



UNIVERSITY OF  
EDUCATION, WINNEBA

20<sup>TH</sup>  
**CONGREGATION**  
FIRST SESSION

Vice-Chancellor's  
**Annual Report**

**JANUARY,  
2024**





UNIVERSITY OF  
EDUCATION, WINNEBA



## VICE-CHANCELLOR'S ANNUAL REPORT



## EDITORIAL TEAM

Ms. Agatha Larson	Ag. Librarian, UEW	Chair
Dr. Juliana Daniels	University Editor	Member
Prof. Ishmael Dadson	Faculty of Social Science Edu	Member
Prof. Wisdom H. K. Hordzi	Faculty of Science Education	Member
Dr. Fred Gbagbo	Faculty of Health, and Allied Sciences and Home Economics Education	Member
Dr. Jonathan Nii Barnor Barnor	School of Business	Member
Steve van Kamassah	Deputy Registrar, Division of Publications and Communication	Member
Ernest E. Azutiga	Division of Publications and Communication	Secretary





**CHANCELLOR**  
NEENYI GHARTEY VII

## PRINCIPAL OFFICERS



**VICE-CHANCELLOR**  
PROF. STEPHEN JOBSON  
MITCHUAL



**PRO-VICE-CHANCELLOR**  
PROF. VICTOR ANTWI



**AG. REGISTRAR**  
MRS. WILHELMINA  
TETE-MENSAH



**FINANCE OFFICER**  
DR. THEOPHILUS  
SENYO ACKORLIE



**AG. UNIVERSITY  
LIBRARIAN**  
MS. AGATHA GIFTY LARSON

## PRINCIPALS OF COLLEGES



COLLEGE OF LANGUAGES  
EDUCATION

PROF. DOMINIC K. DANSO MENSAH



COLLEGE FOR DISTANCE  
AND e-LEARNING

PROF. FRIMPONG  
KAAKYIRE DUKU

## VISION

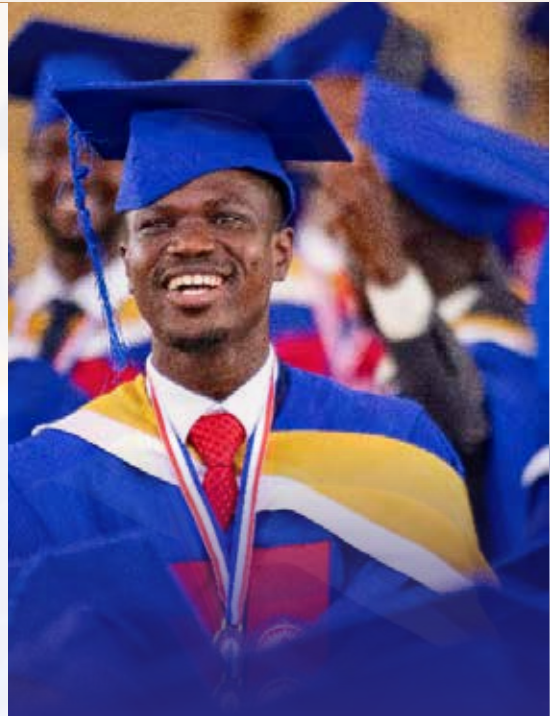
To be an internationally reputable institution for teacher education and research

## 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



## 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.



## FOREWARD



The annual report serves as a beacon illuminating the University of Education, Winneba's (UEW) triumphant journey through the academic year 2022-2023. As we delve into the pages that unfold the narrative of growth and accomplishment, it becomes evident that UEW has not merely embraced change; it has orchestrated a symphony of progress.

This year's report resounds with the echoes of a campus transformed, where improved infrastructure stands as a testament to our commitment to providing a conducive environment for learning. The bold initiatives undertaken in this realm serve as the scaffolding upon which the aspirations and ambitions of our academic community are built. Creating

an enabling environment is not just a vision but a lived reality at UEW. As we navigate the report, it becomes evident that every initiative, every investment, and every collaboration is geared towards fostering an atmosphere where learning flourishes, ideas blossom, and potential finds its voice.

Central to our narrative are transformative research and educational activities. UEW, in its pursuit of excellence, has not only championed innovation within its hallowed halls but has radiated its influence far beyond. The pages ahead narrate stories of intellectual endeavours that transcend conventional boundaries, leaving an indelible mark on the landscape of higher education.

In this academic journey, personnel are the architects of change. The substantial investment in our human capital reflects our belief in the transformative power of individuals. As we acknowledge the diverse talents that enrich our institution, we celebrate not just academic achievements but the vibrant tapestry of skills and expertise that define the UEW community.

Crucially, the report underscores our commitment to active collaboration with all stakeholders. In a world interconnected as never before, UEW recognises the power of partnerships. The report encapsulates stories of synergies forged, alliances strengthened, and bridges built with stakeholders who share our passion for education, research, and societal development.

As we embark on this reflective journey through the 2022-2023 academic year, let these pages be a testament to UEW's commitment to excellence, innovation, and the relentless pursuit of a future where education transforms lives.

**Prof. Stephen Jobson Mitchual, PhD**  
**Vice-Chancellor**  
**University of Education, Winneba**



# TABLE OF CONTENT

» EDITORIAL TEAM-----	I
» VISION -----	IV
» MISSION -----	IV
» CORE VALUES -----	IV
» SPECIAL STATUS AND MANDATE-----	IV
» FOREWARD-----	V
» DEANS, DIRECTORS, HEADS OF DEPARTMENT, CENTRE AND UNIT-----	VIII
<b>COLLEGE OF LANGUAGES EDUCATION, AJUMAKO CAMPUS---</b>	<b>1</b>
<b>FACULTY OF GHANAIAI LANGUAGES EDUCATION-----</b>	<b>2</b>
» DEPARTMENT OF AKAN-NZEMA EDUCATION -----	2
» DEPARTMENT OF EWE EDUCATION-----	4
» DEPARTMENT OF GA-DANGME EDUCATION -----	8
» DEPARTMENT OF GUR-GONJA EDUCATION -----	9
» AJUMAKO HALL -----	12
<b>WINNEBA CAMPUS -----</b>	<b>15</b>
<b>SCHOOL OF CREATIVE ART -----</b>	<b>16</b>
» DEPARTMENT OF MUSIC EDUCATION -----	16
» DEPARTMENT OF ART EDUCATION -----	19
» DEPARTMENT OF THEATRE ARTS-----	22
<b>SCHOOL OF COMMUNICATION AND MEDIA STUDIES-----</b>	<b>26</b>
<b>SCHOOL OF BUSINESS -----</b>	<b>30</b>
» DEPARTMENT OF ACCOUNTING-----	30
» DEPARTMENT OF APPLIED FINANCE AND POLICY MANAGEMENT -----	32
» DEPARTMENT OF MARKETING AND ENTREPRENEURSHIP -----	34
» DEPARTMENT OF MANAGEMENT SCIENCE-----	36
» DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT-----	39
<b>FACULTY OF SCIENCE EDUCATION-----</b>	<b>42</b>
» OFFICE OF THE DEAN-----	42
» DEPARTMENT OF PHYSICS EDUCATION -----	44
» DEPARTMENT OF CHEMISTRY EDUCATION -----	47
» DEPARTMENT OF BIOLOGY EDUCATION -----	48
» DEPARTMENT OF INTEGRATED SCIENCE EDUCATION -----	49
» DEPARTMENT OF MATHEMATICS EDUCATION -----	51
» DEPARTMENT OF AGRICULTURAL SCIENCE EDUCATION, ENVIRONMENTAL HEALTH AND SANITATION EDUCATION AND ENVIRONMENTAL SCIENCE -----	53
» DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, RECREATION AND SPORT (HPERS) ----	55
» DEPARTMENT OF HEALTH ADMINISTRATION AND EDUCATION -----	57
<b>FACULTY OF EDUCATIONAL STUDIES -----</b>	<b>61</b>
» OFFICE OF THE DEAN-----	61
» DEPARTMENT OF SPECIAL EDUCATION -----	65
» DEPARTMENT OF BASIC EDUCATION -----	69
» DEPARTMENT OF ADMINISTRATION AND MANAGEMENT-----	70
» DEPARTMENT OF EDUCATIONAL FOUNDATION -----	72
» DEPARTMENT OF COUNSELLING PSYCHOLOGY -----	73
» DEPARTMENT OF EARLY CHILDHOOD EDUCATION -----	74
<b>FACULTY OF SOCIAL SCIENCES EDUCATION -----</b>	<b>77</b>
» OFFICE OF THE DEAN-----	77

» DEPARTMENT OF HISTORY EDUCATION-----	80
» DEPARTMENT OF ECONOMICS EDUCATION-----	82
» DEPARTMENT OF SOCIAL STUDIES EDUCATION-----	84
» DEPARTMENT OF POLITICAL SCIENCE EDUCATION-----	86
» DEPARTMENT OF GEOGRAPHY EDUCATION-----	89
» CENTRE FOR AFRICAN STUDIES-----	92
<b>FACULTY OF FOREIGN LANGUAGES EDUCATION -----</b>	<b>95</b>
» OFFICE OF THE DEAN-----	95
» DEPARTMENT OF ENGLISH EDUCATION-----	96
» DEPARTMENT OF APPLIED LINGUISTICS-----	98
» DEPARTMENT OF FRENCH EDUCATION-----	101
<b>FACULTY OF HOME ECONOMICS EDUCATION -----</b>	<b>104</b>
» OFFICE OF THE DEAN-----	104
» DEPARTMENT OF CLOTHING AND TEXTILES EDUCATION-----	107
» DEPARTMENT OF FAMILY LIFE MANAGEMENT EDUCATION-----	108
<b>CENTRE FOR EDUCATIONAL POLICY STUDIES -----</b>	<b>109</b>
<b>CENTRE FOR SCHOOL AND COMMUNITY SCIENCE AND TECHNOLOGY STUDIES (SACOST) -----</b>	<b>111</b>
<b>NATIONAL CENTRE FOR RESEARCH INTO BASIC EDUCATION (NCRIE) -----</b>	<b>113</b>
<b>CENTER FOR HEARING AND SPEECH SERVICES (CHSS) UEW -----</b>	<b>115</b>
<b>INSTITUTE FOR TEACHER EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT (ITECPD)-----</b>	<b>123</b>
<b>UNIVERSITY BASIC SCHOOLS DIRECTORATE -----</b>	<b>125</b>
<b>CENTRAL ADMINISTRATION -----</b>	<b>127</b>
<b>FINANCE OFFICE -----</b>	<b>128</b>
» THE FINANCE OFFICER'S SECRETARIAT-----	128
» DIVISION OF TREASURY AND FUNDS MANAGEMENT-----	130
» DIVISION OF MANAGEMENT ACCOUNTING-----	133
» DIVISION OF FINANCIAL REPORTING AND COMPLIANCE SERVICES-----	135
» OFFICE OF THE FINANCE OFFICER - CODEL-----	136
<b>UNIVERSITY LIBRARY-----</b>	<b>146</b>
<b>DIVISION OF PUBLICATIONS AND COMMUNICATION -----</b>	<b>164</b>
» DEPARTMENT OF PUBLISHING AND WEB DEVELOPMENT-----	165
» DEPARTMENT OF UNIVERSITY RELATIONS AND PROTOCOL SERVICES-----	168
» MEDIA RELATIONS-----	170
» RADIO WINDY BAY (CAMPUS BROADCAST SERVICES)-----	172
<b>PLANNING OFFICE -----</b>	<b>175</b>
<b>QUALITY ASSURANCE DIRECTORATE-----</b>	<b>177</b>
<b>COUNSELLING CENTRE-----</b>	<b>182</b>
<b>DIRECTORATE OF HEALTH SERVICES -----</b>	<b>183</b>
<b>DIRECTORATE OF RESEARCH, INNOVATION AND DEVELOPMENT (DRID)---</b>	<b>185</b>
<b>GHARTEY HALL-----</b>	<b>190</b>

## DEANS, DIRECTORS, HEADS OF DEPARTMENT, CENTRE AND UNIT

### FACULTY OF HEALTH, ALLIED SCIENCES AND HOME ECONOMICS EDUCATION

<b>Dean</b>	<b>Prof. Emmanuel Osei Sarpong</b>
Ag. Head, Dept. of Integrated Home Economics Education	Dr. Rosemary Quacoo
Ag. Head, Dept. of Clothing and Textile Education	Mrs. Victoria Ghanney
Ag. Head, Dept. of Food and Nutrition Education	Mrs. Priscilla Yaaba Adjei
Ag. Head, Dept. of Family Life Management	Mr. Guy Eshun
Ag. Head, Department of HPERS	Dr. Regina Akuffo Darko
Ag. Head Department Health Administration Education	Dr. Fred Gbagbo

### SCHOOL OF CREATIVE ARTS

<b>Dean</b>	<b>Prof. Emmanuel Obed Acquah</b>
<b>Vice Dean</b>	<b>Dr. Evans Asante</b>
Ag. Head, Dept. of Arts Education	Dr. Cyril S. Kpodo
Ag. Head, Dept. of Graphic Design	Dr. Joseph Fiifi Esseku
Ag. Head, Dept. of Music Education	Dr. Francis Annan
Ag. Head, Dept. of Theatre Arts	Dr. Johnson Edu
Ag. Head, Dept. of Textiles and Fashion	Dr. Isaac Aboagye
Centre for Research, Culture and Creative Arts	Mr. Emmanuel Owusu

