructured to make room for options in Power and Telecommunication Education

FOREIGN STUDENTS

One foreign student was admitted into level 400. She has completed her programme awaiting graduation

ACTIVITIES AND EFFORTS GEARED TOWARDS ACHIEVING THE STRATEGIC PLAN

WORKSHOP EQUIPMENT

The Department benefitted from the supply of equipment provided by COTVET. They will go a long way to help the department to improve upon students' practical work.

OFFICE EQUIPMENT

An air-conditioner was purchased and installed in the department's general office. This is to ensure that the administrative staff feel comfortable to carry out their duties well. A photocopier, desk top computer and a printer were purchased for the department. This is to ensure that the department works efficiently so as to help achieve the University's strategic plan

CHALLENGES

- > Low female enrolment
- Low enrolment figures for undergraduate programmes
- > Inadequate staff numbers

PROJECTIONS FOR THE NEXT ACADEMIC YEAR

The Department is looking forward to admitting direct applicants from technical institutions to increase its enrolment numbers since it is these institutions which run programmes in Automotive and Electrical/Electronics Technology. The Department also intends to introduce more market driven programmes.



The Department of Information Technology Education in the period under review has undertaken a number of activities. These activities range from academic to community services and research, all aimed at improving the image of the department and fulfilling the dream of the university's corporate strategic plan. The breakdown of these activities are as follows:

ACADEMIC PROGRAMMES

The Department runs two programmes, namely:

REGULAR

> BSc. - Information Technology Education

EVENING

> BSc. - Information Technology Education

ADMISSIONS

Admissions to our Regular programme increased by about 43% while that of the Evening programme declined by 54% during the year under review.

This year's end of semester examination was done in a much more improved environment. Enough strategies were put in place to eliminate examination malpractices. There was improvement in the office accommodation for staff with the acquisition of furniture and office equipment (Office Desk and a printer).

ACTIVITIES AND EFFORTS GEARED TOWARDS ACHIEVING THE STRATEGIC PLAN

The Department of Information Technology Education (ITE) started the period under

review (from May 2016 – April 2017) with seven identified activities aimed at achieving the universities' corporate strategic plan. These were:

- To improve teaching and learning through the use of current instructional media and technologies;
- > To advance scholarship through research;
- > To form collaborative networking to share and benefit from knowledge transfer and lead the change in the area of ICT;
- > To widen the department's participation and service to the community;
- To innovatively use educational ICT for the university's benefit;
- To improve and create a high sense of ethical and social responsiveness among departmental members and students; and finally,
- To increase academic staff membership, professional development and their working (office) space.

To improve teaching and learning through the use of current instructional media and technologies, management provided the department with additional two digital projectors. This provision helped to strengthen the delivery of multimedia presentations and simulation of lectures for effective teaching and learning. The results are well-documented in the quality assurance report of the University in the period under review. During the period under review, members of the department embarked on various research activities to advance scholarship in the University.

COLLABORATIVE RESEARCH PROJECTS/ PROGRAMMES BEING CARRIED OUT BY DEPARTMENTS, UNITS AND SECTIONS

Following the agreement signed between the University of Education, Winneba and the University of Electronic Science and Technology of China (UESTC), the Department of Information Technology Education has been selected to play host to the first batch of Chinese students on the proposed International Students Internship Programme scheduled from 25th September to 7th October, 2017.

SERVICE TO THE COMMUNITY

The students' wing of the Department (INFOTESS), has instituted an outreach programme dubbed, 'Community of Practice', whereby they impart their knowledge and skills in ICT to the university community free of charge. In the year under review, the following areas of skills training were organised:

- > Database administration
- > Computer hardware and networking
- > Adobe Photoshop
- > Computer desktop application development

VISIT/EXCURSIONS

As part of their weeklong annual celebrations from the 10th of March to the 17th of March, 2017, the students' wing of the department (INFOTESS), led by two senior members organised an excursion to Super Tech. Ltd (STL), Tema and the National Communications Authority, Accra on the 17th of March, 2017.

SEMINARS

The department organised two seminars during the year under review. The first one was organised on the 14th of March, 2017 under the theme, 'The Impact of Technology on Society'. The speakers were Mr. Maxwell Dorgbefu Jnr. and Mr. Francis Donkor.

The second seminar which was under the theme 'Relationships' was facilitated by Dr. Philip OtiAgyen on the 15th of March, 2017.

EXHIBITION OF SKILLS

Two students, **Elikem Theodore Attigah** and **Richard TsaateyAhuokli** were nominated by

the department to participate in a Coding Contest dubbed 'Hackathon' which was organized by the Computer Science Society at KNUST from 31st March – 2nd April, 2017, and sponsored by DreamOval Ltd.

After a grueling contest from teams from University of Ghana, Legon, KNUST, Ashesi University, University of Development Studies, Kumasi Technical University, Ho Technical University and BlueCrest College, our team comprising Elikem Theodore Attigah and Richard Tsaatey Ahuokli were adjudged first runners-up in the competition.

CHALLENGES

STAFF REQUIREMENTS:

There is the need to augment the current academic staff in the following areas:

Software engineering – Programming, Introduction to Software Engineering, Software Modelling and Simulation, Survey of Programming Languages, Real and Embedded Systems.

Webtechnologies – Web programming, Introduction to JavaScript, digital Media Production, Information and Content Management.

Network Engineering – Network Programming, Network and Grid Computing, Wireless Networking and Web Technologies.

PROJECTIONS FOR NEXT ACADEMIC YEAR

The department would facilitate the recruitment of more academic staff preferably Ph.D holders and Senior Lecturers.

The department would wish for the commencement of the Master of Science – Information Technology Education programme which has been approved by the Graduate Board of the University. The final document had been sent to the National Council for Tertiary Education.



The Department of Mechanical Technology Education was established in the 2013/2014 academic year. It was formerly a unit under the Department of Design and Technology Education.

ACADEMIC PROGRAMMES

The following academic programmes are currently being run by the Department:

REGULAR PROGRAMME

> BSc. Mechanical Technology Education

DISTANCE PROGRAMME

> BSc. Mechanical Technology Education

SANDWICH PROGRAMME

> M.TECH. Mechanical Technology

STAFF DEVELOPMENT

Mr. Kwabena Offeh Gyimah is a beneficiary of the Development of Skills for Industry Project (DSIP) funded by the Government of Ghana and the African Development Bank (AfDB) through COTVET for a period of three years eight months for the award of PhD in Clinical & Process Engineering.

STAFFING REQUIR2EMENTS

- Two Lecturers in Mechanical Technology (Production)
- One Lecturer in Mechanical Technology (Plant)
- One Associate Professor in Mechanical Technology

ACTIVITIES AND EFFORTS GEARED TOWARDS ACHIEVING THE STRATEGIC PLAN

DONATIONS

Tools and Equipment were donated by COTVET to the Faculty of Technical Education through the initiative of the Principal of the College for which the Department had its share for the workshop. This has facilitated practical teaching and learning in the department. Some of the items include Vernier Calipers, Bench Grinding Machines, Impact Drill and Hydraulic Valve.

VISIT/EXCURSIONS

The Staff embarked on a field trip to a Garri Processing Company at Techiman to help address the risk of fire faced by workers when frying Garri on the 5th and 6th April, 2017.

The level 400 Bsc. Mechanical Technology students visited Investment Focus Ltd. (CNC Ghana) on April 28, 2017 as part of their training on Computer Numerical Control.

The level 300 Bsc. Mechanical Technology students visited Abu Dia Foundry Work on April 25, 2017 as part of their training on foundry work.

The level 200 Bsc. Mechanical Technology students visited Ash Foam Ltd. On the April 21, 2017 as part of their training on Manufacturing Processes.

The Second year Bsc. Mechanical Technology students embarked on a field trip to the Guinness Ghana Ltd. at Ahinsan as part of their manufacturing processes.

The Mechanical Students in the Department embarked on a field trip to the Tema Steel Works Company Ltd. on the March 31, 2017 as part of the training on Machine Design, Workshop Practices, and Manufacturing.

The Level 300 Bsc. Mechanical Technology students visited Morgate Plastics Co. Ltd on 16thNovember 2017 to acquaint and enrich their knowledge in Plastic Forming.

The level 300 Bsc. Mechanical Technology students visited Abu Dia Foundry Work on November 16, 2016 as part of their training on foundry work.

The level 200 The level 300 Bsc. Mechanical Technology students visited KwasiOppong Nail Factory on October 28, 2016 as part of their training on Machine Design.

The level 200 Bsc. Mechanical Technology students visited Kumasi Engineering Center on October 28, 2016 as part of their training on Machine Design.

The Second Year Master of Mechanical Technology students visited Logs and Lumber Limited in Kumasi on October 28, 2016 as part of their training on Machine Design.

The Second Year Master of Mechanical Technology students embarked on an educational visit to Neoplan Ghana Limited in Kumasi on October 28, 2016 as part of their training on Machine Design.

The First Year Master of Mechanical Technology students visited Logs and Lumber Limited in Kumasi on July 13, 2016 as part of their training on Manufacturing Processes. The Second Year Master of Mechanical Technology students embarked on an educational visit to Polytanks Ghana Limited in Accra on July 15, 2016 as part of their training on Advanced Plastic Forming.

WORKSHOPS/SEMINARS/CONFERENCES

Seminars and conferences (including a Radio Workshop) were organized for academic staff of the entire University College. The Acting Head of Department attended International Conference on Higher Educational Resource

Service (HERS-WA) Obafemi Awolowo University in Osun State of Nigeria from 9th – 13th November 2016

RE-ACCREDITATION

The Regular programmer un by the Department was reviewed for re-accreditation by the National Accreditation Board. Issues raised were addressed and the programme was re-submitted.

CHALLENGES

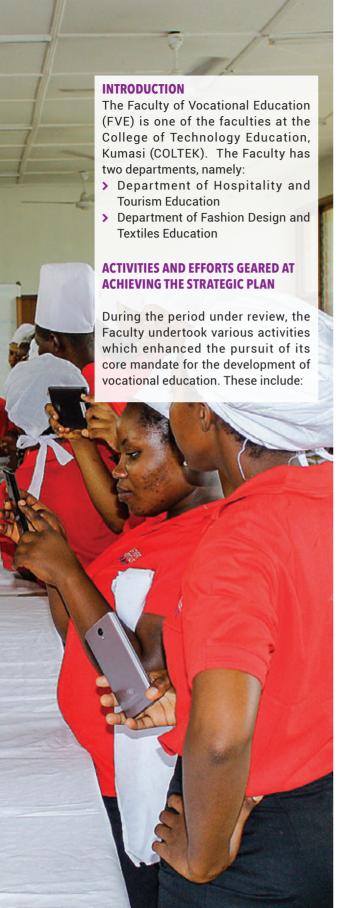
- > Poor internet facilities
- > Inadequate workshops
- > Inadequate number of teaching staff
- > Lack of teaching assistants
- > No library facilities
- > There is no drawing studio for students to practice hence students have to carry their drawing equipment about.
- > Dwindling undergraduate enrolment figures
- > Low female student enrolment

ACTIVITIES AND EFFORTS GEARED TOWARDS ACHIEVING THE STRATEGIC PLAN

The Department looks forward to expand the technical programmes to cover all the programme disciplines run by the department. This is in consonance with the strategic objectives of the University to expand existing programmes. This would also make the department become more attractive and competitive.

- Review Academic Programmes of Study (80% complete)
- Support staff to pursue professional programmes
- Establish linkages with other Mechanical Technology Industries
- Mount M.Phil/MSc Mechanical Technology Programmes
- Award scholarships to female students who enroll on the programme
- > Introduce more female Lecturers
- Embark on enrolment drive in Technical Institutions on the importance of Mechanical Technology Education
- Collaborate with media for branding of the Department





- The Faculty participated in a workshop organized by the Faculties of Technical Education and Vocational Education on the strategic vision of UEW and its implication for budgeting. The workshop also looked at the role of heads of department as leaders of academic departments as well as issues relating to the conduct of examinations.
- > There was public exhibition of creative fashion and textile products.
- Organised food bazaar to promote indigenous Ghanaian dishes.
- > Students visited industries to relate theory to the practical aspects of their programme

ACADEMIC PROGRAMMES

The Faculty through its departments run fulltime, distance and sandwich undergraduate and postgraduate degree programmes in vocational education.

REGULAR UNDERGRADUATE PROGRAMMES

- > BSc. Catering and Hospitality Education
- > BSc. Fashion Design and Textile Education

DISTANCE UNDERGRADUATE PROGRAMMES

- > BSc. Catering and Hospitality Education
- BSc. Fashion Design and Textile Education

SANDWICH POSTGRADUATE PROGRAMMES

- > M.Tech Catering and Hospitality Education
- > M.Tech Fashion Design and Textile Education

EXPECTATION/PROJECTIONS FOR THE NEXT ACADEMIC YEAR

- > The establishment of a production unit
- > Introduction of new programmes



The Department of Hospitality and Tourism Education of the Faculty of Vocational Education (FVE) runs the Catering and Hospitality programmes at the College of Technology Education, Kumasi.

The Department of Hospitality and Tourism Education aims at excellence in Vocational Education. The mandate of the department is to prepare graduates to teach Hospitality courses in basic, secondary and tertiary institutions in Ghana. The Department aims at equipping both professional and nonprofessional Vocational Teachers with the requisite knowledge, skills and pedagogy that would enable them to teach effectively at the various levels of education

ACTIVITIES:

There are so many efforts by the Department towards achieving the Corporate Strategic plan 2014-2018. These include the following:

- > The department organised food bazaar for the final years as their final practicals.
- > Making headway to submit proposals to introduce new programmes for revenue generation.
- > Plans are underway to produce prekese bread for sale to generate income for the University.

PROGRAMMES OFFERED BY THE DEPARTMENT ARE:

REGULAR PROGRAMME:

> BSc. Catering and Hospitality Education

DISTANCE PROGRAMME:

> BSc. Catering and Hospitality Education

SANDWICH PROGRAMME:

M.Tech Catering and Hospitality

VISIT/ EXCURSIONS:

There was a visit to Golden Bean and Excelsa Hotels. The purpose of the excursion was to examine the operations and activities of the various housekeeping, food production and front office units of the hotels, to enhance student's knowledge and understanding of the real world. Also, students visited Boti Falls as a tourist site.

Students were also taken to Agogo Hospital





This report covers major activities carried out by the Department of Fashion Design and Textiles Education from May, 2016 to April, 2017.

ACADEMIC PROGRAMMES

In the period under review, the Department successfully continued to run its three academic programmes, namely:

- BSc. Fashion Design and Textiles Education (Regular),
- BSc. Fashion Design and Textiles Education (Distance) and
- M.Tech Fashion Design and Textiles (Sandwich).

EDUCATIONAL TRIP

Second year undergraduate regular students on the BSc. Fashion Design and Textiles Educationprogramme in the Department visited Kumasi Cultural Centre, Kente Weaving Centre at Bonwire and Kente Weaving Centre at Adanwomase in the Ashanti Region to help reinforce their learning of various aspects of textile art. The educational trip was organized on March 28, 2017.

FASHION SHOW/EXHIBITION

On October 28 – 29, 2016, the Department participated in a Bridal Fair/Show organized by Golden Tulip, Kumasi and exhibited quite a number of the students' artefacts.

The University of Education, Winneba, through the Department of Fashion Design and Textiles Education, also continued to be a key educational institution that helps in the organization of Kumasi Fashion Week, held annually. The programme is meant to motivate the youth in fashion designing and also promote their clothing items. A section of students in the Department were selected to participate in the fashion show and exhibition held at Crystal Rose Ambassador Hotel in Kumasi from March 3 - 5, 2017. Products of students were selected and exhibited at the function.

Again, the Department, in collaboration with the Department of Hospitality and Tourism Education, organized a Fashion Exhibition and a Food Bazaar programme on April 12, 2017. The exhibition programme provided opportunity for the final year students in the department to showcase their developed fashion design products.

Additionally, the Department of Fashion Design and Textiles Education attended 2017's KNUST Graduate Fashion Show held on Saturday, May 12, 2017 at the Great Hall of KNUST, Kumasi. The theme for the event was "Rejuvenation".

DECORATION WORK

The Department decorated the ceremonial ground, the Principal's Lodge and main gates on the COLTEK campus for all the matriculation and graduation ceremonies organized for the Regular, Distance and Sandwich programmes held in the period under review.



Other Offices

Operations Department

The department of operations is headed by a senior assistant registrar, and has one (1) assistant registrar, one (1) senior administrative assistant and two (2) national service persons supporting the secretariat. The department is mandated to:

- Coordinate the activities of the Security Section by protecting University property and lives, crime prevention and fire control.
- Coordinate the activities of the Transport Section in ensuring effective monitoring and control of fleet.

The report covers the two (2) sections: Transport and Security

Transport Section

INTRODUCTION

This report covers the activities of the Transport Section in the College of Technology Education, Kumasi of the University of Education, Winneba for the period between May 2016 and April 2017.

ACTIVITIES OF THE TRANSPORT SECTION

The Transport Section of the College of Technology Education, Kumasi of the University of Education, Winneba is one of the sections which contribute greatly to the achievement of the university's goals.

Some important functions or duties of the section include the following:

- Providing safety, comfortability and reliability of fleet at the section to support administration process as well as social activities
- Establishing and maintaining effective utilization programmes to ensure efficient and economic use of motor vehicles.
- Putting together proper repairs and maintenance structure in the college.
- Preparing and observing preventive maintenance schedule and compiling fleet running statistics.

An amount of Seven thousand, two hundred Ghana Cedis (GH 7,200.00) was generated from hiring of buses to students groups and associations

FLEET POSITION

The total fleet position is twenty-nine (29). The following vehicles were purchased for the college during the period under review.

- > Honda Accord 2.4L saloon car
- Toyota Coaster bus. (30 Seater)
- > Hino Truck

PROJECTIONS FOR NEXT ACADEMIC YEAR

- To improve on the safety of the transport system by addressing vehicle maintenance issues through preventive maintenance strategy.
- > Undertake a key role in generating income to support and strengthen the financial base of the university through playing critical role in service delivery and effective maintenance and repairs of the university's fleet.
- > Inform Management of Vehicle requirement.

CHALLENGES

- Extra vehicles are required at the pool to meet transport demand.
- > Inadequate staffing at the section.

Security section

INTRODUCTION

The security is charged with the primary responsibility of protecting life and property, maintenance of law and order, enforcement of the University of Education, Winneba Policy Guidelines, apprehension and detection of crimes among others.

AIM

The aim of this report is to highlight on the security section annual report.

SCOPE

This report will cover the following areas:

- > Total strength of the security section
- > Security area of responsibilities
- > Deployment
- > Fence wall/footpath
- > Burglary/criminal activities
- > Encroachment
- > Graduation
- > Training
- > Promotions
- > Suggestions/Recommendations
- Conclusion

DEPLOYMENT

Some sensitive area or beats cannot be provided with security guards due to the following factors:

- Guards granted casual leave as a result of family member deaths / domestic problems
- Guards granted excuse duty as a result of ill health
- > Six guards enjoy annual leave periodically

As a result of these challenges, we are always over-stretched and therefore cannot cover all areas

BURGLARY/CRIMINAL ACTIVITIES

During the period under review, some few criminal cases occurred on Campus for which some arrests were made to the Police for further action.

ENCROACHMENT OF COLLEGE LAND

There has been a massive encroachment at the Northern border of the College land. The encroachment case which was pending at the Kumasi High Court Room 4 was finally judged in favour of COLTEK. Since after the judgement and warnings to the land owners, no one has ever been to the site to continue building.

TRAINING OF SECURITY PERSONNEL

Three Security Personnel were drawn from COLTEK to attend a five-day Basic Investigation training at UEW, Winneba on 20th – 24th March 2017.

PROMOTION

There had been constant promotions annually in the Security Personnel to boost their morale.

SUGGESTIONS/RECOMMENDATIONS

The security suggests and recommends the following:

- Manpower strength should be increased from the current figure of 42 to 72 to cover all the sensitive areas.
- > The College land must be fenced on time to prevent intruders to Campus.
- Recruitment of security personnel must be done by experts to employ qualified and potential men and women with good physique and education.
- Future appointed security guards must under-go a medical examination to be organised by the College Medical Doctors.
- > The Faculty Building should be burglary

proofed at all entry points leading to the building to prevent any theft. There should also be security lights around the building for good visibility.

CONCLUSION

- The year 2016/2017 saw some few lapses from the Security and a few criminal activities occurred with some arrests which were sent to Denchemuoso and Tanoso Police Stations respectively.
- Despite the manpower shortage, the security is always tight and keeps on its toes to working hard without fear or favour.

Department of Human Resource

INTRODUCTION

The Department of Human Resource is committed to supporting a high quality of work life for all employees. The department provides services that support management and staff, enabling them to achieve their goals and the mission of the university. The Department's job is 'taking care' of people, and people are the institution's most important asset. It supervises the pool of staff, their placement and their general welfare.

RESPONSIBILITIES

The main functions of the Department of Human Resource include:

- Advise on recruitment and other related policies in the College
- Recruitment, promotion and separation of all categories of staff
- > Compensation and rewards
- > Welfare matters and industrial relations
- Staff Disciplined
- > Staff training and development
- > Providing information on staff requests
- Legal Services

ACTIVITIES

APPOINTMENTS

Four teaching staff were appointed as Lecturers to the various faculties of the College.

The appointments of two Principal and Chief Research Assistants were reviewed to Assistant Lecturers in the Faculty of Technical Education

Five temporary staff made up of a senior staff and four junior staff were appointed to the various units of the College. A Senior Staff's appointment was reviewed to Accountant in the Finance Office.

A total of seven (7) casual staff were engaged to augment the staff strength in the Estate Department.

STUDY LEAVE

Two (2) academic staff were granted study leave with pay to pursue PhD programmes. At the same period three (3) Junior and senior staff were also granted study leave with pay to pursue degree programmes.

TRAINING WORKSHOPS

- The Department of Human Resource organized an orientation workshop for newly appointed lecturers to prepare and equip them for their work.
- The Pro-Vice-Chancellor facilitated a training workshop for Senior Members (Teaching and Non-teaching) in March, 2017.
- > Workshop on Academic Writing and Publishing was organized for Senior Members (Non-teaching) to equip them with the requisite knowledge for writing scholarly articles.
- The ICT Directorate in collaboration with the Division of Human Resource organised a training workshop to assist newly appointed Lecturers in the College of Technology Education, Kumasi to familiarize themselves with the features

and interface of the University's Learning Management System (LMS) and also update their skills to ensure its effective use to facilitate teaching and learning.

- Corporate Training in Customer Service was organized by the British Council for all Library and three front desk staff of the College.
- Management organized a two-day workshop for drivers of the College to improve on their competencies.

RETIREMENT

Eight (8) staff made up of three (3) teaching and five (5) non-teaching staff of the College of Technology Education, Kumasi retired from active service of the University on September 30, 2016.

CHALLENGES

- With the relocation of the faculties and other units of the College, Staff in the Department of Human Resource are faced with the problem of travelling far on campus to distribute correspondence including those received through post and from Winneba.
- > The Department of Human Resource will require a mailroom with pigeon holes for each Department, Section and unit. The Departments/Sections/Units would then be able to pick their mails at any time within the day. Very urgent correspondence will, however, be distributed to the offices as and when the need arises. This will lessen the burden on the Department.
- Pressure on staff due to delay in the supply of requested office equipment/materials by the procurement unit.

PROJECTIONS

The Department of Human Resource hopes to improve the professional competence of staff by sponsoring more staff to upgrade themselves and to support staff to pursue professional programs.

The Department will plan and organise more

training workshops for diverse groups of staff to enhance their efficiency and effectiveness on the job.

CONCLUSION

This report has looked at the activities of the Department of Human Resource from May, 2016 to April, 2017 and some challenges encountered during the period. The Department has recommended that resources in terms of office equipment be made available on time for the smooth running of the Department.

Department of University Relations

The Department of University Relations at the College of Technology Education, Kumasi (COLTEK) of the University of Education, Winneba (UEW) is the first point of call and official mouthpiece of the Institution. It has the mandate to protect, promote, and project the image of UEW within the community and among its publics.

The Department undertook various activities towards the achievement of the 2014/2018 strategic plan of the University.

The responsibilities of the Department include the following:

- Management of passages and protocols of the University.
- Organisation and facilitation of all events in the College
- > Promotion of strong media relations
- > Coordinating of operations of the Campus Radio (MYND)
- Documentation of all events and activities at COLTEK
- Management of the Information and Communication Technology (ICT) services at the College.

The Department is constituted by four (4) units, namely?

- The University Relations Unit (Protocol / Media/Event)
- > MYND FM
- > Documentation and Multimedia
- Information and Communication Technology (ICT)

MAJOR ACTIVITIES UNDERTAKEN DURING THE YEAR

The following were some of the major activities performed during the 2016/2017 academic year:

MATRICULATION

The department successfully covered matriculation and congregation ceremonies for freshmen and women for the following session:

- ➤ The 2015/2016 sandwich matriculation was held on Friday 8th July, 2016
- The 2015/2016 Matriculation for IEDE Northern sector was held on Friday 13th January, 2017
- The 20th congregation, April session was held on Friday 22nd and Saturday 23rd April, 2016
- ➤ The 20th congregation of the December session was held on Friday 2nd and Saturday 3rd December, 2016

WORKSHOP/TRAINING/SEMINARS

Some of the workshops and seminars facilitated by the department during the period include the following:

- Workshop for library staff was held from 21st to 22nd January 2016
- Workshop for students on internship was held from 25th -28th January, 2016
- Workshop for faculties of Technical and Vocational Education was held on 25th October, 2016
- Seminar for MBA students on wealth creation was held on Friday 18th November, 2016.

VISITS

Students from the new Tafo Baptist International School, Tafo visited the College to learn of first-hand programmes offered by the college on 7th March, 2017.

There were also official visits by foreign lecturers including a delegation from the university of Electronic Science and Technology of China (UESTC).

The department also embarked on an enrolment drive to selected Senior High Schools, to encourage the final year students to choose UEW for further studies.

EXHIBITION/FOOD BAZAR

Some of the exhibition facilitated by the department included a fashion show and food bazaar organised by the faculty of vocational Education.

There was also an entrepreneurship fair organised by the Department of Business Studies Education to encourage students to create their own businesses on Wednesday 10th May, 2017.

ONLINE STREAMING OF RADIO PROGRAMME

The Campus Radio – MYND FM started broadcasting online on Tuesday 5th May, 2016.

RECRUITMENT OF STUDENT VOLUNTEERS

About 20 student- volunteers were recruited from the department and trained to work as broadcasters on MYND FM.

DOCUMENTATION OF EVENTS

Major events and programmes on campus were documented by the documentation and multimedia units.

IMPROVEMENT IN ICT SERVICES

The ICT unit of the department did regular maintenance on computers in the college. The unit also did rewiring of data cable at the faculty of Vocational Education and also did a Fiber Optic Installation.

CHALLENGES

- Lack of departmental vehicles for efficient operations.
- Absence of broadcasters for smooth running of the FM station and coverage of official function.
- Delay in the procurement of requisite materials and equipments for effective delivery of the core mandate of the department.

ACHIEVEMENTS

- Successfully covered university officials functions and programmes; workshop, orientations, matriculations and congregation.
- The department visited selected senior high schools in the Kumasi metropolis. The visits afforded the department opportunity to give the students an insight into UEW programmes.
- The department presented quarterly reports on major activities and programmes on the campus to the vice chancellor
- The department has been able to maintain most of the computer in the various offices. It has also created a database of all ICT equipment and drawn a maintenance schedule to effectively prolong the lifespan of the computers.
- Personnel have been assigned to promptly attend to ICT issues at all the departments in the college.

PROJECTIONS

- Incorporate and improve the use of social media to promote the College's programmes and activities.
- > To deepen the relationship between the college and the surrounding communities
- > To improve broadcasting services to the university community.
- To initiate the periodic celebration of academic programmes.

CONCLUSION

The University Relations Department aims at enhancing and improving its operations in the College of Technology Education, Kumasi towards the attainment of the Vision and Mission of the University. There is the need to resource the Department adequately to enable it deliver on its mandate.

Office of the Vice Dean of Students' Affairs

INTRODUCTION

The Office of the Vice Dean of Student Affairs (OVDSA) of the College of Technology Education, Kumasi (COLTEK) of the University of Education, Winneba is mandated to be in charge of all non-academic issues of students in the University. The welfare of students in the University is therefore of paramount importance to the OVDSA.

Among other things, the Office is responsible for the following:

- Organisation of orientations for students with regard to provisions in the students' handbook and other rules and regulations of the University.
- Receipt and resolution of students' complaints and grievances.
- Facilitation of the formation, regulation, and promotion of student associations, clubs and societies.
- Coordination and regulation of the activities of the Students Representative Council (SRC) and the Graduate Students Association of Ghana (GRASAG).
- Collaboration with Hall Administration to maintain quality welfare services for students at the halls of residence.
- Coordination and collaboration with Association of Private Hostel Providers

- (APHP) for improved services to students and strong relationship with the community
- > Building of strong relationship between the university administration and the student body.

STAFFING

The staff strength of the office is four (4) with one National Service Person. The head of the Office is a Professor. He is assisted by a coordinator of the Secretariat, a College Coach and a Senior Administrative Assistant.

MAJOR ACTIVITIES UNDERTAKEN DURING THE YEAR

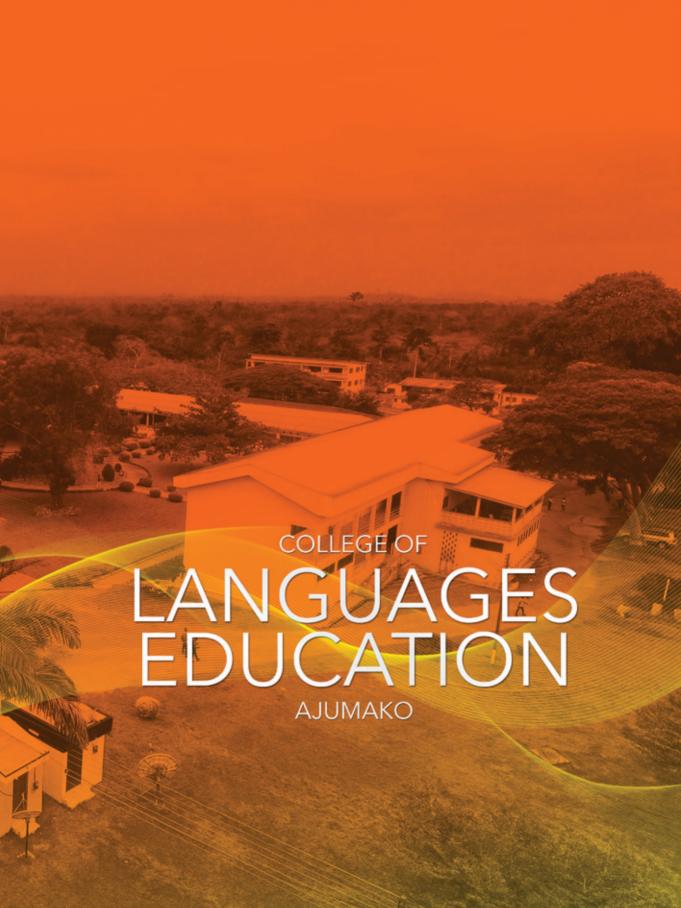
During the 2016/2017 academic year, the OVDSA engaged in the following activities:

- The Office organised orientation programmes for newly admitted students for the various modes of academic programmes such as: Regular, Evening, and Sandwich (Undergraduate and Postgraduate Programmes)
- A two-day Newly-Elected Student Leaders Workshop (NESW) on "the University Administrative System" and "Student Leadership" was organized for the executives of the SRC, Halls, National Union of Ghana Students (NUGS) and Ghana National Association of Teachers on Campus (GNATOC).
- More than 97% of complaints/grievances reported to the Office were addressed successfully. The Office receives an average of three (3) complaints per day during the semester.
- Supervision of the Elections and Hand-Over Ceremonies for the SRC, GRASAG and Executive Students Association (ESA) executives.
- ➤ Facilitation of the Launch of SRC and GRASAG Weeks Celebration, and research seminar organized by the GRASAG and the School of Graduate Studies.
- Attended to one (1) Court Issue (SRC and Foster KorankyeGyan, a former student).









NTRODUCTION

The College of Languages Education is located in Ajumako and it houses four Language Academic Departments, (which make up the Faculty of Ghanaian Languages Education) and Administrative Offices

Although the Faculty of Foreign Languages Education and Communication is also part of the College of Languages Education, it is currently situated at Winneba Campus of the University. The Faculty also has four (4) language Departments.

The Administrative Offices also comprise the Office of the Principal, Registry, Finance, Internal Audit, Procurement, Library, Security, Health Services (Clinic), I.C.T Unit, Estate/ Works and Maintenance Department and the Hall Administration.

ACTIVITIES

- Commencement of Construction of Faculty Block.
- Phase one of the Fencing of the College to secure the boundaries begun on 16th November, 2016.
- Renovation of the Principal's bungalow is 80% complete.
- Creation of additional Departments/ Sections/Units to expand the College's systems and structures.
- International Mother Language Day Celebration was successfully conducted from February 21-26, 2017.
- The College conducted language-mapping exercise in Basic Schools in over sixty (60) Districts in various Regions of the country.
- A workshop was organized for academic staff of the College with Professor Katharine Hartman from Goethe University, Frankfurt, as the resource person, from January 17-21, 2017.
- Meeting with staff of the College (Both Faculty of Ghanaian Languages Education and Faculty of Foreign Languages Education and Communications) on the

- strategic plan and marketing strategy of the College.
- Picture taking exercise for students without images in their portals and those without ID Cards.
- Donation of Seventy-Three (73) books and Sixty-Seven (67) journals to the College Library by Emeritus Professor Nigel Vincent.

ACHIEVEMENTS

- Procured a resograph and three (3) additional Projectors for the Faculty of Ghanaian Languages Education to facilitate teaching and learning.
- Basic investigation training for security officers
- Procurement of Public Address systems for all the lecture rooms.
- Fire Safety programme was organized on 27th October, 2017 for Staff and Students on the appropriate use of gas and stoves. Resource persons were from the Ghana National Fire Service.
- Provision of three (3) refrigerators for the Student blocks of residence.
- > Completion of two units Lecture Block.