### SCHOOL OF EDUCATION AND LIFE-LONG LEARNING (SELL)

<b>Dean</b>	<b>Prof. Hinney Kusi</b>
<b>Vice-Dean</b>	<b>Prof. Charles Nyarko Annobil</b>
Ag. Head, Dept. of Educational Foundations	Dr. Paul Ephraim
Head, Dept. of Basic Education	Prof. Sakina Acquah
Ag. Head, Dept. of Educational Administration & Management	Dr. Kwame Odei-Tetey

### FACULTY OF APPLIED BEHAVIOURAL SCIENCES IN EDUCATION

<b>Ag. Dean</b>	<b>Mrs. Christina Ammah</b>
<b>Vice Dean</b>	<b>Mr. Clement Ali</b>
Ag. Head, Dept. of Counselling Psychology	Dr. Nyuiemedi Agordzo Edoh Torgah
Ag. Head, Dept. of Special Education	Mrs. Florence Akua Mensah
Ag. Head, Dept. of Early Childhood Education	Dr. Michael Subbey

## FACULTY OF GHANAIAN LANGUAGES EDUCATION

<b>Dean</b>	<b>Prof. Samuel Alhassan Issah</b>
<b>Vice Dean</b>	<b>Prof. Kwasi Adomako</b>
Ag. Head, Dept. of Akan-Nzema Education	Dr. Mrs. Patience Obeng
Ag. Head, Dept. of Ewe Education	Mr. Emmanuel Dogbey
Ag. Head, Dept. of Ga-Dangme	Dr. Abraham Kwesi Bisilki
Ag. Head, Dept. of Gur-Gonja Education	Dr. Helen Atipoka Adongo

## FACULTY OF SCIENCE EDUCATION

<b>Dean</b>	<b>Prof. Victus B. Samlafo</b>
<b>Vice-Dean</b>	<b>Prof. Arkoful Sam</b>
Ag. Head, Dept. of Health Administration and Education	Dr. Fred Gbagbo
Ag. Head, Dept. of Mathematics Education	Dr. Ali Frimpong
Ag. Head, Dept. of Biology Education	Dr. Wisdom H. K. Hordzi
Ag. Head, Dept. of Chemistry Education	Dr. Emmanuel K. Oppong
Ag. Head, Dept. of Physics Education	Dr. Gloria Armah
Ag. Head, Dept. of Integrated Science Education	Dr. Charles Koomson
Ag. Head, Dept. of ICT Education	Dr. Delali K. Dake
Head, Dept. of Agricultural Education	Prof. Benjamin Ghansah
Ag. Head, Dept. of Environmental Science	Dr. Akosua Owusu-Ansah

## FACULTY OF FOREIGN LANGUAGES EDUCATION

<b>Dean</b>	<b>Prof. (Mrs.) Rebecca Akpanglo-Nartey</b>
<b>Vice Dean</b>	<b>Dr. Sefa Owusu</b>
Ag. Head, Dept. of Applied Linguistics	Dr. Rogers Krobea Asante
Ag. Head, Dept. English Education	Dr. Rebecca Arthur
Ag. Head, French Education	Dr. Allan K. Hetty



## FACULTY OF SOCIAL SCIENCE EDUCATION

Dean	Prof. Anselm Komla Abotsi
Vice Dean	Prof. Ishmael Yaw Dadson
Ag. Head, Dept. of Economics Education	Mr. Anthony Abbam
Ag. Head, Dept. of Geography Education	Dr. Adwoa Afriyie Opoku
Ag. Head, Dept. of History Education	Dr. Kwasi Amoako Gyampah
Ag. Head, Dept. of Political Science Education	Dr. Samuel Pimpong
Ag. Head, Dept. of Social Studies Education	Dr. Adams Mohammed
Ag. Head, Centre for African Studies	Dr. Alfred Kuranchie
Head, Centre for Conflict, Human Rights and Peace Studies	Prof. David N. Zuure

## SCHOOL OF GRADUATE STUDIES

Dean	Prof. Awaisu Imurana Braimah
Vice-Dean	Dr. Akwasi Kwarteng Amoako-Gyampah

## SCHOOL OF COMMUNICATION AND MEDIA STUDIES

Ag. Dean	Dr. Albert Agbesi Wornyo
Head, Development Communication	Mr. Kwesi Aggrey
Head, Dept. of Strategic Communication	Dr. Mavis Amo-Mensah
Head, Dept. of Communication Instruction	Prof. Christiana Hammond
Head, Dept. of Journalism and Media Studies	Dr. Gifty Appiah-Adjei

## SCHOOL OF BUSINESS

Ag. Dean	Dr. Richard Oduro
Vice-Dean	Dr. Emmanuel Erasmus Yamoah
Ag. Head, Dept. of Accounting	Dr. Samuel Gameli Gadzo
Ag. Head, Dept. of Applied Finance and Policy Mgt.	Dr. Joseph Ato Forson
Ag. Head, Dept. of Marketing and Entrepreneurship	Dr. Mawuko Dza
Ag. Head, Dept. of Management Sciences	Mr. Isaac Nyarko Adu
Ag. Head, Procurement and Supply Chain Management	Mr. Salifu Alhassan Bawah

## **INSTITUTE FOR EDUCATIONAL RESEARCH AND INNOVATION STUDIES**

<b>Director</b>	<b>Prof. Vincent Adzahlie-Mensah</b>
<b>Deputy Director</b>	<b>Prof. Daniel Yelkpiere</b>
Ag. Head, Centre for Educational Policy Studies	Mr. Cosmos Dzikunu
Head, National Centre for Research into Basic Education	Prof. Charlotte Fofo Lomotey
Ag. Head, Centre for School and Community Science Technical Studies	Mr. Isaac Tete-Mensah

## **COLLEGE OF DISTANCE AND E-LEARNING**

<b>Principal</b>	<b>Prof. Frimpong K. Duku</b>
Director, Programmes & Innovation	Prof. Jones Apawu

## **INSTITUTE FOR TEACHER EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT**

<b>Ag. Director</b>	<b>Dr. Samuel O. Bekoe</b>
<b>Deputy Director</b>	<b>Mr. Munkaila Seibu</b>
Ag. Head, Continuous Professional Development	Dr. Abdul-Kahar Adam
Ag. Head, Assessment and Quality Assurance	Dr. Samuel Poatob
Ag. Head, Internship and STS	Mr. Kweku Esia-Donkoh

## **UNITS/CENTRES/OFFICES**

Ag. Director, Counselling Centre	Dr. (Mrs) Theresah Antwi
Dean, Centre for International Programmes	Prof. Charles K. Assuah
Vice-Dean, Centre for International Programmes	Dr. Harrison Kwame Golo
Dean of Students Affairs	Dr. Mrs. Edinam K. Avoke
Vice Dean of Students Affairs	Dr. Latipher Ama Osei
Vice Dean of Students Affairs	Dr. Victor Teye
Vice Dean of Students Affairs COLANG	Dr. Regina Oforiwa Caesar
Ag. Director, UEW Basic Schools	Ms. Shine Gifty Lillian Agbevivi
Director, Directorate of Research, Innovation and Development (DRID)	Prof. Esther Wiredu Yeboah Danso
Deputy Director, DRID	Dr. B. B. Bingab
University Chaplain	Rev. Dr. Nana Annan
Director, Office for Institutional Advancement (OIA)	Prof. Lucy Effeh Attom
Chairman, Amalgamated Sports	Dr. Theophilus Mensah
Coordinator, HIV/AIDS Unit	Dr. Richard Agyei
Director, Quality Assurance Directorate	Prof. Robert Ghanney
Deputy Director, Quality Assurance Directorate	Dr. Emma Sarah Eshun



# **COLLEGE OF LANGUAGES EDUCATION, AJUMAKO CAMPUS**

# FACULTY OF GHANAIAN LANGUAGES EDUCATION

## DEPARTMENT OF AKAN- NZEMA EDUCATION

### ACTIVITIES

- » **Workshop on UEW E-resources:** The Department organised a workshop for both graduate students and staff of the Department on accessing e-resources at UEW in August 2022.
- » **Departmental Seminar for Graduate Students:** Seminars were organised for the graduate students in the Department to present progress reports and mock viva.
- » **Freshers' Akwaaba:** The Department organised a joint programme by the units to welcome all the fresh students admitted into the Department in January 2023.
- » **Akan-Nzema Welfare Praise Night:** The Akan-Nzema students' welfare organised praise night as a form of socialisation for both students and staff in the Department. This event took place in May 2022.
- » **Cultural Week Celebration:** All three units of the Department, namely Fante, Nzema, and Twi, actively participated in the Cultural Week celebration to showcase their respective rich cultures.

- » **Wikipedia Workshop:** The Department collaborated with Open Foundation West Africa to organise a one-day workshop for both students and staff at the College of Languages Education in March 2023.

### STAFFING

- » The staffing strength of the Department during the 2022/2023 academic year is tabulated below:

Staff	F	M	No.
i. Senior Members (Teaching)	7	12	19
ii. Senior Staff	0	1	1
Total	7	13	20

### Staff on Study Leave

One member of the teaching staff is on an extended study leave at the University of Ghana, Legon pursuing PhD in Linguistics programme. There are also three members of the teaching staff on study leave at the University of Education, Winneba, pursuing programmes in PhD in Applied Linguistics.



### **Promotions**

Two senior members and one senior staff were promoted to the ranks of Associate Professor, Senior Lecturer and Principal Administrative Assistant respectively in the reporting period.

### **Staff Requirement**

One additional lecturer in language pedagogy is required.

## **ACHIEVEMENTS**

### **Grants/Consultancies**

The Department won a consultancy contract with a legal firm in Accra to translate Ghana's 1992 Constitution into Asante Twi.

### **Collaborative Research**

Several teaching staff have been collaborating with their colleagues in the Department and in other analogous departments in the Faculty to embark on research that has led to joint publications over the reporting period. Some have also collaborated with senior members from other universities in Ghana for research in their areas of interest.

### **Outreaches**

The Department embarked on outreach programmes to advertise the various academic programmes offered in the Department both on radios and community information centres where Fante, Twi and Nzema are read and taught across the country. The outreach covered Ashanti, Ahafo, Bono, Bono East, Central,

Eastern, Western and Western Northern regions during the 2021/2022 admission period.

### **Conference Organized/Attended**

Several senior members participated in several conferences organised both within and outside Ghana.

### **Publication Figures**

In all, there were six publications of journal articles in various reputable international journals by Senior Members of the Department in the reporting period.

### **Exhibitions**

The three units of the Department actively participated in the Faculty of Ghanaian Languages Education cultural week's food bazaar by exhibiting some traditional foods from Asante, Bono, Fante, and Nzema at the bazaar in May 2022.

## **PROJECTIONS**

The Department intends to introduce new market-driven academic programmes in the next few years that will attract more people who may be interested in learning the Akan and Nzema languages and cultures. These proposed programmes are Bachelor of Arts (BA) Twi/Fante/Nzema with Indigenous Communication, BA in Translation Science and BA in Twi/Fante/Nzema with Drama are being considered for introduction into the Department in the nearest future.

## DEPARTMENT OF EWE EDUCATION

### INTRODUCTION

The Department of Ewe Education as an integral part of the University of Education, Winneba, has placed its vision within the framework of the 2022/2023 Department's Strategic Plan. It equally responds to the fundamental principles of the Corporate Strategic Plan of the University. As a result, the Department aims at growing to become a teaching and research centre of excellence as it continues to produce competent teachers of Ewe, as well as experts who will offer relevant advice to the government and other organizations about language policies. We will continue to serve as an established centre of the study of Ewe, as well as to sustain and protect the integrity of the language, dialects, literature, 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

- » conduct innovative research that takes into consideration the needs of education, industry, and society.
- » enhance staff capacity in research, innovation, and knowledge transfer.
- » create enabling environments that support research activities.
- » enhance academic programmers and standards.

- » develop innovative curriculum and instructional designs.
- » enhance positive student-lecturer relations.

### ACTIVITIES

- » The Department celebrated its Annual Departmental Week Celebration from 7<sup>th</sup> to 10<sup>th</sup> June 2023. The theme was **The Development of our language and culture, our key mandate**. This was patronised by five chiefs and other dignitaries from some parts of the Volta Region. It provided an opportunity for staff, students, and custodians of the Ewe language and culture to interact and bond. The Ewe people's beautiful culture was showcased in addition to some research and creative writings.
- » The students embarked on a health walk, played traditional and foreign games and demonstrated the preparation of various Ewe gastronomy. This took place from 7<sup>th</sup> to 10<sup>th</sup> June 2023. The dignitaries from the Volta Region who graced the occasion were very happy and promised to support enrolment drive activities to keep the department growing.
- » The Department as part of the Departmental Week Celebration, organised a Ghana passport acquisition exercise where 47 students

had the opportunity to acquire new passports.

- » The Department, as usual, played a very active role in the Faculty's Cultural Week Celebration held from 19<sup>th</sup> to 23<sup>rd</sup> June 2023 at the Ajumako Campus. It emerged as the winner of games and physical activities, placed second in the quiz competition, and was the overall winner of the Best Department in all the events of the Faculty Week dubbed Cultural Week Celebration.
- » Students of the Department embarked on monthly clean-up and keep-fit exercises to communicate the need for healthy living in an academic environment.
- » Lecturers participated in Weekly Seminars of the College where several research papers were presented.
- » A female student in the Department became the First Valedictorian of the University
- » A female student in the Department became the First female SRC President of the University
- » A female student in the Department was selected and won the Erasmus Scholarship for the exchange programme in Copenhagen, Denmark. She left Ghana on 4<sup>th</sup> August 2023.
- » The Department won the NUGs Excellence award and was adjudged the Best Department in the College.
- » The Students Association of the Department won the NUGs Excellence award and was adjudged the Best Organised Students' Association.

## STAFFING

S/N	Staff	Female	Male	No.
1	Senior Members (Teaching)	1	4	5
3	Senior Members (Non-teaching)	--	-	-
4	Senior Staff	-	1	1
5	Junior Staff	-	-	-
Total		1	5	6

### Staff on Study Leave

Three members of staff are currently on study leave, one at Kenyatta University in Nairobi, Kenya, and will be graduating this year. Two others are in the University of Education, Winneba, Ghana.

### Staff Requirement

Six (6) lecturers are urgently needed for the following areas:

Principles and Rules of Writing Ewe	-1
Morphology and Syntax of Ewe	-2
Cultural Studies of Ewe	-1
Oral Literature of Ewe	-2

Two (2) applications have been forwarded to Management. They were some of the brilliant and outstanding former students who pursued their master's and are currently on a PhD programme at the University of Education, Winneba. We hope they will be recruited.

## Staff Recruitment Drive

### » Part-Time Lecturers

A part-time lecturer was recruited during the year and has worked assiduously to help attain the goals of our strategic plan.

### » Recruitment to Boost Research Activities.

The Department intends to request Graduate Assistants for the 2023/2024 academic year. These will assist in speeding up research activities in the Department.

## ACHIEVEMENTS

### Conferences Organized/ Attended.

- \* Members of the Department participated in the Virtual Linguistics Association of Ghana (LAG) Workshop in January 2023.
- \* Members of the Department participated in the 14<sup>th</sup> Annual Linguistics Association of Ghana (LAG) Conference organised from September 28 - 30, 2022, at the Kwame Nkrumah University of Science and Technology.
- \* Members of the Department participated in the weekly seminars organised by the Faculty of Ghanaian Languages.

### Outreaches

The Department embarked on an enrolment drive in November 2022 during which some selected second-cycle institutions, churches, radio stations, and community centres were visited to sell the BA Ewe Education programme in the Volta and Oti Regions. The enrolment

drive is yielding an increased number of undergraduate and postgraduate applicants.

- » The Department has 15 regular postgraduate applicants, the highest so far from the not more than 5 numbers we used to have.

### Projects Undertaken/Ongoing

The following are ongoing departmental projects:

- » Documentation of traditional Ewe songs
- » “Erekɔnuwo” - A book on selected topics on the culture of the Ewes

### Promotions

One member of the teaching staff of the Department has been promoted to Senior Lecturer rank.

### Donations (Received/Made)

As part of the activities marking this Departmental Week Celebrations, students of the Department engaged in Blood donation exercises at the Ajumako District Hospital.

### Exhibitions

- » Students of the Department participated in a food fair which was part of the activities outlined for this year's COLANGE Cultural Week Celebration. At the fair, some traditional dishes of the Ewe people like banku with okro soup, akple, and yakeyake with abɔbitadi among others were showcased.
- » Loom for weaving cloth was exhibited and demonstrated during Culture Week.
- » Hundreds of the Creative Writing



works of the students of the Department made of prose, drama, poetry, and other literary materials were exhibited during the Departmental Week Celebration. The Department hopes to seek sponsorship to help put these materials into print to support the local language literary works bank of the language.

## PROJECTIONS

- » We are eager to see an enhancement in the sluggish procurement procedures to facilitate the Department's acquisition of essential items, such as ICT gadgets, to optimise teaching, learning, and research activities. Currently, all our laptops have irreparably broken down, there is a complete absence of fridges in any of our department offices. Our printers are in a severely deteriorated state, and we are in dire need of these and other essential items to maintain the Department's efficiency. Unfortunately, the existing procurement challenges have become a source of considerable frustration.
- » We anticipate a substantial surge in enrolment figures for the upcoming academic year, thanks to a robust enrolment drive outreach scheduled to be implemented this year. This initiative was formally announced during this year's Departmental Week Celebration, and we are heartened by the commitment of prominent figures, including chiefs, politicians, and other influential community leaders, who have pledged their involvement in this endeavour.
- » We also look forward to the university bringing on board outstanding products of the Department who have successfully undergone post-graduate studies and have put in employment applications. This would augment the inadequate number of lecturers since the Department is understaffed.

## DEPARTMENT OF GA-DANGME EDUCATION

### INTRODUCTION

The annual report for the period May 2022 - May 2023 of the Department of Ga- Dangme Education is presented within the framework of the Department's Strategic plan and in line with the fundamental principles of the 2019-2023 Corporate Strategic plan of the University.

### EVENTS AND ACTIVITIES

Among others, the Department undertook/ participated in the following activities and programmes:

Lecturers in the Department participated in the Linguistics Association of Ghana (LAG) workshop held on 20<sup>th</sup> January 2023.

Lecturers participated in the weekly Faculty seminar organised by the Faculty of Ghanaian Languages Education at the College of Languages Education, Ajumako.

The Department bought 10 textbooks to be lent to students to aid learning.

A Departmental Staff Welfare has been established and it is running successfully.

Lecturers participated and presented papers at the Linguistic Association of Ghana Conference held in August 2022.

Lecturers presented papers during the SOLCON Conference held online from November 8<sup>th</sup> to 11<sup>th</sup> November 2022.

A Dangme student in the department was selected for Denmark on the exchange programme. He left in January 2022 and

returned safely in June 2022.

The students and lecturers played active roles in the Faculty Cultural Week held from May 5<sup>th</sup> to 7<sup>th</sup> May 2022.

Lecturers in the Department participated in the National Council for Curriculum and Assessment (NaCCa) workshop held from 20<sup>th</sup> June to 24<sup>th</sup> June 2022.

### STAFFING

The category of staff in the Department includes both academic and non-academic as indicated in the staff statistic table below:

Designation	Male	Female	Total
<b>Academic Staff</b>			
Full-Time Lecturers	6	3	9
<b>Non-Academic Staff</b>			
Senior Administrative Assistant	-	1	1
<b>Total</b>	<b>6</b>	<b>4</b>	<b>10</b>

- » **Staff Requirement-** Two additional lecturers are required in the Ga Unit.
- » **Study leave-** Presently, four Academic staff members in the Department are on study leave pursuing their PhD at the University of Ghana and the University of Education, Winneba.
- » One new lecturer appointed is already on a PhD program and in his final year.

## ACHIEVEMENTS

### Enrolment

The Department has been able to increase its student enrolment, which declined over the years. The Department is working assiduously and hoping to further increase student enrollment by 50% of the previous year's numbers for the 2023/2024 academic year.

## PROJECTIONS AND PLANS FOR 2024

The Department projects to have its enrolment figures boosted by a 50% increment in the forthcoming years. This has necessitated more intense planning for productive enrollment drive activities to be undertaken. The Department will also scout for personnel with the requisite qualifications to teach Ga and Dangme.

## DEPARTMENT OF GUR-GONJA EDUCATION

### ACTIVITIES

During the specified period, the dedicated staff of the Gur-Gonja Department actively participated in several significant activities, including:

- » Staff members actively engaged in the Faculty of Ghanaian Languages' weekly seminars and various other specialised programmes orchestrated by the Faculty.
- » Staff members actively contributed to departmental seminars, which featured insightful research presentations from both seasoned faculty and graduate students sharing updates on their ongoing projects.
- » The Sisaali Unit of the Department actively participated in a conference centered on the Sisaali Language and Culture, hosted in the Upper West Region.
- » The Department partook in a one-day workshop organized by the Ghana

Library Board titled "Promoting Digital Reading: A Springboard to Eradicate Poverty," at the National Children and Mobile Library, located on Patrice Lumumba Street in Accra.

- » Several staff members participated in two distinct workshops facilitated by the National Teaching Council, focusing on Test Item Development.
- » A substantial number of staff of the Department are actively involved in the writing and editing processes of the New Senior High School (SHS) Curriculum, a collaborative initiative by the National Council for Curriculum and Assessment (NaCCA).
- » Six languages within the Department have been selected based on which modules are being developed for the 4-Year BEd. Programmes across various Colleges of Education in Ghana.

## STAFFING

The staff strength of the Department is as follows:

Staff	Male	Female	Total
Senior members (Teaching)	20	2	22
Senior members (Non-Teaching)	0	0	0
Senior Staff	0	1	1
Junior Staff	1	0	1
Total	21	3	24

- » **Staff on Study Leave** - Two senior members were granted partial study leave to study at the Department of Applied Linguistics, University of Education, Winneba, Ghana.
- » **Promotions** - One senior member was promoted to the rank of Senior Lecturer and another's appointment was confirmed as Lecturer.
- » **Staff Requirement** - For an average of five permanent teaching staff per Language Unit, Twenty-four (24) additional full-time lecturers are required in the eight (8) Language Units of the department.

## ACHIEVEMENTS

- » A member of our staff was awarded a Post-Doctoral Scholarship to embark on research focused on the lesser-explored Alande language, situated in the Savannah Region of Ghana.
- » Additionally, three members of the Department secured a research grant, dedicating their efforts to studying a specific dialect of the Farefare language, prevalent in the Savannah Region of Ghana.
- » To bolster its on-line presence and outreach, the Department is in the

process of launching its official website on the UEW platform, aiming to illuminate its diverse programmes and initiatives to the broader public.

- » Demonstrating progressive growth and inclusivity, the Department proudly established and registered an official student association, marking a significant milestone.
- » Committed to expanding its student body, the Department has constituted a dedicated committee tasked with orchestrating year-round enrollment drives, targeting a resurgence in student numbers.
- » Staff members have collaborated to present joint research papers at various seminars and conferences, fostering a culture of interdisciplinary discourse and knowledge sharing.
- » Furthermore, several teaching members from the Department were actively engaged in crafting educational modules tailored for Colleges of Education, encompassing a rich array of Ghanaian Languages such as Dagaare, Dagbani, Gonja, and more, during the specified period

## CHALLENGES

The absence of a dedicated administrator within the Department has significantly hindered its operational efficiency. Notably, since September 2021, the Acting Head of the Department has managed his responsibilities with minimal support, solely relying on assistance from a National Service Person.

There has been a concerning decline in admission numbers.

The Department grapples with a



severe shortage of office space, posing challenges for both staff and administrative functions.

Both staff and students face constraints due to the limited availability of ICT facilities.

Insufficient funding allocations have posed considerable obstacles, impacting both the quality of teaching and the scope of research initiatives.

The Department faces challenges in attracting and retaining lecturers with advanced research qualifications, such as PhD, particularly for specialised language courses. Furthermore, some prospective candidates have declined offers, further exacerbating staffing challenges

## PROJECTION

- » Through a sustained year-round enrollment initiative, we aim to bolster student enrollment across the diverse units of the Department.
- » Anticipating an up-tick in student numbers, the Department plans to invest in additional ICT equipment, enhancing both teaching and learning experiences.
- » To bolster financial resources, the Department is actively exploring avenues for funding, particularly through the authorship of research proposals centered on our unique languages.
- » Discussions are under way regarding the introduction of a Diploma in Gur-Gonja languages, slated to be offered in a sandwich format.
- » The Department of Gur-Gonja Education remains steadfast in its enrollment outreach, continuously

orchestrating targeted programmes to amplify its visibility and appeal to prospective students.

- » The Department envisions the inauguration of a Mabia Languages Week, a pioneering initiative aimed at spotlighting research and insights into Mabia Linguistics and Culture.
- » In recognition of academic excellence, discussions are progressing regarding the establishment of an award scheme designed to celebrate high-achieving students.
- » The Department foresees a surge in enrollment from established language unit communities.
- » A targeted enrollment drive is also in the pipeline for the Sisaali and Likpakpaanl language communities, aimed at attracting a broader spectrum of potential applicants to our innovative programs.
- » The Department is contemplating a name change, to enhance clarity and resonance with prospective students.
- » Harnessing the power of digital platforms, the Department is actively encouraging students to leverage their social media channels as a conduit to promote and showcase its diverse range of programmes

## PUBLICATIONS

In the period under review, the dedicated members of the Department contributed to scholarly literature, collectively producing a total of three (3) journal articles, and attended seven international conferences and presented papers, showcasing the depth of our academic engagement.

## AJUMAKO HALL

### INTRODUCTION

Ajumako Hall is located on the campus of the College of Languages Education, Ajumako, in the Central Region. It consists of three (3) different residential blocks namely: Block A (Ajumako), Block B (Sankofa), and Block C (Nasia). The three blocks altogether accommodate 352 students. The rooms have single occupants, double and triple occupants depending on the room size. Each room has its own exclusive toilet and bath facilities. There are also kitchenettes for each block with concrete tanks for storing water for emergency use. Of the three blocks (which consist of 2-storey each), Nasia is an all-female block while Sankofa is an all-male block. The Ajumako block, however, is mixed, accommodating both sexes (male and female) where each group occupies one-half of the block - females on the left-hand side and their male counterparts occupying the right-hand side of the block.