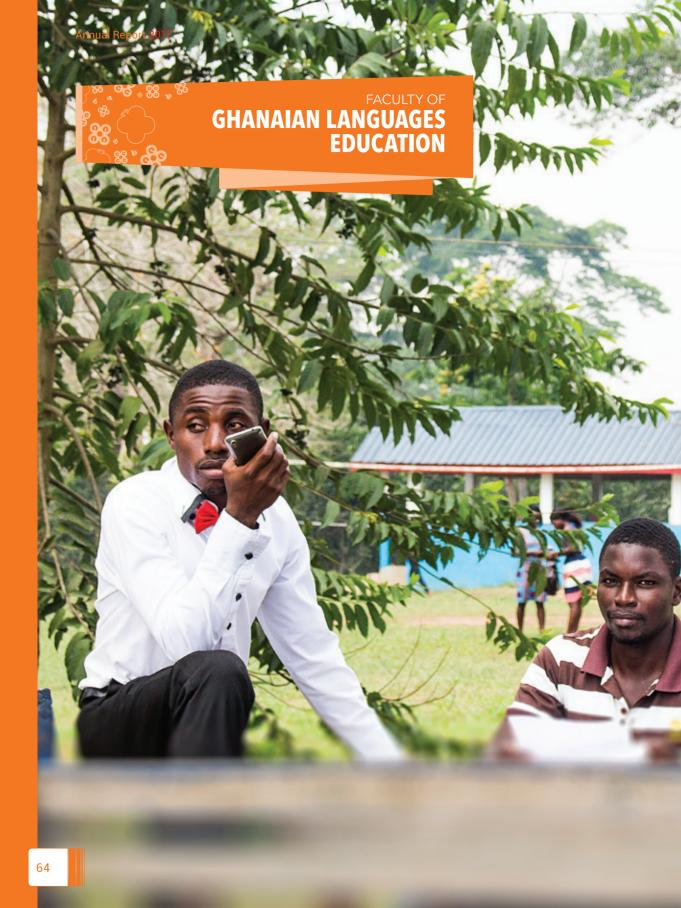
CHALLENGES

- Inadequate funds to meet procurement targets.
- > Inadequate office space
- > Inadequate number of staff
- > Bad streets on Campus
- Inadequate bed capacity to accommodate the large number of students and staff on Campus
- > Poor internet connectivity
- Inadequate accommodation for staff and students.

RECOMMENDATIONS

- > Improve upon the lighting system on campus for security purposes.
- > Employ more staff to facilitate work.
- Fast truck the construction work of the new faculty block.







ACTIVITIES GEARED TOWARDS THE ACHIEVEMENT OF THE STRATEGIC PLAN

ACHIEVEMENTS

Programmes and activities that were undertaken during the year under review are as follows;

- Faculty has won a USAID Research project and has completed the Pilot study at Yendi District in the Northern Region. This was done in November 2016.
- The Faculty also undertook the first and second phases of the project in January 2017 and March 2017 respectively. The first phase involved 59 districts and the second phase involved 49 districts.
- The Faculty also organised a retreat on assessment for members in April, 2017 to introduce members to modern trends in assessment and its impact on students' performance.
- Members also took part in language documentation seminar jointly organised by the Department of Gur-Gonja and Department of Linguistics in UCC from 7-12 March 2017 at Cape Coast.
- The entrance examination for mature applicants for the 2016/2017 academic year was conducted successfully. This led to a significant increase in the enrollment for the faculty
- The Faculty also undertook an interview exercise to help admit students into the MA/ MPhil programmes.
- Members of the faculty participated in this year's edition of Linguistics Association of Ghana (LAG) conference which was hosted by the University of Development Studies in July 2016.
- In October, 2016, Matriculation was held at the Ajumako campus to fully admit students to various degree programmes in the Faculty.
- In November, 2016 congregation was held to award degrees to deserving students from the faculty at Winneba.
- The Faculty also organized Viva Voce which helped to graduate MPhil students from the faculty.

- A two-day retreat was organized by the Faculty of Ghanaian Languages Education at the Windy Bay Lodge on paper writing from 30th to 31st May 2016
- The end-of-semester exam for the second semester of the 2015/2016 academic year was successfully organized and results have been published.
- The end-of-semester exam for the second semester was conducted and all materials needed for the examination were all available for the smooth conduct of the examination.
- Departments under the faculty also helped to prepare documents for the reaccreditation of the various programmes that are held in the various departments. Some of these documents were forwarded to the Planning Unit for fine-tuning and others have been sent to the National Accreditation Board for assessment.
- The Faculty has also revamped its weekly seminar for members of the faculty to present their paper/articles.

DEPARTMENTS IN THE FACULTY

The Faculty has four (4) departments namely;

- > Department of Akan-Nzema Education
- > Department of Gur-Gonja Education
- > Department of Ga-Dangme Education
- > Department of Ewe Education

RESEARCH GRANT

The Faculty received research grant from USAID to conduct Language Mapping exercise for some selected district in the country. The MoU was signed and the project took off smoothly. The amount involved was US\$200,000

ACADEMIC AND RESEARCH PROGRAMMES IN THE FACULTY

- > B.A. (Twi Education)
- B.A. (Twi with either English, French, Linguistics or German Education)
- B.A. (Fante Education)
- > B.A. (Fante with either English, French,

- Linguistics or German Education)
- B.A. (Nzema Education)
- > B.A. (Nzema with either English, French, Linguistics or German Education)
- > B.A. (Gurune Education)
- > B.A. (Gurune with either English, French, Linguistics or German Education)
- > B.A. (Gonja Education)
- > B.A. (Gonjawith either English, French, Linguistics or German Education)
- > B.A. (Dagaare Education)
- B.A (Dagaare with either English, French, Linguistics or German Education)
- > B.A. (Kasem Education)
- > B.A. (Kasem with either English, French, Linguistics or German Education)
- > B.A. (Dabgani Education)
- > B.A. (Dabgani with either English, French, Linguistics or German Education)
- > B.A. (Kusaal Education)
- B.A. (Kusaal with either English, French, Linguistics or German Education)
- B.A. (Ewe Education)
- B.A. (Ewe with either English, French, Linguistics or German Education)
- > B.A. (Ga Education)
- > B.A. (Ga with either English, French, Linguistics or German Education)
- > B.A. (Dangme Education)
- > B.A. (Dangme with either English, French, Linguistics or German Education)
- M.A. Ghanaian Languages Studies
- > MPhil. Ghanaian Languages Studies

CHALLENGES

- Inadequate ICT facilities in the Departments to facilitate administrative work, teaching and research.
- Poor internet connectivity
- Ageing staff
- Inadequate funds for projects in the various departments.
- Dwindling number of students in some departments.
- Inadequate staff
- The Faculty has no language laboratory

RECOMMENDATIONS

- There should be enough funding for the retreat approach of doing collaborative research.
- There should be urgent recruitment to employ more staff since the various departments are under staffed.
- We recommend that experienced lecturers should be made to mentor young once as part of their assessment for promotion.
- Extension of internet cable to all Departments.
- > There should be adequate funding for and improvement on procurement procedures.
- University should establish an organized system of identifying and training students to qualify for various teaching positions.
- Young and brilliant graduates should be encouraged to enroll into postgraduate studies for possible future recruitment.
- Enrolment drive activities undertaken by the Department last academic year resulted in the considerable increase in the number of applicants. This initiative should therefore be sustained for continuous improvement.

PROJECTIONS

The Faculty's projections are as follows:

- To help develop collaborative research among individuals in and outside the faculty to boost the calibre of staff in the Faculty.
- Encourage staff who are yet to be enrolled into third degree to do so.
- To increase enrollment for all departments within the faculty.
- To encourage mentoring system so that the experienced lecturers will mentor the young ones both in research and in teaching.
- > To improve upon the teaching and learning of the various Ghanaian Languages.
- To graduate more post-graduate students in the faculty.

CONCLUSION

Although the faculty is under resourced it is determined to achieve its set goals.





INTRODUCTION

As an integral part of the University of Education, Winneba, the Department of Ewe Education has placed its vision within the framework of the 2014-2018 Corporate Strategic Plan of the University. As a result. the Department aims at growing to become a teaching and research center of excellence that will produce competent teachers of Ewe, as well as experts who will offer relevant advice to government and other organizations about language policies. We will continue to serve as an established center of the study of Ewe, as well as to sustain and protect the integrity of the language and culture of the Ewe speaking people of Ghana, ensuring that it responds to the current needs of globalization and technology. To achieve our vision, the Department has set, among others, the following operational objectives: To

- consolidate and enhance its academic standards.
- improve upon the teaching and learning environment
- > improve access to ICT facilities.
- enhance and expand the effectiveness of the academic and administrative structure of the department.
- improve on branding and visibility of the university (By means ofimproving the visibility of the Department).

ACTIVITIES

As part of efforts geared at expanding graduate programmes and facilities at the faculties, the Department is currently monitoring the progress of its postgraduate

- students who could become great assets to the Department.
- Also, to improve the professional and academic competencies of staff, a list of relevant materials to facilitate teaching and research has been submitted to the College librarian to stock the library. Staff of the Department also participated in workshops and seminars organised outside the campus as well as those organised by the Faculty.
- The Department organized a one-day intensive workshop on March 17, 2017 for staff on Long Essay Writing, terminologies and the way forward facilitated by the External Examiner.
- The Department participated in this year's Mother Tongue Dayheld on 21st February, 2017 at the Ajumako Camps.
- The Department embarked on an Enrolment Drive from 27th February to 3rd March 2017

THE TEACHING AND ACADEMIC PROGRAMMES OFFERED IN THE DEPARTMENT OF EWE EDUCATION INCLUDE:

- > Bachelor of Arts (Ewe Education)
- Bachelor of Arts (Ewe with English Education)
- Bachelor of Arts (Ewe with Linguistics Education)
- > Bachelor of Arts (Ewe with French Education)
- > Bachelor of Arts (Ewe with German Education)
- MA Ghanaian Languages (Ewe Education)
- M.Phil Ghanaian Languages (Ewe Education)

COLLABORATIVE RESEARCH PROJECTS/ PROGRAMMES BEING CARRIED OUT BY DEPARTMENT

The following are titles of research projects and research partners of some teaching staff of the Department:

- An account of cognitive cultural effects for 'agent' or 'character' cognition in ewe figurative language
- > The efficacy of saliva among the ewe and the birifor of Ghana: a sociocultuaral analysis
- Conceptual implications on the usage of nù and its constructions in ewe
- > Babel in education and literature: the language barrier and its solutions to students' learning and ambitions
- > The effect of tone on vowel duration

SERVICE TO THE COMMUNITY

- The Department participated in an Education Fair on 21st February, 2017 in the Volta Region where S.H.S students were taken through programmes the Department has on offer.
- Some teaching staff of the Department were engaged as field supervisors in a language mapping exercise organized by the USAID in conjunction with UEW in five (5) districts and municipals in the Volta Region from 13th February to 2nd March, 2017. The programme was repeated in four (4) other districts in the same region from 21st April to 17th May, 2017.

DONATION

The 2016/2017 final year students of the Department, donated a Sharp plasma TV, a decoder and a satellite dish to the Department on 26th May, 2017.The donation was received on behalf of the Department by the Ag. Head of Department, Ms. Georgina Sapaty.

EDUCATIONAL TRIP

Students of the Department embarked on an educational trip to Ho in the Volta Region to witness the Asogli festival from 4th to 5th November, 2016. The following were the reasons for the trip:

- to study key issues raised in the historical narratives of the Ewe-speaking people as far as their chieftaincy and culture is concerned.
- > to examine at first hand some historical antiquities in the Asorgli traditional area.
- to interact with the chiefs and people of the traditional area on the future of the Ewe Language and its culture being a tool for national development.

DEPARTMENTAL WEEK CELEBRATION

Students and staff of the Department organized the First Departmental Week celebrations from from 19th to 22nd April, 2017 during which the beautiful culture of the Ewe people was showcased. It provided an opportunity for staff and students of the Department to bond. Also, prospective students who were then on campus for the Mature Entrance examinations were not left out of the celebrations

PROJECTIONS FOR NEXT ACADEMIC YEAR

The Department intends to introduce new programmes in the next few years that will basically attract more people who may be interested in learning the Ewe language. Programmes such as:

- Diploma in Ewe (Sandwich)
- Certificate/Diploma in Translation, Interpretation and Broadcasting are being considered for introduction into the Department in the nearest future.
- > The Ewe Department again intends to carry on its enrollment drive activities. We will continue organizing outreach programs to advertise the department to potential entry applicants. We will also hold periodic meetings with our past students, luminaries, custodians, as well as the stakeholders of the Ewe language to serve as a platform of interaction to promote the development and study of Ewe and to sustain the growth of the Department.





NTRODUCTION

The Department of Akan-Nzema Education, established in 2003 in the Faculty of Languages in the University, is made up of three distinct but genetically related languages - Fante, Nzema and Twi. The department used to be under the Ghanaian Languages Education. Since its inception, the department has been able to develop, sustain and protect the integrity of the Akan and Nzema languages and cultures. The evidence of this development is shown by the number of students studying in the languages at both undergraduate and postgraduate levels.

ACADEMIC PROGRAMMES

The Bachelor of Education programmes ran by the Department were reviewed during the 2009/2010 academic year. The review faced out the Bachelor of Education programmes and replaced them with Bachelor of Arts in Education programmes. During the 2013/2014 academic year, the Department's programmes were again reviewed to include second area subjects to give students the opportunity to minor in areas such as English, German, French and Linquistics.

The review aimed at enhancing the linguistic skills of students in the Department. It also sought to equip the products of the department with the relevant knowledge and skills to understand and appreciate the folk wisdom, socio-cultural, economic and political

heritage of the country and to make graduates from the Department more versatile in their profession. The Department currently offers the following programmes:

- > Bachelor of Arts (Fante Education)
- > Bachelor of Arts (Fante with English)
- > Bachelor of Arts (Fante with German)
- > Bachelor of Arts (Fante with French)
- > Bachelor of Arts (Fante with Linguistics)
- Bachelor of Arts (Nzema Education)
- > Bachelor of Arts (Nzema Education)
- Bachelor of Arts (Nzema with English)
- > Bachelor of Arts (Nzema with German)
- > Bachelor of Arts (Nzema with French)
- > Bachelor of Arts (Nzema with Linguistics)
- > Bachelor of Arts (Twi Education)
- > Bachelor of Arts (Twi Education)
- > Bachelor of Arts (Twi with English)
- > Bachelor of Arts (Twi with German)
- > Bachelor of Arts (Twi with French)
- Bachelor of Arts (Twi with Linguistics)
- Master of Arts (Akan)
- > Master of Philosophy (Akan)

CHALLENGES

The challenges of the Department are numerous, paramount among them are:

- Inadequate ICT facilities in the Department to facilitate administrative work, teaching and research.
- > Poor internet connectivity
- Dwindling number of students in the department.
- > Inadequate staff



INTRODUCTION

The Department of Gur-Gonja Education is one of the four departments in the Faculty of Ghanaian Languages Education at the College of Languages Education, Ajumako. The department is the largest, in terms of number of programmes, staff and student numbers in the College. This report highlights some of the department's activities for the 2016/2017 academic year.

B.A PROGRAMMES IN THE DEPARTMENT

The department runs B.A programmes in six languages namely; B.A. Dagaare Education, B.A. Dagbani Education, B.A. Gonja Education, B.A. Guren Education, B.A. Kasem Education and B.A. Kusaal Education. Student numbers in each language units vary with the least being eleven (11) and the highest being three hundred and fifty (350). These languages and their speakers are mostly found in the three northern regions of Ghana namely; Upper East, Upper West and Northern Regions.

DEPARTMENT PROFILE

The department has a number of experienced staff with specialization in linguistics, literature and Ghanaian languages. A number of the staff has gone on retirement in the past few years and most of them have been re-engaged in the department either on part-time or contract basis. The department has made efforts to attract, mentor, and recruit young potentials to assist in teaching and research but the current ban on recruitment and replacement

continues to pose a challenge and ultimately affects our capacity to undertake teaching and research effectively. The Student-Teacher Ratio is 79:1 which is far above the NCTE norms of 28:1 in the Humanities. Table 1 below provides a summary of lecturers in full-time employment in the department.

STAFF ON STUDY LEAVE

Ms Helen Atipoka Adongo is on PhD Linguistics programme with study leave with pay since 2013 at the University of Ghana, Legon and is expected back in August, 2017.

Mr. Samuel Alhassan Issah is also on DAAD scholarship with study leave with pay to pursue a PhD in Linguistics tenable at the University of Frankfurt, Germany. He started the programme in October 2015 and is expected back in August 2018.

STAFFING

The department has over the past year taken steps to identify and recommend qualified staff for appointment to enhance teaching and research in the department. We have already identified some potential young graduate students who are on our graduate programme and are being mentored to be recruited after graduation. We have also been scouting and using our personal networks to identify persons with PhDs to recruit but it has been extremely difficult to get them. The student numbers in recent years are increasing and we require more staff to help in teaching both the undergraduate and

graduate programmes. The vacancies to be filled in the department are indicated below with respect to the specific language area.

ADMINISTRATIVE STAFF

The department has only one senior administrative assistant supported by a few national service personnels. For effective work, we require another senior administrative assistant and departmental assistant.

RESEARCH

Over the year, staff in the department has participated in various local and international conferences to present papers. The Head of Department attended Education for All Africa at the Hague, Netherlands, May 2017 to present a paper. We have developed a research plan which serves to guide research activities of both students and staff in the department. As part of the implementation of this research plan, a committee is put in place to co-ordinate all research activities in the department and identify creative works for publications. The aim is to also to collect, edit, and publish most of the materials we have documented for use by our students.

RESEARCH GRANT

The department through the initiative of the Head of Department as Principal Investigator collaborated with the Dean of the Faculty and the Principal of the College of Languages Education to win a USAID Partnership for Education-Learning grant to conduct a school language mapping in over 6,000 schools in 100 districts across the ten (10) regions of Ghana. The report from this exercise is aimed at supporting literacy teaching and language policy issues in Ghana.

ACADEMIC COLLABORATION WITH UNIVERSITY OF FRANKFURT, GERMANY

The department signed an MoU with the Institute of African Studies at the University of Frankfurt, Germany in March 2017. The MoU is based on a mutual understanding between the

two institutions to establish formal academic collaborations in research areas of interest such as exchange of both students and academic staff, joint publications, sharing of academic materials and academic visits.

ENROLMENT DRIVE

In our efforts to improve student enrolments, the staff of the department embarked on a vigorous sensitization programme at the various language communities using radio and our alumni networks to campaign for students to apply to study the languages taught in the department. We also held Open Days to interact with potential applicants to explain to them our programme focus and the potential benefits of studying the Ghanaian languages. These efforts have led to increased enrolments in the various units within the department. The department will continue to undertake these activities to improve our student enrolment.

PROJECTION

In line with the department's strategic plan to expand our programmes to cater for the needs of the diverse linguistic communities in northern Ghana and to improve literacy using the mother tongue, we have developed two B.A. programmes in Sisaali and Likpakpaaln which have been submitted to the university academic planning for consideration and approval.

The introduction of these programmes will help train teachers to acquire knowledge and skills in Sisaali and Likpakpaanl to teach at the pre-school, basic, secondary, and colleges of education. This is in line with the mission of the University of Education, Winneba, to train competent professional teachers for all levels of education as well as conduct research, disseminate knowledge and to contribute to educational policy and development.



INTRODUCTION

The annual report for the 2017 is presented within the framework of the Department's Strategic Plan. It equally responds to the fundamental principles of the Corporate Strategic Plan of the University.

CORPORATE VALUES

Creation of equal opportunities for capacity building in the areas of teaching and research will be implemented. Support for Management to expand academic facilities including office accommodation and ICT equipment to strengthen and broaden research and teaching capacity of individual lecturers.

ACADEMIC PROGRAMMES

- Bachelor of Arts (Ga Education) Options:
- B. A. (Ga Education)
- B. A. (Ga Education with English)
- B. A. (Ga Education with Linguistics)
- B. A. (Ga Education with French)
- B. A. (Ga Education with German)
- > Bachelor of Arts (Dangme Education)
 Options:
- B. A. (Dangme Education)
- B. A. (Dangme Education with English)
- B. A. (Dangme Education with Linguistics)
- B. A. (Dangme Education with French)
- B. A. (Dangme Education with German)

ACHIEVEMENTS

- Staff attended and presented papers at the 9th Linguistics Association of Ghana (LAG), Conference held at Ghana Institute of Linguistics, Literary and Bible Translation (GILLBT) on the theme, 'Effective language use as a tool for the implementation of worthwhile goals' from July 26-28, 2016 at Tamale
- Some members of staff participated in a four-day Consultative Workshop for the development of Reading Materials for Kindergarten Children. Organized by the Curriculum Research and Development Division (CRDD) of the Ministry of Education (MOE) in collaboration with UNICEF from August 16-20, 2016 at Capital View Hotel, Koforidua.
- Members of Staff participated in the Weekly Faculty Seminar organized by the Faculty of Ghanaian Languages Education at the College of Languages Education, Ajumako.
- > Two new staff were appointed into the Dangme Unit of the department on December 8, 2016.
- The department procured office equipment such as office desk, executive swivel chair, metal book shelf, steel cabinet, three wall clocks, one desktop computer and two notice boards to help man the activities of the department.
- The department embarked on series of enrolment drive activities between January
 April 2017 to sensitize the public on the need to apply for the Ga and Dangme

- Education programmes in University of Education, Winneba.
- Entrance exams and interview were organized for matured applicants towards 2017/2018 admission.
- The department participated in the Seminar on "Ellipsis in Languages" held by the College of Languages Education with Prof. Dr. Katharina Hartmann from Frankfurt University from January 17 – 20, 2017.
- Staff participated in a 3 Day Training workshop organized by UEW-USAID and Learning on School Mapping Project in 60 districts in Ghana at the Windy Lodge Hotel, Winneba from February 18-20, 2017 (1st Phase).
- Staff participated in the first phase of the UEW-USAID and Learning School Mapping Project within the regions of Western, Central and Ashanti from February 25 to March 10, 2017.
- Staff participated in a 3 Day Training workshop organized by UEW-USAID and Learning on School Mapping Project in 40 districts in Ghana at the Windy Lodge Hotel, Winneba from March 25-27, 2017 (2nd Phase).
- Staff participated in the second phase of the UEW-USAID and Learning School Mapping Project within the regions of Greater Accra and Eastern from March 26 to April 7, 2017.

Some staff partook in the community exercises organized by USAID to validate books for Kindergarten to primary one pupils at GILLBT, Tamale on how to use the books to teach at Kumasi, Cape Coast and the Volta Region. They were also involved in the training of the teachers.

CHALLENGES

- > Inadequate Staff
- > Ageing Academic Staff
- Inadequate Facilities for Teaching Learning and Research.
- > Inadequate Funding

PROJECTIONS AND PLANS FOR 2017

The Department projects to have its enrolment figures boosted with a 100% increment in the forthcoming year. This has necessitated strong enrolment drive activities to be undertaken. The Department will also scout for personnel with the requisite qualification to be employed to teach Ga and Dangme.

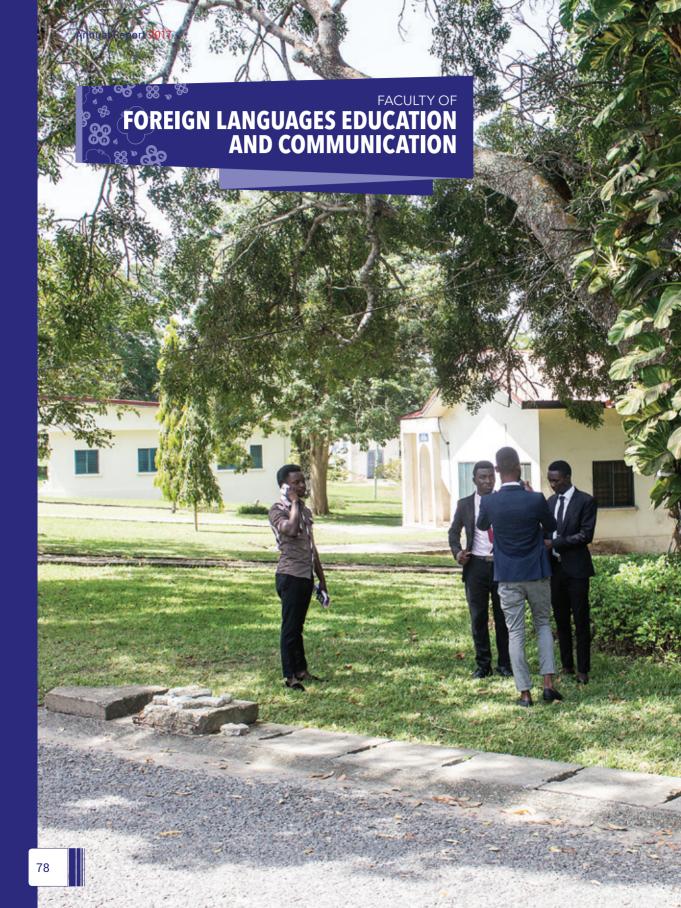
CONCLUSION

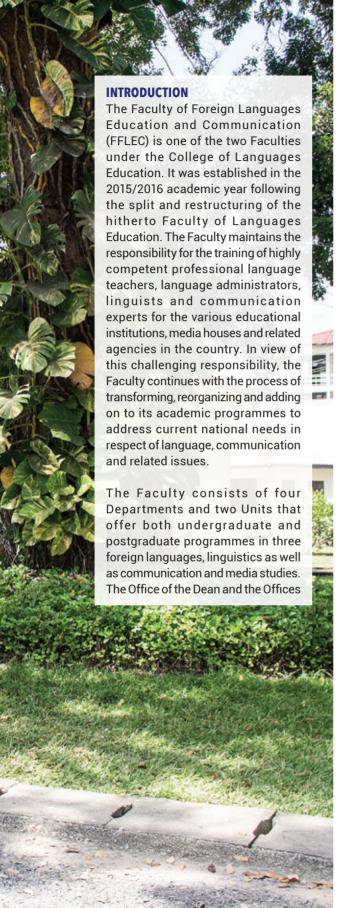
On the whole, the activities planned for the year under review have been vigorously pursued and successful due to the support and assistance from Management for which the Department is most grateful.











of the Departments and the Units are located at the South and North Campuses in Winneba. The Faculty is expected to move to Ajumako Campus as soon as facilities are ready.

The following are the departments within the Faculty:

- Department of Applied Linguistics Education located at South Campus
- Department of Communication and Media Studies located at South Campus
- Department of English Education located at North Campus
- Department of French Education located at North Campus

The two academic Units are:

- Communication Skills Unit (housed at the Department of Communication and Media Studies)
- German Unit (housed at the Department of French Education)

ACADEMIC PROGRAMMES

The Faculty runs regular and sandwich undergraduate and postgraduate programmes in the various departments. During the 2015/2016 academic year, the regular programmes run at the undergraduate and postgraduate levels were the following:

- Diploma in English with Pedagogy (for students from French speaking countries)
- Bachelor of Arts (Single Subject or Combined) in English Education.
- Bachelor of Arts (Single Subject or Combined) in French Education.
- Master of Arts in Communication and Media Studies.
- > MPhil in Communication and Media Studies.
- > MPhil in Applied Linguistics.
- > MPhil in English.
- > MPhil in French.
- > PhD in Applied Linguistics.
- > PhD in English.
- PhD in French.

The following other programmes were run on sandwich basis:

- > Certificate in French Education
- > Diploma in French Education
- > M. A. in English
- M.Ed. in Teaching English as a Second Language (TESL)
- > M.Ed. in French
- > M.A. in French (Translation)

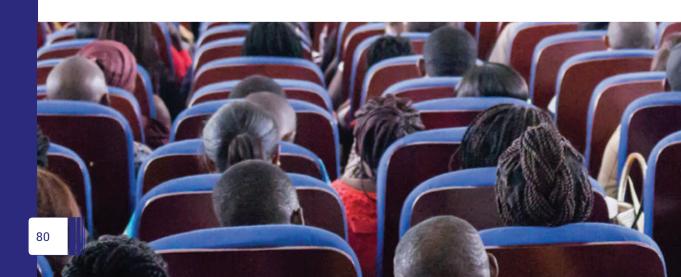
DEVELOPMENTS IN THE FACULTY

- > The proposed BA Linguistics programme was approved by the Academic Board. Two other new proposed programmes MEd/MPhil Pedagogy in Language Teaching and Post-Diploma BA in Languages Education-have been submitted to the School of Graduate Studies and the Academic Planning Committee respectively for consideration. A programme document on a proposed BA Communications programme was also being fine-tuned.
- The proposed sandwich programme in Communication and Media Studies was approved.
- A number of young staff are on PhD programmes. The expectation is that in the next few years PhD holders will constitute a greater percentage of the Faculty's academic staff.
- > Efforts were underway to fully establish

- a Department of German to run a BA programme. The programme was approved by the Academic Board this year.
- The Faculty stepped up its efforts in developing its journal on Language, Literature and Communication. Processes were also ongoing to publish papers presented at the 2015 LALICOM conference.
- Faculty seminars were organized periodically to provide an avenue for lecturers and graduate students to make presentations and get inputs for fine-tuning their papers.
- > Student-staff meetings were organized in the various departments to address pertinent issues.

CHALLENGES

- There was inadequate office accommodation for academic staff.
- Inadequacy of highly qualified and experienced lecturers affected the effectiveness of graduate programmes as it affected students' access to adequate supervision of dissertations.
- Applications for employment that were considered by the Faculty Board and recommended could not be processed further by the Division of Human Resource due to the ban on employment. Some departments were therefore in serious



- need of lecturers.
- Some students decided on their own to drop the second subject after offering it for one year.
- The Language Block at the South Campus was in a deplorable state. The Departments of English and French have relocated to the North Campus to enable the University undertake renovation work on the structure.
- The language laboratory had been out of order for several years.
- The departmental libraries did not have adequate publications, and the few publications on the shelves were quite outdated. These libraries also did not have staff

PROJECTIONS

- The Department of Applied Linguistics is expected to admit its first batch of students for the BA Linguistics programme in 2017/2018 academic year.
- > The Faculty is also expected to introduce more new attractive programmes in the near future to enhance enrollment. Some of the courses currently at various stages of processing are PhD in English, M.Ed./M. Phil in Language Teaching, B.A German Education, BA Communication Studies, and Post-Diploma degree programmes in English and French.

- It is expected that Prof. Sekyi-Baidoo's proposal on MPhil by Sandwich will be approved by the School of Graduate Studies to enable the Faculty admit students to the programme.
- Efforts are being made to recruit experienced Fulbright scholars, scholars on sabbatical, etc. to boostthe Faculty's PhD programmes.
- The Joint Congress of the West African Linguistics Society and Linguistics Association of Ghana 2017 is expected to be hosted by the Department of Applied Linguistics of University of University Education, Winneba.
- As a way of promoting its mentorship of new lecturers, the weekly seminar series is being stepped up to boost scholarship for staff and graduate students. It is expected that the seminar series will also strengthen staff to participate in International conferences.
- A Faculty Brochure is expected to be published by end of 2017.
- The Faculty of Foreign Languages Education and Communication is expected to embark on outreach programmes with the view to getting more prospective students to be interested in the Faculty' programmes.





ACTIVITIES

Activities geared towards the achievement of the strategic plan are as follows:

TEACHING AND LEARNING MATERIALS

The department has acquired a number of books and desktop computers to enhance teaching and learning. The computers have been installed in the Phonetics Laboratory, which is currently being refurbished.

SEMINARS AND CONFERENCES

Lecturers presented papers at the Faculty seminars. All staff also presented papers at the just ended Faculty Seminar in Cape Coast.

RESEARCH PROPOSALS

Some academic staff of the Department have presented proposals to the department for individual small grant research funding. These proposals have been sent for review and the Department awaits results of the review for further action. A research proposal has also been sent to the UEW staff Research and Development Fund in order to access the research grant. Funding would enable the department document the language of fishing and farming in Efutu.

PROMOTION

Staff have been encouraged to work on their promotion and due to that two lecturers have applied for the rank of Senior Lecturer. Presently, the results from one assessor for one of the applicants are in. The department awaits the other results.

TEACHING, ACADEMIC AND OTHER PROGRAMMES OR SERVICES OFFERED

Academic programmes offered during the year under review are:

- M.Ed (Teaching English as a Second Language) – TESL by Sandwich
- > MPhil (Applied Linguistics)
- > PhD (Applied Linguistics)

STAFFING

The Department was privileged to receive a newly appointed lecturer. One Graduate Teaching Assistant has also been appointed to the department.

NUMBER OF NEW STAFF THAT ASSUMED DUTY

One lecturer with PhD assumed duty on 8th December, 2016.

STAFFING REQUIREMENTS

The Department urgently requires the services of two full-time lecturers to teach Semantics and Syntactic Theory. The Department also requires four (4) Graduate Teaching Assistants to help with academic work.

SABBATICAL APPOINTMENT

The Department is also privileged to have one Assoc. Prof. appointed on sabbatical leave for the 2017/2018 academic year.





INTRODUCTION

The Department of English Education was one of the departments of the former Advanced Teacher Training College that was reconstituted in October 1992 to establish the University College of Education, Winneba. The Department started with two academic programmes in English Education: a 3-year Diploma and a 2-year Post Diploma Bachelor of Education.

At present the Department offers a wide range of courses in English Language and Literature for the Diploma, B.A., M.A., M.Phil and Ph.D. degrees.

ACTIVITIES

- Monitor and evaluate adherence to academic standards.
- Reduce class size to at most 45 students in a class.
- Introduce flexibility in academic programmes to give options to students.
- Support staff to do research and projects with staff from universities locally and internationally.
- Identify and explore avenues for collaborative research with scholars from external institutions.
- Organise quarterly symposia for dissemination of research activities.
- Organize workshops and conferences on pertinent issues in English studies quarterly.
- > Support staff to attend conferences.
- Establish and maintain contact with established scholars and senior academics.
- Introduce a Post-Diploma by Sandwich course that targets Diploma holders.

- Ensure the use of ICT tools in teaching language lesson delivery.
- Improve ICT facilities for postgraduate students.
- > Introduce more postgraduate programmes.
- > Increase number of postgraduate students.
- Use admission quota system favourable for female students.
- > Utilize the distance education mode to attract more female students

ACHIEVEMENTS

- Early assignment of supervisors for both M. A. and M.Phil students (September, 2016) compared to previous years.
- Organized graduate seminars that were outstanding for our graduate students.
- > Organised three (3) successful Departmental meetings – two (2) within the semester and the last at the end of the semester (year 2015) at Windy Lodge.
- Departmental budget for 2016 was prepared and submitted.
- Staff members collaborated to write and publish papers in international journals. Others presented at Linguistics Association of Ghana conference.
- Met the Gabonese students at SAH in January 2016 (Interaction necessitated the study of programme).
- Organized a viva for (3) M.Phil. Students in January, 2016.
- Organized another viva in collaboration with Applied Linguistics for one M.Phil. Student in February, 2016.
- Organized a Departmental Graduate Board meeting.
- Five (5) staff members due for confirmation were assessed and recommended for confirmation.