**OUR VISION:** to provide global standard accommodation management services to the students of COLANGE.

**OUR MISSION:** to provide residential accommodation management services that afford students a decent and peaceful residential environment in support of their academic work.

### STUDENTS/STAFF POPULATION

The students/staff population during the end of the 2022/2023 academic year is as follows:

BLOCK	NO. OF STUDENTS	NO. OF STAFF
A	146	5
B	81	5
C	89	4

The composition of Hall Staff is made up of the Hall Manager, a Chief Hall Assistant, four (4) Principal Hall Assistants, 2 Hall Assistants, and 7 Junior Hall Assistants.

### ACHIEVEMENTS

During the period under review, Ajumako Hall was able to carry out the following activities:

#### General Maintenance

The hall fixed most plumbing, carpentry, and electrical works that were reported in the students' complaint book.

#### General Clean-up Exercises

The Hall periodically conducted several cleanup exercises with the massive involvement of students. The aim was to improve the sanitation situation on campus and create a conducive atmosphere for teaching and learning.

#### Fumigation of the Blocks

The Hall in collaboration with the Health and Sanitation Unit of the Directorate of Health Services carried out a thorough fumigation of the rooms in the Hall.

### **Fixing of Leaked Roofing**

Portions of Blocks A and C, which had parts of the roofs leaking, have been fixed.

### **Hall Week Celebration**

Ajumako Hall celebrated its 13th Hall Week from 2<sup>nd</sup> to 8<sup>th</sup> August 2023. Major activities of the celebration included health screening, football matches, inter-regional quiz competitions, Islamic dialogue, and thanksgiving service.

### **Inter-Hall Cross-Country and Games**

The Hall participated in the Inter-Hall Cross-Country and Games organised by the Sports Directorate on 11th and 23rd-24th March 2023, respectively.

### **Replacement of faulty ceiling fans with new ones**

About 50 ceiling and wall fans procured are being used to replace faulty ones as and when necessary.

### **Security at the Halls**

Fire extinguishers at vantage points, security staff patrols, and single entrances at the Halls have enhanced security for students in residence. Two fire incidents were swiftly put out before they could spread.

## **CHALLENGES**

The following are the challenges confronting Ajumako Hall:

### **Inadequate residential accommodation/beds**

The Hall has a major issue of inadequate residential accommodation/beds to accommodate the increasing number of

students admitted to Ajumako Campus; leaving the majority of students at the mercy of property owners who charge exorbitant rates.

### **Outstanding problems at the Hall**

Despite efforts to solve most of the problems as and when they are reported, quite a number of them are yet to be addressed.

### **Weak staff strength**

In the absence of a staff for duty, it becomes very difficult to find a replacement for the effective running of the Hall.

### **Unavailability of Materials for Maintenance Works**

Sometimes, materials needed to fix problems ranging from carpentry, electrical, plumbing, and others are not readily available; which sometimes renders some of the rooms unusable.

### **Lack of Artisans**

Because the Hall does not have artisans designated specifically for hall duties, we sometimes have to wait on them for days until a minor job, which would require a few minutes to be done, is attended to. For example, the College has only one plumber responsible for solving problems in all the blocks and staff bungalows on campus.

### **Inadequate Imprest**

The imprest of GH¢1000.00 for the Hall is woefully inadequate to meet the ongoing demand for buying in-demand materials to solve problems in the Hall.

## Procurement and Financial Challenges

For the past 5 months, we have been informed that subvention has not been received and as a result, items could not be procured for the execution of maintenance works.

## PROJECTIONS

The following are the projections for Ajumako Hall in the 2023-24 academic year and beyond.

- » We intend to improve the image of the Hall by refurbishing the existing Porters' Lodge to meet modern standards.
- » We will continually engage the University Management in the need to put up hostel facilities on campus to alleviate the plight of our non-resident students.
- » Work together with the College Management and the Procurement Office to procure and store items for maintenance works at the Hall.
- » Ensure the appointment of Hall Fellows for the legal constitution of the Ajumako Hall Council in the 2023-24 academic year for effective hall business.



**WINNEBA**  
**CAMPUS**





# SCHOOL OF CREATIVE ART

## DEPARTMENT OF MUSIC EDUCATION

### 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 including Congregation and Matriculation ceremonies of the university.

As part of the Music Department's effort to produce world-class music professionals holistically, a weekly Lunch-Time Concert series was instituted to create a platform for hands-on practical experience before an audience. The concert committee in the Department continues to organise weekly concerts on Thursdays, 12:30-1:30 p.m. In series, year groups take turns to present items in the one-hour concert, which usually attracts patronage from within and outside Central Campus.

### MAJOR ACTIVITIES FOR THE DEPARTMENT

#### **Workshop with Peter Somuah (Jazz Trumpeter): 6<sup>th</sup> February 2023.**

A Ghanaian Jazz trumpeter based in the Netherlands had a workshop on jazz improvisation and trumpet technique with students of the Department of Music Education.

#### **Time with Kobby Kyei: 14<sup>th</sup> March 2023**

Mr. Kobby Kyei, a blogger and social media personality gave a talk on 'The impact and influence of social media in promoting our music', for staff and students of the Department of Music Education.

#### **Apprise Music: 23<sup>rd</sup> March 2023**

Mr Michael Bamfo and his team had a workshop with staff and students of the Department of Music Education on 'Apprise Music Distribution: Music Management and Promotion'.

#### **Crucifixion: 30<sup>th</sup> March 2023**

The End of Semester concert was a choral meditation on the sacred passion of Christ, The Holy Redeemer.

### **Maintain High Academic Standards in Teaching and Learning**

#### **Strategies**

- » To ensure that all staff have the needed office furniture and access to ICT facilities in their offices to aid academic research.
- » To ensure the availability of required instruments and equipment for practical instructions and student individual practice
- » Strengthen the Departmental

colloquium to enhance Staff publications.

- » To develop and strengthen post-graduate studies.
- » Organise retreats for staff to enhance supervision of research works.
- » Intensify publicity on the Music Vacation Camp to boost enrolment.
- » Develop guidelines for establishing Professorial Chairs.
- » Establish seminars and conferences for graduate students.

### **Recruit and Retain High-caliber Academic Staff**

#### **Strategies**

- » Recruit qualified lecturers to teach graduate courses in Performance, Music Education, and Ethnomusicology, with practical skills in Guitar, Winds, Strings, and Piano.
- » Recruit qualified staff to teach dance and band mastership.
- » To recruit a qualified lecturer to teach Sound Engineering and Studio Management.
- » To recruit a qualified lecturer for Film Music and Music Therapy.

### **To Make the Music Education Programme Relevant to National Needs**

#### **Strategies**

- » The Department intends to implement comprehensive restructured courses that are more relevant to national and global needs. These courses meet the challenges of modernity and are envisaged to make the Department the first choice for tertiary music education across Sub-Saharan Africa.
- » We will introduce and strengthen courses in studio work and music/

video recording and editing.

- » We will introduce Music Therapy at both undergraduate and graduate levels

### **To strengthen Research Activities**

#### **Strategies**

- » Strengthen the existing Departmental colloquium.
- » Encourage staff to present at the seminars in preparation for publication in the faculty journal.
- » Use the departmental seminars to focus on both undergraduate and graduate research.
- » Organise staff workshops on modern trends of research.

### **To Increase Student Enrolment and Achieve a Reasonable Gender Balance in Enrolment**

#### **Strategies**

- » To maintain gender balance in enrolment.
- » To advertise the Department through its alumni in Senior High Schools and Colleges of Education.
- » Intensify publicity on the Music Vacation Camp as a window for increasing enrolment.

### **To Offer Service to the University Community and its Environs**

#### **Strategies**

- » To ensure that the Dance Band, Brass Band, Orchestra, and African Ensembles are in good shape to provide quality performance at university functions and to other sections of the university community.
- » To provide a variety of cultural activities to liven the university community.

## To increase the department's capacity for income generation

### Strategies

- » To equip and resource an established professional Pop Band that will have the capacity for all-year-round performance.
- » To equip and advertise the Recording Studio as a viable income-generation outfit.
- » Produce audio recordings for commercial purposes.
- » Resource a musical video editing for academic and commercial use

## STAFFING

Staff	Female	Male	No.
Senior Members	3	15	18
Senior Members (Non-teaching)	0	0	0
Senior Staff	1	2	3
Junior Staff	0	1	1
<b>Total</b>	<b>4</b>	<b>18</b>	<b>22</b>

- » **Staff on study leave:** No staff on study leave
- » **Staff requirement:**
- » The following staff with their areas of specialisation are needed to beef up the staffing situation in the department.

S/N	QUALIFICATION	RANK/STATUS	AREA OF SPECIALIZATION	NUMBER NEEDED
1.	PhD/MPhil	Lecturer	Music Education	3
2.	Master of Fine Arts	Lecturer	Dance	1
3.	PhD/MPhil	Lecturer/Senior Lecturer	Ethnomusicology	3
4.	PhD/MPhil	Lecturer/Tutor	Guitar Tutor	2
	MPhil or LRSM with orchestral experience	Lecturer/Tutor	Strings Tutor	2
6.	PhD/MPhil	Lecturer/Tutor	Sound Engineering	1

In addition to the above, the Department needs qualified persons to be recruited as instructors for piano, guitar, and strings (violin, viola, cello, and double bass) at the undergraduate level are still needed. The Department is still scouting for those persons.

## PUBLICATIONS

Members of the Department produced a total of 12 journal articles which were published in various internationally reputable journals.

## PROJECTIONS

The following projections were made and included in the 2023 budget. Achievement of these is heavily dependent on a smooth procurement

process and available facilities.

- » Establishment of a modern audio/visual centre for music, video, and film editing.
- » Establishment of an ultra-modern recording studio.
- » Strengthen the Orchestra with training professionals.
- » Establishment of Standing Pop Band for income generation
- » Establishing a Permanent African Ensemble for the University
- » Furnishing the Piano Laboratory with digital pianos and stands, adaptors, and seats.
- » Produce audio recordings for commercial purposes.
- » Renovate and furnish the Graduate Common Room.

## DEPARTMENT OF ART EDUCATION

### INTRODUCTION

The Department of Art Education, one of the departments of the School of Creative Arts, was integrated into the University of Education, Winneba, in the 1992/93 academic year. The Department has since then, been reviewing and upgrading its programmes to make them more relevant to national needs.

Graduates of the programme are trained to acquire essential skills and knowledge needed to teach art proficiently and effectively at both the Basic and Senior High Schools in Ghana and beyond. The Department since its establishment has produced and graduated excellent professionals for both the educational sector and the art industry. The Department currently has a student enrolment of one thousand, five hundred and thirty-five (1,535) undergraduate students and forty-six (46) first-year graduate students.

The Department consist of nine units, namely - Basketry, Ceramics, Graphic Design, Jewellery, Leatherwork, Picture-Making, Sculpture and Textiles.

### ACTIVITIES

In line with the mandate of the University of Education, Winneba and its Corporate Strategic Plan, the Department of Art Education has focused on achieving the following objectives for the period under review:

- » To identify the research needs of industry and institutions.
- » To collaborate and conduct research with the identified industries and institutions.
- » To expand graduate studies, research, and output.
- » To establish a departmental calendar for research seminars.
- » To conduct intra and inter-departmental research seminars and workshops.
- » To develop and secure a database of journals relevant to the department.
- » To develop and secure a database of publications by department.
- » To enhance staff capacity in research, innovation, and knowledge transfer.

### STAFFING

The Department of Art Education has devoted lecturers, technicians and supporting staff who are contributing to the pursuit of academic excellence. The staff are committed to guiding and providing the best possible conditions for research, study, practice and teaching of art and technology as related to the creative arts. Currently, three part-time lecturers are contributing their quota to the Department.

STAFF		M	F	No.
i	Senior Members (Teaching)	15	4	19
ii	Senior Members (Non-Teaching)	-	-	-
iii	Senior Staff	3	2	5
iv	Junior Staff	1	-	1
<b>TOTAL</b>		19	6	25

## Grand Total of Staffing = 28

### PROMOTIONS

One Senior Lecturer was promoted to the rank of Associate Professor while three Senior Members (Teaching) were promoted to the rank of Senior Lecturer during the period under consideration.

### STAFF REQUIREMENT

The Department requires staff in the following categories.

- » 1 lecturer for textiles
- » 1 lecturer for ceramics
- » Research Assistants for Textiles, Jewellery, Graphics Design, Ceramics, Drawing and Painting
- » Technicians for Textiles, Basketry, Jewellery, Drawing and Painting

### ACHIEVEMENTS

#### Grant Won

In April 2023, we secured a \$5,000 grant via the Education Collaborative of Ashesi University, Ghana, to apply the insights gained from our participation in the 2022 annual convening, which focused on integrating entrepreneurial thinking into the curriculum. Dr. Albert K. Arthur led this project, in collaboration with Dr. Cyril S. Kpodo and Dr. Benjamin Aidoo.