- Recommended and got part-time appointment for three (3) high profile lecturers to augment the staffing problem at the Department.
- All examinations in the period under review including the entrance exams for matured candidates were successfully conducted.
- Processed and presented twenty-five (25) graduate students; five (5) M.Phil and nineteen (19) M. A.) for graduation in April, 2016.
- > Organized two seminars/presentations for graduate students of the Department. Resource persons from other faculties and departments were invited. The first one was in September 2015 and the second was in April 2016.
- > Organized student staff consultative meeting for Gabonese students. The dean FFLEC, Director, Centre for International Programmed and the Deputy Registrar, Academic were invited.
- Completed and submitted report on a programme for foreign students. (Diploma in English with Pedagogy).
- Vivas were organized in May, June and July, 2016 for eight (8) M.Phil students.
- One (1) male Senior Lecturer was transferred from IEDE (CCE) to the Department during the year under review.

Currently the Department has three (3) national service persons.

STAFF DEVELOPMENT ACTIVITIES

- > One (1) male lecturer on study leave to pursue a Ph.D programme.
- One (1) male lecturer has been granted study leave to pursue a Ph.D
- One (1) female lecturer was supported by the Department to attend an international conference in USA.

CHALLENGES

- Inadequate staff numbers especially for graduate work.
- Unco-operative attitude of some staff members regarding the vision of the Department and achievement of objectives.
- Lack of office accommodation for staff/ office space for the Department.
- Classrooms not conducive for teaching and learning (stench from behind the building, broken louvre blades; poor lighting system etc.
- > The two (2) full-time Senior Lecturers at post are now on retirement.
- Inadequate postgraduate lecturers.

ACADEMIC PROGRAMMES OFFERED

- > Diploma in English with Pedagogy
- > 4-yr B. A. programme in English Education
- > M.A. English (Sandwich)
- > M.Phil (English Language/Literature)
- > Ph.D English

STUDENTS

Currently, the Department has seven hundred and eight (748) undergraduate students and sixty-two (62) graduate students. The distribution of students currently pursuing various degree programmes at various stages in the Department is as follows:

Undergraduate			Postgraduate		
Programme	Level	Number of Students	Programme	Number of Students	
				1st Year	2nd Year
B. A.	400	127	M.Phil	17	18
B. A.	300	205	M.A. (Sandwich)	9	18
B. A.	200	189			
B. A.	100	227			

DONATIONS

- Prof. Lade Wosornu visited the Department on 28th January, 2016 and donated books to the Department.
- Visit was to encourage the Department to strengthen/deepen interest in Literature in English and nurse the creative abilities of students.
- He assured the Department of his readiness to offer services in any form whenever invited.

VISITS/EXCURSIONS

Two educational visits were embarked on this year by staff and students of the Department. The first one was organized by the Pan African Writers Association to celebrate the Life and works of Chinua Achebe to reflect how African Literature has come of age on 6th November, 2015 at the Accra International Conference Centre. The Department took part because it was an opportunity to learn

and enhance understanding of Achebe's and African Literature in general. The second was by W. E. B. Du Bois Memorial Centre for Pan-African Culture and Values for Life, on 18th March, 2016, under the theme: "Beneath the Poetry Baobab" with Prof. Lade Wosornu, a popular Ghanaian poet. This also gave an opportunity for both staff and students to understand and appreciate poetry better, especially those written by Ghanaians.

PROJECTIONS FOR NEXT ACADEMIC YEAR

The Department hopes to begin running the Post-Diploma in English and M.Phil in English Pedagogy by sandwich programmes in the next academic year.

CONCLUSION

The Department is still struggling with staff for its graduate programme since we currently depend on retired part-time lecturers. We would therefore need the necessary assistance in terms of staffing and infrastructure.





INTRODUCTION

The Department shall serve as a centre of excellence which will inculcate in its products the requisite academic proficiency and professional competencies and imbue them with humanistic values for the teaching of French at pre-tertiary level, conduct research, disseminate relevant knowledge and skills and influence policies on French Education in Ghana

ACTIVITIES

To achieve the Corporate Strategic Plan (2014-2018), the Department of French Education has concentrated its efforts on the following activities.

- > The department organized internal symposiums, seminars for lecturers to build capacity of staff in academic research.
- The Department has also introduced flexibility in academic programmes to give options to students
- Increase access for female students to the French programmes.
- Expand post graduate programmes in French Education (PhD, M.Phil, M. Ed and M.A degree programmes) in French to attract especially female students.
- Establish code of conduct for administrative staff to improve their professional competence.
- Encourages staff and students to participate in programmes and activities within the university and outside the department, as well as those available outside the university.

TEACHING, ACADEMIC AND OTHER PROGRAMMES OR SERVICES OFFERED

Academic programmes offered during the year under review are:

- > Diploma (French Education) Sandwich
- > B.A. (French Education) Regular
- > M.A. (French Translation) Sandwich
- > M.Ed. (French) Sandwich
- > M.Phil. (French) -Regular
- > PhD -Regular]

STAFFING POSITION

- > Two lecturers (female and male) were recruited by the Department as Assistant lecturers to rejuvenate the ageing staff and they resumed duty in August 2016. Two part-time lecturers were also appointed as assistant lectures in the 2016/2017 academic year.
- The Department is planning to recruit additional teaching staff to add to the existing ones and to reduce the number of part-timer lecturers.

COLLABORATIVE RESEARCH PROJECTS/ PROGRAMMES BEING CARRIED OUT BY DEPARTMENT

- The department participates in interuniversity conference on doctoral studies. This year's one was in University of Ghana from 23 to 24 March 2017. It was funded by member universities.
- > Level 400 students also participate in the year abroad programme which enables students to learn to carry out research in a Francophone environment. The programme is sponsored by the government with the part of the cost shared by University of Education, Winneba. This academic year's one took place from January to July.

- Lecturers and graduate students have been encouraged to attend faculty seminars which were held on Wednesdays, except during holidays. The lectures are sponsored by Faculty Foreign Languages Education and Communication.
- The department also organised periodic seminars to enable graduate students to present their work (theses and proposals) and receive feedbacks. These seminars were sponsored from the department's annual budget.
- At the faculty level, the department took part in a retreat/seminar organised by Faculty of Foreign Languages Education and Communication (31 May to 2 June). This enabled lecturers in the department to share ideas, especially on research, with their counterparts from other departments. Funding comes from the faculty's budget.

SERVICE TO THE COMMUNITY

The department also carries out activities that stand the chance of benefiting the community in which it is found. These include cleaning exercises and education generally on the importance learning a foreign language. For example, ASSEF, the students association, organised a general cleaning exercise during their week-long celebration in March 2017. The department also organises functional French courses for students in the Business Department of the University. The following are also important services rendered by the department:

- > Free French courses are organised for nonteaching staff of the department. These courses are taught by the two national service personnel of the department.
- A radio programme "Coin Francais" was organised in French on Radio Windy Bay from 17 September 2016 to 5 May 2017 to educate and entertain audience.

DONATIONS

The head of department (HOD), Dr Alfred B Cudjoe, has from the beginning of the academic year made available to the department copies of his books French

- and English Proverbs and Au delà des urnes, written and published by him, for donation to deserving students, especially during competitions.
- ASSEF donated dustbins to the department during celebration of their week (11 to 16 March 2017).
- Some visiting German scholars also donated books to the German Unit within the department.
- Students returning from their year abroad programme in July 2017 donated a public address system to department. The donation took place on 13 July 2012.

VISIT / EXCURSIONS

Educational visit outside the University and the purpose of the visit (with dates)

The department takes participation of students and lecturers in activities outside the university seriously and consciously promotes it.

- > The department was invited by Alliance Française and the French Embassy to participate in an exhibition on African literature by Presence Africaine on the topic "Une Tribune, Un Mouvement, Un Reseau" on 21/10/2016. The Ag. Head of Department presented a paper on "The Language of African literature". Those present at the event included the French Ambassador, the directors of Institut Francais and Alliance Francaise, students from departments of French of some universities including UEW, and some representation from Francophone embassies in Ghana.
- > On 25/11/2016 a forum was held at Alliance Francaise to equip participants with tools to improve on the learning and teaching of French as a foreign language. Participants included Dr Alfred B Cudjoe, Ag HOD and some selected staff and students of the department. The event was hosted the French Ambassador, the Director of Alliance Francaise, the Cultural Attaché at the French Embassy and other personalities involved in the promotion of the language in Ghana.

- > The department also honoured an invitation from Ashesi University on 14/03/2017 as part of that university's programme for Francophone month long celebrations. The occasion attracted students and lecturers from departments of French of UEW, University of Ghana, the host Ashesi, and others. The head of department presented a paper on the Negritude Movement to an audience which included the personalities from Alliance Framcaise and the French Embassy.
- On 18 March, 2017 the students association ASSEF organised an excursion for students, which took them to Kakum National Park and Elmina Castle.
- On 1 and 2 June, 2017 our students took part in Hackaton "French and Digital Innovation" competition organised by Alliance Francaise and the French Embassy. The venue was Lucas College, Accra. The competition attracted students from other universities.

Visitors received by the department and the purpose of their visit (with dates)

Some delegations from neighbouring countries paid official visits to the department

on a number of occasions

- There was a three-man-delegation from Université Charles Louis de Montesquieu (UCLM), Abidjan, Cote d'Ivoire, to the department on 26 and 27 January 2017. It was part of a consultative meeting to discuss with UEW officials the possibility of their students coming to do their year abroad programme in this university.
- Some German experts also paid a number visits to the department, including those in December 2016 and June 2017, to discuss the progress of the German Unit which is within the Department of French Education.

LINKAGES / COOPERATIVE ACTIVITIES

As a department of language education it is in our interest to link up with other universities in order to exchange ideas and learn from others.

- The department participates in interuniversities conferences. This academic year's one was held in University of Lagos, Nigeria in July 2016. Funding was from member universities.
- > While attending to students during the year abroad programme, lecturers take advantage of the occasion to have fruitful discussions with their Francophone counterparts. Thus on 5 January, in April and on 6 July 2017 some lecturers were in Lome and that offered them the opportunity to discuss fruitfully the Managing Director of CIREL-VB, University of Lome.

EXHIBITIONS

Departmental exhibition (by students and staff)

There has been no significant exhibitions this academic.

PROJECTIONS FOR NEXT ACADEMIC YEAR

The Department of French Education plans to start the academic (2017/18) with hope and innovations. In particular the following activities are on the drawing board:

- > Staff recruitment and development: The department plans to recruit two or three new faculty members and organise a number of programmes for existing ones to bring them up-to-date on new innovations in the field of teaching and management of students.
- There are plans to reach out more to stake holders like Alliance Francaise, French Embassy and other Francophone embassies for more assistance in the training of our students. There is also going to be more consultative meetings with the Scholarships Secretariat as a major stakeholder in the year abroad programme.
- The department plans to organise a number of seminars, conferences and colloquiums for the benefit of our graduate students and lecturers. Students and lecturers will be encouraged to participate in these activities organised by other institutions and departments.



The Department of Communication and Media Studies was established in August 2007 and currently runs three-tracked regular and sandwich programmes- Media Studies Track, Communication Skills Track and Business Communication Track-leading to the award of MA/MPhil in Communication and Media Studies for regular students and MA Communication and Media Studies for sandwich students. The Department started with a first batch of seventeen (17) students and has steadily increased its intake to twentyfour (24) students over the past ten years. The Department is currently initiating the process to add one more track - Development Communication Track- to the existing tracks.

Plans are also underway to run an undergraduate programme next academic year.

ACADEMIC PROGRAMMES

The Department currently runs solely graduate programmes in Communication and Media Studies M.A/ MPhil with the following track options:

- > Business Communication Track
- > Communication Skills Track
- > Media Studies Track

STAFFING PROFILE

The Department has a good mix of genderbalanced faculty members from both academia and industry, thus, its curricula and programmes provide excellent linkages between academic work and hands-on industrial practice and experiences in the training of students.

STAFF DEVELOPMENT

- Two faculty members are currently undertaking and benefitting from capacity-building programmes being run by the Gender Unit of the University and participated in a .mini-conference for mentoring lecturers to facilitate the research work of their mentees.
- One faculty member has recently completed her PhD Programme in Communication Studies in the United Kingdom and four more are at various stages of doctoral programmes in the University of Ghana, Legon, University of Education Winneba, the University of Ibadan, Nigeria and the University of Venda, South Africa.
- As part of the University's staff development programme, the Department took on two top-performing M.Phil students as graduate assistants for the 2016/17 Academic Year.

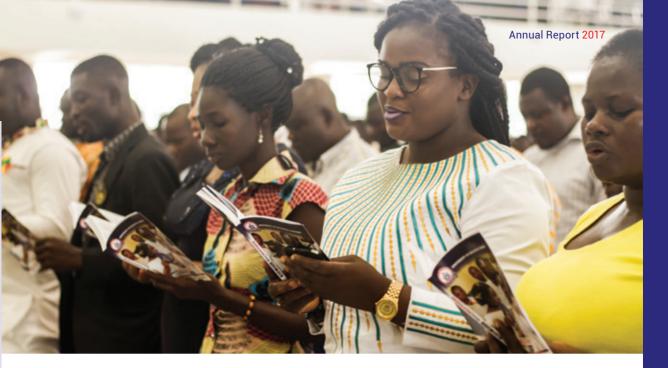
GRADUATION

The Department has so far presented a total of nineteen (19) students for graduation for the 2016/17 Academic Year. This comprises sixteen (16) MPhil students and three (3) MA students

COLLABORATIONS WITH OTHER DEPARTMENTS

In addition to serving as members of various committees set up by the University, lecturers from the Department served as resource persons for the following programmes:

- Sender Unit Workshop on: "Gender Mainstreaming for Senior Members of the University of Education," held in the Conference Room of the Department of Communication and Media Studies.
- > 3rd Faculty of Educational Studies



Academic Retreat held from June 25-28, 2017 at Pampamsie Hotel Cape Coast under the theme: "Enhancing Quality of Teaching, Learning and Service Delivery: The Role of the Faculty of Educational Studies"

Department of Media Relations Workshop on the theme "Key Issues in Broadcast Journalism in the 21st Century" held on February22, 2017 in the Registrar's Conference Room..

SERVICE TO THE COMMUNITY/DONATION

As part of their Tenth Annual Week Celebrations students of the Department, the Communication and Media Studies Students Association (CoMSSA '10'), donated food items and stationery to the Methodist Rafiki Village, an orphanage in Winneba.

With the support of the Department, CoMMSA '10' also organized a Symposium which was facilitated by Manasseh Azuri, under the theme, "Social Media and the 21st Century Communication Profession: The Good the Bad and the Ugly"

VISIT/EXCURSIONS

To create awareness and build the capacity of students on the practical aspects of their

training by promoting the linkages between their academic work and industry:

- The Public Relations students of the Department made a field trip to the Institute of Public Relations (IPR) in Accra.
- > The Public Relations students attended the Annual General Meeting of IPR, Ghana.
- The Advertising class of the Department made a field trip to the TBWA Marketing Communications Company, DDP Outdoor Advertising Limited and MediaCom, all in Accra.

PROJECTIONS FOR NEXT YEAR

- > Start B.A. Communication Programme
- > Commemorate the 10th Anniversary of the establishment of the Department in order to project its image and advertise its programmes.
- > Mobilize Alumni of the Department to generate support for the Department
- Recruit more lecturers with PhD and professors in Communication and Media Studies to support the roll out of the B.A. Programme
- Review the M.A/M.Phil. Communication Programmes to include the Development Communication Track, as well as, add new courses.







The Department of Graphic Design since its inception in 2007 has persisted in the delivery on its mandate of providing opportunities for the study of an internationally recognized Bachelor of Art level programme in research and practice of Graphic Design. In this pursuit, the Department remains resolute in the conviction that training students in the beneficial engagement of their creative sensibilities, intuitive perceptions, feelings, experiences and imaginations through design thinking, is necessary for our collective efforts towards growth and development. This belief has steered the opportunities for the training of quality industry-ready graphic design graduates who are contributing to the production of a sustained body of creative graphic design works that seek solutions to divergent visual communication problems.

ACADEMIC PROGRAMMES

- > Diploma (Graphic Design)
- > B. A. (Graphic Design)

ACTIVITIES

- Improved the use of instructional technology among lecturers and students
- Commenced the implementation of the reviewed Bachelor of Arts in Graphic Design programme which includes technological and entrepreneurial based courses and also allow students to choose from specialised options.
- > Engaged students in the real world of graphic design projects and experiences.

STAFFING

- > Engaged one part-time lecturer in the area of design and illustration.
- Two members of staff are currently on PhD programmes and conducting their research in art, culture and technology.
- Four additional lecturers are required to strengthen delivery in the Multimedia and Advertising pathways of our new programme.

COMMUNITY SERVICE

- Designed various forms of indoor and outdoor graphic design products in the forms of books, brochures, posters and many other publicity materials for the university community as well as some sectors within and outside the Winneba municipality.
- Moderated examination questions of some Polytechnics in Ghana.

EXHIBITIONS

- An exhibition of exemplary students' graphic design productions was mounted by "Creatives", a group of student designers in the Department, to coincide with the 2017 entrance examination, with the aim of whetting the appetite of prospective students and intensify their expectations in the programme they are applying for.
- The Department of Graphic Design joined the Department of Art Education to collaborate with the National Commission on Culture in an exhibition for the 2017 Aboakyer festival.

EDUCATIONAL VISITS/EXCURSION

> Students visited a number of printing presses and media houses including Buck Press, Accra; Graphic Communications Group, Accra; Type, Accra; and the University Press, Cape Coast, to get acquainted with the realistic engagement of some of the theoretical concepts studied in class and their practical applications in the industries.

CHALLENGES

- Lack of standard design/multimedia studios
- Inadequate designing machines and equipment.
- Inadequately resourced computer laboratory.
- > High lecturer/student ratio.

PROJECTIONS

Initiation of collaboration and exchange programmes with the University of Johannesburg, South Africa and the Design School Kolding, Denmark.

- Recruitment of personnel to enhance teaching, learning and research, especially in the areas of multimedia and advertising.
- Establishment of linkages with other Graphic Design institutions and industries.
- Procurement of studio equipment including drone cameras, graphic tablets, audio systems, Apple Macintosh computers and professional cameras for multimedia and other visual communication productions.
- Creation of standard design/multimedia studios and laboratories.
- Introduction of Bachelor of Fine Art programme in Animation.
- Introduction of MA/M.Phil. in Visual Communication Studies.
- Organisation of and participation in international graphic design conferences by staff and students.





The Music Education Department of the University of Education, Winneba seeks to: equip individuals with relevant knowledge and skills in both the theory and practice of Music, and Music Education to teach music, dance and drama in pre-tertiary levels; train students to promote cultural activities in schools and communities, take up leadership roles in organizations that deal with music, and take up various careers in the music profession outside the classroom.

ACTIVITIES

The department continued to carry out her principal activities, schedules, and assignments successfully. Tutorials for all practical instrument majors and minors were regularly and promptly held; rehearsals during Ensemble schedules were strictly adhered to and continued to be very successful. The department showcased her musical performances at all official functions (Congregation and Matriculation ceremonies of the university).

SOUND FLAMES

A new programme dubbed Sound Flames was introduced under the auspices of the popular music unit of the Department headed by Mr. Mark Millas Coffie. The programme intended to solely bridge the gap between the academia and the industry. While such performances in the academia give students the opportunity

to exhibit their potentials and master their craft. Among other objectives, it also intended provide quality entertainment experiences of great music to the university community, Winneba township and its environs, promoting the department's dance band within Winneba township and beyond, exposing studentmusicians to world class musical practices and industry challenges with regard to event organization, planning, management and sponsorship deals and then honouring popular musicians who have contributed to the development of popular music in Ghana. Within the period, popular musicians who availed themselves in turns for the programme were Gyedu-Blay Ambolley, Shasha Marley and Bessa Simons. These artistes shared their experiences with students and staff and performed jointly with them.

GBC RECORDING

The Choral ensemble of the department had a live recording of Christmas carols at the Ghana BroadCasting Corporation (GBC) which was telecast during the yuletide.

CHRISTMAS CONCERTS

The department also organized a Christmas concert for the university community at the Amu Theatre, Central Campus. Dubbed, **Once in Royal David's City**, the concert was highly patronized by the university community as well as senior members from the University of Ghana, Legon.

2017 FESTIVAL OF FINAL COMPOSITIONS

The original compositions of final year music students were performed for the public during the second semester of the period under review. Performing groups came from all parts of Ghana and the audience included students from the University community and also Heads and Directors of other departments

STAFF DEVELOPMENT

Three (3) senior members gained sponsorship from the University to pursue their Ph.D in Arts and Culture programme of the University of Education, Winneba bringing the total number of staff on study leave to six (6).

GRADUATION AND DEFENSE

The department presented two (4) Ph.D (Arts & Culture) students for oral examination within the period pending graduation in 2017. At the M.Phil level, twenty eight (28) Arts & Culture students defended their theses and eleven (11) of them graduated in due course while nineteen (19) students in Music submitted their thesis for examination and defense, pending final corrections and graduation.

SEMINARS/CONFERENCES/COLLOQUIUM

SPONSORSHIP FOR INTERNATIONAL CONFERENCE

Five (5) of the lecturers of the department were sponsored by the University to attend international conference in Abidjan from 19th to 22nd September, 2016. At the conference, they presented papers and shared academic knowledge in issues pertaining to African Music, Music Education, Composition and Ethnomusicology with other scholars within the West African sub-region.

DEPARTMENT & FACULTY SEMINARS

Senior members of the department continue to participate actively and regularly in the faculty and departmental seminars held interchangeably every week. Two senior members are usually given the opportunity to share their research papers and then get suggestions to enhance their papers for publications. We further hope to organize retreat for staff to equip them with research skills and develop new academic courses to match the modern trends of musical practice.

PUBLISHING WORKSHOP

An invitation to academic publishing seminar was extended to the senior members of the department by the Music Department, University of Ghana, Legon. The workshop was attended by nine lecturers on held at the Seminar Room located at the School of Performing Arts. The resource person, Prof. Trevor Wiggins shared his expertise on how to improve publishing, where to publish musical works, what to write and how to get the frame of the work for publication.

SERVICE TO THE COMMUNITY

During the year under review, new recruits of the Armed Forces Central Band received training on musicianship in the department. This training was facilitated by Mr. George Asabre Maclean, who gave them insight into what it takes to play in an ensemble. Performance practice of a musician and etiquette of an instrumentalist were shared with the bandsmen. They were also given the opportunity to perform at the Lunch Time Concert.

DONATION ACCORDION

The department received an accordion, *Excelsiol*, from the office of the Vice-Chancellor as a donation from a philanthropist. An appreciation letter was written to the Vice-Chancellor to that effect.

BOOK DONATION

The department received a book titled Six Strings and a Note: Legendary Guitarist Agya Koo Nimo in his own Words, authored by E.Obeng-Amoako Edmonds from the family of Daniel Amponsah (Koo Nimo).

VISITS/EXCURSIONS VISITORS RECEIVED

As part of the projections of the department, we had the privilege to host the central Police Band, Accra, with their German counterpart on Monday, 3rd October, 2016 to run a workshop on capacity building in music. Students and staff were taken through playing techniques, capabilities and weaknesses of some of the instruments of the Winds ensemble. There were performances to demonstrate concepts.

We also received Mikko Eemeli Myllykoski and Kalle Pekka Toivanen (PhD) from the University of Jyväskylä, Finland with specialization in music technology; music education technology and pedagogy; band pedagogy and multicultural education under the auspices of UEW international office. They were here from 8th to 12th April to share their knowledge in these areas with staff and students of the departments while looking forward for future collaborations.

EDUCATIONAL TRIP TO THE REPUBLIC OF TOGO

An educational trip to the Republic of Togo was organized for B.A. Music Education (Level 400), B.Mus (Level400) and B/DMU (Level 200) totaling one hundred and thirty (130) students, who are offering "Music of the World's Cultures" and Musical Aesthetics and Criticism" from 6th to 8th April, 2017. They were accompanied by three (3) lecturers, the administrator, and three (3) national service persons. This was to acquaint and inspire students with new dances in Togo traditional environment and expose them (students) to the various musical practices in the area.

PROJECTIONS

The following projections were made and included in the 2017 budget. Achievement of these is heavily dependent on smooth procurement process and available facilities.

- Establishment of a modern audio/ visual center for music, video and film editing
- Establishment of an ultra modern recording studio
- > Establishment of an orchestra with Choir
- > Expansion of ensembles of the African Unit to include Seperewa and Adenkum
- > Furnishing the Piano Laboratory with digital piano stands and seats.
- Furnishing the Computer Laboratory with computer stands, Midi cables and keyboards
- Establish a Departmental Library at the Central Campus (contingent upon the completion of the Technology Block)
- Introduce New programmes at the graduate level
- Propose and establish Music Education Resource Centre
- > Produce audio recordings for commercial purposes
- > Implementation of new structured undergraduate programmes







The Department of Theatre Arts, UEW seeks to train and equip students with relevant skills in the fields of Theatre and Dance. It also intends to equip teachers with knowledge and skills to teach theatre related subjects in Ghanaian schools. The Department is also poised to advance the accumulated knowledge and skills in Ghanaian traditional culture and the development of Ghanaian contemporary arts and culture.

VISION

The Department of Theatre Arts shall be a centre of excellence for the training of Theatre practitioners, Drama and Dance teachers and be internationally recognized as a centre for the promotion of African theatrical arts, while recognizing the dynamism of cultures in concept and in practice.

MISSION

The Department will equip students with the requisite knowledge and skills in Theatre Practice and the teaching of Drama and Dance at pre-tertiary levels in Ghana.

ACTIVITIES

The following activities were geared toward achieving the objectives of the departmental Strategic Plan over the period under review:

- > To recruit and retain high calibre academic staff.
- To maintain high academic standards in teaching and learning in a conducive atmosphere.
- > To make the Theatre Arts programme relevant to national needs.
- > To develop and strengthen research work in the field of Theatre.

- > To increase student enrolment and draw a reasonable gender balance in enrolment.
- > To offer service to the University community and its environs.
- To increase the departmental capacity for income generation.

TEACHING, ACADEMIC AND OTHER PROGRAMMES OFFERED

- > 4-year Bachelor of Arts (Theatre Arts)
- 2-year Post Diploma in Bachelor of Arts (Theatre Arts)
- > 2-year Diploma in Theatre Arts

RESEARCH ACTIVITIES

Lecturers of the department participated in faculty seminars by the School of Creative Arts, U.E.W. The seminars offered members the platform to share and improve their research skills. They also presented various papers in their areas of specialization in other platforms.

COMMUNITY SERVICE

In line with the aims of the Department to positively affect communities within and outside Winneba, several programmes were mounted within the year under review to conscientise the communities in and around Winneba. The Department successfully organized thirteen (13) community projects as part of staff and students' project in the areas of Theatre for Development, Event Management, Acting, Dance, Stage Directing and Playwriting which were aimed at educating, informing and transforming communities around Winneba. The titles of the projects and their venues are as depicted below:

COMMUNITY SERVICES

Project	Title Of Project	Community	Date
Three (3) Tfd Projects (Community Theatre)	Girl Child Education	Winneba Zongo	11th February, 2017
	Water Management and Preservation	Bortse	18th February, 2017
	Inculcating the Concept of Sanitation into the people of Apam	Apam	21st February, 2017
	Don't Laugh it's Serious	Amu Theatre	21st April, 2017
Three (3) Event Management Projects	Windy Corporate Olympic	Amalgamated Sport North Campus	22nd April, 2017
	The Performer	Amu Theatre	6th May, 2017
Four (4) Playwriting Projects	You Raped Me	Amu Theatre	19th April, 2017
Delalbino		Amu Theatre	19th April, 2017
	Toothless Midfielder	Amu Theatre	20th April, 2017
	Reprisal	Amu Theatre	20th April, 2017

STAGE PLAYS AND DANCE PROJECTS

Stage Directing Projects (8)

Stage Directing Projects (o)				
Play	Author	Directed By	Venue	Date
Okokroko (Dance Project)		Latipher Amma Osei Eric Baffour Awuah	Amu Theatre	20th – 22nd October, 2016
The Adventure of Sasa and Esi	Prof. Martin Owusu	Johonson K. Edu	Amu Theatre	3rd – 5th November, 2016
Midnight Hotel	Femi Osofisan	Ernest Kwasi Amponsah Samuel M. Yirenkyi	Amu Theatre	24th – 27th November, 2016
Dilemma of a Ghost	Ama Ata Aidoo	Vivian Adjeikaa Doe	Amu Theatre	23rd - 25th February, 2017
Death on Trial	Daniel Appiagyei	Joyce Ahadzie	Amu Theatre	3rd - 5th March, 2017
The Witch of Mopti	Mohammed B. Abdallah	Gladys Oduro	Amu Theatre	9th - 11th March, 2017
Such is Life	Femi Osofisan	Alberta Fosuaa	Amu Theatre	17th - 19th March ,2017
Asoboya		Charles Allotey- Harding	Amu Theatre	6th – 8th April, 2017

MATINEE PERFORMANCE IN SENIOR HIGH SCHOOLS

As part of departmental plans to establish linkages with corporate and academic institutions, the Department of Theatre Arts within the quarter toured two Senior High Schools in the Eastern Region with two stage productions. The schools visited were Ghana Senior High School, Koforidua and Ofori Payin Senior High School, Kukurantumi.

DATE	PLAY	VENUE
14th – 15th October, 2016	Ananse in the land of Idiots	Ghana Senior High School, Koforidua
14th – 15th October, 2016	Ananse in the land of Idiots	Ofori Payin Senior High School, Kukurantumi

The move was to serve as a form of encouragement for students in the second cycle schools who might consider Theatre as a career which is in line with our departmental strategy of boosting our intake in subsequent years.

EDUCATIONAL TRIP, VISIT AND EXCURSIONS

In partial fulfilment of the Department's core value to orient academia to practice, the following educational trips were undertaken during the 2016/2017 academic year:

S/N	Places Visited	Purpose	Date
1	National Theatre, Accra	To have in-depth knowledge of the dance cultures, traditions and practices as medium of communication, education and entertainment.	27th September, 2016
2	Odumase Krobo	A related and performance laboratory	28th – 30th October, 2016
3	University of Cape Coast	Production Performance	30th March to 2nd April, 2017

The Patrons and Members of Mankessim Senior High Technical School (Manstech Creative Arts Students Association) visited the Department on 15th March, 2017. The purpose of their visit was to acquire knowledge about the courses offered at the department.

EXHIBITION

The Department successfully organized an exhibition as part of its departmental activities to showcase students' practical handiwork. The exhibition was part of the second semester examination for the courses, Theatre Studio II (TDR 122) and Stage Design (TDR 246).

ACHIEVEMENTS INCOME GENERATION

The Department mounted eight (8) productions within the semester. The stage productions for the year earned an amount of Sixteen Thousand, One Hundred and Fifty Two Ghana Cedis (GH¢16,152.00) at the box office for the Department and the University. The Department will continue to participate in University and national assignments and mount more productions to earn income to acquire more equipment for the Department of Theatre Arts and the University.



DEPARTMENTAL SEMINAR/TALK

In line with the Department's strategy to expose its students to the working environment and the entire Arts and Entertainment Industry and also in a bid to get students acquainted with job opportunities available for graduates of Theatre Arts in the Arts and Entertainment Industry, the Department invited Mr. Philip Boafo, a past student of the Department of Theatre Arts, UEW, who graduated with a Masters degree from a University in China and undertaking theatre performances across the country. The workshop took place on Friday, 7th October, 2016 at the Mirror room, Central Campus.

The Society of Theatre Arts Students (STARS) also hosted Mr. Prince Kojo-Hilton, a multitalented artistic gem in Ghanaian Creative Arts Industry on Friday, 21st October, 2016. The workshop was geared towards creating awareness of the state of Ghana's Creative Arts industry and encouraging students not to undermine the respective areas of arts.

NEWSWORTHY DEVELOPMENTS THE PERFORMER

The Performer is a special annual event intended to honour outstanding students from the department who have contributed immensely to productions and events during the academic year. This year's Performer was organized on 6th May, 2017 under the Chairmanship of Mr. Cyril Kpodo, (Lecturer, Department of Arts Education). The programme witnessed the presence of Prof. Kolawale Raheem, (Ag. Head, SACOST), Prof. S. K. Asiedu-Addo (Dean, Faculty of Science Education), Dr. (Mrs.) Edinam Avoke, Lecturers and other distinguished individuals.

SACOST SHINING STAR AWARDS

The Centre for School and Community Science and Technology Studies (SACOST), at the Institute of Educational Research and Innovation Studies (IERIS), UEW organized a special awards ceremony dubbed: **SACOST SHINNING STAR AWARDS** to honour some

outstanding students of the Department at the End of the Second Semester 2016/2017 on 17th May, 2017.

CONGREGATIONAL PERFORMANCE

The Department collaborated with the Department of Music Education to enrich august gatherings and Annual Congregations of the University with music and dance performances.

DEPARTMENTAL COLLABORATIONS

The Department had established collaboration with the Department of Theatre Film and Studies, University of Cape Coast for an exchange production. Within the academic year Department of Theatre and Film Studies, University of Cape Coast visited UEW with the Production titled "I'm so Happy I Could Just Shit & Daily Bread on 27th – 29th October, 2016.

In retrospect, the Department of Theatre Arts, UEW also staged a production at the University of Cape Coast titled "The Adventure of Sasa and Esi on 30th March, 2017 to 2nd April, 2017.

PROJECTIONS FOR THE FUTURE

- Collaborative research by the various Units for improved teaching and learning and social life of communities around.
- To run a full time Diploma and Bachelor of Arts in Dance Studies.
- Increase in the intake of prospective applicants through adverts and performances.
- Generate funds to support departmental activities.
- Creation of computer laboratory for the Department.
- Acquire professional RTV and film equipment for the Department to enable students have access to them.
- Setting up of a professional RTV editing studio
- Repackage the programme to include Screen Arts.
- > To run full time post graduate studies.