### OUTREACHES

The following Institutions visited the Department and were thoroughly educated on the Department's programmes and entry requirements.

S/N	INSTITUTIONS	DATE OF LETTER	VISIT DATE
1	Christ the King International School	19 <sup>th</sup> Sept., 2022	Oct., 2022
2	Central Royal Montessori School	5 <sup>th</sup> Oct., 2022	14 <sup>th</sup> Oct., 2022
3	Swedru Senior High School	22 <sup>nd</sup> May, 2023	26 <sup>th</sup> May, 2023

### PROJECTS UNDERTAKEN AND ONGOING

- » Construction of a shed to house a dual fuel firing kiln for the Ceramics unit.
- » A former Computer laboratory is being converted into a Library to serve both undergraduate and postgraduate students since the current library is inadequate for its intended purpose.



## CONFERENCES ORGANIZED/ ATTENDED

- » Inter-University Conference for Doctoral Studies working in collaboration with the School of Graduate Studies from 17<sup>th</sup> to 19<sup>th</sup> January 2023.
- » A two-day workshop on Artistic Research for postgraduate students in the faculty from 13<sup>th</sup> -14<sup>th</sup> February 2023.

## COMMUNITY SERVICE

The Art Education Department provides essential aesthetic services to the university and the municipality such as:

- » On 4<sup>th</sup> May 2023, the Department received foreign visitors from the Effutu Municipal Assembly to acquaint themselves with the various art courses in the Department. They took the opportunity to visit the small but profound Art Gallery of the Department.

Members of staff also serve and render services in various capacities as:

- » Research persons for vocational and technical institutions.
- » External examiners and assessors for sister universities and examining bodies.
- » Resource persons for Colleges of Education
- » Offer consultancy services to the community.

## EXHIBITIONS

- » The Department honoured an official invitation to mount an exhibition at the 10<sup>th</sup> Anniversary of Trauma and Specialist Hospital, Winneba in July 2022.
- » An exhibition was mounted at the two-day workshop on artistic research for post-graduate students in the faculty from 13<sup>th</sup> -14<sup>th</sup> February 2023.

## PROJECTIONS

- » Improvement of research activities in the Department.
- » Introduction of B.F.A Painting and Sculpture.
- » Introduction of PhD, Art Education
- » Procurement of teaching/learning resources.
- » Regular mounting of Art Exhibitions.
- » Exploration of wider avenues for income generation ventures.
- » Organise talks in various schools on the importance of Art Education.
- » Organise workshops for Basic School Teachers in Art Skills for Teaching.

## CHALLENGES

- » Increasing number of enrolment figures as compared to available facilities.
- » Inadequate studio equipment and space.
- » Need for technicians to assist with the practical aspects of Textiles, Jewellery, Basketry, Graphic Design, Leatherwork, Drawing and Painting.
- » Need for Research Assistants in all the areas stated above.

## DEPARTMENT OF THEATRE ARTS

### INTRODUCTION

The Department of Theatre Arts, UEW, seeks to train and equip students with relevant skills in the fields of Theatre and Dance. It also equips teachers with the 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.

### 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.

### STAFFING SITUATION

Currently, the total number of staff in the Department is Fourteen (14), comprising Eleven (11) teaching staff, one (1) Principal Administrative Assistant, one (1) Drum Instructor, and One (1) Senior Technician. The breakdown of the staffing situation in the Department is as follows:

S/N.	STAFF	F	M	NO
i.	Senior Members (Teaching)	3	8	11
ii.	Senior Staff	1	-	2
iii.	Junior Staff	-	1	1
iv	Senior Technician (Causal)	-	1	1
	Total	4	10	14

### Staff on study leave

One senior member was granted study leave with pay for three years tenable at the University of Education, Winneba to pursue a programme leading to the PhD in Arts and Culture award from 2022 to 2024.

### PROMOTIONS

Two Seniors Members were promoted to Associate Professor with effect from 19<sup>th</sup> April 2022, and Senior Lecturer with effect from 16<sup>th</sup> June 2022, respectively.

### Staff requirement

One additional staff is required to teach Radio, Television and Video (RTV)

## 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.

## INTERACTION WITH INDUSTRY PLAYERS

The Department organised a symposium on **20<sup>th</sup> October 2022**, on the **Theme: The Theatre Arts Graduate and the Job Market in Ghana**. The purpose was to provide a forum for the final-year students to interact with alumni of the Department who are making strides in the theatre-related industry. The interaction gave students a head start and motivation to establish various businesses related to their field of study. The event also formed part of the Department's objective of offering students adequate training to gain employment in the theatre industry

to be able to create businesses on their own upon completion of their studies.

## COMMUNITY SERVICE

Within the period, Theatre for Development Students worked in communities in and around Winneba and engaged them on the following community-based issues; Business Empowerment for local Farmers, Self-Medication, Adolescent Pregnancy and Parental Negligence, and Empowering the Incarcerated through Skills Training. The Department also organised several events and stage productions in which the communities were active participants as audiences. Drama in Education Students engaged learners and teachers in basic schools around Winneba in play-building and drama-based pedagogy. Playwriting students created thought-provoking scripts and organised play-reading performances.

## PROJECTS FOR THE PERIOD MAY 2022 - MAY 2023

### Staff Productions

Staff Productions	PLAY	DIRECTED BY	VENUE	DATE
	Asanteman	Dr. Evans Asante & Divine Kyere-Owusu.	SCA Theatre, Central Campus, UEW	Thursday 16 <sup>th</sup> - Saturday, 18 <sup>th</sup> March, 2023
	Once Upon Four Robbers	Mr. Sika Koomson.	SCA Theatre, Central Campus, UEW	Thursday 23 <sup>rd</sup> - Saturday, 25 <sup>th</sup> March, 2023
	Firestorm	Dr. Evans Asante		Thursday August 4 <sup>th</sup> - Saturday August 6 <sup>th</sup> , 2022

## Students' Projects

Project (s)	Title of Project	Date
Projects Launch	Launching of all projects	Tuesday July 19 <sup>th</sup> , 2022
Theatre for Development Projects	Empowering the incarcerated through skills training, Gomoa Osamkrom.	Tuesday, July 26, 2022
	Education on Self Medication, Kweikrom.	Wednesday, July 27, 2022
	Adolescent pregnancy and parental negligence, Gyahadze	Friday July 29 <sup>th</sup> , 2022
	Health-related issues and information, Gomoa Ayesuadze	Saturday July 30 <sup>th</sup> , 2022
	Business Empowerment for Local Farmers- Gomoa Ohua	Sunday July 31 <sup>st</sup> , 2022
Event Projects	<b>A Night of Love and Laughter</b>	Friday August 26 <sup>th</sup> , 2022
	<b>Spooky Night</b>	Saturday, Sept. 3 <sup>rd</sup> , 2022
Directing And Technical Theatre Projects	<b>Let Me Die Alone</b> Playwright: John K. Karbo	Thursday August 11 <sup>th</sup> - Saturday August 13 <sup>th</sup> , 2022
	<b>Daasebre</b> Playwright: Asiedu Yirenkyi	Thursday August 18 <sup>th</sup> - Saturday August 20 <sup>th</sup> , 2022
Dance and Technical Theatre Project	<b>The Bloodline</b>	Thursday Sept. 8 - Saturday Sept. 10 <sup>th</sup> , 2022
Acting and Technical Theatre Project	<b>Wife Begins at Forty</b> Playwrights Arna Sultan, Earl Barret and Ray Cooney	Thursday Sept. 15 <sup>th</sup> - Saturday Sept. 17 <sup>th</sup> , 2022
Dance and Technical Theatre Project	<b>Sika Sunsum</b>	Thursday Sept. 22 <sup>nd</sup> - Saturday Sept. 24 <sup>th</sup> , 2022
Technical Theatre Project	<b>'Suicide' Special Effect</b>	Monday, Sept. 19 <sup>th</sup> , 2022

## Drama In Education – Student Projects

Project	Title Of Project	Schools	Period
<b>Drama in Education</b>  <b>Five (5) Projects</b>	Using Drama Strategies and Games to Teach Other School Subjects	Ampah Preparatory School	15th May to 2nd June 2023
		Odorbriaba Academy	
		Ebenezer Memorial Edu. Centre	
		Smart Start Academy	
		H & E Educational Centre	

## ACHIEVEMENTS

### Income Generation

The Department made substantive box office income from stage productions within the period. The Department will continue participating in university and national assignments and mount more productions to earn income and acquire more equipment.

### Congregational/Investiture Performance

The Department collaborated with the Department of Music Education to engage in performances at the congregation and investiture ceremonies organised by the University on Monday, 27<sup>th</sup> March - April 1, 2023, and Friday, April 21, 2023, respectively.

## DEPARTMENTAL COLLABORATIONS

### Signing of Memorandum of Understanding

As part of departmental plans to establish linkages with corporate and academic institutions, the Department of Theatre Arts signed an MoU with Leibniz Universitat Hannover and Federal Association Drama Theatre, Bag German-Exchange Programme for production exchange in March 2023. Haduwa Arts and Culture Institute and Kabawil E.V. Germany who had established an existing exchange programme with the Department visited

the Department from Saturday 4<sup>th</sup> March - Saturday 11<sup>th</sup> March 2023. Their visit culminated in a performance with our students on Friday 10<sup>th</sup> March 2023.

## PUBLICATIONS

- » Members of the Department produced a total of 12 journal articles which were published in various internationally reputable journals.

## 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 programme in Dance Studies.
- » Increase in the intake of prospective applicants through adverts and performances.
- » Generate funds to support departmental activities.
- » Creation of a computer laboratory for the Department.
- » Acquire professional RTV and film equipment for the Department to enhance the training of students in these fields.
- » Setting up a professional RTV editing studio
- » To include more Screen Arts productions.



# SCHOOL OF COMMUNICATION AND MEDIA STUDIES

## PREAMBLE

The School of Communication and Media Studies (SCMS) was established in 2021 as an upgrade of the erstwhile Department of Communication and Media Studies which was established in the 2007/2008 academic year in the Faculty of Foreign Languages Education.

The SCMS is guided by the objective of providing high academic standards, greater research, and dissemination of knowledge in communication instruction and academic writing, strategic communication, development communication, journalism, and media studies.

Programmes in the School are uniquely tailored towards fulfilling the goal of training more professionals and educators to augment the demands of communication and its related fields and graduates of the SCMS can be found in various sectors of the economy facilitating public discourse in all spheres of national life.

## ACTIVITIES

Below are some activities successfully done from the period of May 2022 to May 2023:

- » The Department of Strategic Communication in collaboration with the School of Communication and Media Studies organised a one-day seminar on Social Campaign Planning and Management. The seminar was facilitated by six professional and health experts from the Trust Hospital. Also, there was a social campaign on breast cancer awareness and screening. Since the activity was in October, the seminar sought to raise awareness of the impact of breast cancer. In addition to a talk with the top health experts on breast cancer, two hundred and nineteen (219) members of the university community were screened for breast cancer as part of the 'Pinktober' month.

**Topic: Social Campaign Planning and Management (Breast Cancer awareness campaign and Free Breast screening to mark 'Pinktober')**

**Date: Thursday, October 6, 2022**

- » The School of Communication and Media Studies in collaboration with the Department of Journalism and Media Studies organised a one-day seminar with Portia Solomon Gabor

as the Guest speaker (New Anchor at TV3 Ghana and the 2022 GJA Journalist of the Year).

The seminar was scheduled as follows:

**Topic: Pursuing Excellence in Journalism**

**Date: Thursday, March 2, 2023**

- » A plethora of competency-based approaches are required for the teaching and learning of GPD111: Communication Skills for Second Language (ESL) classroom learners with multicultural and multilingual backgrounds and inundated with affordances of the technological era. Therefore, in line with the Departmental operational plan of 'enhancing academic programmes and standards using competency-based approaches, the Department of Communication Instruction organised a one-day workshop to enhance the competencies of instructors of the course on the selection of course materials and teaching strategies for the promotion of the concept of a 'teacherless' learning environment.

**Topic: One-day workshop for instructors of GPD111: Communication Skills**

**Date: Wednesday, March 15, 2023**

- » The Department of Journalism and Media Studies in collaboration with the School of Communication and Media Studies organised a one-day seminar. It launched the Investigative Journalism Club of UEW with Mr.

Manasseh Azure (Editor-in-Chief of the Fourth Estate) present.

The programme was scheduled as follows:

**Topic: Investigative Journalism in Africa**

**Date: Thursday, March 16, 2023**

**Seminar with an industry expert in Strategic Communication**

- » In line with the Departmental operational plan of 'enhancing academic programmes and standards', the Department of Strategic Communication invited an industry expert in corporate communication and strategic communication to share practical industry knowledge and skills with Students and Faculty members. The seminar, dubbed, '**Time with a Public Relations Practitioner**' was facilitated by Ms. Praise Nutakor, Head of Communications and Partnership, UNDP, Ghana, and an alumna of the School of Communication and Media Studies, UEW on March 21, 2023.

The programme was scheduled as follows:

**Topic: Time with a Public Relations Practitioner**

**Date: Tuesday, March 21, 2023**

- » **Enrolment Drive:** The School of Communication and Media Studies embarked on an enrolment drive to some selected Senior High Schools about the existence of its programmes.
- » H.E Kabral Blay Amihere delivered a lecture to Master of Philosophy

students in the Department of Development Communication.

- » The School of Communication and Media Studies was invited by UNESCO, Ghana, to the launch of the Assessment of Media Development in Ghana based on UNESCO's Media Indicators. The programme sought to promote media development in Ghana. The programme further sought to deliberate on the issues bothering on professional capacity building of media practitioners and strong media training institutions with Prof Audrey Gadzekpo.
- » The programme was scheduled as follows:

### **Topic: Assessment of Media Development in Ghana**

**Date: Thursday, April 20, 2023**

### **STAFFING**

- » The total number of staff at the SCMS during the period under review is as follows:

Staff		F	M	Total
i.	Senior Members	10	9	19
ii.	(Teaching)	-	-	-
iii.	Senior Members	-	1	1
iv.	(Teaching) on	1	-	1
v.	Study Leave	1	-	1
vi.	Senior Members	1	1	2
	(Non-teaching)	-	1	1
	Senior Staff			
	Junior Staff			
	National Service			
	Persons			
	Part-Time			
<b>Total</b>		13	12	25

### **STAFFING ON STUDY LEAVE**

Six (6) members of staff are presently on part-time study leave pursuing PhD programmes at the University of Education, Winneba, Ghana.

### **Promotions**

Two Senior Members of the Department of Communication Instruction were promoted to the rank of Associate Professor and Senior Lecturer respectively. Three Lecturers, Two Assistant Research Fellows and an Assistant Lecturer have had their appointment confirmed.

### **Staff requirement**

Six (6) additional lecturers are required in the areas of Health Communication, Poverty, Education and Development, Public Relations, Advertising, Market and Business Communication, Communication Skills, Media Law and Ethics and Journalism Education.

### **Staff Transfer**

A Senior Lecturer from the Department of Graphic Design was transferred to the Department of Strategic Communication.

### **ACHIEVEMENTS**

#### **Grant Won**

- » Two faculty members from the School of Communication and Media Studies and other academics from the University of Education, Winneba (UEW), were awarded a consulting contract to design and develop communication and community engagement strategies for a community-based municipal solid waste source separation and compost project. The contract, awarded by the Deutsche Gesellschaft für

Internationale Zusammenarbeit (GIZ), is worth ₵749,300.00. The project is titled “Communication & Community Engagement Strategy and Equity and Inclusion Studies for a Community-Based Municipal Solid Waste”.

- » The team is expected to develop a comprehensive communication mechanism for behavioural change towards waste management. They are also expected to develop communication strategies to support Municipal Waste Source Separation (MWS) in implementing its waste sorting and composting strategy to help address the unending waste management problems in Accra.

\* A Senior Member won an Erasmus + International Mobility Grant of Three Thousand Four Hundred and Fifty Euros (€3,450) for an exchange programme in Finland in May 2022.

### Conference Attended

One senior member attended and presented a research paper at the 6th International CSR Communication Conference in Lüneburg, Germany, held from September 14-16, 2022.

### Donation Received

The Department of Development Communication and the School received some book donations from former Ambassador H.E Kabral Blay-Amihere. H.E Kabral Blay-Amihere is a Ghanaian Journalist and Diplomat. He is the former Ghana High Commissioner to Sierra Leone (2001-2005) and Ambassador to Cote d'Ivoire (2006-2009). He is currently **the Chairman of the National Media Commission of Ghana**, a constitutional body charged with promoting a free and responsible press in Ghana.

### Exchange Programme

One undergraduate student from the Department of Development participated in the University's exchange programme with the University of Copenhagen for six months and returned after completion of the programme in December 2022.

### PROJECTIONS

- » The Centre for Communication Education Research and Professional Development (CCERPD) is in the process of commencing a certificate programme in Broadcast Journalism.
- » We hope to Improve on branding and visibility of the School through enrolment drives and radio promotions to shore up our student numbers.
- » We intend to create more opportunities for professional development to hone the existing skills of Faculty members to deliver quality programmes to our students.
- » The School intends to develop more innovative, market-driven and cutting-edge programmes in response to emerging trends in communication and its related fields.
- » We envision formalising mentorship opportunities in the School and solidifying the mentor-mentee relationships of faculty members in the area of teaching, learning and collaborative research.
- » We intend to acquire more projectors and other software to facilitate teaching and learning in the School in an era of technological advancement and envisioned 'teacherless' ESL classrooms.

# SCHOOL OF BUSINESS

## DEPARTMENT OF ACCOUNTING

### INTRODUCTION

The Department of Accounting, a constituent of the School of Business at the University of Education, Winneba, has been advancing the field of Accounting Education since its inception in September 2017. Located at the South Campus in the former Administration Block (Winneba Campus), the Department offers a comprehensive suite of programmes. These include a 4-year Bachelor of Business Administration in Accounting, a 4-year Bachelor of Science in Accounting Education, as well as advanced degrees such as the Master of Business Administration in Accounting and the Master of Philosophy in Accounting.

The Department is steadfast in its commitment to the core pillars of the University, which encompass teaching, research, publication, and community service. Through its rigorous curriculum and practical approach to education, the Department aims to mould students into highly competent business professionals, well-versed in the domains of Accounting and Financial Management. The programmes are meticulously crafted to endow students with the necessary skills and knowledge to excel in various sectors, including public, private, and non-profit organisations, preparing them for a dynamic and successful career in accounting.

### ACTIVITIES

- » **New Programmes:** The Department took a proactive approach to align with the latest accreditation standards by submitting two of its academic programs—the Master of Philosophy (MPhil) in Accounting and the Bachelor of Science (BSc) in Accounting Education—using the revised format provided by the Ghana Tertiary Education Commission (GTEC). These submissions were made to the University’s Academic Planning Unit in preparation for the commencement of the first semester, demonstrating the Department’s commitment to maintaining high-quality education standards and ensuring its programmes meet the stringent requirements set by the accrediting body.
- » **Seminar:** The Department, in partnership with the School of Business, successfully hosted an enlightening seminar for postgraduate students and staff on Saturday, March 24, 2023, at the Amu Theatre, Central Campus. The seminar focused on the critical theme of “The Implications of Ghana’s Debt Exchange Programme on Academia and Postgraduate Students,” offering valuable insights and fostering in-depth discussions on the impact of national economic policies on the academic community and future professionals.



- » **Workshop:** The Department's staff attended a training workshop on the OSIS 2 system, aimed at streamlining the process of recording first semester results for the 2022/2023 academic year. This important training session took place on May 2, 2023, at the Student Center located on the North Campus, ensuring that the staff are well-equipped with the necessary skills to efficiently manage academic records.
- » **Workshop:** Staff of the Department took part in an essential workshop organised by the Directorate of Quality Assurance, in conjunction with the Division of Human Resources at the University of Education, Winneba. This professional development event, which took place on May 9, 2023, was specifically designed to educate senior members about the new standards and norms established by the Ghana Tertiary Education Commission (GTEC), ensuring that the Department remains at the forefront of educational excellence and compliance.

## STAFFING

- » The Department boasts a dedicated team of nine (9) full-time academic staff. This includes the Head of Department, the Examination Officer, and six (6) additional lecturers, complemented by one (1) administrative staff member to ensure smooth departmental operations.

S/N	Staff	F	M	No.
i.	Senior Members (Teaching)	1	7	8
ii.	Senior Members (Non-teaching)	0	0	0
iii.	Senior Staff	1	0	1
iv.	Junior Staff	0	0	0
<b>Total</b>		2	7	9

**Promotions:** Six faculty members of the Department had the status reviewed from assistant lecturer to lecturer rank.

- » The Department will need additional lecturers to support the teaching of the undergraduate and post-graduate programmes.

## ACHIEVEMENTS

The Department has successfully established partnerships with various organizations to facilitate a student internship program, which is designed to be undertaken during the 4th year of the student's academic studies. This initiative provides practical, real-world experience that is integral to their professional development.

The Department proudly presented a total of 294 students for graduation in 2023, achieving remarkable academic distinctions. Among these graduates, six (6) students attained first-class honours, sixty-four (64) secured second-class upper honours, one hundred and one (101) achieved second-class lower honours, eighty-eight (88) earned third-class honours, and forty (40) students passed. Notably, the Department celebrated the highest number of first-class honours students and the distinction of having the overall best student in the School of Business.

## PROJECTIONS

The Department is hoping to achieve the following:

- » Increase the number of admitted students for the next academic year.
- » Promote and establish stronger industrial relationships with companies and professional accountancy bodies.
- » Develop new post-graduate

accounting programmes.

- » Having a significant number of faculty members completing their PhD degrees.

## CHALLENGES

The Department is currently confronted with the following challenges:

- » Inadequate office space.
- » Inadequate lecturers.

## DEPARTMENT OF APPLIED FINANCE AND POLICY MANAGEMENT

### INTRODUCTION

The Department of Applied Finance and Policy Management, formerly the Department of Banking and Finance, was established in September 2017 under the School of Business at the University of Education, Winneba. Located at the South Campus in the former Administration Block (Winneba Campus), the Department offers three undergraduate programmes and four post-graduate programmes. The Department supports and pursues key areas of the University's mission, including teaching, research, publication, and community service.

The key objective of the Department's programmes is to provide specialised training for various professions in finance, economics, and development studies, as well as their application in policy management.

### ACTIVITIES

- » Aligned with the University's strategic objective to conduct innovative research addressing industry and societal needs, the Department of Applied Finance and Policy Management successfully produced three research papers for publication in the past year. These scholarly contributions exemplify the Department's commitment to

disseminating impactful research and advancing knowledge in our field.

- » The Department has achieved a key milestone in its strategic plan by fostering partnerships with industry professionals. This is demonstrated through the successful signing of a memorandum of understanding with the Chartered Institute of Management Accountants (CIMA) and the near completion of a similar agreement with the Chartered Institute of Bankers Ghana (CIBG). These collaborations align with the Department's goal to conduct innovative research that addresses the needs of industry and society. In addition, its strategy to strengthen and expand collaborative research with both local and international partners.
- » The Department has made significant progress in expanding its graduate studies and research output, in alignment with its strategic goals. As part of its efforts to establish cutting-edge graduate programmes, it successfully received approval from the Academic Board to introduce two new undergraduate programmes: a Bachelor of Science in Finance and Investment, and a Certificate in Financial Literacy. These programmes are now under review by the Ghana Tertiary

Education Commission (GTEC) for final approval, marking a step forward in the Department's commitment to enhancing its educational offerings.

- » The Department actively engaged with various organisations to facilitate a robust student industrial internship placement programme, which takes place during the fourth year of the students' academic journey. This initiative is designed to provide practical, real-world experience that complements the theoretical knowledge gained throughout their studies.
- » The Department has enhanced its instructional capabilities by equipping lecturers with a range of teaching and learning materials, including projectors, public address systems, laptops, and various other resources. This upgrade represents a significant achievement in adopting innovative teaching approaches and improving the overall educational experience.

## OTHER ACTIVITIES

### Promotions

A lecturer in the Department was promoted to the rank of Senior Lecturer.

### Submission of new programmes to GTEC

The Department submitted four new programmes to the Academic Planning Unit. These programmes were already submitted to GTEC for accreditation. These programmes include:

- » Master of Philosophy (MPhil), Development Finance
- » Master of Science (MSc), Development Finance
- » Master of Philosophy (MPhil), Finance
- » Bachelor of Science (BSc), Insurance and Risk Management

### Initial approval of new programmes

The Department received approval for new programmes submitted to the Academic Planning Board and Graduate School for approval. These programmes are Certificate in Financial Literacy, BBA Finance and Accounting, and BSc Finance and Investment submitted to the Academic Planning Unit, and MSc Finance and Accounting submitted to school of graduate studies. The Department responded to the comments, made the necessary corrections, and resubmitted the documents to the Academic Board.

## STAFFING

Staff	F	M	Total Number
Seni Senior Members (Teaching)	1	11	12
Senior Members (None Teaching)	-	-	-
Senior Staff	1		1
Junior Staff	-	-	-
<b>Total</b>	<b>2</b>	<b>11</b>	<b>13</b>

**Staff on Study Leave** - Presently the Department does not have any staff on study leave.

**Staff requirement** - Additional lecturers are required in Insurance and Risk Management.

## PROJECTIONS

- » The Department is expected to introduce an evening programme in the 2013/2024 academic year.
- » The Department is working on an Executive Masters and Doctor of Business Administration (DBA) programme in the next academic year.

## DEPARTMENT OF MARKETING AND ENTREPRENEURSHIP

### INTRODUCTION

The Department of Marketing and Entrepreneurship, a vital arm of the School of Business at the University of Education, Winneba, is dedicated to cultivating students' skills and knowledge in the fields of marketing and entrepreneurship. With a curriculum designed to meet global standards, the department ensures that graduates are well-prepared to make meaningful contributions in local and international markets. Beyond its educational responsibilities, the department is actively involved in research initiatives, collaborates on scholarly publications, and commits to community service, extending its expertise to benefit the wider university community and society.

### ACTIVITIES

#### Incubator Project

To advance the School of Business Incubator Project, the Department has developed a strategic roadmap detailing the sequence of planned activities and the necessary steps for successful execution. This comprehensive plan serves as a guide to systematically roll out the project, ensuring each phase is thoughtfully designed to contribute to the overarching goal of fostering entrepreneurship and innovation within the School of Business.