The Department of Health, Physical Education, Recreation and Sports (HPERS) was established and mandated within the University of Education set-up to train physical education teachers and coaches for second cycle and tertiary institutions in Ghana. The department over the years had embarked on extensive exercises to regularly update the knowledge of physical education teachers and sports coaches through seminars and workshops to address national problems of a sporting nature that enhance national development.

OBJECTIVES UNDER FOCUS WITHIN THE REVIEW PERIOD

- > To improve on teaching and learning
- > To improve staff complements
- To make departmental activities responsive to national needs
- > To generate income for the department

ACTIVITIES OR EFFORTS GEARED AT ACHIEVING THE ABOVE STATED GOALS

- > Improved lesson delivery modes by integrating ICT into the teaching, learning and research process especially with the MEd and MPhil programmes. There has also been a gradual increase in collaboration in self-funded academic research with lecturers from other institutions such as University of Cape Coast and University of Ghana.
- Our lecturers have been involved in some areas of national and regional sports concerns reinforced by our dominance in providing leadership in physical education and sports.

- Our Diploma in Sports Coaching programme is being considered to be moved into the sandwich session while the MPhil (Physical Education) programme is currently being expanded to include a major in Sports Management to attract international clientele
- The Department has also developed a PhD programme which would soon be roll out.
- The Department has also made efforts to secure about 120 folder chairs to be used in the lecture rooms.

ACADEMIC PROGRAMMES OFFERED BY HPERS DEPARTMENT.

- > Diploma in Sports Coaching Regular
- > BSc (Physical Education) Regular
- > BSc (Sports Coaching) Regular
- Post-Diploma BSc (Sports Coaching) -Regular
- > MEd (Physical Education) Sandwich
- > MPhil (Physical Education) Regular

STAFFING ADMINISTRATIVE STAFF

The previous staffing at the administrative level of four personnel has reduced to only two (2) which has raised some concerns. The lack of an equipment officer or storekeeper has led to damages to sports equipment due to inadequate storage care. It is however important to state that a professional Librarian has been posted and assigned to man the departmental library

ACADEMIC STAFF

With academic staff strength of only 10 lecturers, the department continued to face a herculean task in its effort to recruit new



staff. The Department therefore relies on ten (10) part- time lecturers to sustain its academic programmes and achieve some strategic objectives. It will continue to maintain these part-time lecturers to execute its programmes because of the need for their technical expertise to maintain our strategic advantage.

STAFFING REQUIREMENTS

To be able to continue in its quest to implement strategic initiatives in the 2016/2017 Academic Year, the department requires at least six (6) additional lecturers (including, at least one (1) professor and two (2) senior lecturers), one (1) typist and one (1) storekeeper/equipment officer strategic period.

STAFF DEVELOPMENT ACTIVITIES

No staff is on study leave, sabbatical leave or sabbatical employment, but one lecturer is on leave without pay. One staff member, employed as a Senior Research Assistant, requires home-grown training as a prospective lecturer or be awarded a scholarship for overseas training during the next academic year as a priority.

There was a Seminar for staff from the 12th-14th July, 2017 at Ajosec Hotel near Gomoa Budumbura in the bid to develop the human resource capacity of staff of the department.

SERVICES TO THE COMMUNITY

Lecturers of the department participated in the National Schools & Colleges Sports Festival September, 2016 as officiating officials in Sunyani.

A fitness programme, WALK-A-THON, which began was introduced by the department for students and staff of the department has been sustain and growing into a campus-wide activity for the entire university community.

DONATIONS

1. In October, 2016 the Head of Department Mr. Emmanuel Osei Sarpong donated a numbers books to the departmental library. This was to assist in increasing the stock of reading materials at the department library.

EXHIBITIONS

- The Department also organised a departmental week from the 5-8th April, 2017 to showcase the enormous talents and opportunities that exist and also attract individuals who are good in the various sporting disciplines to join us.
- The Department organised a dinner and awards night on the 12th May, 2017 as a way bring members of the department closer and also to appreciate the efforts and contributions of both staff and students towards the achievement the mission and vision of the department.

PROJECTIONS FOR NEXT ACADEMIC YEAR

INCREASE THE NUMBER OF FULL-TIME LECTURERS

- > The addition of five full-time faculty is required to help reduce the excessive work load of lecturers and improve on academic quality, increase students intake and number of programme offerings
- The department has initiated moves to absorb at least three (3) of its MPhil graduates
- > Improve on learning environment
- This would enhance students' experiences such as participation in wellness, fitness and sports programmes as well as inculcate in students the habit of using ICT and the library facility to enrich their university life and promote learning.
- > The department will continue to pursue management for the purchase of equipment to establish an exercise science laboratory to improve upon learning of the sports sciences
- > Facility needs
- While there has been an improvement in the university sports facilities due to the university hosting the 24th GUSA Games, the football and athletic oval are yet to be fully functional. The department will impress on management to go the extra mile to have the mini-sports facility completed to

- enhance learning and training of athletes.
- Improve on the department's library to make it more functional as well as begin to install some desktop computers to enhance students' learning
- > Effort shall be made with the support of management to establish an exercise and fitness centre to cater for the wellness and fitness of the university community and to generate funds.

SERVICE TO COMMUNITY

The HPERS Department's programmes and lecturers are highly valued at the national level, therefore the department will continue to organize workshops by bringing our expertise to the regions. Workshops/Seminars will be organized in the Upper West, Northern, Volta and Ashanti Regions with the support of their Regional Directors of Education and PE Coordinators.





The Department of Biology Education was established in 2010/2011 academic year as one of the newly created departments out of the previous Science Education Department.

ACADEMIC PROGRAMMES

The department runs a four-year Bachelor of Science programme in Biology Education.

RECENT DEVELOPMENTS

- > Prof. Akwasi Asabre Ameyaw, a professor in the Department left on Voluntary Retirement at age fifty-five in September 2016.
- Dr. Wisdom K. Hordzi was transferred from IEDE, Winneba Centre, to the Department of Biology Education in June, 2017.
- Dr. Walter Mawuli Kpikpi was offered appointment as a part-time lecturer in the Deartment of Biology Education in September 2016.
- A staff meeting was held in the beginning of the semester on January 25, 2017 where staff discussed: the end of first semester examinations, distributed courses for the second semester and items needed for the first quarter of the year.
- > The Department plans of keeping its own animals for practicals purposes. There is therefore the need to consult a sister University such as University of Cape Coast, which has an animal house farm to study their proposal and follow suit.
- > An entrance examination/interview for

- mature applicants seeking admission to be enrolled in the four-year BS C Biology Education programme in the 2017/ 2018 academic yearwas held on 21st April 2017 and 22nd April 2017. In all one hundred and fifty-one (151) candidates were selected for admission for the 2017/2018 academic year. This comprises one hundred and thirteen (113) Direct Applicants, thirty-seven (37) Mature Applicants and one (1) Post Diploma Applicant.
- A two-day departmental retreat where senior members met and put together a proposal for four new academic programmes to be mounted by the Department took place from Sunday June 25, 2017 to Tuesday June 27, 2017. The four programmes which were worked on are:
 - * Master of Philosophy Biology Education
 - * Master of Philosophy Biology
 - * Master of Education Biology Education
 - * Postgraduate Diploma Biology Education
 - * Report of the workshop has since been sent to the University's management for approval.
- The departmental procurement plan for the academic year requested desktop computers, printers, projectors, office cabinets, laboratory shelves by the close of the first quarter. Out of these items, only one HP printer has been received so far.



The Department of Chemistry Education was created from the Department of Science Education which is one of the nine (9) departments in the Faculty of Science Education in the University of Education, Winneba. This became necessary as a result of the growing need for expansion of the Department of Science Education in terms of infrastructure, programmes and effective teaching and learning of the various Science disciplines. The increase in students numbers was also an added factor for the creation of the Department of Chemistry.

ACTIVITIES

ACTIVITIES AND EFFORTS GEARED AT ACHIEVING STRATEGIC PLAN 2014-2018

- > The Department sent the MPhil in Chemistry Education Programme to National Council for Tertiary Education (NCTE) for initial approval after which the Department had to go and defend it. After the defense, the National Council for Tertiary Education (NCTE) wrote to the Department to make some inputs in its budget line in the document for re-submission.
- The Department received two (2) HP Desktop Computers, three (3) wooden book shelves and two (2) table top fridges from Stores (South Campus on 29th July, 2016 and 9th September, 2016 respectively).

TEACHING, ACADEMIC AND OTHER PROGRAMMES OR SERVICE OFFERED

ACADEMIC PROGRAMMES

Currently, the Department runs:

- 4-year B.Sc degree in Chemistry Education (Regular)
- Approval has been given to run a Master's Degree programme (Sandwich)

STAFFING STAFF STRENGTH

The total number of staff at the Department during the period under review stood at 10 comprising 7 teaching and 3 non-teaching staff.

STAFF ON RETIREMENT

Mr. L. H. Bobobee a senior lecturer retired from the services of the University at the end of September, 2013 and was granted three year post-retirement contract for the 2014/2015 to the 2016/2017 academic years. He has written to be offered a one year post as a Part-Time Lecturer for the 2017/2018 academic year.

III. STAFFING REQUIREMENT

- > The Department requires two (2) Senior Lecturers.
- The Department also requires two (2) Laboratory Technician

STAFF ON STUDY LEAVE

All staff are at post as Mr. Arkoful Sam resumed duty at the beginning of the 2016/2017 academic year and has since been at post.

STAFF ON SABBATICAL APPOINTMENT IN THE DEPARTMENT

No staff is on sabbatical appointment.

COLLABORATIVE RESEARCH PROJECT/PROGRAMMES BEING CARRIED OUT

- > Title (s) of research project(s) and activities being carried out: Purification of water at Atekyedo. Water treatment plants have been installed in all homes in Atekyedo. The Department of Chemistry periodically goes to check on the state of the plants.
- > Research partner(s) Grand Valley University, USA
- > Funding agency Grand Valley University, USA

VISIT/EXCURSIONS

The Department visited Atekyedo with a team from the United States of America who are monitoring the water that the people from Atekyedo use.

Dr. Victus Samlfo embarked on a field trip with the students to Apostle Kojo Safo Kantanga.

EXHIBITION

The Department received no donations (financial and otherwise), and mounted no exhibitions within the said period.





This report covers activities that were carried out in the Department of Health Administration and Education for the period of May 2016 to May 2017.

ACTIVITIES

The department is quite young. Currently it runs a 4- BSc. Health Administration and Education programme with its first batch in level 300.

- > In the quest to expand, the department submitted a 2-year BSc Health Administration (Nursing Option) programme for approval. The programme was approved by Academic board and sent to NAB for accreditation. NAB visited the department in November 2015 and sent their report in December 2015. The department had responded and is awaiting the accreditation certificate for the programme.
- The existing programme, BSc. Health Administration and Education, has been edited for re-accreditation. The document has been sent to National Accreditation Board through the Pro-Vice Chancellors Office.
- > The department had a difficult challenge with practicum supervision which almost resulted in students agitation. Field supervisors made demands for motivation allowance that had not been factored into students fees and therefore would not give students the needed attention. A proposal has been made to management to assist in solving this problem by considering a motivation allowance for supervisors.

TEACHING AND ACADEMIC PROGRAMMES

The department offers a regular BSc. Health and Administration programme. Preparations are advanced to offer a sandwich programme in BSc Health Administration (Nursing option).

STAFF STRENGTH

Presently, the staff strength is very weak. The BSc. Health Administration and Education programme will be graduating their first batch of students this year, however the department has only three permanent staff apart from the Ag. HOD.

STAFF ON RETIREMENT

There are no staff on retirement.

STAFF REQUIREMENT

The department requires at least two lecturers before the beginning of next academic year.

STAFF ON STUDY LEAVE

There are no staff on study leave

STAFF ON SABBATICAL

No staff has been appointed on sabbatical in the department.

COLLABORATIVE RESEARCH PROJECT.

There is a collaborative research between the department and Integrated Science Department. The research is designed to investigate residual forms of pesticides sprayed on food substances by farmers and their health implications.

CONCLUSION

The department wishes to express its gratitude to all who had supported its growth up to date



The Department of Home Economics Education was part of the Specialist Training College, Winneba and was integrated into the University College of Education, Winneba in 1992. The Department is under the Faculty of Science Education and prepares graduates to teach in pre-tertiary and tertiary educational institutions.

TEACHING, ACADEMIC AND OTHER PROGRAMMES OR SERVICE OFFERED

ACADEMIC PROGRAMMES

Currently, the Department runs:

- 4-year B.Sc degree in Home Economics Education (Regular).
- M.Ed degree in Home Economics Education (Sandwich).
- M.Phil Degree in Home Economics Education (Regular)

INCOME-GENERATION

- Clothing Production Unit undertakes sewing contracts from in and outside the University.
- Food Production Unit undertakes catering services from in and outside the University.

STAFFING STAFF STRENGTH

The total number of staff at the Department during the period under review stood at 38 comprising 17 teaching and 17 non teaching staff. The teaching staff is made of 13 full-time lecturers and 4 part-time lecturers.

STAFF ON RETIREMENT

Associate Professor Phyllis Forster and Miss Ophelia Quartey a Senior Lecturer are retired from the services of the University and granted one year post-retirement contract each for the 2016/2017 academic year

STAFFING REQUIREMENT

- > The Department requires five (5) Professors and Senior Lecturers in the following areas: Foods and Nutrition two (2), Family Resource Management one (1), Clothing and Textiles two (2).
- > The Department also requires Foods Laboratory Technician (1), Clothing Laboratory Technician(1), Laboratory Attendants (2), and Sewing Machine Technician (1)

STAFF ON STUDY LEAVE

Two Lecturers in the persons of Mrs. Elizabeth Lani Ashong and Mr. Guy Eshun are on study leave. Mrs. Elizabeth Lani Ashong is being sponsored by the University to pursue Ph.D programme at Sussex University, UK and Mr. Guy Eshun by the German Academic Exchange Service (DAAD) a Ghanaian Government sponsored Scholarship also a PhD in Food Science.

TEACHING, LEARNING AND RESEARCH

Teaching and learning activities during the period under review were very effective and efficient as a result of the zeal and commitment of staff. Students were taken through both theory and practical aspects of courses.

Procured essential materials for demonstration, practical work and lecture delivery

ACHIEVEMENTS

- Seventeen (17) M.Ed. and Four (4) M. Phil students completed and submitted hard copies of their dissertations/theses and graduated in July, 2017 whilst fifteen (10) M Ed. students are currently ready to be graduated in November, 2017.
- A proposal to start a MSc programme in Foods and Nutrition, Family Resource Management and Clothing and Textiles by Sandwich is completed and submitted for consideration by academic planning committee.
- To improve the male/female ratio in student admission, more male applicants were given admission at the undergraduate levels.
- The Clothing Production Unit produced pieces of undergraduate academic gowns, PHD gowns and one (1) PhD gown for Vice Chancellor for University of Cape Coast, University of Health and Allied Sciences.
- ➤ The Food Production Unit successfully catered for the 21st Congregation in November, 2016 and 21st Congregation in

July, 2017. The Unit also caters for UEW official functions.

EXHIBITION AND FASHION SHOW

- The Department organized an exhibition in Cake Decoration and Sugar Craft, Level 300 Entrepreneurship Education and Costing class and Clothing and Textiles on 15th, May, 2017. The exhibitors for both events were made by Level 300 and 400 students under the supervision of their lecturers.
- The Department organized a Fashion Show on 15th May, 2016 at the Forecourt of Jophus Anamuah Mensah Conference Centre of UFW.

The Department also had the singular opportunity to host the WORLD HOME ECONOMICCS DAY in Ghana on 21st March 2017.

CHALENGES

- > Limited office space for staff
- Out-dated laboratories and equipment for lectures and practical lessons





- > Lack of reading room for post-graduate students
- > Few Senior Academics to handle Postgraduate programmes.
- > Lack of space for the operation of clothing and Food Production Units to make them more functional. The renovation on existing cafeteria for Food Production Unit is yet to be completed.
- > This is causing a lot of inconveniences to the department specially the Foods Laboratory.

WAY FORWARD/FUTURE PROJECTIONS

- > Provide reading and lecture rooms for post-graduate students.
- > Provide state-of-the-art laboratories and equipment for Clothing and Textiles, Foods and Nutrition and Management-in-living.
- > Provide the Food and Clothing Production Units with suitable space to make them

- more functional.
- > Set up a computer laboratory.
- > Attract more senior academics to support post-graduate students.
- > Seek for avenues to support lecturers to improve on their academic and research capacity.
- > Start the MSc programme in Home Economics and run short courses for income generation
- > and as our social responsibility for the communities in and around Winneba by the three units.
- > Upgrade the Food and Nutrition, Clothing and Textiles and Management Units into Departments.
- > Set up a computer laboratory.
- > Seek for avenues to support lecturers to improve on their academic and research capacity through conferences and workshops in areas of specialization.





The Faculty of Social Science Education comprises of six departments and two Centres as follows:

- > Department of Social Studies Education
- > Department of Economics Education
- > Department of Geography Education
- > Department of History Education
- > Department of Political Science Education
- > Department of Business Education
- Centre for African Studies
- Centre for Conflict Human Rights and Peace Studies

The enrolment numbers for the Faculty has steadily increased in the last few years. With respect to gender equity in the Faculty, flexible admission policies for female students are being sustained. Aggregate for direct female applicants was generally pegged at lower cut-off points. For mature students, the pass mark for Subject Area Test (SAT/GAT) for female applicants was 40/40 while that of male applicants was 50/50 and above in the last admissions process. In addition, to increase the number of female academic staff, the Faculty has identified some potential female M.Phil students and are grooming them for lectureship appointments in the Faculty.

NEW PROGRAMMES

During the period under review, the following post graduate programmes were introduced in the Faculty:

- > M.A Conflict, Human Rights, and Peace Studies
- M.Phil Conflict, Human Rights, and Peace Studies
- > Executive Masters (Human Rights, Conflict and Peace Studies) Weekend Programme.
- M.A/M.Phil in History Education(In association with Norwegian University of Science and Technology, Trondheim (NTNU)
- > M.Phil in Economics (regular) and
- > MSc. in Economics Education (sandwich)

ACTIVITIES

In line with UEW's corporate strategic plan, and that of the specific objectives of the Faculty, the following activities were undertaken.

- Through the initiative of the Dean's office, the Department of History has entered into cooperation with NTNU and Freie Universitat Berlin (FUB) Germany. This has culminated in a joint Masters programme with NTNU and an exchange programme with FUB.
- > The Faculty continues to organize its weekly seminars. This attracted lecturers from the various departments as well as other universities to present papers.
- A number of lecturers from all departments are at different stages of their doctoral programmes in both local and foreign universities.
- A proposal to upgrade the Department of Business Education has been submitted to the Vice Chancellor and is awaiting approval from the relevant authorities.
- Ten students together with two lecturers will travel to Berlin from 21/7/17 to 03/08/17 as the first batch of the exchange arrangement between History Department and FUB.
- Books and other donations were received during the year under review by the underlisted departments in the Faculty.
 - * History Education
 - * Centre for Human Rights and Peace Studies
 - * Political Science Education
 - * Geography Education

PROJECTIONS/EXPECTATIONS

- It is expected that a well-equipped Economics Computer Lab would be operational for the Economics Department at the Faculty in the 2017/18 academic year.
- The Faculty is organizing a writing seminar for the academic staff. This is meant to enhance the writing and publications abilities of the members.
- > The Faculty will organize its bi- annual conference in March 2018.
- Plans are underway to mount a post graduate programme in M.Phil (Geography Education) and M.Ed (Geography Education) during the 2017/2018 academic year.
- > The Faculty has submitted a proposal

to the Graduate School to begin an MA/M.Phil (Political Science Education) programme in the 2018/2019 academic year.

> The Faculty intends to recruit more full-time lecturers when the ban on employment is lifted by government to augment the current staff strength of the Faculty.

APPLICATION FOR PROMOTIONS





ACADEMIC PROGRAMMES

> B. A. Economics Education

STUDENT ENROLMENT

During the year under review, the Department had a student population of 713. They were made up of 211 Level 100 students, 179 Level 200 students, 217 Level 300 students and 106 Level 400 students. These statistics do not include students from other departments such as Geography Education, Political Science Education, History Education, and Social Studies Education who took courses in Economics as their second subject area.

ACHIEVEMENTS (ACTIVITIES)

GRADUATE PROGRAMMES:

Two graduate programmes sponsored by the Department were successfully opened to be run and subsequently received applications from prospective students who wish to enroll on those programmes in the 2017/2018 academic year. The programmes are Master of Philosophy in Economics (regular) and Master of Science in Economics of Education (sandwich).

RESEARCH GUIDE

The Department has initiated the process of developing a research guide based on the Students' Handbook and other relevant university principles. This is to improve the quality of long essays and project work reports written by students. It will also provide a framework for checking and preventing students who engage in plagiarism and other unconscionable acts.

COMPUTER LABORATORY AND RESERVE LIBRARY

The Department is at the final stages of opening its computer lab and reserve library. This laboratory has already been installed with appropriate furniture to contain 25 desktop computers. The Department has been allocated with 12 desktop computers to start the computer laboratory. Electrical installations work is at advanced stages and will be completed soon in order to open the facility for use by students and faculty. The internet and network installation are yet to begin.

FACULTY SEMINAR

Anselm Komla Abotsi (Ph.D.) presented a paper titled "Factors Influencing Illicit Financial Outflow from Developing Countries" on the 16th December 2016. Mr. Alhassan Atta-Quayson also presented two papers titled "Country and Regional Level Africa Mining Vision (AMV) Gap Analysis and Mapping Study for Ghana and ECOWAS Region" and "Local Content and Value Addition in the Minerals Sector in Ghana: Policies, Legal and Institutional Frameworks - Trends and

Responses" on the 17th March, 2017.Dr. Emmanuel Carsamer presented a paper titled "Religion, Financial Inclusion and Poverty in Ghana" on March29, 2017.

DEPARTMENTAL SEMINAR

The Department organized a seminar on natural resources governance on 23rdSeptember 2016. Prof. J. Amoako-Tuffour, Director of Research at the African Centre for Economic Transformation (ACET) was the resource person.

The Department also started an internal research seminar as a platform for encouraging members of the Department to publish. Dr. Richardson started the seminar series and presented his paper on the topic "Business, Government and Society. Facts and Fiction of Entrepreneurship in Ghana" March 30, 2017.

WORKSHOP ON THE USE OF R-ECONOMETRICS SOFTWARE

The Department in collaboration with the Department of Business Education organized a one-week training workshop on R (an Econometrics Software) which benefited lecturers and administrators in these two departments as well as other departments in the Faculty of Social Science Education and the University at large. The workshop took place at the Department's Computer Laboratory and Reserve Library from 8th August 2016 to 12th August 2016.

LOCAL AND INTERNATIONAL CONFERENCE:

Lecturers in the Department attended and made presentations at various local and international seminars and conferences. In particular, Mr. Alhassan Atta-Quayson attended a research conference on "Taxation and Sustainable Development" organized by the Department of Private Law at the University of Oslo (Norway) on 25th April 2017. He presented his paper on "Country and Regional Level AMV Gap Analysis: Ghana and ECOWAS". He was also at a Research Symposium on Industrial Mining jointly organized by UNDP, World Bank, EU and

AU from 17th to 20thOctober 2016 at the AU Conference Centre in Addis Ababa, Ethiopia.

EDUCATIONAL TRIP:

On 5th April 2017, the Department organized an educational trip for students and lecturers (Dr. Carsamer and Dr. Richardson) to the Bank of Ghana. The trip provided students with the opportunity to familiarize themselves with activities of the Bank of Ghana. Two presentations were made by officials of the bank. The first was on the organizational structure of the bank and the second was on emerging developments in the banking industry. Students comported themselves well and were highly impressed.

CHALLENGES

Economic Textbooks for Reserve Library: Inadequate relevant economics textbooks, especially those that frequently appear on course outlines.

Computer Laboratory: Inadequate desktop computers and challenges in obtaining resources to complete internet and network installations work.

Staff: Need for additional lecturers (especially lecturers with PhDs).





The Centre for African Studies is one of the Department under the Faculty of Social Sciences Education of the University of Education, Winneba. It was established as an autonomous Department with Funding from TALIF in September, 2007. The Centre, hitherto, was a unit of the Department of Social Studies Education, University of Education, Winneba.

VISION

The Centre shall become a leading Centre of teaching and research in African Studies, and shall be recognised for its role in Africa and beyond.

MISSION

The Centre for African Studies serves as a centre of excellence, which inculcates in the products of the University, the requisite knowledge and understanding about the challenges facing Africa, and the skills, strategies and attitudes acquire or develop towards the development of Africa in general, and Ghana in particular, as competent professional teachers.

LIST OF AFRICAN STUDIES COURSES OFFERED BY THE CENTRE.

OLLEWED	IIIL CLAIRL.
GPDR 122	The Rise of Nationalism in Africa
GPDM 122	Military in African Politics
GPDG 122	Gender and Development in Africa
GPDC 122	Conflicts and Conflict Management in Africa
GPDP 122	Public Administration, Bureaucracy and Corruption in Africa
GPDL 122	Language and Ethnicity in Africa
GPDA 122	Economies of African States and the Structural Adjustment Programme
GPDH 122	History of African Art and Issues in Art Education in Africa
GPDI 122	African Integration
GPDF 122	African Oral Literature
GPDT 122	Modern Trends in Religion and the New Religious Movement
GPDD 122	Population Growth and Development in Africa
GPDA 122	African Family and Kinship Systems

LIST OF LIBERAL STUDIES COURSES OFFERED

GPD 231Aa	Constitutional Governance
GPD 231Bd	Social Problems
GPD 231Be	Stress and Stress Management
GPD 231Cd	Marriage Among Selected Ghanaian Ethnic Groups
GPD 231Da	Entrepreneurship Awareness and Marketing
GPD 231Ah	Human Rights in Ghana
GPD 231Ba	Population and Family Life Education
GPD 231Ea	HIV/AIDS and other STIs/ STDS
GPD 231Ag	Organisation of the International Community
GPD 231Cb	The Peoples and Culture of Ghana
GPD 231Bg	Leadership Development

Collaborative Research Programme being carried out by the Centre

Two Seminars were held at the University of Education, Winneba and the Catholic University College, Fiapre on 2nd November, 2016 and 9th December, 2016 respectively to disseminate findings of a research on the topic "Pentecostalism and the Spirit of Innovation and Entrepreneurship: the Case of Maame Sarah Prayer Camp at Goka". Dr. Edmond Agyeman was the Lead Researcher.

ACHIEVEMENTS

Both the first semester and second semester examinations passed without any incident. Lecturers who were recruited from the various departments to assist in the teaching of African and Liberal Studies courses cooperated very well with the Centre and did their work conscientiously. They were also timely in the submission of examination questions and marked exam scripts.

The Centre, during the period under review, managed to add two desk top computers to its stock of assets. This greatly facilitated work at the Centre. Internet has also been extended to all the offices of the Centre and this has enabled staff to have access to internet connectivity for teaching, learning and research.

CHALLENGES

One major challenge the Centre faces is lack of space to set up the long awaited AFRIKANA LIBRARY which will stock books on various subjects on Africa and the indigenous peoples. Another challenge the Centre faces is the lack of public address systems to deliver lectures in the big lecture halls to the large number of students who assemble there to take courses. Student numbers have increased over the past few years and therefore the number that subscribes for each of the courses that is mounted every semester has increased.

One way out of this situation is to mount several courses so that the number of students per course can reduce considerably. But this also presents another set of problems – availability of lecture rooms and lecturers.

FUTURE PLANS

The Centre, has at the time of writing this report, received approval from the Vice Chancellor to organise a seminar at the Smayak Hotel in Apam to undertake a comprehensive review of our courses to reflect the realities of the 21st Century.

The review will eventually see to the merger of some courses and a cancellation of others. New courses will also be introduced to justify the existence of African Studies in the curriculum of the University.



The Department of History Education will begin its fourth year as a substantive Department in the 2017/2018 academic year. The Department has made strong strides for a positive future. We have taken many steps in improving the programme towards a world-class standard.

PROGRAMMES OFFERED

The Department offers a BA History Education and M.A. History Education.

CURRICULUM DEVELOPMENT

The new course structure has been established and all students will follow it. Students have the option of choosing one of the following electives: Economic and Labour History, Women and Gender History, or Conflict and Diplomacy. We continue to use tutorials and lectures to provide detailed content to students. The Department has also standardized course outlines, and course appraisals to improve teaching and learning. The Department is beginning a M.A. History Education for the 2017/2018 academic year. Seven applicants applied, and six were interviewed and recommended for admission to the programme.

ACTIVITIES

READING ROOM

The Departmental reading room has been stocked with over 850 books (including novels).

NATIONAL HISTORY DAY- 3RD MARCH, 2017

This year's 2017 edition (Theme: Taking a Stand in History) was the third one and was graced by other educational institutions including representatives from Kwame Nkrumah University of Science and Technology, University of Cape Coast and University of Development Studies. Senior high schools in attendance were: Winneba SHS, Zion Girls SHS, Potsin SHS, Mando SHS, Adisadel College, Mfantsipim SHS, Holy Child SHS, Ekumfi T.I. Ahimadiyya SHS, Swedru School of Business SHS, AgonaNyarkrom SHS, Winneba Business SHS, Apam SHS and Uncle Rich SHS. The idea is to make history more engaging and help increase interest in knowing our past as Ghanaians. The Theme helped participants to think about people, ideas and relevant history.

SEMINAR SERIES

The Department of History Education and Political Science Education in conjunction organized a seminar series on Wednesdays. The platform has truly shaped the academic works of members in these Departments and the Faculty as a whole.

COMMUNITY HISTORY WRITING PROJECT

Last year, the Departmental Board pilot tested this project with ten students during the long vacation. Following the success, the Department is continuing with the project. This time, students will go to Apam. The preliminary work in establishing contacts, finding accommodation, and preparing the participants has taken place. The final report of the 2016 project is currently being edited to be printed as a book.

STUDENT APPRAISAL OF COURSE AND TEACHING

The Department of History Education developed an appraisal form that was distributed to all history students to allow them to assess their lecturers. At the end of each semester, the national service person/tutor assigned to the course passed out assessment forms (questionnaire) to students to fill. Result were collated in SPSS and distributed among the respective lecturers. The purpose was to enhance teaching and learning.

FIELD TRIP

Field trips are very relevant in helping students relate the past events to the present, as well as understand what taught in the lecture rooms. This year field trip was organized by the Department in collaboration with the Association of History Students (ASHIS). Ms. Gertrude Nkrumah, a lecturer and three National Service Persons from the Department assisted ASHIS executives in organizing the trip. The field trip took place from 27th March, 2017 to 31st March, 2017. They visited four regions in Ghana. Places visited include the Manhyia Palace museum, the Dakpema Palace in Tamale, Wa Chief Palace, the Yagbonwura Palace at Damango, the Paga Slave Camp and the NavrongoMinorBasical, Cathedral; thus touring the Northern, Upper East, Upper West and Ashanti Regions. The students were taken through relevance and histories of the various places visited.

WEBPAGE AND NEWSLETTERS

Volumes 6-7 of the newsletter came out in 2016/2017 academic year, and the Department webpage is being structured to publicize ongoing projects such as Departmental Seminar Series, Community History Writing





Project, Ghana National History Day, Association of History Students (ASHIS) activities and field trip. There isimprovement made on the webpage. One of the national service persons, Seidu Tirogo, has also created a Facebook page and WhatsApp page to overcome some of the challenges faced in disseminating information to members of the Department.

DONATIONS

Various visitors have contributed books to the reading room. Book donations have come from Prof. Bea Lundt (Germany), Prof. Martin Lücke (Germany), Dr. Kofi Baku (UG, Legon), Dr. Jim Weiler, Mr. Manu Herbstein (South Africa), Mr. SeiduTirogo (National Service Person), SAMARA Group of Companies, Prof. Carola Lent (Germany), and Prof. Paul Bjerk (USA).

EXCHANGES WITH OTHER UNIVERSITIES

The Department is fostering relationships with various universities throughout the world. The most impressive exchange comes with Free University (Berlin). Prof. Lundt and Prof.Lücke gained funding for ten UEW History Education students to travel to Berlin in August 2017, and the following year, ten Free University students will visit Ghana. Students from each university are paired and will work together on a research topic that will be examined through a German and a Ghanaian perspective.

Norwegian University of Science and Technology (NTNU) invited the History Education HoD to Trondheim, Norway to participate in a workshop to foster cooperation between NTNU and Ghanaian Universities. Through the agreement, NTNU will assist UEW MA History Education programme. As specific course, Atlantic History and Heritage will be taught to UEW students

and the students will visit NTNU students during the sandwich session. Lecturers from NTNU will assist in the teaching of the course. The purpose is to examine issues through European and African perspective. University of Education, Winneba students that will be selected to pursue M.Phil degree will travel to Norway and study at NTNU for five months and then return to finish writing their theses. Ten students will be funded during a five-year period. The hope is that the programme will be successful and the number of students will be increased with future proposals.

Prof. Paul Bjerk and Prof.Karlos Hill of Texas Tech University and Oklahoma University, respectively, came to UEW in June of 2017. While previous proposals have failed to gain funding, both lecturers are eager to continue to find ways to establish exchange programmes. At this point, we are planning for them to bring their students during the long vacation. Our students would join them in examining Ghanaian history including traveling to various locations in the country.

PROJECTIONS FOR NEXT ACADEMIC YEAR

This coming year poses both challenges and opportunities. The Department is planning for the projects that have been started to be expanded in reach, depth, and quality. Also, enrolment has increased greatly. For example, forty students will be graduating while the intake last year was one hundred and eleven students. As indicated earlier, 174 applicants were recommended for the 2017/2018 academic year. Academic standards are being set very high requiring students to read, write, formulate arguments, engage in doing history, and thinking deeply and critically. Each year, the Department attempts to

improve qualitatively. We believe that the Department and the University should be *learning institutions*, a concept from Peter Senge (1990). The Department needs to reflect, analyse, and take action together in a process that helps us continually improve our practice.

All these things are happening when the Department will be losing the services of a long-serving Head of Department, Dr. Jim Weiler – myself. While I have received much praise for the success of the Department, everyone in the Department has contributed to extend far beyond what is recognized. The person to take my place will have many challenges, including maintaining the positive attitude of the Department in its attempts to being the best possible.

STUDENTS

It is important to recognize the efforts of History Education students. Our students sometimes complain about having more readings, more assignments, more writing, and more projects than their mates in other disciplines. Our students do rise to the occasion. One student Prince Essiaw was selected to study in Denmark for a year. The Association of History Students won the award for Best Student Association this year. They have formed National Association of History Students. The Department has supported its students' association - Association of History Students (ASHIS) - in its efforts to create history clubs in various senior high schools. The HoD, lecturers and ASHIS leaders have visited various senior high schools in the Central Region in attempts to establish these clubs. ASHIS members serve as mentors to the various SHS clubs. They organized bates, field trips, and many other activities in senior high schools.

NEEDS

In the expectation of developing graduate programmes, three additional lecturers are needed. In the short term, this will allow

the Department to function effectively while young lecturers seek doctoral studies at internationally reputable universities. In the long term, it will help to mount additional programmes. The Department is planning to carve out specialties in each of the thematic areas: Economic and Labour History, Conflict and Diplomacy, and Women and Gender History. It is important for the Department to develop areas where there are very few experts such as women and gender history in Ghana. This is a niche where History at UEW could get international recognition. We need to get young lecturers and lecturers with international experience who are committed to explore these specific areas. We also need to support the young lecturers we have to further their studies at the PhD level. It is vital that they study with world-renown historians in their area to truly understand and become an expert in their field.

Also, the Department recognizes that we live in the information age. The processes of the past are too archaic to keep up with an everchanging world. In attempting to implement innovated practices, the Department needs bureaucratic support that does not delay, interfere, or stop new practices. Plagiarism software has been requested multiple times over the years. Even with persistent follow-up, the software has never been purchased. The Department recognizes that plagiarism is a serious threat to the academic standards to the Department and the University.

In summary, the Department of History Education has taken many steps in making it a strong representative in an internationally reputable institution. Even with limited resources, the Departmental members continue to display innovation and determination in elevating the status of the Department.



The Department has a vision of becoming an outstanding one for Social Studies Education in Ghana and be recognised for its leadership role in Africa and beyond. The mission of the Department is to equip graduates with the relevant knowledge, professional skills and instill in them positive attitudes which will enable them become effective teachers of Social Studies in pre-tertiary and tertiary institutions. The Department continues to support and pursue the key areas of university enterprise including teaching, research, publication and service to the community.

ACADEMIC PROGRAMMES

The Department runs the following academic programmes:

- > PhD (Social Studies) regular
- > M. Phil (Social Studies) regular
- > M. ED (Social Studies) sandwich
- > B. A. (Social Studies Education) regular

ACTIVITIES

The Department organized a talk on "Sexually transmitted infections and diseases" on April 12, 2016 at Professor Jophus Anamuah-Mensah Conference Centre. Dr. Killian Boampong – Konam, the District Director of Health Service, TwifoPraso was the speaker. The Department also organized a talk on the "Role of the Police and Courts in Ghana's Criminal Justice System"on April 19, 2016 at Professor Jophus Anamuah - Mensah Conference Centre. C/Supt. Oscar Kofi Amevenku, the Director of Studies, Ghana Police Command and Staff College and Mr. Alexandra Owore, the Magistrate, Winneba District Court were the speakers.

Level 300 Social Studies Students and Special Education Students offering Science, Technology and Modernisation embarked on an educational trip to Apostle Safo Kantanka Technology Village on 7th April, 2017. The trip provided students with the opportunity to get firsthand information on Science and Technology.

ACHIEVEMENTS

- Documentation on the re-accreditation of its Postgraduate Programme have been submitted to the NAB and it is now awaiting re-accreditation.
- > Two sets of conference room furniture were purchased for the Departmental Conference Room.
- In order to facilitate teaching, learning and research, laptops were procured for lecturers in the Department. However, some are malfunctioning and need replacement. We also need some laptops for new lecturers that have been appointed.
- > The Department was successfully reaccredited for its B.A Social Studies programme during the period under review

PROJECTIONS FOR NEXT ACADEMIC YEAR

- Currently, three staff members have enrolled on PhD Programme for the upgrading and improving on the competence of staff. They are at various stages of their programme.
- > Fifth batch of PhD students in Social Studies Education will be admitted.
- The Department will broaden its research activities to include a tracer study of its graduates on the field.

ON-GOING DEPARTMENTAL RESEARCH

- Service Teachers' sense of professional teaching efficacy in Basic and Senior High Schools in Ghana.
- Social Studies teacher trainees' perception of teaching efficacy in Basic and Senior High Schools in Ghana.



The Department of Business Education, which was established in September 2010, is a unit under the Faculty of Social Sciences Education of the University of Education, Winneba and it is located at South Campus, Old Administration Block (Winneba Campus). The Department offers courses leading to a 4 – year Bachelor of Business Administration Degree. The Department continues to support and pursue the key areas of the University enterprise including teaching, research, publication and service to the community.

ACADEMIC PROGRAMME

The Department currently offers one programme with five options leading to the

award of a 4 – year Bachelor of Business Administration Degree. These are:

- > BBA Human Resource Management
- BBA Accounting
- > BBA Marketing
- > BBA Banking and Finance
- > BBA Procurement and Supply Chain

STAFFING

NEW APPOINTMENT

Two new lecturers with PhDswere appointed to join the staff of the department during the period under review. They are:

Dr. Emmanuel Erastus Yamoah – PhD in Human Resource Management Dr.DzaMawuko–PhD Procurement and Supply

Chain



CURRENT STAFF ENROLMENT

The Department has sixteen (16) full-time lecturers including the Head of Department and the Examination Officer, three (3) Administrative Staff and three (3) National Service personnel. The Department has two staff on study leave, one on part time study leave (Mr. Isaac NyarkoAdu) and the other on full time study leave (Mr. Abdul-Kahar Adam).

ACTIVITIES

- A day seminar was organised for students and staff of the Department on March 17, 2017 under the theme "Contemporary issues in Procurement at the corporate level". The speaker was Dr.OforiAmafo a lecturer from Pentecost University College.
- > A 4-day seminar to evaluate and diversify academic programmes in the Department under the theme "The Growth of the Department into a School in the 21st Century". The speakers were Dr. Mohammed Aminu-Sanda (Senior Lecturer, University of Ghana Business School) and Prof. C. A. Okpoti (HOD, Business, University of Education, Winneba).
- A week Royal Banking and Finance Challenge was organised by Royal Bank from 26th to 31st March, 2017. Sixteen universities took part in this challenge in which our Department happens to get the third position.
- Staff and students participated in the Education and Enterprise Development Forum of the Enterprise Africa Summit organized by British Council on 23rd March, 2017.

ACHIEVEMENTS

The Department has liaised with organizations for student internship programme during the 4th year of their studies.

- > Students also go on attachment during their studies in school.
- The Department placed third among sixteen universities in the Royal Banking and Finance Challenge organized by EDUFAIR Foundation.
- > The Department has also appointed two external examiners to moderate level 400 end of second semester examination and long essays.
- All lecturers have furnished office accommodation
- > There has been tremendous increase in students' admission.
- Lecturers in the department have produced textbooks for the students

PROJECTIONS FOR NEXT ACADEMIC YEAR

The Department is expected to develop into a Business School in 2017/2018 academic year with four departments namely:

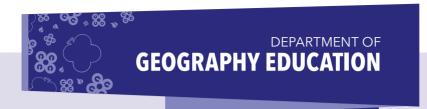
- > Human Resource Management
- Accounting
- Marketing, Procurement and Supply Chain
- > Banking and Finance

DONATIONS

- > On April 3, 2017, twenty four (24) books on Banking and Finance were donated to the Department by Royal Bank as an award for **winning** the third position in the challenge.
- A cash price of one thousand Ghana Cedis (1,000.00) was given to the University as an award for winning the third position in the Banking and Finance Challenge.

CHALLENGES

> Inadequate lecture rooms



BACKGROUND INFORMATION

Established in September 2013, the Department of Geography Education is a member of the Faculty of Social Science Education of the University of Education, Winneba (UEW). The department is housed in the Faculty Block on the North Campus of UEW. Currently, the Department of Geography Education offers a 4-year programme leading to the Bachelor of Arts in Geography Education. The department continues to support and pursue the key areas of the university enterprise including teaching, research, and service to community. The 2016/2017 academic year recorded about 30 per cent increase in the number of fresh students admitted in the department bringing the current student population in the department to One Thousand, Three Hundred and Seventy-Two (1372). Lecturers use high end ICT facilities in teaching and instructional support. Staff in the department is actively involved in research activities...

TEACHING AND SERVICES OFFERED

The Department of Geography Education currently offers a 4-year programme leading to the **Bachelor of Arts** in Geography Education. Graduate programmes are expected to commence in the 2018/2019 academic year. Approval has been given by the Graduate School and NCTE and NAB are yet to give their approval.

STAFFING

Total staff strength of the department is Eight Lecturers (Two females and Six males) supported by one male administrator. During the year, one male lecturer completed his Doctoral programme from the University of Cape Coast. Currently One staff is on study leave pursuing his Ph.D programme in Transport Geography.

The Department currently needs expertise (lecturers) in the following areas

- > Methodology and Curriculum
- > Climatology
- Remote Sensing and GIS (one lecturer, one technician)

RESEARCH PROJECTS

- Muni -Pomadze wetland in Winneba. (Conception stage)
- Gold Hill beach at Komenda. (Conception stage)

DONATIONS

The Geography Student's Association donated two Epson projectors to the Department to enhance teaching and learning.

VISITS/EXCURSIONS

- > October 2016. Level 100 students studying Introduction to Geography were taken to the Planetarium in Accra. The purpose was to help the students understand issues relating to the universe, especially the planets.
- > October 2016. Level 200 students studying Geomorphological Processes and Landforms were taken to the west coast to study coastal processes and landforms. That is the Gold Hill beach in Komenda, Pra estuary in Shama and Sekondi-Takoradi, Nkotompo coastline.

- ➤ November 2016. Level 200 Geomorphology students were taken to the Muni – Pomadze Wetland in Winneba on study tour.
- March 2017. Level 400 students were taken to Old Fadama and other slum areas in Accra for better understanding of Geography of Housing and Human settlements.
- March 2017. Level 100 students studying Climatology visited Ghana Meteorological Agency for further studies on Weather and Climate issues. They were also at the weather station at the Kotoka International Airport.
- April 2017. Geography Students' Associations (GEOSA) and those studying Geography of Tourism made a trip to Nzulezu.

PROJECTIONS FOR NEXT ACADEMIC YEAR

- > Complete accreditation processes for two graduate programmes
- > Increase enrollment
- Come out with maiden copies of Departmental Brochure
- > Reach advance stage of GIS laboratory
- Initiate research projects at Muni Pomadze wetland in Winneba and Gold Hill beach at Komenda.

The Department is in the process of developing post graduate programme in Geography Education, Disaster Prevention and Management, and Environmental Management. Plans are also underway to establish Geographic Information System Laboratory and weather station to support teaching and research in the department.





As a result of the rapid political changes in Ghana and the international system, the need for a clearer understanding of political and governance issues has become very critical to make sense of happenings in the world. In response to this, the Department of Political Science Education was established, following a split of the erstwhile Department of Social Science Education in the 2013/2014 academic year within the Faculty of Social Science Education. The Department is committed to contributing its quota to the efforts of the University of Education, Winneba, to maintain its position as an internationally reputable institution for teacher education.

The Department aims to advance the human resource capacity of the nation by inculcating in its graduates the requisite academic proficiency and professional competence to serve the nation and humanity, especially through the teaching of subjects related to government, politics or public administration in general. It provides an opportunity for students seeking to pursue such knowledge and training to become professional teachers of international repute.

The Department has therefore committed itself to a high sense of integrity, professionalism and excellence in teaching and research, to support the mandate of the University of Education, Winneba. It also aims to establish collaborative relationships with

organisations, institutions and policy networks to engage pertinent issues in politics, public administration and development.

ACTIVITIES (WITHIN THE FRAMEWORK OF ACHIEVING THE UEW CORPORATE STRATEGIC PLAN 2014-2018)

- > Two (2) Lecturers from the Department have successfully completed their PhD programmes. One graduated on November 26, 2016 and the other is scheduled to graduate in 2017 after successful defense of thesis.
- A Reading Room has been created by the Department to build a stronger reading culture among students; the Reading Room is also used for seminars, presentations, small group teaching and meetings. It also serves as a common office for Lecturers without office space in the Department.
- Laptops have been procured for all Lecturers in the Department to be used for presentations during teaching and other academic activities.
- > One Lecturer has been promoted to the rank of Senior Lecturer. Three (3) others have submitted applications for promotion to the rank of Senior Lecturer and are awaiting the outcome.
- Lecturers from the Department have been updating their staff profiles on the UEW website to enhance the image of the University and the Department.
- The Department organized a seminar for students during their POSSA week

- celebration on March 23, 2017. The theme of the seminar was: *Tertiary Education and Job Opportunities*.
- > The Department has submitted a proposal to the School of Graduate Studies to begin an MA/MPhil Political Science Education programme in 2018/2019 academic year. Revisions based on the feedback from the Graduate School is currently being undertaken to ensure successful introduction of the programme.

ACADEMIC PROGRAMME

The main programme of the Department at the moment is B.A. Political Science Education. However, an MA/MPhil Political Science Education programme has been developed, received comments from the School of Graduate Studies, and is currently being refined for take-off in 2018-2019 academic year.

COLLABORATIVE RESEARCH PROJECTS BEING CARIED OUT BY THE DEPARTMENT

TITLE OF RESEARCH PROJECT:

Access to Information and Public Services Delivery: User Perceptions of Data Integrity and Protection in Ghana (By: Dr. Gabriel Botchwey)

Research Partners: Council for the Development of Social Science Research in Africa (CODESRIA), Dakar, Senegal.

COMMUNITY SERVICE

PAPER PRESENTATIONS AND PARTICIPATION IN PUBLIC EVENTS (BY DR GABRIEL BOTCHWEY):

Shana Education Evidence Summit 2017, organised by Ministry of Education/ Innovation for Poverty Action, Accra, 27-29 March 2017: (Presented the paper:

- Reaching the Poor or the 'Well-connected'? School Selection Dynamics under Ghana's School Feeding Programme).
- Public Forum on Small-Scale Gold Mining in Ghana, topic: 'Addressing the Galamsey Menace: Challenges and Opportunities', organised by the International Growth Centre and London School of Economics, Accra, 21 February 2017: (Spoke on: Foreign Involvement in Small-Scale Gold Mining research in Ghana).
- > World Environment Day: Presentation to NGO activists, Forestry Commission officials, traditional rulers, students, teachers and the general public on: Impact of Illegal Small-scale Mining on Education and the Environment, June 5, 2017, at St Anthony Parish Hall, Agona Swedru.
- > Service to the Academic Community:
- Member of Committee established by UEW Academic Board to develop an Electoral Policy for UEW (February-March 2017)--Dr Gabriel Botchwey.
- External Examiner for PhD Theses: Faculty of Social Sciences and Humanities, University of Fort Hare, South Africa (2017)--Dr Gabriel Botchwey.

DONATIONS

- > The Association of Political Science Students (POSSA) donated 20 chairs and 10 tables to the Department to be used at the Reading Room. The items were presented on May 25, 2017.
- A Level 100 Political Science student by name Mr. Paul Abrokwah donated one megaphone to the Department to aid teaching and learning.

VISITS / EXCURSIONS

The Association of Political Science Students (POSSA) organized an educational trip to the following places:

Date	Place Of Visit
October 28, 2017	Parliament House and Kwame Nkrumah Mausoleum, Accra.
February 17, 2017	Elmina and Saltpond to visit important sites in the Political History of Ghana.

PROJECTIONS FOR THE NEXT ACADEMIC YEAR

- > To admit our first batch of students to begin the MA/MPhil Political Science Education programme by 2018/2019 academic year.
- > We anticipate that the remaining Lecturers on PhD programmes would complete their studies, very close to doing so.
- > We expect three (3) more Lecturers to attain the rank of Senior Lectureship.
- > We also anticipate 5% increment in student admissions for 2017/2018.

CHALLENGES

Our most pressing challenges include:

- > Lack of adequate teaching staff with terminal qualifications to support the teaching and research activities of the Department.
- > Inadequate office space for Lecturers.
- > Extremely high student-supervisor ratio for long essays/research projects. This is currently about 1 Supervisor to 50 students.
- Lack of Teaching Assistants to support teaching and learning.





The National Centre for Research into Basic Education (NCRIBE), one of the Centres of the UEW has undertaken various activities during the 2015/16 academic year.

SUMMARY OF ACTIVITIES

No.	Activity	Sponsor	Status
	Research on Universities Employability and Inclusive Development (3 years)	British Council-Institute of Education, London	Completed
	Basic School Children Letter Writing Project with 1,200 Children as researchers	Yo! Ghana foundation	On-going
	Monitoring and Evaluation of Ghana Reads project (1 year)	OLE/VSO Ghana	Negotiations On-going
	Evaluation of Pregnancy related school dropout among girls in Ghana	UNICEF Ghana/GES	Negotiations On-going
	Assessment of the Capacity of local structures to support Education Delivery in Ghana	UNICEF Ghana/GES	Negotiations On-going

On the issue of skeletal staff, it is suggested that the university recruits at least 2 more senior members with both quantitative and qualitative and consultancy backgrounds to support the centre. The Centre has been negotiating the posting of national service personnel who have so far been supporting research activities. This is however unsustainable as the national service positions lasts for only a year.



- Post Diploma B.Ed. (Guidance and Counselling)
- Post Diploma(Early Childhood Education)
- > Post Diploma (Basic Education)
- > B.Ed. (Special Education)
- > B.Ed. (Basic Education)
- > B.Ed. (Early Childhood Education)
- Post-Graduate Diploma (Audiology Education) – E-Learning
- > Post Graduate Diploma (Education)
- Post Graduate Diploma(Braille Education)
- > Post Graduate Diploma (Sign Language)
- M.Ed. (Educational Administration and Management)
- > M.Ed. (Special Education)
- > M.Ed. (School Supervision)
- M.Ed. (Guidance and Counselling)
- M.Ed.(Assessment in Special Education)
- > M.Phil. (Guidance and Counselling)
- > M.Phil. (Special Education)
- M.Phil.(Educational Administration and Management)
- M.Phil.(Basic Education)
- M.Phil.(Assessment in Special Education)
- > Ph.D. (Special Education)
- > Ph.D (Guidance and Counselling)

NEW PROGRAMMES

The Faculty is in the process of developing the following market-driven programmes:

- Department of Special Education: M.Sc. degree in Audiology and M.Sc. degree in Speech and Language Therapy
- Department of Early Childhood Education: M.Ed. in Early Childhood Education (Sandwich),
- Department of Basic Education: 2-year Diploma in Basic Education (Sandwich), M.Ed degree in Basic Education with Specializations in English Language, Mathematics, Integrated Science and Social Studies (Regular and Sandwich), D.Ed in Basic Education (Specializations in English Language, Mathematics, Integrated Science and Social Studies), and the restructuring of

B.Ed degree in Basic Education Programme to suit specializations in subjects taught at the Basic Schools.

- Department of Psychology and Education: M.Phil degree in Curriculum Studies, 4year B.Ed. degree in Psychology and a Doctorate in Education (Ed.D)
- > Department of Educational Administration and Management: PhD/EdD in Strategic Leadership and Educational Policy Studies, one year top- up programme for candidates who possess M. Ed. Educational Administration and Management to obtain an M.Phil degree and MSc. degree in Educational Leadership.

Related to the above, the Faculty has started a process of restructuring departmental programmes to meet national and global demands.

STAFFING POSITION

New lecturers were appointed to augment staff strength in the departments within the Faculty. The Faculty is grateful to Management for their appointment.

- > Two Lecturers and an Assistant Lecturer were appointed to the Department of Psychology and Education
- > One Lecturer was appointment to the Department of Early Childhood Education
- One Assistant Lecturer was appointed to the Department of Basic Education
- One Assistant Lecturer to the Department of Special Education
- One Senior Lecturer on sabbatical in the Dept. of Psychology and Education

A Senior Lecturer in the Department of Psychology and Education resumed duty from study leave with pay in Nigeria.

The Faculty still requires staff in the following areas of specialization:

- > Department of Basic Education: More teaching staff in the areas of Social Studies, Science and Educational Studies
- Department of Psychology and Education: More teaching staff in the areas of Measurement and Evaluation, Educational Technology, Curriculum and Educational Administration.
- Department of Educational Administration and Management: More teaching staff in the areas of educational policy,

- measurement and evaluation and higher education
- Department of Early Childhood Education: More teaching staff in the areas of early childhood, language and literacy and the sciences.

RELOCATION TO THE FACULTY OF EDUCATIONAL STUDIES BLOCK

The period under review saw the completion of a new block for the Faculty of Educational Studies. The Departments within the Faculty were then relocated from the Faculty of Social Studies Block to its current location. Lecturers were also allocated with office space to aid them in their work. The Faculty is grateful to Management for the completion of the block

AWARDS

- Ms. Amina Mohammed, Department of Early Childhood Education received the Registrar's award for the best 1st year Education Student at the 20th Congregation.
- Mr. Augustine Seyeme Apetsi and Ms. Hussey Benedicta received Opanyin Kofi Adinku Award for the best female and male graduating students in Research Project in the Master of Educational (Educational Administration and Management) Programme.

DONATIONS

- > The family of the Late Rt. Rev. Joseph Kow Ghunney (Ph.D), a past Bishop of the Winneba Diocese of the Methodist Church, Ghana and a former lecturer at the Trinity Theological Seminary, donated assorted books in education, psychology and counselling to the Department of Psychology and Education.
- > Student-Counsellors' Association of Ghana (SCAG) of the Department of Psychology and Education during their annual week celebration donated two chargeable speakers to aid students during their Practicum and also assist lecturers during teaching of large classes.
- Mr. Adu-Boateng, old student of the department is building a three-unit demonstration classroom block for the Department of Early Childhood Education.
- > The Childhood Care Education Students

- of Ghana (CCESAG) of the Department of Early Childhood Education presented six plastic chairs, three students' mattresses and a water container to the Banisters Early Childhood Centre, North Campus during the annual week celebration of the association.
- The Department of Early Childhood donated Teaching and Learning Materials to Bediako Memorial Institute, Kasoa on 10th March, 2017.

CONFERENCES / WORKHOPS / SEMINARS

- The Department organized Google training on Online Research at the Old Pavilion for students in the Department on Tuesday, 26thSeptember, 2016.
- > The Department organized a workshop for the Level 100 students on "Creative writing, a means to keep the Basic School child reading", on 8th October, 2016, at the Old Pavilion, North Campus. Topics discussed include children's literature and stages in children's literature, pictures and illustrations in children's literature, language in children language in children's literature and themes and subject matter in children's literature Books.
- ➤ The Department in collaboration with Basic Education Students' Association (BESA) organized a training workshop on Material Development for Teaching and Learning in Mathematics (fractions, ratio, shape and space, area and volume) on 21st October, 2016 at the Old Pavilion. The training was facilitated by Mr. Ahmed Kobina Amihere.
- > A two-day seminar on "Effective Teaching Skills" was organized for Level 300 students from 24th -25th January, 2017 at the Old Pavilion. This seminar aimed at equipping the students with the knowledge and skills in teaching before they were assigned into their respective groups for On-campus Teaching Practice.
- A Workshop on Lesson Notes preparation was organized for students in the Department of Basic Education 14th March, 2017 at the Old Pavilion. Facilitators were Mr. Ahmed Kobina Amihere, Miss Shine Lilian Gifty Agbevivi, and Mr. Simon Kormla Donkor.
- > The Department organized symposium

- at Jophus Anamuah-Mensah Conference Centre on 19th April, 2017 symposium at Jophus Anamuah-Mensah Conference Centre on April 19, 2017 as part of the activities marking the 16th week celebration of the Department of Basic Students' Association.
- > The Department in collaboration with the Women's Commission of Basic Education Students' Association (BESA) organized the following seminars on various topic on 23rd October, 13th November, 19th February, March 18 and 20th April, 2017. Topics discussed were Personal Hygiene, Channels of Communication and Rules and Regulations in University of Education, Building a Healthy Rapport among Colleague Students, Relationships and Home Management among others.
- The Acting Head of the Department of Early Childhood Education made a presentation on the Topic "Recruitment and Retention of Early Childhood Educators in Ghana" at the 2nd Annual Early Childhood Care and Education International Rendezvous 2016 in Malaysia from 1st - 10th August, 2016.
- The Acting Head of the Department of Psychology and Education participated in U.S National Academies' Investing in Young Children Globally at Abidjan, Cote d'Ivoire from 23rd -25th October, 2016.

The Post Graduate Coordinator of the Department of Educational Administration and Management attended a senior academic and leadership and training workshop organized by the Carnegie cooperation, 2017

COMMUNITY SERVICES

- > The Department of Basic Education organized and facilitated a workshop for teachers of Methodist Rafiki Village School on February 17, 2017. Topics discussed include general methods of teaching, implications of cognitive development for teaching and learning in the classroom and classroom management techniques.
- > Student-Counsellors' Association of Ghana (SCAG) of the Department of Psychology and Education during their annual week celebration donated assorted items including foodstuff, clothing and toiletries to St. Anne's Orphanage in Winneba.
- > The Centre for Speech and Hearing Services of the Faculty conducted screening test using the HARK in various Senior High Schools within the region.
- The centre for Hearing and Speech Services participated in the mandatory medical examination for level 100 students.

PRACTICUM

Post Diploma in Guidance and Counselling students made presentations on topical societal issues as follows:

Group	Topic	Date	Venue
One	Attitude and use of contraceptives by Ghanaian Youth	13th January, 2017	Amu Theatre, Central Campus, Winneba
Two	Epilepsy, the society and what you need to know	13th January, 2017	Amu Theatre, Central Campus, Winneba
Three	Political tolerance: a panacea for national development.	13th January, 2017	Amu Theatre, Central Campus, Winneba
Four	The incidence of child trafficking in the Ghanaian society: which way forward.	13th January, 2017	Amu Theatre, Central Campus, Winneba
Five	Study habit among final year students in Junior High Schools	13th March, 2017	Kwanyako Senior Secondary School, Agona Kwanyako

Six	Study habit among final year students in Junior High Schools	14th March, 2017	Catholic Parish Hall, Saltpond
Seven	Study habit among final year students in Junior High Schools	16th March, 2017	The Presbyterian Church of Ghana, Agona Nsaba

EDUCATIONAL TRIPS

- As part of their course on "Energy" in Science, students from the Department of Basic Education undertook an educational trip to Akosombo Dam for first-hand information on generation of electricity
- Students of the Department of Special Education embarked on an educational trip to Cape Coast Castle for practical teaching on the 4th April, 2016.
- Students from Community Based Rehabilitation Unit of the Department of Special Education visited the Mephibosheth Centre at Apam on 5th October, 2016.
- The Department of Psychology and Education in collaboration with the student Counsellors Association of Ghana (SCAG) of UEW organised and embarked on an educational trip on the 13th April, 2016 to the Mampong School for the Deaf, Akropong, School for the Blind and Okuapemman Senior High School (Integrated). The trip was to enlighten students about learning experiences of the physically challenged and how counselling could impact on their lives especially in an inclusive setting.
- Students of the Department of Early Childhood Education organised an educational trip to TV3 on 10th March, 2017.

EXHIBITIONS

- The Department of Basic Education mounted an exhibition on teaching and learning materials after training on Material Development for Teaching and Learning in Mathematics (fractions, ratios, shape and space, area and volume) held at the Old Pavilion on 21st October, 2016.
- The Department of Early Childhood Education mounted an exhibition on teaching and learning materials as part of their annual week celebration held on 5th April, 2017 at the FES Block.

The Department of Educational Administration and Management mounted exhibition to showcase its academic programmes at the 10th Ghana Higher Education Fair in 2017.

COLLABORATIVE RESEARCH PROJECT

The Department of Early Childhood evaluated and assessed a study made by the Universal Learning Solutions (ULS) on Jolly Phonics in the Upper East and Western Regions of Ghana

CHALLENGES

- Inadequate office furniture for offices of lecturers
- Inadequate ICT equipment and software for lecture delivery at the lecture halls.
- > Limited access to internet connectivity.
- Absence of burglar-proof on the first and second floors of the FES Block.
- > Non-availability of a well furnished conference room.

PROJECTIONS

- > Development of more market-driven programmes and review of existing ones.
- > Introduction of a Journal for the Department of Basic Education.
- > Establishment of departmental Laboratories for practical demonstrations.
- > Establishment of Departmental libraries to enhance research work
- > Embarking on admission drive in senior high schools in the country to increase student intake.
- Organisation of workshops for staff within the faculty to update their knowledge and skills in long essays and theses supervision.
- Recruitment of permanent lecturers in relevant areas of specialisation



The Department of Basic Education is one of the five major Departments that constitute the Faculty of Educational Studies of the University. It was established at the beginning of the 2001/2002 academic year to offer an on-campus programme to teachers to enable them teach at the Primary and Junior Secondary School (now Junior High school) levels of Ghana's educational system The Department is poised on producing broad based trained teachers capable of teaching effectively at both the primary and Junior High School levels.

OBJECTIVES

The objectives of the Department are to:

- provide student-teacher with appropriate knowledge, skills and methods in teaching various subjects at the basic level
- equip teachers with skills in curriculum development, evaluation and in designing instructional materials.
- equip teachers with skills in school management and instructional supervision.
- equip teachers with skills in designing and administering assessment instruments in the school system.
- give teachers a firm foundation for research and further studies in education and related disciplines.

CORE VALUES

The achievement of the vision and mission statements above shall be guided by the following core values.

ACADEMIC EXCELLENCE

The Department of Basic Education seeks to attain the highest academic standards of teaching, learning and research. The Department is committed to ensuring that students maintain excellence in academic work and become very competent in their profession and are equipped with a broad and diverse general and specialised knowledge deemed essential for reflective professional teachers. The Department values staff (teaching and administrative) who possess a high standard of competence in both their academic and professional careers.

SERVICE TO THE COMMUNITY

The Department of Basic Education demonstrates its relevance to society by being responsive and dedicated to serving the interest of the entire society by diversifying its academic programmes in response to societal needs and through its community outreach and improvement programmes during special occasions. The Department is committed to helping students acquire knowledge about their roles and responsibilities in protecting and maintaining society and the environment.

GOOD CORPORATE GOVERNANCE

The Department aims at efficient, effective and transparent administration. Its decision making processes are participatory and consultative. It assumes full responsibility for its decisions and actions and believes that reward systems must be based purely on merit.

USE OF RESOURCES

The Department also believes in the prudent, judicious and efficient use of scarce resources.

GENDER EQUITY

The Department of Basic Education is sensitive to gender issues and fully supports Management of U.E.W. in its efforts aimed at addressing gender imbalances in student enrolment and staff employment.

SOCIAL INCLUSIVENESS

The Department of Basic Education as a pre-eminent Department of the University of Education, Winneba, fully supports Management in its efforts to make U.E.W. an all inclusive academic community which provides opportunities for all persons to develop their full potentials irrespective of disability, socio-cultural background or sex.

TEAMWORK

Teamwork is the hallmark of the Department of Basic Education. The Department fosters a work environment characterised by a common commitment to achieving departmental and institutional goals.

POSITIVE WORK ATTITUDE

Staff in the Department complete work within the stipulated time without any difficulties.

DEPARTMENTAL ACTIVITIES

The following events took place in the Department of Basic Education during the period under review:

- Six Committees to handle pertinent issues in the Department were constituted in September 2016. The Committees are: Research and Professional Development Committee, Curriculum Review and Accreditation Committee, Mathematics and Science Clinic Committee, Welfare Committee, Long Essay Committee, and Examination Committee.
- The Department organized Google training on Online Research for its students on Tuesday, 26th September, 2016.
- > The Department organized a workshop for the Level 100 students on "Creative Writing, A Means to Keep the Basic School Child Reading". It was held on October 8, 2016, at the Old Pavilion, North Campus. Topics discussed were as follows:
 - * Children's Literature and Stages in Children's Literature by Mrs. Vivian Acquaye (Department of Basic Education).
 - * Pictures and illustrations in Children's Literature by Dr. Ebenezer K. Acquah (Department of Graphic Design).
 - * Language in Children's Literature by

- Ms. Michelle Debrah (Department of English Education).
- * Themes and Subject Matter in Children's Literature Books by Ms. Juliana Daniels (Department of English Education).
- The Department in collaboration with Basic Education Students' Association (BESA) organized a training workshop on Material Development for Teaching and Learning in Mathematics (fractions, ratio, shape and space, area and volume) on 21st October, 2016 at the Old Pavilion. The training was facilitated by Mr. Ahmed Kobina Amihere.
- A 2-day seminar on "Effective Teaching Skills" was organized for Level 300 students from January 24-25,2017 at the Old Pavilion. This seminar aimed at equipping the students with the knowledge and skills in teaching before they were assigned into their respective groups for On-campus Teaching Practice.
- Workshop on Lesson Notes preparation was organized for students of the Department of Basic Education on Tuesday, March 14, 2017 at the Old Pavilion. Facilitators were Mr. Ahmed Kobina Amihere, Miss Shine Lilian Gifty Agbevivi, and Mr. Simon Kormla Donkor.
- As part of the 16th week celebrations of the Department and Basic Education Students' Association (BESA) organized a symposium at Jophus Anamuah-Mensah Conference Centre on April 19, 2017 on the following topics:
 - * Time Management Pro Vice Chancellor, UEW.
 - * Menace of HIV/AIDS and SDIs by Mrs. Sakina Acquah, Co-ordinator, HIV/ AIDS Unit, UEW.
 - * Online Marketing and Research by Mr. Simon W. Alangde
 - * Benefits of Savings by Mr. Albert Obeng, Manager, Capital Bank, Winneba.
 - * Beyond the Curriculum: Imagine You Can by Mr. Bismark Odum Sackey, Manager of NYC Media, Winneba.
- The Department in collaboration with the Women's Commission of Basic Education

Students' Association (BESA) organized the following seminars and practical activities:

- * October 23, 2016: Talk on "Personal Hygiene" by
- * November, 13, 2016: Channels of Communication and Rules and Regulations in University of Education, Winneba by Mr. Kweku Esia-Donkoh.
- * February 19, 2017: Talk on "Building a Healthy Rapport among Colleague Students" by Mrs. Thresa Antwi.
- * March 18, 2017: Talk on "Relationships and Home Management" by Mrs. Emelia Commey.
- * April 20, 2017: Cooking Competition among all Student Levels of the Department.
- Three staff members namely Mr. Kweku Esia-Donkoh, Mrs. Emma Sarah Eshun, and Mrs. Vivian N. A. Acquaye who are part of the Ghana Research Team on Childhood Studies were in Flensburg, Germany for an International Conference at Europa-University Flensburg from 29th June to 1st July, 2017.