#### Partnership

The Department held a strategic meeting to reinforce its partnership with the Ghana Tourism Federation. This collaborative effort is focused on bolstering ties and fostering cooperation in the realm of Entrepreneurship, to amplify the benefits of this alliance for both parties.

#### Training Workshop

An urgent orientation session was conducted for all Faculty Officers and Departmental Administrators to enhance their proficiency in utilizing the OSIS 2 Software. This training, aimed at equipping the staff to better assist students with their course registration, took place on Friday, February 17, 2023, at the Student Centre located on the North Campus.

#### Grant Sourcing Workshop

A specialised workshop focusing on Grant Sourcing was held for the Department's members in the School of Business Seminar Room on Tuesday, March 7, 2023. This informative session, spearheaded by the Directorate of Research, Innovation and Development (DRID), provided members with in-depth guidance on crafting compelling grant proposals, strategies for navigating the complexities of grant sourcing, and a platform for exchanging insights and experiences about the grant writing process.

### **Sensitisation Forum with Quality Assurance**

The Department hosted an interactive forum with representatives from the Quality Assurance Directorate on Monday, March 20, 2023. The purpose of this forum was to enlighten the teaching staff on the transition from traditional manual assessment methods to a new digital approach, aimed at enhancing the efficiency and effectiveness of evaluating teaching and learning processes.

### **STAFFING** **Staff Strength**

The Department has seven (7) teaching and one (1) administrative staff. Details of the staff are listed in table 1 below:

**Table 1: Staff Strength of the Department**

Staff		F	M	No.
	Senior Members (Teaching)	0	7	7
	Senior Member (Non-teaching)	0	1	1
Total		0	8	8

### **Staff on Study Leave**

A staff member is on part-time study leave at the Kwame Nkrumah University of Science and Technology (KNUST), Kumasi pursuing a PhD programme.

### **Staff requirement**

Two additional Lecturers with specialisation in Entrepreneurship or related areas are required.

### **Promotion**

Two Senior members of the Department have been promoted to the rank of Senior Lecturer.

### **ACHIEVEMENTS** **Collaborative Research**

The Department is currently in talks with analogous institutions and industry with the possibility of conducting joint research projects.

### **Research and Publication**

During the period under review, the staff of the Department published 15 journal articles in peer-reviewed journals.

### **Research Seminar Series**

Two Senior Members presented their research outputs at the School of Business Monthly Research Seminar Series held on June 14, 2023, and July 27, 2022, respectively.

### **PROJECTIONS**

We intend to introduce the following new programmes:

- » Short certification programme in Marketing and Entrepreneurship
- » Diploma in Entrepreneurship and Venture Creation
- » Master of Science in Entrepreneurial Management and Strategy
- » Master of Arts in Marketing Management and Strategy
- » Doctor of Philosophy in Entrepreneurship and Innovation

## DEPARTMENT OF MANAGEMENT SCIENCE

### INTRODUCTION

The Department of Management Sciences, previously known as the Department of Human Resource Management, was founded in September 2017 and operates under the School of Business at the University of Education, Winneba. Situated in the historic Administration Block at the South Campus, the Department offers a diverse range of programmes, including Bachelor of Business Administration in Human Resource Management and Business Information Systems, Bachelor of Science in Management Education, as well as advanced degrees like the Master of Philosophy in Human Resource Management, and Master of Business Administration in Human Resource Management and Management Information Systems. With a strong commitment to excellence, the Department focuses on providing a comprehensive education that equips students with essential knowledge and skills in managing human resources and information systems, thereby aligning with the university's mission to excel in teaching, research, and community service.

### ACTIVITIES

#### Seminar for Students

The School of Business successfully hosted a seminar on "Contemporary Issues in Tax Administration in Ghana" at the Jophus Anamuah Mensah Conference Centre on Wednesday, May 18, 2022.

The event featured Mr Wisdom Kpano,

a renowned Tax Expert, as the guest speaker, providing students with valuable insights into the current landscape of tax administration within the country.

#### Faculty Seminar

- » The School of Business enhanced its academic discourse by conducting a research seminar for faculty members on Wednesday, 25<sup>th</sup> May 2022. During this session, a lecturer from the Department delivered a presentation on "Examining the role of embeddedness in the relationship between work-family conflict and workplace deviance" held in the School of Business Seminar Room. This seminar provided a platform for scholarly exchange and aimed to deepen the understanding of the intricate dynamics between personal life conflicts and their impact on professional behaviour.
- » On 14<sup>th</sup> September 2022, the School of Business facilitated a thought-provoking research seminar for its faculty members, featuring a presentation by a departmental lecturer on "Romance Scams in the Age of Deepfakes: From Cam Shows to Synthetic Media." This event, held in the School of Business Seminar Room, offered a deep dive into the evolving landscape of online fraud, highlighting the challenges and implications of deepfake technology in contemporary romance scams.
- » The School of Business hosted an insightful research seminar on October 5, 2022, for its faculty members. During



this session, two lecturers from the Department shared their findings through a paper titled “Organisational Politics and Organisational Citizenship Behaviour: The Mediating Role of Compensation.” The presentation took place in the School of Business Seminar Room and provided a platform for discussing the interplay between internal organisational dynamics and employee behaviour, with a focus on how compensation strategies can influence this relationship.

### **Assessment of Departmental Performance on Corporate Strategic Plan**

On Friday, 17<sup>th</sup> February 2023, the Department underwent a performance audit conducted by a team from the Internal Audit. This review was centred on assessing the Department’s alignment and compliance with the University’s Corporate Strategic Plan up to 31<sup>st</sup> December 2022.

### **TRAINING WORKSHOP**

To ensure a smooth student course registration process, an urgent orientation session was held on Friday, 17<sup>th</sup> February 2023, at the Students Centre, North Campus. This session was targeted at all Faculty Officers and Departmental Administrators, focusing on the effective use of the OSIS 2 Software, which is instrumental in assisting students with their course registration.

### **GRANT SOURCING WORKSHOP**

The Department on Tuesday, 7<sup>th</sup> March, 2023, hosted a comprehensive Workshop on Grant Sourcing in the School of Business

Seminar Room. This informative workshop, led by experts from the Directorate of Research, Innovation and Development (DRID), provided the members with in-depth guidance on crafting effective grant proposals. Participants engaged in learning about navigating the complexities of grant sourcing and benefited from shared experiences and best practices in grant writing.

### **SENSITISATION FORUM WITH QUALITY ASSURANCE**

The Department on Monday, March 20, 2023, facilitated an interactive open forum with representatives from the Quality Assurance Directorate. The primary goal of this forum was to enlighten the teaching staff on the transition from traditional manual assessments to a more streamlined and proficient digital system for evaluating teaching and learning practices.

### **Graduate Seminar**

The School of Business, on Saturday 25<sup>th</sup> March 2023, held a focused seminar at the Amu Theatre, Central Campus, tailored for postgraduate students and staff. The seminar’s theme, “The Implication of Ghana’s Debt Exchange Programme on Academia and Postgraduate Students,” aimed to shed light on the impact of national financial policies on the academic community and its future scholars. Dr. Theophilus Senyo Ackorlie, who serves as the Finance Officer of the University of Education, Winneba, graced the event as the guest speaker, offering valuable insights and expertise on the subject.

## STAFFING

The Department has nineteen (19) Academic staff and one (1) Administrative staff.

Staff	F	M	No.
i. Senior Member (Teaching)	6	11	17
ii. Senior Staff	1	0	1
<b>Total</b>	<b>7</b>	<b>11</b>	<b>18</b>

### Staff Pursuing Further Studies

The following Lecturers of the Department are pursuing PhD programmes:

Name	Institution of Study	Area of Study
A lecturer	University of South Africa	Management Studies
A lecturer	University of Ghana, Legon	Industrial and Organizational Psychology
A lecturer	University of Ghana, Legon	Adult Education and Human Resource Studies
A lecturer	University of Ghana, Legon	Adult Education and Human Resource Studies
A lecturer	University of Ghana, Legon	Adult Education and Human Resource Studies
A lecturer	University of East London, UK	Project Management
A lecturer	Kwame Nkrumah University of Science and Technology, Kumasi	Information Technology

## PROMOTIONS

Two (2) Lecturers of the Department have been promoted to the rank of Senior Lecturer.

## RESIGNATION

A Senior Member has resigned as a Lecturer in the Department.

## CONFERENCES

- » Two esteemed senior members of the department contributed to the academic discourse by presenting their research at the prestigious 5th International Research Conference. This event took place from the 13th to the 15th of October 2022, at the College of Humanities, University of Ghana, Legon, offering a platform for scholars to exchange ideas and advance knowledge in their respective fields.

## PROJECTIONS FOR THE NEXT ACADEMIC YEAR

The Department intends to introduce the following programmes:

- » Master of Science in Events & Hospitality Management
- » Master of Philosophy in Management Information Systems
- » Diploma in Management Studies
- » Diploma in Management Information System

## CHALLENGES

The Department is currently faced with inadequate office accommodation for faculty members.

## DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

### INTRODUCTION

The Department of Procurement and Supply Chain Management, a pivotal academic department within the School of Business at the University of Education, Winneba, specialises in equipping students with essential skills to excel as professionals in the industry. Established in September 2022 by the Academic Board's strategic decision, the Department was formed by splitting from the Department of Marketing and Entrepreneurship to concentrate on its core objectives. Conveniently situated on the ground floor of the erstwhile Administration Block, the Department has taken up the space previously occupied by Radio Windy Bay at the South Campus. It offers a comprehensive range of undergraduate and postgraduate programmes tailored to the field. Committed to the university's vision, the Department not only focuses on advancing academic excellence through research and publications but also actively participates in community service initiatives to enhance the university's ethos.

### ACTIVITIES

» The Department has achieved significant progress in fulfilling the first three objectives of its Corporate Strategic Plan, which are centred on conducting innovative research,

enhancing staff capacity in research and innovation, and fostering an environment conducive to research activities. This focused effort has led to notable advancements in research output, as evidenced by the increased number of faculty publications and presentations at conferences. Notable recent publications by faculty members include studies on the psychological impact of COVID-19 on academic safety, the interplay of optimism and intellectual engagement in educational settings, and analyses of supply chain integration's effects on firm performance. These scholarly works illustrate the Department's commitment to addressing contemporary issues in industry and society, as well as its dedication to academic excellence and knowledge dissemination.

» In alignment with the fourth objective of the Department's Corporate Strategic Plan, which aims to "Expand graduate studies, research and output," the Department has successfully secured approval from the Academic Board for the introduction of a Master of Philosophy in Procurement and Supply Chain Management (Top-up). The programme documentation is currently being prepared for

submission to the Ghana Tertiary Education Commission (GTEC), marking a significant stride in enhancing the Department's postgraduate offerings and research capabilities.

- » In pursuit of the eighth key objective of the Department's Corporate Strategic Plan, which focuses on the development of effective mechanisms for stakeholder engagement and heightened involvement in professional bodies, the Department has made a commendable advancement by being granted corporate membership by the Chartered Institute of Supply Chain Management - Ghana. This achievement reflects the Department's proactive efforts to strengthen its connections with industry professionals and to enhance collaborative opportunities for students and faculty alike.

## OTHER ACTIVITIES

### Introduction of New Programmes

The Department has recently submitted proposals for new academic programs to the Academic Planning Unit, which notably includes the Master of Philosophy in Procurement and Supply Chain Management (Top-up) and Diploma in Logistics and Transport Management. The Department has completed the submission of the necessary documentation for the Diploma in Logistics and Transport Management programme to the Accreditation Unit. The next step in the process is the forwarding of these documents to the Ghana Tertiary Education Commission (GTEC) to secure

accreditation for the course. This initiative represents a strategic expansion of the Department's postgraduate curriculum, designed to provide advanced education and research opportunities in the field of Procurement and Supply Chain Management.

## STAFFING

S/N	Staff	Male	Female	Total
	Senior Members (Teaching)	4	2	6
	Senior Members (Parttime-teaching)	-	1	1
	Senior Staff	1	-	1
	National Service Personnel (NSS)	-	1	1
	Interns	1	-	1
Total		6	4	10

**Staff requirement** - The Department is seeking to enhance its faculty by recruiting additional lecturers specialised in Procurement and Supply Chain Management. This expansion is aimed at bolstering the Department's teaching capabilities and ensuring that students receive a comprehensive and high-quality educational experience in these critical business disciplines.

## ACHIEVEMENTS

### Creation of the new Department

The Department of Procurement and Supply Chain Management has been established as an independent entity, distinguishing it from the Department of Marketing and Entrepreneurship. This

strategic organisational change allows for a more focused approach to the disciplines of procurement and supply chain management, providing dedicated resources and specialised academic programmes tailored to these fields.

### **Collaborative Research**

The Department is actively engaged in discussions with analogous academic institutions and industry partners to explore opportunities for collaborative research projects. This initiative is aimed at fostering partnerships that can lead to innovative research endeavours, combining academic insights with practical industry experience to address relevant challenges and contribute to the field's body of knowledge.

### **Honorary conferment**

The Department has achieved the notable distinction of being awarded Corporate Membership by the Chartered Institute of Supply Chain Management-Ghana. This honour recognises the Department's commitment to excellence in the field of supply chain management and signifies

an enhanced level of engagement and collaboration with professional bodies within the industry.