TEACHING ACADEMIC AND OTHER PROGRAMMES OR SERVICES OFFERED

- > Diploma in Education (Sandwich).
- > B.Ed Basic Education.
- Post-Diploma in Basic Education (Regular and Sandwich).
- > M.Phil in Basic Education.

VISITS / EXCURSION

The Department organized a field trip for its students to Akosombo Dam for first-hand information on generation of electricity. This formed part of their course on "Energy" in Science.

EXHIBITION

Exhibition of teaching and learning materials prepared by students of the Department after a training on Material Development for Teaching and Learning in Mathematics (fractions, ratios, shape and space, area and volume. It was held at the Old Pavilion on 21st October, 2016.

SERVICE TO THE COMMUNITY

The Department organized and facilitated a workshop for teachers of Methodist Rafiki Village School on February 17, 2017 on the following topics:

- > General Methods of Teaching
- > Implications of Cognitive Development for teaching and learning in the classroom.
- > Classroom Management Techniques

PROJECTIONS FOR NEXT ACADEMIC YEAR

- > Introduction of 2-year Diploma in Basic Education (Sandwich).
- > Introduction of M.Ed in Basic Education Programme (Sandwich).
- Restructuring B.Ed Basic Education Programme to enable students specialize in subject areas.
- Introduction of a new Departmental Journal (International Journal of Educational, Research, Development and Policies).

Conduct a research on test anxiety among students of the Department. The findings will form a basis for improving academic work





The Department of Educational Administration currently researches into various aspects of educational administration and management. It also runs Master of Education and Master of Philosophy programmes in Educational Administration and Management.

VISION

The department seeks to be an academic department of excellence in teaching, research and leadership in order to assist would-be leaders, managers and entrepreneurs to develop right attitudes, knowledge, skills and competencies for the 21st century.

MISSION

The department is missioned to lead socially tailored and market driven programmes that targets personnel from the Ghana education service, Ghana police service, prison service, health service and other non-profit organisations in educational leadership, administration and strategic management. The department also disseminates research to promote best leadership, administration and management practices and educational policy development in the 21st century.

ACTIVITIES

HANDING OVER

The period under consideration saw the successful handing over of the headship of the department from Dr. Dominic Mensah to Dr. Hinneh Kusi.

ACCREDITATION OF PROGRAMMES AT THE DEPARTMENT.

The department, during the period under consideration, submitted the completed format for the re-accreditation of the M.Phil and M.Ed in Educational Administration and Management programmes. It was also submitted the format for the initial approval of the Doctor of Philosophy/ Doctor of Education programme in Strategic Leadership and Educational Policy Studies by N.C.T.E.

ACADEMIC PROGRAMMES

M.PHIL AND M.ED EDUCATIONAL ADMINISTRATION AND MANAGEMENT

The department, in the period under consideration, saw to the successful admission of 15 students unto the M.Phil Educational Administration and Management programme. It also organised a proposal defence for 11 first year M.Phil. Students and a theses defence for 16 students on the M.Phil. Educational Administration and Management programme. The department saw to the successful graduation of 16 candidates (11 males and 5 females) from the M. Phil Educational Administration and Management programme for the first time.

During the period under consideration, the department saw the successful admission of 148 and 133 students on the M.Ed. Educational Administration and Management programme for the 2016 and 2017 sandwich sessions

respectively. The department also admitted 15 students unto the M.Phil. Educational Administration and Management programme in 2016 and has recommended 25 candidates out of a total of 33 applicants to be enrolled onto the programme for the 2017/2018 academic year. The department, during the period saw to the successful completion of dissertations for161 out 162 students (99%). We are is currently awaiting the graduation of 149 M.Ed and 8 M.Phil Educational Administration and Management students who have successfully completed their course work and passed their dissertations and theses respectively.

The department also submitted a one year topup programme for applicants who possess the M.Ed Educational Administration and Management degree to enroll and obtain an MPhil Degree in Educational Administration and Management to the graduates board for approval.

As part of the efforts to quicken the completion rate of dissertations and theses of students at the Department, the department continued with its weekly research seminars for its students

EXHIBITION

The department presented brochures on programmes it runs to the committee to be included in the information that was presented at the recently passed educational fair.

WORKSHOPS AND CONFERENCES ATTENDED BY STAFF MEMBERS

Dr. Mensah attended a senior academic and leadership training workshop organized by the Carnegie Co-operation. Staff members of the department took part in the Social Science Education conference organized by the Faculty of Social Science of the University of Education, Winneba.

During the period under consideration, the principal administrative assistant, Mr. Gideon Ofori Adinku attended a workshop for clerical and administrative staff organized by the Human Resource Division and the ICT Directorate of the University of Education, Winneba.

PROJECTIONS INTO THE NEXT YEAR

- Mounting of the Ph.D. in Strategic Leadership and Educational Policy Studies (SLEPS) programme.
- Mounting of a one year top- up programme for candidates who possess M. Ed. Educational Administration and Management to obtain an M.Phil degree.
- Recruitment of permanent lecturers in the areas of educational leadership and economics and finance of education.
- Development of a proposal for a Master of Education/Master of Science programme in research and an M.Sc. programme in Educational Policy Studies.
- Organising of a thesis defence for M.Phil. students who have their thesis returned from external assessment.
- > Organising proposal presentation for students on the M.Phil. Educational Administration and Management programme.

CHALLENGE(S)

Inadequate number of teaching staff to aid in teaching and also supervision of dissertations and theses.

CONCLUSION

The department currently continues to work assiduously to see to the realisation of the University's vision and mission and also to see to the effective implementation of the co-oporate strategic plan for the 2017.



- > Centre for Teacher Development and Action Research (CETDAR)
- > Registry
 - Examinations Unit
 - * Admissions Unit
 - * Transport Unit
- > Internal Audit
- Finance Section
 - * Stores
- > Procurement Unit

ACADEMIC PROGRAMMES

- > 3-yr Diploma (Basic Education)
- > 3-yr Diploma (Early Childhood Education)
- > 3-yr Post Diploma (Basic Education)
- > 3-yr Diploma (Accounting Studies)
- > 3-yr Diploma (Management Studies)
- > 1 year Diploma in Education
- > 2-yr Post Diploma in Basic Education
- > 2-yr Post Diploma in Early Childhood Education
- > 2-yr Post Diploma B.B.A. (Accounting Studies)
- > 2-yr Post Diploma B.B.A. (HRM)
- > B.A. (English Education)
- > 4- yr B.Sc (Mathematics Education)
- > 4-yr B.A (Social Studies)
- > 4- yr B.Ed (Basic Education)
- > 4- yr B.Ed (Early Childhood Education)
- > 4- yr B.B.A. (Accounting)
- > 4-yr B.B.A. (Human Resource)
- Postgraduate Diploma (Teaching and Learning in Higher Education)
- > Postgraduate Diploma in Education
- > M.Ed (English)
- > M.Ed (Science)
- > M.Ed (Mathematics)
- > M.Ed (Mentorship)

ACHIEVEMENTS

The Institute achieved the following:

- Established new Study Centres at Accra High, Accra and Northern Business College (NOBISCO), Tamale.
- Coordinated the Off-Campus Student Internship Programme (SIP) for the University

PROJECTIONS

The Institute hopes to establish three (3) more study centres



The Centre for Teacher Development and Action Research (CETDAR) at IEDE coordinates the University's School—based internship programme for Level 400 students in the teaching departments. The placement provides students with the holistic and quality school-based teaching experiences that promote research, reflective teaching and learning, and commitment to lifelong learning in the teaching profession that they are expected to acquire.

The Centre among other things:

- Coordinates the on-campus pre-internship seminars and training for students
- Coordinates the Off-Campus Student Internship Programme (SIP)
- Organizes training workshops for teachermentors, University supervisors and Heads of Partnership Schools/Colleges
- Monitors and evaluates the SIP activities annually
- > Establishes linkages with the Ghana Education Service (GES) through District Education Offices for workshops and other activities.

ACTIVITIES

Specifically, activities that the Centre undertook during the period of May, 2016 - April, 2017 include:

Placement of level 400 students as interns in Partnership Schools for their four (4) months teaching internship.

- Organization of pre-internship seminars at faculty/departmental levels for all Level 300 students.
- Collation of internship results from mentors and university supervisors to departments

TEACHING, ACADEMIC AND OTHER PROGRAMMES OR SERVICES OFFERED

One academic programme offered at the Centre is M.Ed. Mentorship by distance.

STAFFING

There are three (3) senior members; two lecturers and one (1) Assistant Registrar at the Centre. No staff member is on sabbatical or study leave.

SERVICE TO THE COMMUNITY

The Ag. Head of the Centre was invited as the Guest Speaker at the Speech day of Methodist Senior High School Saltpond. She has also been appointed to serve on the Ghana Education Service (GES) Governing Council.



The Centre for Distance Education (CDE) is one of the three centres at the Institute for Educational Development and Extension (IEDE). The centre develops and provides effective distance education programmes for serving professional teachers in the Ghana Education Service and private educational institutions.

OBJECTIVES

The Centre for Distance Education has the objective to:

- Increase access to tertiary education for serving basic education level teachers; and
- Enhance the quality of teaching and learning at the basic and pre-tertiary education levels

STAFFING

The staffing position is as follows: Academic staff stands at eleven (11) including three (3) permanent coordinators at the study centres and nine (9) course coordinators. Administrators, including those at the study centres are twenty nine (29), supporting staff from the finance office is nine (9), audit stafftwo (2), transport- seven (7), procurement one (1) and Library two (2).

SCHOOL-BASED INTERNSHIP/SERVICE TO THE COMMUNITY

As required by the programme, all Post-Diploma two (2) and Diploma three (3) students undertook their school-based internship (teaching practicum) at their respective schools and were mentored either by their head-teachers or selected tutors and Centre coordinators from the study centres. The centre coordinators mentored students in cases where the headteacher was not qualified to do so.

COURSE BOOK PRODUCTION

At the moment, the Centre for Distance Education uses mainly the print text for teaching and learning. Hence, the development of course materials has been very crucial for the continued existence of the programme. All the course books for the basic education programmes have been developed and supplied to the students with the exception of a few that are supposed to be reprinted. Again, about 30% of the course books for the new programmes have been printed. The remaining 70% are being worked on earnestly by the writers, editors and the material development staff.

ACHIEVEMENTS

The Centre has been able to achieve most of its objectives in the 2014-2018 strategic/operational plans. These include:

- > Embarked on rigorous radio and television adverts to market our programmes
- New market-oriented programmes such as Bachelor of Administration programme (Accounting & Human Resource Management Options) have introduced;
- Online application, admission, payment system, and communication between the study centres and the headquarters;

- One workshop on postgraduate dissertation supervision organized for some selected tutors:
- Softcopies of all available course modules uploaded on students' tablets;
- Adopted stricter monitoring & invigilation procedure during examinations;
- > Three (3) new study centres opened.

Under the period of review, more programmes are mounted by the distance mode. These include:

- > B.Ed. in Basic Education
- > B.Ed. in Early Childhood Education
- > B.A. in English Language Education
- > B.Sc. in Mathematics Education
- > B.A. in Social Studies Education
- Bachelor of Business Administration in Accounting Studies
- Bachelor of Business Administration in Human Resource Management

ONGOING PROJECTS

The Centre is in the process of implementing the following activities:

- Setting up of video conferencing Centres at selected study centres, namely Kumasi Girls High School, Techiman, Winneba and later all other study centres
- Provide comprehensive interactive tutoring on MOODLE for DE students
- Repackaging of e-learning activities and technology integration via the African Virtual University (AVU) Centre
- Recruiting staff with knowledge and skill in online tutoring and use of technology in distance education delivery to support student learning
- > Automation of tablet/SIM card distribution
- Automation of transcripts and statutory letter collections.
- Enhancing research activities of faculty in distance and online issues and supporting lecturers to present papers at national and international conferences

CONCERNS

The concerns at the headquarters and some study centres include:

- Inadequate academic staff (i.e. Course Coordinators) for programmes at the headquarters to handle the numerous courses.
- Lack of staff with knowledge in online courseware development and e-tutoring especially for the M.ED programmes, and soon undergraduate courses.







CENTRE FOR INTERNATIONAL PROGRAMMES

INTRODUCTION

International relations was mainstreamed into the structures of the University in 2003 with the creation of the Office of International Relations. In 2012/2013 academic year the Office of International Relations and the University Relations Office were merged to form International Relations and Public Affairs Division (IRPAD) 'in order to harness the synergy between the two offices in a bid to maximize their potentials'. It was charged with the responsibility of marketing UEW brand and managing the international relations of the University.

In 2015/2016 academic year, the University again decided to create the Division of Communications and Publications, and the Centre for International Programmes (CIP) out of IRPAD. This took effect from March, 2016. CIP is expected to handle the University's international relations and programmes.

FUNCTIONS OF CIP

The following functions are the functions for CIP with reference to the 2014-2018 Strategic Plan of UEW:

- > Drive the University's internationalization programme.
- Lead and coordinate the University's activities in international image building.
- Help promote goodwill between UEW and its international stakeholders.
- > Establish linkages with foreign universities and other institutions for mutual benefit.

- > Ensure visibility of the University worldwide.
- Conceptualize, plan, organize, monitor, evaluate and manage UEW's international programmes.
- Collaborate with the Legal Office of UEW to prepare Memoranda of Understanding (MoU) to regulate the University's relation with partner institutions.
- Collaborate with Relevant Departments to design and run programmes for international students.
- Research into international education, especially in Africa, in order to inform the development of programmes that target the regional and international community.
- Help to recruit international students for the University.
- Facilitate collaborative research and exchange of staff and students.
- Create and maintain database on international students.
- > Keep international students' record.
- Provide student services to international students.
- > Promote and support international academic conferences and workshops.
- Facilitate international mobility programmes.
- Propose/Implement policy on student mobility including credit transfer between UEW and its partner institutions.
- Seek grants and funding opportunities and support for international students who choose to study at UEW and UEW students who wish to study outside Ghana.





COLLABORATIONS

As part of the University's collaborative activities, a number MoUs have been signed with a number of international universities aimed at student exchange, staff mobility and academic cooperation.

- > Free University of Berlin, Germany
 The University has signed a cooperative
 agreement with the Free University of Berlin,
 Germany. As part of the agreement, 10 history
 students and two staff from UEW visited
 Germany in June, 2017. They carried out joint
 research projects with their counterparts in
 the Free University of Berlin.
- > Jiangsu University of China UEW signed anMoU with the University of Jiangsu China for collaboration in staff training, student/staff exchange and research collaboration. Two staff are currently studying for their PhD in Jiangsu as a result.
- University of Electronic Science and Technology.

UEW also signed an MoU with the University of Electronic Science and Technology of China focusing on collaboration in the areas of research, organization of symposia and other academic programmes, and supporting each other in staff development. There are currently three staff of the UEW pursuing their PhDs in this University.

FOREIGN STUDENT INTERNSHIP IN UEW.

- Five students from the Oslo and Akershus University in Norway undertook a threemonth internship in UEW from January to March, 2017. They did their teaching practice in the University practice schools in Winneba as part of the student exchange agreement with that University.
- Six students from the Lee University in Cleveland, Tennessee, USA also undertook a six-week internship in UEW practice schools from February to April, 2016.

Two students from the University College Capital Copenhagen, Denmark are undertaking teaching practice arranged for them in UEW practice schools from June to December, 2017.

INTERNATIONAL SCHOLARSHIPS

- Four brilliant students of UEW have been awarded scholarships and study grants to undertake courses in the Department of Social/Teacher Education of the University College Capital in Copenhagen, Denmark. Five more students will to go to Denmark under the same agreement starting from September, 2017.
- Three staff of UEW were awarded scholarships to study for their PhDs in the University of Electronic Science and Technology in China (UESTC) with effect from 2017/2018 academic year.
- The University of West Florida, USA has made available to UEW a fully funded PhD scholarship for a staff of the University to do his/her PhD studies in that University in 2017/2018 academic year.
- A staff of the Department of Early Childhood Education has been awarded a scholarship and study grant under the Erasmus+ mobility project tenable at the University of Jyvaskyla, Finland from January to June 2017. The award is to enable her to work on her Ph.D Thesis.

VISITS/STAFF EXCHANGE

> University of Fort Hare, South Africa On 19th July 2016, The Director of Postgraduate Studies from the University of Fort Hare South Africa visited UEW to explore opportunities for collaboration. The Director discussed with the Centre for International Programmes an intended collaboration in the areas of Staff/student exchange, thesis supervision, joint research and publication, joint conferences for research paper presentations, joint journals, research training workshops and interdisciplinary cooperation.

> Canterbury Christian Church University (CCCU).

A representative of the Canterbury Christian Church University in UK, Dr. Martin Hyde on Wednesday 8th February, 2017 visited and held discussions with the Centre for International Programmes, UEW on collaboration between the two institutions. Identified areas of collaboration include staff and student exchange, thesis supervision and internationalization. Others were Doctoral training, Ed. D in Early Childhood, Guidance and Counselling, Curriculum Development and School Management. He hinted that there were scholarships available for the doctoral training.

Dr. Hyde accepted to give a public lecture on internationalization on a later date.

> Halmstad University, Sweden

Two professors from the Halmstad University, Sweden visited UEW from 1st-20th April, 2017, pursuant of a working memorandum of understanding signed between the two institutions in June, 2009. The two professors, en route to UEW Kumasi as part of staff exchange enshrined in the MoU, paid a courtesy call on the Vice-Chancellor.

> Auburn University USA

A two-man delegation from the Auburn University, USA visited UEW from 13th-15th August, 2016. The visit was part of that University's outreach global exploratory programme. The Delegation took the opportunity to brief Management about the cooperation opportunities for the two Universities.

> North Eastern University, Boston

> Fulbright Scholar Programme

UEW is working closely with the Cultural Affairs Specialist at the Public Affairs Section of the US Embassy in Accra for Fulbright scholars to be sent to UEW as lecturers and researchers. Earlier, a Fulbright scholar from the USA was in the History Department, where he assisted with teaching and research in 2016.

The University is expecting another scholar in the Faculty of Educational Studies. The Fulbright scholar is due to arrive in UEW in June, 2017 from the Department of Education, University of North Carolina at Asheville, USA. In addition, the staff of UEW have also been encouraged to apply for the Fulbright programmes to enable them gain more international experience.

Chinese Centre for West African Studies (CWAS)

UEW together with five other public Universities in Ghana have signed a research collaborative agreement with the University of Electronic Science and Technology of China. The signing of the agreement has paved the way for the establishment of the CWAS and collaborative research by the participating Universities into current issues like "the effects of illegal mining on water bodies in Ghana" under the auspices of CWAS

> Other MoUs

UEW has also signed MoUs with the following Institutions within the 2016/17 academic year:

- * Family house Academy in Washington State, USA
- * Norwegian University of Science and Technology (NTNU)
- * Lagos State University
- * Freie University of Berlin, Germany
- * Johann Wolfgang Goethe-Universitat, Frankfurt Am Main, Germany
- * University of Tampere, Tampere, Finland
- * Oduduwa University, Ipetumodu, Ile Ife, Nigeria.
- * University College Capital, Copenhagen, Denmark.





The Office of the Dean of Student Affairs (ODSA) is to provide an efficient, effective and friendly student support services that will enhance the University's responsibility of producing professional educators to spearhead a new national vision of education aimed at redirecting Ghana's efforts along the path of rapid economic and social development in the 21st century. It will continue to play a leading role in the University's quest to produce scholars whose knowledge would be fully responsive to the realities and exigencies of contemporary Ghana and the West African Sub-Region.

The mandate of the Office of the Dean of Student Affairs includes the following:

- Revision, production and distribution of the Student's Handbook on rules and regulations and semester course credit unit system in collaboration with the Division of Academic Affairs.
- Organize orientation for student leaders and all categories of fresh students.
- The Dean of Student Affairs chairs all the Hall Councils.
- Liase, co-ordinate and negotiate annual rents with owners of private hostels.
- Collabororate with the Centre for International Programmes (CIP) to organize and co-ordinate Linkage Programmes with foreign institutions.
- Provide leadership in the implementation of strategic plan of the departments

STAFFING

The Office of the Dean of Student Affairs has the following as office staff:

- > Dean
- > Vice-Dean
- Senior Assistant Registrar

- > Chief Administrative Assistant
- > Two Administrative Assistants
- > And a national service person

MAJOR ACTIVITIES

In pursuit of its responsibility of promoting the welfare of students, the Office of the Dean of Student Affairs undertook the following activities:

- Organization of orientation for student leaders and all categories of fresh students
- Supervised the election of SRC and JCRC executives.
- Supervised the handing-over of out-going SRC and JCRC executives to the in-coming ones.
- Organized Student-Staff Consultative Committee, Student-Residential Management Committee and Joint Hall Council meetings.
- Facilitated the organization of pre-national service orientation workshop for final year students by the National Service Secretariat.
- Distribution and collection of academic gowns to convocation members and students during congregation and matriculation

MAJOR CHALLENGES

- > The only photocopier that serves the office has broken down for almost a year now.
- > The office does not have enough laptop computers for its orientation programmes.

MAJOR PROJECTIONS

- To facilitate the building and establishment of UEW Union Building Complex on all UEW campuses.
- To facilitate student leaders exchange programmes with other higher education institutions.



The Planning Unit of the University of Education, Winneba has been operating since 1994. The main function of the Unit is to collect and analyse data as well as provide information for effective planning, budgeting and management of the University. These functions have expanded over the years in response to the expanded demands emanating from the National Accreditation Board (NAB), National Council for Tertiary Education (NCTE) and the Ministry of Education.

Currently, the functions of the Planning Unit of UEW fall under three main categories:

- > Statistics and Records Management
- > Accreditation Matters
- > Strategic Planning

The prime mandates of all the three Sub-Units are to:

- collect, analyse, interpret and maintain statistical and demographic data on staff, students and physical facilities;
- provide reliable information for efficient and effective planning, projections, budgeting, administration, management and decisionmaking of the University;
- provide professional support for development, implementation, supervision, monitoring and evaluation of the University's corporate strategic plan;
- respond to requests from National Council for Tertiary Education (NCTE) and National Accreditation Board (NAB) concerning annual statistical report of the University;
- co-ordinate assessment/re-assessment of academic programmes and institutional

- visits for accreditation/re-accreditation by NAB; and
- co-ordinate responses and react to accreditation reports.

STAFFING

The Planning Unit is headed by an Acting Planning Officer. There is also a Senior Assistant Registrar who is the Coordinator for the Accreditation Unit. The remaining staff positions are: Principal Database Administrator (1), Principal Statistician (1), Senior Administrative Assistant (2), Senior Departmental Assistant (1), Part-time Senior Planning Officer (1) and Part-time Senior Assistant Registrar (1). Thus, the Unit has a total of seven (7) full-time staff and two (2) part-time staff.

MAJOR ACTIVITIES

In response to statistics requests emanating from the various stakeholders of the University and researchers, the Planning Unit compiled and issued institutional statistics, letters, memos and reports in accordance with the requests. The Accreditation Section submitted programme documents received from the faculties to the National Council for Tertiary Education (NCTE) and the National Accreditation Board (NAB) for assessment. The under-listed five (5) programmes were assessed by NAB between January and June 2017:

- > B.Sc. ICT Education (Winneba Campus)
- > B.A. English Education
- > B.A. Graphic Design
- > Diploma Graphic Design
- > B.Sc. ICT Education (Kumasi)

The Planning Unit collaborated with the Payroll Unit of the Finance Office to audit the Unit's staff database and also coordinated the 2017 Strategic Plan Monitoring Exercise. Report of the monitoring exercise has been submitted to the Vice-Chancellor for approval.

MAJOR CHALLENGES

- difficulty in acquiring official vehicle to reach out to various sectors of the University, stakeholders and development partners for prompt collection, collation, verification and validation of various statistical and demographic data as well as accreditation/re-accreditation documents;
- late responses from departments on accreditation matters; and
- > difficulties in fine-tuning of all academic programmes from the four campuses – covering a wide range of disciplines and levels meant for assessment/ re-assessment for the much needed accreditation/re-accreditation by National Accreditation Board.

MAJOR PROJECTIONS

- The Planning Unit in the early part of 2017/2018 academic year would provide feedback on the 2017 monitoring exercise to all departments.
- The Unit would compile sandwich students enrolment statistics after they report and register for their courses as well as fulltime and distance students' statistics for the 2017/2018 academic year.
- The Unit would continue to assist and provide technical/professional support to departments which need initial approval of new academic programmes from NCTE and also to adequately fine-tune accreditation/ re-accreditation programme documents and responses.
- > The Unit would assist departments to fine-tune their operational plans for 2018.









INTRODUCTION

The Division of Academic Affairs consists of five units. These are Admissions, Examinations, Affiliation, Student Records and Student Financial Aid Office. The following report details the activities from the various units of the division for the 2016/17 academic year with particular reference to aspects of the strategic plan that have been achieved.

The Division achieved a number of successes as the various units discharged their duties. Key among these are the following:

- As part of the activities of the Admissions Unit, the following were achieved:
 - * The basic statistics for admissions above indicate that in 2014, the number of students admitted was Five Thousand Seven Hundred and Twenty Nine (5,729).
 - * In 2015, the figure dropped to Five Thousand, Six Hundred and Ninety One (5,691).
 - * Encouragingly, there was a substantial increase in the number of students admitted for the 2016 academic year (5,987).
 - * The 2017 academic year recorded a rise in the number of admitted students (6.790).

The reasons for this could be assigned to the following:

- > For the first time the Admissions Unit used its own In-house Online Admissions System for processing the 2016 applications.
- > Admission process started early
- > Prompt interactive emails to prospective applicants aside phone calls
- Flexibility in admission process where students who didn't qualify for programmes they applied for were offered other programmes they qualified for.
- The Admissions Office embarked on road shows to market UEW and its programmes to second cycle institutions in the country.
- Improving branding and visibility of the University of Education, Winneba (UEW).

- Admissions Office in collaboration with the Centre for International Programmes attended a one-week international educational fair in Lagos and Abuja (24th-31st of July, 2016).
 - * This fair offered an opportunity to reach out to hundreds of Nigerians with flyers, adverts and video presentations on UEW's academic programmes.
- In collaboration with the Planning Units, Centre for International Programmes, Department of Gur-Gonja, the Admissions Office attended a one-week Educational Fair in the Upper East regional capital, Bolgatanga to sell our programmes to over one thousand future applicants.

(Part of activities to realize objective 12 of the University's 2014-2018 strategic plan, to recruit students for teacher education from other African countries).

- > Promoting Gender Equity
- The unit implemented separate cut-off points set by the JAB for departments with imbalances in male-female ratios.
- Expanding access for the underprivileged, marginalized, persons living with disabilities and persons from less endowed schools
- The Admissions Office complied with the Disability Policy of UEW and processed the applications of such persons who were duly qualified, and also contacted the GES for the document on the underprivileged and less endowed schools with the aim of organizing outreach programmes for them.

(Objective 10 of the 2014-2018 Strategic Plan of UEW).

- > Matriculation Ceremonies
 - * Matriculation ceremonies were organized during the period under review
- Running of advertisements for UEW'S Academic Programmes
- The Unit spearheaded the advertisements of UEW'S Academic Programmes in both print and online modes.

- > Compilation of departmental entry requirements and admissions brochure
- The Unit was involved in the review and compilation of departmental entry requirements and admissions brochure for the 2016 Academic year.
- > The Examination's unit of the Division made the following strides:
 - * In conjunction with the Student Records Office (SRO) we supported the Office of the Dean of Student Affairs to organise orientation for the 2016/2017 academic year for fresh students (22nd August to 2nd September, 2016).
- With assistance from the Timetable Committee:
 - * prepared the end of second semester 2015/2016 teaching and examination timetable and also.
 - * The 2016/17 first semester and second semester teaching and examinations timetable.
- Supervised the distribution of stationery to the various departments for examination purposes.
- Liaised with faculties and departments to prepare broadsheets of final year students for the 2015/2016 Academic Year.
- successfully organized the 2016/2017 first and second semester examinations:
 - * for general papers and
 - * departmental examinations
- > Prepared over seven thousand (7,000) certificates for graduands of UEW (Winneba, Kumasi, Mampong and Ajumako Campuses), as well as that of affiliate institutions during the 21stCongregation (November, 2016).
- > Processed part-time and extra teaching claims from the various departments to the Registrar for approval and payment.
- > The Affiliation's unit of the Division also made some strides as well:
- Between November 2016 and April 2017 a team led by the Pro-Vice-Chancellor visited affiliate institutions in Accra and Kumasi.
 - * A team led by the Pro-Vice Chancellor visited affiliate institutions at Kumasi.
 - * A team led by the Director of Quality Assurance, visited some affiliate institutions in Accra. (September, 20, 2016).
 - * The visits were in line with National Accreditation Board's (NAB) guidelines

for affiliation which require officials of mentor institutions to have periodic interaction with the mentored institutions. The objectives of the visit were to:

- * help identify challenges facing affiliate institutions- admissions, teaching and learning, and examination- (if any) and assist in addressing them
- assist the affiliate institutions to streamline their governance structures
- * encourage them to strengthen their quality assurance practices
- * assess the physical facilities of our affiliate institutions
- * encourage the affiliate institutions to settle their debts in relation to affiliation fees.
- The Student Records Office (SRO) deals with the management of students records in the University of Education, Winneba. The following were achieved in the year under review:
 - * Students Registration
- > The SRO oversaw the registration of students
 - * for the 2015/2016 2nd semester registration in February 2016,
 - * 2016/2017 first semester in August, 2016,
 - * 2015/2016 2nd Semester for sandwich students in December 2016
 - * sandwich registrations in January 2016 and July, 2016.
 - * 2016/2017 2nd Semester registration in February 2017
- > Training Workshops

A number of training workshops were organized for staff of the University within the period:

- OSIS Training workshop for Examinations Officers, Graduate Coordinators, Heads of Departments and Deans
 - * was carried out in August 2016, and used as a refresher workshop for users of OSIS and also to train new members of academic staff who had been appointed into positions of Departmental Examinations Officers, Graduate Coordinators, Faculty Examinations Officers, Heads of Department and Deans.

- * The objective of the workshop was to train users on the various tools available on OSIS for the smooth execution of their day to day duties.
- * The workshop was held in Winneba for staff of Winneba and Ajumako campuses.
- * Plans are underway to conduct training workshops in the Kumasi and Mampong campuses.
- Printing of Students' Identity Cards (2013/2014 1st Semester Regular Students)
 - * Student ID Cards were printed in April for some level 300 and 400 students who claimed they had not received their ID cards
 - * Student Identity Cards/Bank Cards for freshmen for the 2016/2017 Academic Year is being printed by Unibank.
 - * Cards for Level 100 students for the 2016/2017 Academic year were also received and distributed.
- > OSIS User Audit
 - * The SRO was mandated by Management to carry out an exercise to audit and clean the OSIS user database due to certain security issues (April 2016).
- Special exercise was carried out to Publish Old Assessment Sheets in Lecturers Portals (November, 2016).
 - * A continuation of the special exercise to publish old assessment sheets in lecturers' portals was carried out in February 2017

> The Student Financial Aid unit

The unit coordinates and links students to scholarship opportunities. Currently, the following scholarships are in good standing with the unit.

- * Vice-chancellors scholarship
- * Tertiary Education Scholarship Trust (TEST) for Ghana
- * Ghana Government Scholarship

During the year in review the office advertised the Vice-Chancellor's scholarship widely to all faculties and the university website. Interested students accordingly applied and their applications are being considered.

Also, one hundred and eighteen (118) Bursary forms for students with disabilities were forwarded to the Scholarship Secretariat in Accra.

Currently, the compilation for submission of the Tertiary Education Scholarship Trust (Test) for Ghana is also underway.

Recently, Barclays Bank Ghana on July 11, 2017 to discuss modalities for "The Barclays Tertiary Education Scholarship Scheme". This is aimed at supporting students with funding challenges, encourage and support students pursuing programmes that are key to government and national development agenda, and to support and deepen the relationship with tertiary institutions. The unit is therefore developing application forms to be made available to students soon.



Academic Affairs, UEW-Kumasi

INTRODUCTION

The Department of Academic Affairs is the pivot of the centre of excellence that ensures collaboration with students and staff to enhance teaching and research work in the University.

The Department comprises:

- > Admission Unit
- > Examinations Unit
- Management Information System Unit (MIS)
- Student Services Unit

STAFF STRENGTH

Currently the staff strength of the Department is 10, with 9 National Service Persons to support it. The Department is headed by a Senior Assistant Registrar and assisted by two (2) Assistant Registrars, six (6) Senior Staff and one (1) Junior Staff.

Admissions Unit

The Unit sees to the processing and admitting of qualified applicants into the College.

ACTIVITIES

The Unit undertook the following activities during the period under review:

- Processed application forms of prospective applicants for admission
- Prepared letters for applicants for the mature entrance exams and interviews
- > Admitted fresh students into the University
- Prepared scrolls for graduands for Congregation Ceremony
- Handled applicants enquiries on admission procedures
- > Assisted in matriculation of fresh students

CHALLENGES

The challenges include the following:

- Inability of applicants to receive invitation letters for entrance exams and interviews on time. This resulted in some applicants unable to take part in this exercise.
- Poor internet service which delayed the processes of admission
- Interruptions from applicants interfered with admission process

PROJECTIONS FOR NEXT YEAR

The Unit plans to undertake the following:

- To enhance the delivery of invitation letters for entrance examinations and interviews on time to enable majority of the applicants to take part.
- To embark on enrolment drive to increase student numbers
- To improve internet connectivity to promote fast admission processes
- To improve on admission systems/ procedures.

Examinations Unit

The Unit sees to the preparation and organization of examinations in the College.

ACTIVITIES

The Unit undertook the following activities during the period under review:

- > Prepared timetable for lectures
- Organised resit and supplementary examinations
- > Organised end of semester examinations
- Assisted with the issuance of certificates during congregation

CHALLENGES

The challenges include the following:

- Late arrival of examination question papers hindered the effectiveness of our work
- Inadequate question papers from some departments delayed the start of examination, since candidates will have to wait till more question papers are brought in
- Absence and late arrival of some Invigilators who were in charge of a particular examination center also delayed examinations, since officers of the unit had to find substitutes for invigilation
- Some students refused to comply with examination rules and regulations as they came in late during examination which was a destruction to candidates who had already started the examination
- Frequent changes in the timetable during examinations

PROJECTIONS FOR NEXT YEAR

The Unit plans to undertake the following:

- To improve upon the conduct of examination by ensuring that students abide by the rules and regulation governing examination
- To strengthen efforts made in the conduct of examinations
- > To improve on the preparation of timetable
- > To put measures in place to intensify eradication of examination malpractices
- To organise workshops for invigilators to improve on the conduct of examinations
- To see to it that, adequate examination question papers are brought to the examination hall during examinations

Management Information System Unit (MIS)

The Unit sees to monitoring and controlling student's records and registration of students

ACTIVITIES

The Unit undertook the following activities during the period under review:

- > Ensured a smooth registration process
- > Provided statistical data on request
- Assisted the departments in the registration process when they faced challenges
- Organised training workshops on OSIS for lectures and assisted them with challenges on OSIS
- Addressing student portal challenges
- Collating students email address to update their records on the OSIS to enable them reset their own password
- Registered students who did late payment of fees

CHALLENGES

- Some fresh students did not receive their index numbers on time to register which prolonged the stipulated period for registration
- > Poor internet connectivity affected our work
- Inability to access OSIS sometimes posed as a challenge when data or statistics is needed

PROJECTIONS FOR NEXT YEAR

- To improve on registration process and ensure fastness by dealing with registration challenges promptly
- To improve on internet access by getting a modem when the internet is down to fast track work
- > To increase the competence level of Faculty

- members in the use of the oasis through training programmes
- To have meeting with Lecturers and Exams Officers to discuss challenges with the OSIS and provide solutions ahead of time.
- To provide accurate, timely and reliable information for Management decision making

Student Services Unit

The Unit ensures quick academic information delivery and services to meet the needs of students/ supervises the other Units in the Department.

ACTIVITIES

The Unit undertook the following activities during the period under review:

- Attended to challenges and enquiries of students
- > Supervised various units within the Academic Affairs Department
- Assisted in matriculation and congregation ceremonies
- > Issued transcripts upon request
- Issued letters for example, attestation, proficiency, introductory and many others to students upon request
- > Attended to enquiries on academic issues
- > Ensured that lectures published results on time
- > Forwarded challenges with certificates issues to the appropriate quarters
- Supported students to acquire students loans
- Placed notices/ information for students' attention

CHALLENGES

- Incomplete student's records causes delays in issuance of transcripts and other student's records. This inconvenienced those who travelled from far to campus
- > Delays in publication of results hindered the issuance of transcripts on time
- Problems with internet also slowed down work especially with transcripts and confirmation on identity of students
- Delay in getting certificates for some graduands who had problems or mistakes on their certificate or some who did not get it on the day of graduation

PROJECTIONS FOR NEXT YEAR

- To ensure quality service through proper dissemination of information
- To enhance academic delivery to meet the needs of students
- To ensure a better coordination with departments to provide academic excellence
- To embark on enrolment drive to increase student numbers
- To ensure that requests of students are delivered on time
- To get an alternative source of internet to fast track work
- To continue with digitization of students records

CONCLUSION

The Academic Affairs Department aims at excellence, with collaboration of both students and staff to enhance teaching, learning and research work in the College of Technology Education to achieve the Vision and Mission of the University. There is the need to provide the Department with enough resources to enable it deliver on its mandate. The Department is grateful to its staff and Management for their support for a successful year.



NTRODUCTION

During the year under review, the concentration of the Division of Human Resource, in line with UEW's strategic goals, was on the pursuit of the core mandate of providing efficient knowhow in certain human resource strategies and objectives. Also high on the schema were the provision of a high performance culture, productivity and the development of a gradually improving workforce.

ACHIEVEMENTS

NATIONAL SERVICE/INDUSTRIAL ATTACHMENT

During the period, the Division deployed the services of persons on National Service and Industrial Attachment to various sectors of the University. Two hundred and thirty-four (234) National Service Persons and eighty-(80) Industrial Attachment trainees had the opportunity to serve in the University.

STATUTORY MEETINGS

The Division also facilitated eighteen (18) meetings for the Appointments and Promotions Board and fourteen (14) for the Appointments and Promotions Committee. The decisions and recommendations of the Board and Committee respectively were promptly acted on.

STAFF REPLACEMENTS

Thirty-Eight (38) temporary staff (Senior Member Academic) were appointed to fill vacant positions as a result of retirements, resignations and vacation of posts at the campuses. The breakdown is as follows:

Winneba	20
Ajumako	3
Mampong	2
Kumasi	<u>13</u>
Total	38

APPLICATIONS FOR APPOINTMENT (KEPT IN VIEW)

A number of applications for employment as senior members and senior/junior staff were received. One Hundred and Eighty-Five (185) and Three Hundred and Three (303) of those applications for Senior Member and Senior/Junior Staff respectively were found to be suitable for appointment. These were kept in view for consideration in the future.

PART-TIME CLEANERS

The Division recruited additional Part-Time Cleaners to beef up the workforce at the Estates Division. This positively impacted on the cleaning services at the various offices and lecture halls of the University.

PROMOTIONS/CONFIRMATIONS/RENEWAL OF CONTRACT APPOINTMENTS

In response to requests from satellite campuses, faculties, departments, sections, and units within the University, the Division continued to facilitate recruitment of qualified and experienced staff to beef up staff capacity. During the year under review, the Division advertised both internally and externally for new staff. Vacant staff positions were also advertised for newly created departments in the University. Applications received from faculties with favourable recommendations

for appointment were processed for consideration by the Appointment and Promotions Board. Recruitment was done for distressed departments as well as those with high rate of aging staff such as the Security Section of the University. The statistics were:

Type/Category	Junior Staff	Senior Staff	Senior Members		Total
			Acad.	Admin.	
Appointment	67	6	24	11	108
Confirmation	2	1	36	10	49
Promotion	97	56	18	9	180
Renewal of Contract	-	-	68	26	94
Sabbatical Appointment	-	-	4	-	4
Post Retirement Contract	-	-	27	-	27
Regularisation of Appointment	19	-	13	-	32
Temporary Appointment	-	-	1	-	1
Casual Appointment	31	-	-	-	31

INTERNAL APPOINTMENTS

The Division facilitated the issuance of appointment letters to Deans of faculty, Directors, Heads of Department, Coordinators of Units and Examinations Officers. It also facilitated the appointment of Academic Counsellors as well as Part-Time Lecturers on all campuses of the University.

STAFF DEVELOPMENT/HUMAN RESOURCE DEVELOPMENT

Training of administrative and professional senior members as well as senior and junior staff members continued during the period under review. Such training programmes will continue in the year ahead and will cover a variety of related topics.

IN-SERVICE TRAINING

In-service training sessions were also organised for junior and senior staff. The period under review witnessed fifteen (15) workshops as follows:

A one-day orientation workshop for 2016/2017 batch of National Service Persons posted to the University on the topic: 'UEW environment' and 'role of the service personnel' - Tuesday 8th November, 2016 at J.N. Aryeetey Auditorium

- A three-day workshop on Moodle in collaboration with the Externally Funded Project Office for newly recruited Lecturers of UEW on how to use various educational technology tools to enhance teaching and learning - 28th November, 2016 to 1st December, 2016 at AVU Centre.
- A training workshop organised in collaboration with the Counselling Centre for all the newly appointed Academic Counsellors on Tuesdays from 27th September, 2016 to 25th October, 2016. The workshop sought to equip newly appointed counsellors with counselling techniques and how to handle counselling processes in the discharge of their duties.
- A three-day training programme organised in collaboration with the Health and Sanitation Unit for Health and Sanitation workers from 15th August - 17th August, 2016, on the following thematic areas:

- "Ensuring good sanitation," "Effective use of protective clothing and tools," "Appropriate use of chemicals" and "Attitude towards work"
- An in-service training session organised in collaboration with the Directorate of Security Service UEW for newly recruited security staff of UEW - 15th August to 9th September, 2016 to equip the recruits with the required skills to enable them perform their duties professionally and diligently as campus quards.
- A one-day in-service training organised for all Academic Staff across satellite campuses including IEDE and IRES on the theme, "Top Ten Things Faculty Members Should Know," to equip faculty members with UEW Human Resource practices and to remind them of their roles and responsibilities as key stake holders in the development of UEW - consecutive Tuesdays within July and August, 2016.
- A day's workshop for all University Farm workers to re-engage them on health and sanitation issues at the farm and their attitude towards work with focus on three thematic areas: Ensuring good sanitation, Attitude towards work and Effective usage of protective clothing and tools - Monday 28th November, 2016 at the University Farm.
- A two-day workshop for staff of Institutional Advancement/Alumni Relations and UEW Alumni Association Office on the following areas: UEW Alumni Database and Creating Institutional Social Media Platforms for Alumni. - 10th to 11th November, 2016 at Peku Conference Room.
- A two-day training programme for all Hall Assistants to equip them with the necessary skills in service delivery - from 10th to 11th October, 2016.
- A day's orientation workshop for newly appointed Lecturers on 2nd February, 2017 aimed at equipping faculty members with UEW practices and orienting faculty members to their roles and responsibilities.
- > A day training workshop for the staff

- of the Estate Section with the aim of strengthening the spiritual and health needs of staff of the Estate Section to help improve their attitude towards work. 2nd February, 2017.
- A day's workshop in collaboration with the Institute for Educational Development and Extension for Part-time lecturers of Winneba Study Centre, UEW. The purpose of the workshop was to equip staff with the necessary skills required in the use of telegram software in virtual learning. - 23rd March. 2017.
- A five-day workshop organised in collaboration with the Security Directorate in basic investigations for selected staff of the UEW security. The purpose of the workshop was to build the capacity of the security personnel to be able to conduct basic investigation into incidence on campus and assist the police in prosecution. - 20th to 24th March, 2017 at Pecku Conference Room.
- A day's workshop for Senior Members of the Offices of the Registrar on "Grammar, Punctuation and Proofreading: Ensuring Professional Presentation". The purpose of the workshop was to equip staff with the necessary skills to address common questions about grammar and punctuation, with emphasis on how such mechanics were essential to effective institutional communications. - 27th March, 2017.
- A five-day workshop for Administrative and Clerical Staff of the University. The purpose of the workshop was to equip staff with the necessary skills required as front desk managers to enable them perform their duties professionally and diligently. 24th February, 2017 to 7th April, 2017

STAFF WELFARE MATTERS

> Staff Health Matters

The Division continued to liaise with the Effutu Municipal Health Insurance Scheme to register staff under the Health Insurance Scheme until late August when the NHIS



dependants.

> Guidance Services to Staff

for refund. During the period under review,

the Division had facilitated the payment of

two thousand, three hundred and seventy-

four (2.374) NHIS cards and premium of

nine hundred and sixty-six staff and their

A number of staff and prospective

The University, in furtherance of its staff development drive, has sponsored a limited number of senior members to pursue further studies. In line with our staff development plan as indicated in the 2014–2018 Corporate Strategic Plan, the University granted study leave with pay to a number of staff to pursue doctoral and masters programmes in various disciplines. The breakdown is given as follows:

Category of Staff	Programme	Туре	Country	Number
Senior Member (Teaching)	Ph. D	Full Time	China	8
Senior Member (Teaching)	Ph. D	Full Time	Ghana	5
Senior Member (Teaching)	Ph. D	Part Time	Ghana	11
Senior Staff	Masters	Regular/Full Time	Ghana	6
Senior Staff	Masters	Distance	Ghana	3
Junior Staff	Degree	Sandwich	Ghana	7
Junior Staff	Diploma	Distance	Ghana	3
Total				43

RETIREMENT(S)

At the end of the period under review, thirty-six staff comprising sixteen (16) Senior Members, five (5) Senior Staff and fifteen (15) Junior Staff retired from the service of the University thus:

Type/Category	Junior Staff	Senior Staff	Senior Members	Total
Retirement	15	5	16	36

RETIREES' WORKSHOP

Prior to their send-off, a four day workshop was organised for the retirees on various topics including: Preparing for retirement; Life in retirement; Phases in retirement; Managing health in Retirement; Healthy Aging and Managing Retirement Benefit.

RETIREES' SEND-OFF

The annual retirees' send-off was organised on 23rd September, 2016 and the retirees interacted and dined with some top management staff of the University. Parting gifts worth three thousand three hundred (GHc3, 300), three thousand six hundred (GHc3, 600) and four thousand Ghana cedis (GHc4, 000) were given to junior staff, senior staff and senior members respectively.

RETIREES' ASSOCIATION

Fourteen (14) retirees have registered to join the Retirees' Association. Plans are far advanced to inaugurate the association during the 2017 retirees' send-off.

UPDATE OF STAFF RECORDS

The Department of Human Resource Information Systems made considerable progress in furtherance of its endeavour towards the integration of the University's existing database systems. Consequently, the Human Resource Management System (HRMS) has been successfully integrated with Topaz (the University's Integrated Payroll and Employee Management System). As a result the Payroll system now runs on the back of the HRMS enabling staff to easily access their electronic pay slips online across all satellite campuses. Since then hundreds of

staff without active UEW email addresses have called the Information Systems Department to have them captured on the database to enable them access their payslips online.

The Department received, on daily basis requests from staff for the update of their personal records on the HRMS concerning; their dependants, marital status, change of name, next-of-kin, academic qualification, personal vehicle, among others. Such updates were made regularly on the Database as well as personal files of staff concerned.

CAPTURING OF OUTSTANDING STAFF DATA

The services of two temporary staff were engaged during the last quarter of 2015, on three monthly renewable bases to scan vital outstanding data from the personal files of all staff of the University to update staff records on the HR Database. They were redeployed in October 2016 and replaced by two new staff. Work is on- going but the scanning job was very often interrupted as personnel were called to offer other services. This has slowed the pace of progress.

SERVICE TO BOARDS AND COMMITTEES

Senior Members in the Division serviced the following Boards and Committees:

- > Appointments and Promotions Board;
- > Development Committee;
- > Appointments and Promotions Committee;
- Research, Conferences and Scholarship Committee;
- > Administration Committee;
- > Staff Development Committee and
- > Ad hoc Disciplinary Boards and Committees
- > Security Committee
- > Estate Management Committee

VISIT TO DEPARTMENTS

Senior Members visited the various departments of the University at the commencement of the academic year to officially welcome staff back to work after the break. The visit offered an opportunity to gather information from staff and be abreast with situations in the departments.

DEATHS

Eight (8) deaths were recorded during the period under review and according to UEW tradition the Division liaised with the bereaved families to organize befitting burials for the deceased. The University provided caskets, hearse services, customary drinks, payment of mortuary bills and vehicles to convey staff to and from the funeral.

CHALLENGES

- > The major constraint the Division faced was the pressure from some user agencies to augment their staff and our inability to meet those demands because of the long wait for clearance to recruit fresh staff. This is against the background that the Division received volumes of enquiries and applications for employment.
- > Following directly from the challenge

- above is the constraint on staff to enjoy their annual leave the way they ought to so they could have good rest. The manpower challenge discussed at earlier made it such that staff had to reschedule their annual leave, take the leave in bits and pieces or defer the leave in some cases so that business was not adversely affected.
- Delayed submission of responses to requests made on Departments posed a challenge to meeting deadlines.
- The absence of a dedicated/backup server to host the Human Resource Management System to enhance its smooth performance
- The absence of sufficient personnel and scanners has negatively impacted the capturing and uploading of outstanding staff data onto the HRMS
- > Staff often neglect to update their records with their next-of-kin which makes it difficult to deal with the right persons when the unfortunate happens.
- Resignations, Vacation of Post and Dismissals some what further reduced the already inadequate staff strength. The statistics is as follows:

Type/Category	Junior Staff	Senior Staff	Senior Members	Total
Resignation	3	2	4	8
Vacation of Post	3	3	1	8
Dismissal	1	0	2	2

PROJECTIONS

- > Procure a dedicated server and backup for the Human Resource Management System (HRMS)
- > Offer training for schedule officers on how to use the HRMS to manage HR records
- Launching of the HRMS and making it available for use by authorised staff campus-wide to facilitate regular and simultaneous update of staff records.



Records Management Unit

ROLES

- Provision of access to the university's archival records.
- > Supervision of the Registry
- > Taking Census of close files
- > Facilitator role in record keeping workshops
- Decongestion of the system by getting rid of ephemeral documents
- > Assisting departments with functional classification system.

PROJECTIONS

- Digitalization of the university's archival records to continue
- Decongestion and disposal of old student examination scripts from departments and faculties.

ACTIVITIES

- Arrangement of archival records conveyed from the south campus to north campus library is on-going
- Digitalization of the university's archival records is being done.
- > HPERS department was cleared of old examination scripts
- > The South campus library was decongested
- Old and over-aged examination scripts from Centre for Education Policy Studies (CEPS) were disposed of.

CHALLENGES

- Lack of proper repository for the archival records is the biggest challenge. This is contributing to rapid deterioration of the archival records.
- > Inadequate professional staff in the unit
- Archival records which were digitised have been deleted from the website
- > There is only one scanner
- > Inadequate office space

INTERVENTION

- An arrangement has been made with the Estate department for regular cleaning of the records room
- Two more scanners would be purchased for the unit to speed up the e-record project
- The archival records are fumigated from time to time to curb deterioration.

RECOMMENDATIONS

- The unit needs an additional technical staff, preferably an archive assistant
- Provision of proper records room or repository is crucial for the preservation of the archival materials because the room which stores the archival records does not befit the status of a repository
- Air conditioners should be installed in the old library, where the archival materials are being preserved for a mean time as we look for a permanent location.
- Shelves should be provided in the room to store the archival records.
- The unit needs an additional office space. At the moment the unit has only two rooms. One of the rooms is occupied by four people, 3 members of staff and a national service person.



ACTIVITIES DONE FOR THE PERIOD UNDER REVIEW

Arrangement of archival records conveyed from the south campus to north campus library is on-going. Digitalization of the university's archival records is being done. HPERS Department was cleared of old examination scripts The South campus library was decongested. Old and over—aged examination scripts from Centre for Education Policy studies (CEPS) were disposed of.

CHALLENGES

Lack of proper repository for the archival records is the biggest challenge. This is contributing to rapid deterioration of the archival records. Inadequate professional staff in the unit. Archival records which were digitised have been deleted from the website. There is only one scanner. Inadequate office space.

INTERVENTION

An arrangement has been made with the Estate department for regular cleaning of the records room. Two more scanners would be purchased for the unit to speed up the e-record project. The archival records are fumigated from time to time to curb deterioration.

UEW FARMS STOCK POSITION

The Farm has in stock:2,566 layers out of which 1,606 are in egg production and 960 are yet to start producing eggs.38 pig's101 cattlel acre of land under maze cultivation

ACHIEVEMENT

The Farm has constructed a new kraal to

cater for the cattle on the Farm. Setback:

The Farm lacks dependable offices and storeroom. The existing ones are in a deplorable condition and needs to be renovated. Portions of the access road to the Farm are not motorable during rainy periods. There is the need to fill certain portions of the road with laterite soil. The Farm needs funds to increase production. ANTICIPATION: The Farm intends to raise 2000 layers and 1000 broilers during the second half of this year (2017).

Posts and Telecommunication Unit

The Post and Telecommunication Unit receives and dispatches mails. It also books and makes and directs calls to appropriate quarters.

CHALLENGE

The vehicle allocated to the Unit was involved in an accident and has been rendered unusable. Dispatch of letters has since been very irregular.

PROJECTIONS OF THE DIVISION OF OPERATIONS

Facilitate the renovation of the Pecku Building. Facilitate the re-demarcation of the car parks at the North and South campuses

Transport Section

Achievements 2 days of refresher course for all drivers has been successfully done at all the campuses of UEW in line with Transport Management Policy. (Last Week of April, 2017)Eye screening of all drivers has been done within the period under review (First week in May, 2017) Two (2) additions to the fleet of vehicles- Mini buses given to the IEDE.

CHALLENGES

The new transport yard which was captured in the 2013 budget at GHS150,000.00 has not started yet started. The Development office has not done much to identify the site for the project.

The present transport yard has not undergone any major renovation since the inception of the University in 1992. The structure is dangerous for its continuous occupancy. Monitoring of vehicles has not been properly done due to inactiveness of the tracking device. The underlying problem is the non-payment of airtime to the supplier and inability to hook Vodafone airtime to the device.

There is lack of workshop tools to carryout minor repairs at the Transport yard. Insufficient number of high capacity buses to meet increased student population for field trips which forms part of the teaching and learning processes in the University.

Delay in processing of operational imprest affect activities and that gives room for sending minor maintenance of vehicles to Accra.





Department of Publishing and Web Development

BACKGROUND INFORMATION

The Department of Publishing and Web Development (formally known as the Publications Unit) is one of the departments of the Division of Publications and Communication.

The following are the roles of the Department of Publishing and Web Development within the Division:

- Coordinate the creation and publishing of promotional materials, such as newsletters, brochures and reports
- Facilitate the development of print and web matters to promote a positive image and distinctive brand of the University
- Facilitate the design, editing, printing and distribution of University publications
- Manage photographic services, including arranging coverage of campus events and special functions and maintain photographic files
- Has oversight responsibility of the activities of the Audiovisual Unit

The department had its job portfolio increased with the addition of the management of

photographic services, which includes arranging coverage of campus events and special functions and maintaining photographic and video files. This in a way brought the management of the Audio Visual Unit under the department.

The creation of the Division brought in its wake the need to re-organise how work was done in the Department. Though not very visible to the ordinary person or the visitor to the department, work is organised under the following virtual units to enable the department fulfil its roles.

- > Secretariat
- > Web Development Unit
- > Designs and Corporate Titles Unit
- > Photography Unit
- > Video Unit

It is hoped that in the near future coordinators and more staff will be appointed for these Units so that work would be done more effectively.

ACTIVITIES

PUBLICATION OF NEWS/NEWSLETTER

All activities covered from January 2017 to date have been published at the News section of the University Website. A digital monthly archive has been created on the website to enable easy access to old news and announcements. This is available via http://uew.edu.gh/news. It has not been possible to produce the annual newsletter/

magazine "Reminiscences". This is due to the fact that the website crashed and it has not been possible for the Directorate of ICT to retrieve records from January to July 2016 from the crashed server.

CONGREGATION DOCUMENTS

Procurement of congregation documents for the second session of the 21st congregation was initiated through the Deputy Registrar, Division of Publications and Communication {DR(DPC)} on January 31, 2017. This includes:

- > Congregation invitation cards
- > List of Graduands
- > Basic Statistics
- > Order of Proceedings

We are reliably informed by the Procurement Unit that contracts for the printing of the above documents have been awarded.

DOCUMENTER

The Unit successfully published and distributed the first quarter edition of the 2017 Documenter (i.e. March 2017). A softcopy version is available online and can be accessed at http://publications.uew.edu. qh/2015/documents/159/documenter

CALENDARS AND DIARIES

The request for the procurement of 2017 calendars and diaries was initiated on March 16, 2017 through the DR(DPC) to the Registrar.

BROCHURES

At the instance of the Centre for International Programmes, the advertising brochure "UEW at a glance" was reviewed, updated and redesigned. The request for its procurement was initiated through the DR(DPC) on January 31, 2017.

MEMOS/WRITE-UPS

The following memos/write-ups have been submitted through the DR(DPC) to the Registrar:

An overview of Publications at the University of Education, Winneba



Proposal for the Procurement of Presentation Folders for UEW

ONLINE JOB REQUEST SYSTEM (JOBRE)

The development of an online job request tool which was initiated in December 2015 to expedite and monitor the request and execution of job requests has been completed and activated. The tool can be accessed at http://publications.uew. edu.gh/apps/jobre. The tool is for official jobs only and one can log in with UEW webmail credentials only. The job request modules that are available include:

- Staff ID
- > Letterhead



- > Web banner
- > Book cover

The tool has the capacity to take on more request modules.

STANDARDIZED LETTERHEADS/ COMPLIMENTARY(BUSINESS) CARDS/ OFFICIAL ENVELOPES

A memo on designs and specifications for standardized UEW letterheads, business cards and white official envelopes was submitted on June 17, 2016 through the DR (DPC) to the Registrar. Subsequently, letterheads have been created for almost all department, sections and units. With the completion of the job request tool, the Department is ready to execute request for complimentary Cards. Currently, the Department has not got the resources to produce quality cards in-house. Those making the request have the option of taking a softcopy of the card and print it

OFFICE EQUIPMENT

The Department has so far received the following equipment for use in its offices:

- Two desktop computers for secretarial staff
- > Two laptop computers
- > One colour printer
- > One scanner

The Directorate of ICT Services has provided the Audio Visual Unit with two (2) 60" flat screen televisions.

The following which were approved for the Audio Visual Unit in March 2016 are still outstanding:

- > Six (6) lapel microphones
- > Carpet
- > One split air conditioner

It has been quite tough getting competitive quotes for the lapel microphones.

WORK AT THE AVU STUDIO

Staff of the Audio-Visual Unit have been assisting the students of the Department of Media and Communication in developing programming and presentation skills. The various student programmes are recorded and the creation of a Social media TV where these recordings, when approved, can be aired is in the offing.

REQUEST FOR VIDEO COVERAGE SERVICES

It is becoming challenging to honour request for video coverage because of the following reasons:

- Lack of appropriate equipment especially for out of studio recordings (This is a major reason). The necessary equipment needed were indicated in the memo "Retooling the Audio Visual Unit"
- Unwillingness of requesting departments to provide consumables that are used in the recording as well as transportation
- > Very late submission of requests
- Some request that transcends beyond working hours and over the weekends.

VIDEO RECORDS

Three (3) copies each of the video recordings of the second session of the 20th Congregation and the 1st session of the 21st congregation were submitted to the Registrar through the DR(DPC). The videos reveal challenges being faced by the Audio Visual Unit as a result of lack of appropriate equipment.

CHALLENGES

OFFICE SPACE

Office space was still a challenge. Extra Offices are needed to house the staff of the Department.

OFFICE EQUIPMENT

Inadequate office equipment is still a challenge:

The lenses for the still digital cameras in the office have still not been procured.

- There is lack of adequate number of computers. National service personnel use their personal computers for official work
- The photocopier and risograph are still awaiting servicing. They have been out of use for almost a year now. Several contacts have been made to the Procurement Unit on the issue
- The equipment indicated in the memo on "Retooling the Audio Visual Unit" needs to be procured to enable the Unit perform its functions appropriately.
- There is the need for a large digital storage device that can hold the large amount of digital information generated in the Department

Department of Media Relations

INTRODUCTION

The Department of Media Relations was established in March 2016 and is one of the three departments in the Division of Publications and Communication.

The Department of Media Relations performs the following functions;

- Prepares articles, press kits, press release and other content initiatives for the media.
- Cultivates and enhance collaborative working relationships within the press and the community.
- Manage the flow of news about the University to the media.
- Gather and disseminate timely information to the press and staff.
- Develop relationships with national and regional press contacts to ensure the University's reputation is promoted to deflect criticism.
- > Detect public relations issues as they

- emerge and address them.
- > Coordinate all advertisements from all offices to the Media.
- > Has oversight responsibility of the activities of Radio Windy Bay.

ACTIVITIES

WRITING AND UPLOADING OF NEWS ITEMS AND ANNOUNCEMENTS

Write up on all events in and around the University have been uploaded on the University website for readers.

PROVISION OF COVERAGE

Reporters, videographers and photographers from the University and other Media houses, both radio and television are contacted to provide coverage of all functions and events within and outside the University through the Deputy Registrar, Division of Publications and Communication.

COORDINATION OF ADVERTS

The Department coordinated the release of all advertisements, press releases and other information concerning the University to the media through the Deputy Registrar, Division of Publications and Communication

ACTIVITIES GEARED AT ACHIEVING THE CORPORATE STRATEGIC PLAN (2014-2018)

As part of departmental activities earmarked for the year which was geared towards 'Building the capacity of staff in media relations' as stipulated in Objective 12, Activity 12.1.1 of the Corporate Strategic Plan (2014-2018), two workshops on Broadcast Journalism were held.

The workshops organized by the Department at the Registrar's conference room (Pecku Annex) on 16th February and 22nd February, 2017 respectively were to build staff capacity in issues pertaining to media relations. Two facilitators Ms. Joyce Mensah (Head, Department of Communication and Media Studies) and Dr. Amma Abrafi (Head, Department of English Education) took participants through 'the proper use of English Language in Communication' and 'key issues in Broadcast Journalism in the 21st Century'.

STAFF DEVELOPMENT ACTIVITIES

A member of staff at Radio Windy Bay, Ms. Rebecca Robertson is on study leave pursuing an M. Phil in Communication and Media Studies

CHALLENGES

INADEQUATE STAFF

More staff should be employed to work in the areas of reporting, photography, news casting and videography for the department.

OFFICE SPACE

Office space is a serious challenge. Currently, because of the absence of a secretariat, the supporting staff, including interns and national service persons share the same office with the Staff of the Publishing and Web Development Unit.

OFFICE EQUIPMENT IS WOFFULLY **INADEQUATE:**

- > The office lacks adequate computers. National service persons, interns and students on attachment use their personal laptops for official duties.
- > Office furniture is absent as what is currently being used was loaned from another department.

PROJECTIONS FOR NEXT YEAR

- > To set up a Television Station to promote the activities of the University.
- > To offer quarterly trainings geared towards the professional development of staff of the department.



SECURITY SERVICES

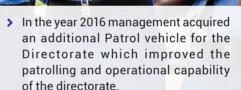
INTRODUCTION

The Directorate of Security Services has been working towards the goals set out in the UEW Cooperate Strategic Plan (2014 – 2018). Some moderate gains have been made while as a result of the inability of some Support Systems to provide the needed assistance, the required goals have not been met.

ACTIVITIES.

- > The overall performance of guards saw a marked improvement. This is due to the ability of Management to procure clothing and accoutrements for the guards which raised their morale. The turnout of guards improved tremendously and their confidence level was very high. A total
- of 26 arrests were made on campus in Winneba out of which 19 were prosecuted in court.
- > In the area of training, 24 guards drawn from all campuses were trained in the skill of Basic Investigations with the support of Winneba Police and the local Bureau of National Investigations (BNI) agent. This comes on the heels of Leadership training organized for all Senior staff from all campuses. Refresher training has been organized for all guards in Kumasi and Ajumako in the first half of 2017. Winneba and Asante Mampong will have their training sessions in the second half of the year.

It is worth noting that the directorate has been undertaking training from its own resources



Another area of achievement is the high standard of discipline attained among the guards. The number of cases of indiscipline have reduced considerably. Absenteeism, lateness to work and drunkenness have all ceased. This is due to strict enforcement of existing regulations and regular durbars organized to educate the guards.

STAFFING

- Staffing continues to be a challenge despite the recruitment and training of 55 Casual Security Guards for Winneba and Ajumako.
- The Winneba Campus requires a minimum of 196 Security Guards but has



CHALLENGES

Communication Equipment. Communication is the life blood of security. Unfortunately UEW Security is very deficient in all areas

needed. Efforts will be intensified to get the

Control Room established.



INTRODUCTION

The Directorate of the University Health Services comprises the University Clinics and the Health and Sanitation Services

The basic mandate of the Directorate is to provide comprehensive healthcare delivery for University staff, their family members, students and the general public. It also advises management on Health and Sanitation issues.

MISSION

To play a leading role in the provision of excellent healthcare delivery to our clients in a caring and friendly environment through teamwork and dedication.

WINNEBA CLINIC

The University Clinic is currently operating on out-patient basis. It is accredited by National Health Insurance Scheme as a health service provider. Plans are underway to upgrade the clinic to an inpatient facility. The Clinic operates in two (2) shifts; 7.30am to 2.30pm and from 2.30pm to 8.00pm.

We are currently operating on out-patient basis. It is accredited by National Health Insurance Scheme as a provider. Plans are on the way to upgrade it to an inpatient facility.

ACTIVITIES MEDICAL EXAMINATION FOR UEW STUDENTS

The 2016/2017academic year medical examination for the fresh students was done entirely at the clinic. The process went on smoothly and was very satisfactory. A total

of 9,567 students attended. The breakdowns are as follows:

Level 100	-	5376
Level 300	-	2398
Graduate students	-	516
Sandwich students	-	690
Ajumako students	-	382
French students	-	120
Gabon students	-	60
Sports	-	25
Total	-	9,567
	Level 100 Level 300 Graduate students Sandwich students Ajumako students French students Gabon students Sports Total	Level 300 - Graduate students - Sandwich students - Ajumako students - French students - Gabon students - Sports -

AJUMAKO CAMPUS CLINIC

A satellite Clinic is operated at Ajumako. Staff strength is as follows: One Senior Nursing Officer, Two (2) National Service Personnel (1 Nurse and 1 Administrative Assistant, Three (3) Health Extension Workers and One (1) cleaner are assigned to the clinic under close supervision of the of the Director of Health Services.

COLLEGE OF TECHNOLOGY CLINIC - KUMASI CAMPUS

The Clinic operates 8:00 am – 5:00 pm from Monday to Friday. The clinic is accredited by NHIS. Current staff strength is as follows: One (1) Senior Medical Officer, One (1) Medical Assistant, two (2) Professional nurses, One (1) Laboratory Technologist and One (1) Dispensing Assistant to provide healthcare at the Clinic.

COLLEGE OF AGRIC CLINIC -MAMPONG CAMPUS

Documents required for the upgrade of the clinic are in the final stage of processing for



FIRST AID STAND

During the period under review, all satellite Clinics provided first aid services for the following events;

our march towards a Hospital have been

requested for and sent to the Procurement

Office and we awaiting a response. We are

happy to note that the renovation work on

the clinic is almost complete. The staffing

- Matriculation
- > Inter-Hall Cross Country

situation has improved slightly

> Congregation

SERVICES PROVIDED

From May 2011 to May 2012 16,612 patients were treated at the clinic. In general the daily attendance continues to increase, and almost 97% of the patients are on NHIS. Patients range from staff, and dependents, students to private patients.

Besides, the Clinic provides medical care during special occasions such as

students.

We are still operating outpatient clinic only in two (2) shifts 7:30am to 2:30pm and 2:30pm to 8pm. We have not yet started inpatient 24hours Service because;

- > We do not have the complement number of Nurses to start 3 shifts
- > We are waiting for the remaining part of equipment and Nurses before we apply for the upgrading to Hospital Status.

ACHIEVEMENTS

- > OPD attendance has increased significantly.
- > The clinic is hooked onto the UEW optic fiber.

CHALLENGES

The following are some of the challenges faced by the Clinic

- > Inadequate medical and surgical facilities in the Clinic building.
- > Inadequate number of professional staff.
- > Lack of In-House intercom and LAN of all centers.



INTERNAL AUDIT

INTRODUCTION

The University driven by high priorities for corporate governance, accountability and transparency positions the Internal Audit as part of its central administrative system. The main function of the Office was to help the University accomplish its objectives and improve the effectiveness of risk management, control and governance processes in the University. In 2016/2017 academic year, it carried out specific functions according to its approved annual plan which covered both financial and non-financial operations of the University.

FUNCTIONS

The scope of work of the Internal Audit is University-wide and the specific functions of the office include:

- To evaluate operational procedures and determine whether results are consistent with established objectives, goals and planned programmes.
- To provide value for money on public expenditure. Also to assess and report on the adequacy of controls relating to payments and receipts.
- To determine the reliability, accuracy, completeness and adequacy of the financial records and reports.
- To carry out specialized exercises like facilitation of Enterprise Risk Management process; Compliance Audit; Information System Audit and any other Specialized Audit.
- > To evaluate the effectiveness of the governance process of the University and contribute to its improvement.
- > To appraise and report on the soundness and application of the system of controls operating in the University
- To follow up on the agreed audit recommendations and required corrective actions.

OFFICE ORGANISATION

The office has three main sections namely:

- Transaction Audit and Investigation Section
- > Financial Assurance Section
- > Quality Assurance & Secretariat Service
 The Performance/Operational Audit
 functions are currently under the direct
 supervision of the Internal Auditor. The
 Office is located at three sites in Winneba
 North Campus Administration Block,
 Faculty block, and the South Campus. It
 is also well represented at the Kumasi,
 Mampong and Ajumako Campuses.
 In accordance with the Public Financial

Management Act, 2016 (Act 921) Internal

Audit is mandated to have access to information and property required to be audited. To ensure quality in work and wider audit coverage in accordance with standards and statutory requirements, regular fortnight audit management review meetings, monthly general staff meetings and quarterly meetings with College Audit Units were held. Over ten (10) Departmental Continuous Professional Development (CDP) programs were organized over the period for staff.

FUTURE EXPECTATIONS

- The Internal Audit plans to focus on confirming the efficiency and effectiveness of waste management at the Halls, University Clinic and Faculties.
- A review of processes on access to information, data integrity, confidentiality and information security to be conducted to enhance information system.
- The Office hopes to work closely with departments to update their risk registers in order to develop pro-active risk mitigation strategies.
- It is expected that control self-assessment will be embedded in the University system and culture of controls will improve.
- The office has started physical fitness training for Staff and is planning to involve other departments within the University community to join.
- In the next year, there will be evaluation of contract management processes specific to contracting with suppliers.

Performance of the Internal Audit staff will be enhanced if there is effective monitoring, measurement, mentoring and motivation.



OFFICE OF THE FINANCE OFFICER

BACKGROUND

The Office of the Finance Officer of the University of Education, Winneba (UEW) is the engine for overseeing the financial affairs of the University. In addition to the core finance functions, namely mobilising, disbursing and accounting for the University's funds. The Office is also responsible for developing and maintaining the University's financial IT infrastructure. The specific responsibilities of the Office of the Finance Officer include the following:

- manage and operate the University's accounting system, so as to ensure the accountability of all officers' transacting the business of the University, and facilitate the efficient discharge of such business;
- prepare monthly accounts as prescribed by the Controller and Accountant-General:
- prepare, sign and submit annual accounts to the National Council of

Tertiary Education (NCTE), Ministry of Finance, the Auditor General and the Controller and Accountant-General's Department (CAGD);

- ensure the efficient and effective use of appropriations under the University's control, within the ambit of government policy and in compliance with relevant regulation;
- ensure the due and proper collection of government revenue collectable by the University;
- make payments for goods and services within the funds appropriated to the University;
- receive and order the disbursement of any trust moneys for which the University has been appointed as administering authority;
- manage and reconcile the bank accounts of the University;
- preserve in good order and secure the economical use of all equipment and stores used by the University.





FUNCTIONS, ROLES AND RESPONSIBILITIES

The Finance Officer's Secretariat performs the following roles and responsibilities:

- Handling incoming and outgoing correspondence
- > Drafting letters for finance management staff
- > Receiving visitors
- Arranging meetings and documenting meeting proceedings
- Processing management salaries and allowances
- Coordinating the administrative activities of the Divisions, Departments and Units within the Office
- Assist in processing of External and Internal Assessors claim
- Processing of Top Management claims, bill and travel expenses.

ACHIEVEMENTS

Over the past year, the Secretariat made the following achievements:

- > External Assessors claims are processed and paid within a maximum of three (3) working days.
- Prompt delivery of notices, letters and correspondences. The Finance Secretariat has successfully reduced the waiting time for notices, letters and correspondences at the Secretariat to within 24 hours on the average.

PROJECTIONS

- Install correspondence tracker for the Finance Offices of all the satellite Campuses of the University (Kumasi, Mampong and Ajumako) as well as IEDE.
- Conduct at least 2 in-service training for the Secretariat staff to improve efficiency at the Secretariat in terms of tracking correspondence, filing, timely processing and dispatch of documents and to learn people management skills.



The Division of Treasury and Endowment Trust Funds Management of the Office of the Finance Officer is responsible for all treasury matters, including liquidity management, bank relationship management, and risk management. The Division's duties also include the collection of revenue, disbursement of funds, offers investment advice to the Finance Officer and other revenue activities (souvenirs shop).

The Division is made up of the following Units:

- > Bank Reconciliation Unit
- Endowments and Trust Fund Management Unit
- > Students Financial Services Unit
- Cash Planning and Liquidity Management Unit

FUNCTIONS, ROLES AND RESPONSIBILITIES

Through the various Units, the Division performs the following functions, roles and responsibilities;

- Arrange for the collection of Government of Ghana subventions, fees, grants, donations and gifts on behalf of the University and issue official receipts for all monies collected.
- > Take necessary measures for the recovery of monies due to the University.
- Make, on behalf of the University, such payments, and disbursements as may be properly authorised.
- Responsible for the safe custody of all University funds and value documents as well as proper disbursement of funds.
- > Responsible for short term investment activities of the University.
- > Responsible for the liquidity management of the University.

ACHIEVEMENTS

The following are the achievements of the Division of Treasury and Endowment Trust Fund Management for the past year:

- Through prudent investment strategies, the Division realised an increase in investment returns of 66% over investment returns in the previous year.
- > Sustained the University's commitment in respect of investing in its endowment funds on a responsible basis to reflect ethical values and policies that guards the selection of investment. This led to increase in investment in the Endowment Trust Fund by 62% over the previous year.
- Successfully implemented the Vice Chancellors scholarship fund.

CHALLENGES

Despite the achievements, the following are the challenges confronting the Division:

- Limited functions in the Trans flow, leading to difficulty in generating suitable and accurate fee data for revenue recognition, leading to duplications of fee income recognised and delayed bank reconciliations
- Delays in the release of Government subventions which distorted our liquidity projections.

PROJECTIONS

The Division of Treasury and Endowment Trust Funds Management has the following projections for the coming year:

- > The Division aims to recover more debts from the University's affiliated institutions
- Reduction of inter-campus indebtedness by 80%.



The Division of Budgets and Payments provides quality, comprehensive, and informed information for financial planning. The Division also manages the payroll of the University and provides analysis and interpretation regarding planning for and allocation of physical and financial resources.

The Division of Budgets and Payments is made up of four units, namely:

- > Budgets and Budgetary Control Department
- > Payroll Management Department
- Schools and Faculties Financial Management Department
- > Bills and Claims Payments Unit

The Division, through the Department of Schools and Faculties Financial Management is responsible for the supervision of all Account Officers and the overall financial management at the Schools and Faculties which comprise the following; Faculty of Science Education, Faculty of foreign Languages & Communication, Faculty of Educational Studies, School of Creative Arts, Faculty of Social Science Education and School of Graduate Studies.

FUNCTIONS, ROLES AND RESPONSIBILITIES

Through the various Units, the Division performs the following functions, roles and responsibilities;

- Developing, implementing, monitoring, and controlling the University's annual operating budget.
- Preparing and submitting the University's Medium Term Expenditure Framework

- (MTEF) budget to the Ministry of Finance and Economic Planning (MOFEP) through the National Council for Tertiary Education (NCTE)
- Organising periodic budget seminars for Heads of Schools, Faculties, Institutes, Sections, and Departments on all Campuses
- Maintaining and updating staff biometric data for payroll purposes
- Processing staff salaries, part-time claims, overtime and other approved allowances.
- Preparing and reporting on analysis of staff strength and compensation, and filing audited payroll returns to SNNIT, GRA, and NCTE.
- Executing and overseeing the financial management activities of the Schools and Faculties of the University, including inventory management, procurement, assets management, budget and budgetary control, and liquidity management.

ACHIEVEMENTS

The Division made the following achievements in the past year:

- Successful implementation of payment of payroll deductions through direct bank transfer system, reducing the volumes of cheques and PV processing time, whiles eliminating inconvenience associated with beneficiaries having to pick and deposit their cheques by themselves.
- Successful publication and adherence to a pay calendar, eliminating uncertainty about pay dates.
- > Successful development, implementation and further customisation of an online

- salary approval system.
- Improved working relationship with the Deans and Heads of Department regarding financial management of Schools and Faculties
- Successful implementation of a new system of Financial Clearance for students which has enhanced student debtor's collection and minimised the risk of miscounting student numbers.

CHALLENGES OF THE DIVISION

- The Topaz Accounting software requires an upgrade for efficient and effective management of the following: payroll processing, budget implementation and processing of claims.
- Discrepancies in student numbers and Departmental list of active students which distort financial projections.
- Intermittent disruption of network in some of the Faculties thereby delaying work.

PROJECTIONS OF THE DIVISION

- To facilitate the process of acquiring tax Identification Number (TIN) for all staff by close of August, 2017
- To foster a closer collaboration with the Faculties and Schools by organising regular training programmes for the Accounts Officers who work directly with the Faculties/Schools.

DIVISION OF FINANCIAL REPORTING AND COMPLIANCE

The Division of Financial Reporting and Compliance is the main institutional infrastructure for developing and maintaining the University's financial information system as well as communicating financial information to internal and external stakeholders in line with appropriate legal, regulatory, and reporting frameworks.

The Division achieves its mission through the following Units:

- > Financial Reporting and Assurance Unit
- > Stores and Inventories Management Unit

- > Systems Security and IT Services Unit
- External Funds and Grants Management Unit

FUNCTIONS, ROLES, AND RESPONSIBILITIES

Through the various Units, the Division performs the following functions, roles and responsibilities;

- Collecting, processing, and presenting accounting information on the financial transactions of the University
- Ensuring quality assurance of financial record keeping and integrity of financial records
- > Retiring imprests and special advance
- Managing and presenting regular reports on University inventory
- Managing the University's financial IT infrastructure
- Managing the University's integrated financial management system across all Campuses
- Managing and reporting on the University's external funds

ACHIEVEMENTS

Over the past year, the Division made the following achievements:

- The Division successfully implemented the Stock Control and Inventory Management Module of the Topaz accounting software on Winneba Campus.
- Successfully developed and implemented Online Claims Processing and Approval System for the Institute of Educational Development and Extension (IEDE)
- Implemented DocuXplorer Document Imaging System, an electronic filing system on Winneba Campus
- The Division successfully implemented a new grouping and tagging system at the Central Stores, enabling easier access and identification.
- > Successfully completed the first phase of expansion works on the Central Stores.

CHALLENGES

- Erratic electricity supply during the first half of the past year leading to interruptions in internet connectivity and functioning of Topaz at some Units
- ➤ Limited space for keeping inventory at the various stores of the University, especially the Central Stores.

PROJECTIONS

- Complete an expansion programme at the Stores and Inventories Management Unit for proper storage of goods, which will also uplift the image of the Unit
- Decentralise the management of financial IT infrastructure
- Fully implement the fixed asset module at the Central Stores for easy tracking of fixed assets in the University.



INTRODUCTION

The Division of Halls and Commercialised Financial Management exercises overall responsibility for the financial management of all the Halls as well as Commercialised Services Units in the University. It was incorporated into a limited liability company on the 17th of May 2016 with the principal aim of generating income through non-traditional income generating activities to augment the internally generated funds of the University.

The Division is currently in charge of the financial management of four halls of residence, namely: Aggrey Hall, Ghartey Hall, Simpa Hall and the University Hall. The commercialised units include; University Bookshop, Food Production Unit, Printing Press Unit, Clothing Production Unit, Farm Unit and Souvenir Shop. The Division is currently working towards the establishment of a Fuel Dump and Commercial Centre to broaden its commercial activities.

FUNCTIONS, ROLES AND RESPONSIBILITIES

Through the various Units, the Division performs the following functions, roles and responsibilities;

- The preparation and implementation of credible and realistic budgets for Halls and commercialised units in Winneba:
- The commercialisation of the university products from Farm, Bookshop, and Halls;
- Procurements as well as inventories and non-current assets management of the Division; and
- Treasury and liquidity management of the Division. This includes managing all liquid assets, cash and bank balances and short term investments.

CHALLENGES

- Disruptions to operations at the University Printing Press due to power fluctuations during working hours.
- > Limited student accommodation
- Dilapidated facilities at the UEW Bookshop, making it unattractive to customers.
- Interruptions in internet connection at the various halls of residence impeding the flow of work
- Delays in procurement processes in the purchase of consumables for the commercial units
- Inadequate production capacity to meet high demand at the Printing Press and Clothing Production Unit.
- Inadequate storage capacity at commercial units
- Poor road network from the Winneba town to the Farm has made it difficult for our customers to have easy access to our products

ACHIEVEMENTS

- Expansion of production line to include sewing of security uniforms at the Clothing Production Unit
- Commencement of pig farm at the University Farm in Winneba with a current stock of 36 pigs.
- Commencement of vegetable farm at the University Farm in Winneba.

PROJECTIONS

- Expand operational capacity of the University Printing Press, Food Production Unit and the Clothing Production Unit by acquiring modern heavy duty equipment
- Establishment of a Filling Station and Water Bottling Unit.
- Renovate and restock the University Bookshop to attract more customers and enhance patronage

Finance Office at the Institute of Educational Development and Extension (IEDE)

INTRODUCTION

The UEW IEDE Finance Office is a component of Finance Section of the University of Education, Winneba (UEW) responsible for overseeing the financial affairs of the IEDE. In addition to the core finance functions, namely mobilising, disbursing, and accounting for the Institute's funds, the Section is also responsible for developing and maintaining the Institute's financial records. The finance section operates and provides services to all the Thirty-Five Study Centres. It also provides services to the directorates and other departments.

The activities of the Office cover the following areas:

- Budgets and Budgetary Control and Payments
- > Financial Reporting
- Students Financial Services and Reconciliation
- > Stores and Material Control

FUNCTIONS, ROLES AND RESPONSIBILITIES

Through the various Units, the Campus Finance Section performs the following functions, roles and responsibilities;

- Assisting Management and the Institute in developing, implementing, monitoring, and controlling the annual operating budget.
- Treasury and liquidity management of the Institute
- > Retiring imprests and special advances
- > Processing bills and claims of the Institute

- Distribution of Course Books.
- > Preparing and implementing departmental and combined budgets of the Institute
- Recording, classifying, analysing and generating credible financial information and reports for the Institute.

ACHIEVEMENTS

- Achieved a reduction in the processing time for claims for the various Study Centres by implementing an online claims processing system.
- Successfully implemented a short messaging system (SMS) to send notifications to tutors and other beneficiaries in respect of their claims.
- Increased visibility of Finance staff at the Study Centres reduced complaints as a result of increased education of Coordinators and Administrators on financial matters.

CHALLENGES

- Power/internet outages which caused disruptions in operations, especially during the first half of the year
- Congested working space due to limited space for keeping files/documents

Finance Office at the College of Technology Education, Kumasi

INTRODUCTION

The Finance Office at the University of Education, Winneba, Kumasi Campus (College of Technology Education, Kumasi) has four main divisions, 5 semi-autonomous Campus/Institutional Offices and a Secretariat for the College Finance Office which is the administrative hub of the Finance Section.

FUNCTIONS, ROLES AND RESPONSIBILITIES

The Finance Office at the Kumasi Campus undertakes the following activities:

- Sourcing and application of funds for the College
- > Preparation of Financial Statements of the College for consolidation
- > Budgeting and Budgetary Control
- > Management of external funds and grants
- > Management of inventory.

CHALLENGES OF THE COLLEGE FINANCE OFFICE

- Inadequate number of staff for the College Finance Office
- Slow and unstable internet connectivity interrupting workflow as a result of insufficient Internet bandwidth
- Delays in the release of GOG Subventions and GETFund Grants
- Insufficient Office space for staff at the Kumasi Campus
- Non- availability of storage space for keeping financial records
- Insufficient Halls of Residence limiting income generation from residential facilities.
- Limited space at the central stores for keeping inventory

ACHIEVEMENTS

- The College Finance Office was able to reduce student debtors as a result of implementing a new system of Financial Clearance for students.
- Successfully implemented a system of effecting payments to beneficiaries through direct bank transfer thereby reducing the risk of holding cash.
- Successful implementation of three adjunct stores in the College
- Improved investment of idle funds resulting in increased interest income for the College.

PROJECTIONS OF THE COLLEGE

Strengthen the capital and revenue positions of the University to enable

- it acquire the needed resources for outstanding capital projects.
- Liaise with the relevant authorities to additional qualified staff for the effective running of the Office.

Finance Office at the College of Agriculture Education, Mampong-Asante

FUNCTIONS/ROLES/RESPONSIBILITIES

- > Collection of all funds due the College
- Preparation and submission of monthly and quarterly Revenue & Expenditure Reports of the College to the National Council for Tertiary Education (NCTE)
- Making payments for works, goods and services within the approved budgets for the College.
- Preparation and submission of the College's annual Financial Statements for consolidation.
- Management and operation of the College's accounting system by ensuring proper and accurate recording and reporting of all the College's financial transactions.
- Management and reconciliation of all the College's bank account
- Proper management and control of all fixed assets and stores of the College

ACHIEVEMENTS

- The Office has been able to wean itself from funding from the Central Administration for works executed on infrastructural facilities at the College.
- Increased interest income by over 400% in 2016 through prudent and efficient

- management of the College's funds.
- Successfully implemented a commitment register for all approved expenditure of the College.

CHALLENGES

- Frequent power outages affect the efficient functioning of the Topaz accounting software
- Frequent break down of the server hosting the Topaz accounting software
- Inadequate storage space at the College's Store
- Inadequate staff numbers to effectively man all the functional areas of the College Finance Office

PROJECTIONS:

- Liaise with the relevant stakeholders to introduce additional non-traditional income generating activities in order to increase non student fee revenue.
- To continue to prudently manage the Colleges funds so as to free funds to improve upon the physical infrastructure.
- To clear all outstanding liabilities due the Central Administration in Winneba

Finance Office at the College of Languages Education, Ajumako

INTRODUCTION

The Finance Office at the College of Languages Education, Ajumako, oversees the financial affairs of the College. The core functions of the Office include mobilising, disbursing and accounting for the funds of the College.

The general responsibilities of the Office include the following:

 Managing and operating the College's accounting system, so as to ensure proper

- accountability
- Preparing financial and budgetary reports of the College for consolidation
- Ensuring the efficient and effective use of appropriation under the College's control, within the ambit of government policy and in compliance of with relevant regulations.
- > Ensuring the due and proper collection of revenue collectible by the College.
- > Preserving in good order and securing the economical use of all equipment and stores of the College.

The Office is made up of the following Units:

- > Finance Secretariat
- College Financial and Management Accounts Unit

ACHIEVEMENTS

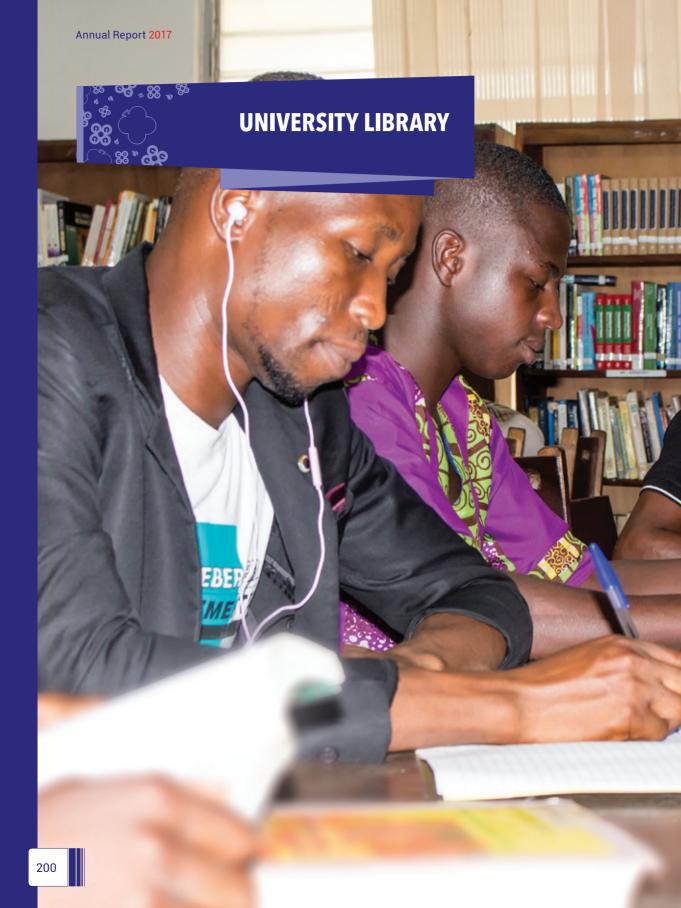
Through the implementation of new Financial Clearance System, the College substantially improved its debt collection from students. The Office has successfully established the Food Production Unit to enhance internally generated funds.

CHALLENGES

Erratic power supply and internet connectivity leading to interruption of the functioning of the Topaz accounting software

PROJECTIONS

- Implement the Google tracker system for tracking correspondence at the Secretariat
- Introduce an electronic filing system





INTRODUCTION

The year under review saw moderate improvements in all the libraries of the University in respect of collections, departmental libraries setup and staff development whilst conversely there were challenges in respect of the use of the Circulation Module of the VIRTUAL library management system, failure to acquire Assistive Technology for persons with visual impairment, and the non functioning of air conditioners among others.

NEW EMPLOYMENT, STAFF DEVELOPMENT, RETIREMENT AND DEATH

NEWLY EMPLOYED STAFF

Ms Elsina Attafuah, Mrs Grace Dzubi and Ms Xorlali Torwli were temporary employed by the University and posted to the Library in the year under consideration.

STAFF ON STUDY LEAVE WITH PAY

Two staff of the Cataloguing and Acquisition Section, Ms Dorcas Okyere and Mr. Paul Ackom are currently on study leave with pay at the Department of Information, Communication and Technology (ICT) of the University of Education, Winneba, as part of the staff development activities. Mr. William Frans Commey and Mr. Obed Dadzie are also on study leave with pay pursuing a Masters in Information Studies at the Department of Information Studies, University of Ghana

COMPLETION OF STUDY LEAVE

Mr. Isaac Ayirebi Bondzie and Mr. Stephen Donkor completed their four-year Bachelor of Education (B.Ed) degree programme in ICT at the Department of ICT, University of Education, Winneba in the month of June. 2016.

STAFF ON RETIREMENT

Mr. Emmanuel Ofosu Mills, a staff of the Section, retired from active service on 30th September, 2016. His mandatory retirement has created a vacancy that has to be filled in due course.

DEATH OF STAFF

Ms. Florence Kwakye, a staff at NASKA II Library passed away on March 25, 2017.

REGISTRATION

The total number of new users registered during the period under consideration was 1,677: 411 for Osagyefo Library, 317 for North Campus Library, 744 for COLTEK Library, 100 for NASKA II Library and 105 for Ajumako Campus Library. The new registration figures for the year were as shown in table 2 below:

TABLE 2. REGISTRATION

	Male	Female	Total
Osagyefo Library	296	115	411
North Campus Library	230	90	320
COLTEK Library	479	265	744
NASKA II Library	83	17	100
Ajumako Campus Library	71	37	108
Total	1,159	524	1,683

USAGE STATISTICS

The figures for books used during the year were as shown in table 3:

TABLE 3. USAGE STATISTICS

Location	Books Borrowed	Reserve Books Used	Total
Osagyefo	4,798	1,631	4,798
North campus	526	1,121	1,647
COLTEK	1,212	1,025	2,237
NASKA II	279	1,271	1,550
Ajumako	105	279	384
Total	6,920	5,327	10,616

NEW BOOKS ACQUIRED

A summary of books acquired through purchases and donations received from individuals and organizations is presented below in table 4 and 5 below.

TABLE 4. BOOK PURCHASES (MAY 2016 - MAY 2017)

Campus	No. of Titles	Qty.	Cost GHS
Winneba	54	67	20,838.56
COLTEK	8	12	637.00
NASKA II	75	75	20,928.47
Ajumako	93	106	14,909.84
Total	230	260	57,313.87

TABLE 5. BOOK DONATIONS (JUNE 2016 - MAY 2017)

S/N	Donor	Title	No. of Titles	Qty
1	Dr. S. K. Hayford	Inclusive Education Policy	4	305
2	Legacy Project	Conventions people's party handbook: the first 50 years of Africa's revolutionary party 1949-1999	21	28
3	LTCB International library Trust, Japan	Holy foolery in the file of Japan: a history overview	3	3
4	Registry, UEW	Grassroots innovation movements	5	39
	TOTAL		33	375

LEGAL DEPOSIT

The following titles of books were submitted to the Library as Legal Deposits in compliance with the Book and Newspaper Registration Act of 1963.

TABLE 6. LEGAL DEPOSIT

Author	Title	Publisher/ Date	Qty	Submitted by
Gulari, E. B.	_	Nyakod Printing and Publishing Co. Ltd./ 2017	1	Department of English Education, UEW
Gulari, E. B.	Rooted English for basic schools	Rooted English for basic schools/ 2017	1	Department of English Education, UEW
TOTAL			2	

8.0 NEW BOOK STOCK

Three thousand nine hundred and forty-nine (3,949) newly acquired books were processed and added to the library stock during the year. The figures are presented in table 7 below:

TABLE 7. TOTAL NEW BOOK STOCK

	Library	No. of Titles	Quantity
	Osagyefo	1,171	2,414
Winneba	North Campus	733	1,304
	Home Economics Library	12	19
	Science Education Library	1	2
Kumasi	COLTEK	-	32
Mampong	NASKA II	78	85
Ajumako	Ajumako Campus Library	93	106
Total		2,088	3,962

LIBRARY STOCK

The Library has a total stock of 131,286. The following is the breakdown of the stock of the Library according to campus for the year under review:

TABLE 8. TOTAL LIBRARY STOCK

Winneba	Osagyefo Library	19,568
	North Campus Library	64,443
	IEDE	2,273
Kumasi	COLTEK Library	21,691
Mampong	NASKA Library	21,174
Ajumako	Ajumako Library	2,137
Total		131,286

MATERIALS PRESERVATION

TABLE 9. MATERIALS PRESERVATION

	Туре	Qty	Cost (GHC)
Winneba	Book Binding	8 copies	110.00
NASKA II	Mutilated Books	82	1,721.00
	Newspapers	35 Bundles	1,470.00
	Total	125	3,301.00

JOURNAL USAGE

TABLE 10. JOURNAL USAGE

Library	Usage	No. Of Titles Used	No. Available
Osagyefo	803	426	488
N o r t h campus	745	232	219
COLTEK	5	1	6
NASKA II	256	15	15
Ajumako	213	12	106
Total	2,022	686	834

ELECTRONIC SERVICES

The table below shows the statistics of Internet usage:

TABLE 11. ELECTRONIC SERVICES

	ACADEMIC SEARCH	EMAIL	TOTAL USAGE
Osagyefo	4827	745	5572
North campus	-	-	-
COLTEK	7643	3714	11357
NASKA II	431	211	642
Ajumako	460	238	698
Total	13,361	4,908	18,269

*The electronic resources are heavily underutilized given present students population of over 57,000 and inadequate number of functional computers in the computer labs.

CHALLENGES

NORTH CAMPUS LIBRARY

- > Trunking System. The trunking system at the North Campus Library is very crucial and needs to be fixed at the soonest. This will enable both staff and users to locate and access books and other information resources for use easily. The staff members still use the manual catalogue which is not up-to-date.
- Air-conditioning. The air-conditioners in the North Campus Library need repairs for effective and efficient atmosphere for learning.
- Electronics Library. The electronic section needs attention immediately for students to access online resources.
- Security of the main Library is not in good shape due to the weak nature of the main doors and the adjoining doors. Urgent attention is needed to fix such.
- Roof leakages. There are linkages from the roof that need to be repaired immediately.
- Furniture. The furnishing of the Library is in bad shape and does not befit this University.

OSAGYEFO LIBRARY

- Irregular Internet Connectivity: Internet connectivity at the Osagyefo Library continued to be progressively poor and slow during the period, most especially when students are on campus. The situation frustrated and hampered access to the e-Resources, the WINNOPAC, VIRTUAL system and the Online Cataloguing Library Centre (OCLC) used for cataloguing.
- Inadequate Personnel: The Library will continue to reiterate the need for additional staff to augment the staffing situation.

- Malfunctioning Computers: Most of the computers in the Library are functionless or function feebly. This situation strained effective working environment during the period under review. It is recommended therefore, for new sets of computers to be acquired for the Library for its work schedules to be efficaciously executed and to revamp the Electronics Library. Request for new computers has been outstanding over the years
- > SPACE: This is the greatest challenge at the Osagyefo library. There is intense pressure on the library facilities especially during revision and examinations period when patronage is very high. A great number of students turned away due to limited sitting capacity of the Libraries. Only three (3) computers were functioning in the Electronics Library at the time of writing this report.
- Air-conditioning. The air-conditioners in the Osagyefo Library need to be fixed for effective and efficient atmosphere for learning.
- > Assistive Technology. Efforts to secure Assistive Technology for persons with visual impairments fell flatly through.
- > Air Conditioners. Air conditioners at the Osagyefo Library did not work and that created highly unfriendly reading and working environment for library users and library staff respectively.
- Circulation Module of the VIRTUA. The Circulation Module of the VIRTUA library management system has not been activated making the automation of the Library. Efforts are being made through the collaboration and hard work of the Library and IT staff to have this issue resolved in the next academic year.



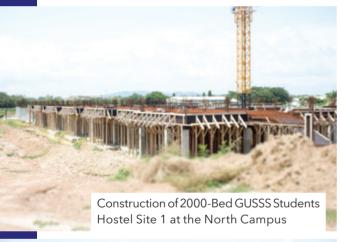


OVERVIEW

The University continues to be resilient at its efforts at providing international standards infrastructure and facilities for the various campuses. This report captures the status of projects within the 2016/2017 Academic Year.

MAJOR PROJECTS

All the major capital projects as under listed that were started have been stalled by the legal suite against the University.













S/N	Project Name
7	Construction of 2000-Bed GUSSS Students Hostel oat Kumasi Campus
8	Construction of Gatehouse and Fencing of North Campus
9	Construction of North Campus Gate House and Dual Carriage Road
10	Construction of University Basic School at Kumasi Campus
11	Construction of IEDE Distance Learning Centre at Sogakope
12	Construction of IEDE Distance Learning Centre at Accra

These projects were progressing until a court injunction was place on the University to stop all payments on the projects. It is hope that the projects will progress steadily when the court issues are settled.

Other projects that are not affected by the court issues are at various stages of completion.









S/N	Project Name	Remarks
6	Construction of Faculty Block at Ajumako Campus	Roofing works and finishing works ongoing. External works to commence.
7	Construction of Library and resource centre	Practically complete
8	Construction of various facilities (COVET)	Nearing completion

MINOR PROJECTS

The University continues to make huge budgetary allocations for the rehabilitation and renovation of existing structures on all campuses. This is to ensure that all structures on our campuses are in excellent and sound condition.

S/N	Project Name	Remarks
1	Renovation of North Campus Cafeteria	Nearing completion
2	Renovation of Home Economics Block	Completed and handed over for use
3	Renovation of Amu Theatre	Completed and handed over for use
4	Renovation of Ghartey Hall Block B	Completed and handed over for use
5	Renovation of South Campus Cafeteria	Nearing completion
6	Refurbishment and extension of Clinic at Kumasi Campus	Completed and handed over for use
7	Construction of 500mm fence wall at Kumasi Campus	Practically complete
8	Renovation of Opoku Ware II Hall at Kumasi Campus	Nearing completion
9	Rehabilitation of central car park and access road for Home Economics Block and Auditorium Building at Kumasi Campus	Practically complete
10	Sealing of surrounding of Faculty Block at Kumasi Campus	Nearing complete
11	Refurbishment of Administration Block at Kumasi Campus	Works are progressing steading
12	Renovation of Catering Block at Kumasi Campus	Completed and handed over for use
13	Construction of carport and access road for Construction Block and new auditorium at Kumasi Campus	Completed and handed over for use
14	Supply and installation of lift facility at Faculty Block at Kumasi Campus	Works nearing completion

15	Exterior painting of Canada Block of flat at Kumasi Campus	Completed
16	Renovation of CCBTR Office at Kumasi Campus	Works are progressing steading
17	Construction of 2NO. borehole at Kumasi Campus	Completed and handed over for use

IEDE DISTANCE LEARNING CENTRES

The construction of permanent IEDE Distance Learning Centres at Techiman, Onwe, Kukurantumi and Cape Coast that were started couple of years back had challenges that stalled their progress. The University Management is in the process of bringing finality to the issues.

S/N	Project Name	Remarks
1	Construction of IEDE Distance Learning Centre at Techiman	Casting roof beams and parapet walls in progress
2	Construction of IEDE Distance Learning Centre at Onwe	Casting of 2 nd floor slab and columns in progress
3	Construction of IEDE Distance Learning Centre at Kukurantumi	Sub structure works completed
4	Construction of IEDE Distance Learning Centre at Cape Coast	Roofing works and rendering works in progress

It is hoped that the University would enjoy the full benefits of the huge investment it has made in these projects soon.

NEW PROJECTS

The under listed projects that were budgeted for will be initiated by the end of the year 2017.

S/N	Project Name	
1	ICT and Students' Commons Complex at the North Campus	
2	University Library at the North Campus	
3	School of Graduate Studies Block at the North Campus	
4	Transport Yard at the North Campus	
5	Faculty Block at Kumasi Campus	
6	Faculty Block at Ashanti-Mampong Campus	
7	Slaughter House at Ashanti-Mampong Campus	



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