### **Publication figures**

The Department has a commendable record of scholarly contributions, with fifty articles published in peer-reviewed journals. This academic output includes a diverse range of a dozen publications and presentations over the review period, underscoring the Department's active engagement in research and its commitment to advancing knowledge in its field.

### **PROJECTIONS**

- » The Department is set to expand its academic offerings by introducing new diploma and postgraduate programmes. This initiative is designed to broaden educational opportunities, cater to evolving industry demands, and equip students with advanced knowledge and skills for their professional development.

# FACULTY OF SCIENCE EDUCATION

## OFFICE OF THE DEAN

### OVERVIEW

The Faculty of Science Education is one of the oldest Faculties at the Winneba Campus of the University of Education, Winneba. It started as the Division of Science Education with three (3) departments, namely: the Department of Mathematics Education, the Department of Science Education and the Department of Health, Physical Education, Recreation and Sports (HPERS). Currently, the Faculty has nine (9) academic departments.

### Mission

To equip its graduates with the necessary academic proficiency and professional competence in Science Education towards teaching, industry, and service.

### Vision

To become a College of Sciences that seeks to expand the teaching and learning of Science Education and equip its products with the requisite scientific skills in Ghana, regionally and internationally.

### LIST OF ACADEMIC DEPARTMENTS OF THE FACULTY

The Departments of the Faculty are as follows:

- » Department of Agricultural, Environmental Science and Environmental Health and Sanitation Education
- » Department of Biology Education
- » Department of Chemistry Education
- » Department of Health Administration and Education
- » Department of Health, Physical Education, Recreation and Sports (HPERS)
- » Department of Information and Communication Technology Education
- » Department of Integrated Science Education
- » Department of Mathematics Education
- » Department of Physics Education
- » Department of Integrated Science Education (the department that houses most of the postgraduate programmes within the faculty).



## ACADEMIC PROGRAMMES OF THE FACULTY

The Faculty of Science Education currently runs 27 academic programmes. These are:

- » Diploma in Coaching
- » B.Sc. Mathematics Education
- » B.Sc. Physical Education
- » B.Sc. Sports Coaching
- » B.Sc. Mathematics with Economics
- » B.Sc. Agricultural Education
- » B.Sc. Environmental Science
- » B.Sc. Biology Education
- » B.Sc. Physics Education
- » B.Sc. Chemistry Education
- » B.Sc. Information and Communication Technology Education
- » B.Sc. Integrated Science Education
- » B.Sc. Health Administration and Education
- » M.Ed. Science Education
- » M.Ed. Mathematics Education
- » M.Ed. Physical Education
- » M.Ed. Biology Education
- » M.Ed. Computer Science Education
- » M.Phil. Science Education
- » M.Phil. Mathematics Education
- » M.Phil. Physical Education
- » M.Phil. ICT Education
- » M.Phil. Biology Education
- » M.Phil. Chemistry Education
- » Ph.D. Science Education
- » Ph.D. Mathematics Education

## NOTEWORTHY DEVELOPMENT

The Faculty of Science Education has established an international partnership with the University of Massachusetts and because of this partnership has hosted a distinguished professor from

the University of Massachusetts, Lowell, USA, Prof. Bob Gile to formalise the relationship (Prof. Gile's visit took place from 16th July 2023 to 30th July 2023). The outcomes of this partnership include the following activities:

- » Joint supervision of doctoral research
- » Joint research projects and publications by undergraduate, graduate, and post-doctoral students at partner institutions
- » Faculty and student exchanges based on reciprocity, joint conferences and workshops, and team-taught courses, including visits by faculty, professional staff, and students to executive funding projects, and research collaborations among others.

## EXPECTATIONS/ PROJECTIONS

- » Given the rising number of students and the introduction of new academic programmes, the faculty has been given the executive approval to split into two separate Faculties for effective administration and management. Plans are currently underway to see to the implementation of this activity.
- » More demand-driven academic programmes have been developed and submitted for accreditation. The faculty expects to add more programmes to its existing list. The various departments within the faculty have introduced new undergraduate and postgraduate programmes. The details of these programmes have been spelt out in the departmental reports.

## DEPARTMENT OF PHYSICS EDUCATION

### ACTIVITIES

The Department of Physics Education is a prominent department within the Faculty of Science Education at the University of Education, Winneba. Established in the 2010/2011 academic year, the Department specialises in training students to become physics teachers in senior high schools across the country. Over the years, it has gained a reputation for excellence among public tertiary institutions in Ghana. Graduates from the Department can be found teaching physics in senior high schools and other relevant research institutions nationwide.

The Department maintains a strong commitment to academic standards set by the Ghana Tertiary Education Commission (GTEC). It continually adopts and integrates modern and innovative teaching methods to ensure that its students are well-prepared for the job market. The Department's lecturers collaborate with other institutions both within and outside the country to research the teaching and learning of physics. These collaborations have propelled the Department to new heights in science education.

In addition to its academic endeavours, the Department organises periodic workshops and seminars for its academic staff. These events have been extended to include teachers from senior high schools within the Central Region and

beyond. By sharing knowledge and expertise, the Department aims to enhance physics education at all levels. Starting from the 2023/2024 academic year, the Department has introduced an M.Phil. programme in Physics Education. This programme will further contribute to the Department's mission of producing highly qualified professionals in the field of physics education.

### STAFFING Staff Strength

Staff	F	M	No
Senior Members (Teaching)	1	10	11
Senior Members (Non-Teaching)	-	1	1
Senior Staff	-	1	1
Junior Staff	1	-	1
Total	2	12	14

The staff strength of the Department of Physics Education includes the following:

- » **Two Associate Professors on post-retirement contracts:** These individuals have retired from their full-time positions but continue to contribute their expertise and knowledge to the Department on a contractual basis. Their wealth of experience adds value to the Department's academic activities.
- » **One Senior Lecturer on part-time services:** This senior lecturer is engaged in part-time teaching and

other academic responsibilities within the Department.

- » **One active Associate Professor and Pro-Vice-Chancellor of the university:** This Associate Professor holds a senior academic and managerial position as the Pro-Vice-Chancellor (Pro-VC) of the university. While actively involved in teaching and research within the Department, his role extends beyond the Department to contribute significantly to the academic pursuits of the entire university.
- » **Three Lecturers:** These individuals are actively engaged in teaching and research activities in the Department. They contribute to the delivery of physics education and guide students in their academic pursuits.
- » **Four Assistant Lecturers:** These individuals are in the early stages of their academic careers within the Department. They provide teaching support and assist in research activities under the guidance of senior faculty members.

Together, this diverse team of staff members contributes to the academic excellence and growth of the Department of Physics Education.

### **Staff on Study Leave**

The Department of Physics Education currently does not have any staff on study leave. All lecturers are actively involved in teaching and other departmental responsibilities.

### **Promotions**

The faculty members continue to

contribute their expertise and efforts towards the development of physics education without any recent promotions.

### **Staff Requirement**

The Department does not currently need new lecturers in any specific areas. The existing faculty members are adequately fulfilling the teaching and research needs of the Department. If there are any changes in the future, the Department will accordingly trigger the necessary processes for recruitment.

## **ACHIEVEMENTS**

### **International Collaboration**

The Department is collaborating with the University of Massachusetts, Lowell, to establish a Global Energy Centre. This collaboration aims to create a centre dedicated to research and development in energy. The plans for the centre have reached an advanced stage, and the Department is preparing to host partner universities in July 2023.

Again, the Department has taken a proactive step in initiating discussions with two esteemed Chinese universities, namely Hong Kong Polytechnic and Huazhong University of Science and Technology. The purpose of these discussions is to foster collaboration in Physics Education, including research partnerships and staff exchange programmes. The discussions between the Department and the Chinese universities have progressed to an advanced stage, indicating a positive momentum towards formal agreements. It is expected that later in the year, formal

agreements will be signed to solidify the collaborative efforts between the institutions.

## **Publications**

In the year under review, members of the Department produced a total of 24 journal articles published in various internationally reputable peer-review journals.

## **PROJECTIONS**

### » **Retooling the Physics laboratory with modern equipment:**

The Department plans to retool the Physics laboratory with modern equipment to enhance the quality of practical training and experiments for students. Upgraded equipment will align with current scientific advancements. This projection will contribute to a more immersive and engaging learning experience for students, enabling them to explore and apply theoretical concepts in a hands-on manner.

### » **Expanding the outreach programme to other regions:**

The Department intends to extend its outreach programme beyond the Central and Eastern regions to reach a wider audience of high school students. By expanding the programme to other regions, the Department can expose more students to the exciting aspects of Physics Education, fostering interest and promoting the subject. This projection will help in spreading awareness about the Department's offerings and inspire students from

diverse backgrounds to consider pursuing physics education.

### » **Organising workshops for Physics teachers:**

The Department plans to organise workshops for Physics teachers in the last quarter of 2023, to enhance professional development within the field of Physics Education. By conducting these workshops, the Department aims to support teachers in enhancing their pedagogical skills, knowledge of the subject matter, and familiarity with modern teaching techniques. This projection will contribute to strengthening the overall quality of physics education across schools and fostering a community of skilled and motivated physics teachers.

### » **Commencing the Master of Philosophy (M.Phil.) in Physics Education:**

With all preparations in place, the Department anticipates admitting the first batch of students into the Master of Philosophy in Physics Education programme in the 2023/2024 academic year. This new programme will provide opportunities for individuals interested in advancing their knowledge and expertise in the field of physics education. By offering an M.Phil. programme, the Department aims to produce highly qualified professionals who can contribute to research, curriculum development, and teaching in the discipline. This projection represents a significant milestone in the Department's efforts to further elevate the standard of physics education.

## DEPARTMENT OF CHEMISTRY EDUCATION

### INTRODUCTION

The Department of Chemistry Education is one of the eight Departments in the Faculty of Science Education, University of Education, Winneba. This report covers activities carried out in the Department of Chemistry Education from May 2022 to May 2023.

### ACTIVITIES

The Department was able to carry out the following activities:

- » The production of chemistry practical manuals
- » The conduct of chemistry practicals for students
- » Celebration of chemistry festival

### STAFFING

#### Staff Strength

Staff	F	M	No.
i. Senior Members (Teaching)	3	12	15
ii. Senior Members (Non-Teaching)	0	0	0
iii. Senior Staff	2	1	3
iv. Junior Staff	-	-	-
<b>Total</b>	<b>5</b>	<b>13</b>	<b>18</b>

#### Staff on study Leave

No staff is on study leave.

### Staff Requirement

The Department requires additional Lecturers to handle all areas of chemistry.

### ACHIEVEMENTS

- » The Chemistry Laboratory has been refurbished.
- » The signing of a Memorandum of Understanding (MoU) between the Department of Chemistry Education and AfES CONSULT.
- » In the year under review, members of the Department published 11 journal articles in various reputable international journals.

### PROJECTIONS

- » The Department intends to purchase projectors for each of the lecturer's offices to facilitate instructional delivery.
- » The Department intends to acquire modern chemistry equipment and materials to support its undergraduate and postgraduate programmes.

### CHALLENGES

- » Inadequate laboratory space for undergraduate practical activities.

## DEPARTMENT OF BIOLOGY EDUCATION

### STAFFING

S/NO	Staff	Total	Male	Female
1	Senior Members (Teaching)	12	8	4
2	Senior Members (Non-Teaching)	0	0	0
3	Senior staff	4	1	4
4	Junior Staff	1	0	1

### ACHIEVEMENTS

- » Two new academic programmes, Post Graduate Diploma in Biology Education and PhD in Biology Education have been developed and sent to Graduate School for approval.
- » With funding from the MTN Foundation, the Department acquired four laboratory equipment, a Spectrophotometer, a 20° Digital Refrigerator, a Refractometer, and a PH Meter.
- » A 2021 Graduate (an alumnus) of the Department, Mr. Fatawu Abdul Abubakar has been selected by the National Geographic Society as a

mentee for Ghana. He will serve under a principal researcher to work as a Field Assistant for oyster restoration and conservation for ecosystem and livelihood protection project in Anyanui Creek, Anyanui, Volta Region from April to December 2023.

- » Mentorships: Member of mentorship team organized the Effutu Municipality Science/WiSTEM UEW Science Fairs for selected basic and junior high schools, Winneba, in August 2022.
- » In the year under review, there were 14 publications in reputable journal articles and one book/technical manual from the Department.

### PROJECTIONS

- » The two laboratories in the Department are waiting for renovation.
- » The Department has budgeted to procure the following items/equipment: External hard drives, curtains, a paper shredder, a laptop, a portable pH/TDS/conductivity/temp meter, an Igloo ice chest for transport of samples, and different types of laboratory chemicals.



## DEPARTMENT OF INTEGRATED SCIENCE EDUCATION

### INTRODUCTION

The Department of Integrated Science Education is one of the eleven departments in the Faculty of Science Education. It was created out of the Department of Science Education in the Faculty of Science Education, University of Education, Winneba, in August 2010. This became required due to the increased demand for the Department to expand infrastructure, and programmes to ensure efficiency in teaching and learning of the various science subjects and produce full Integrated Science teachers and lecturers in pre-tertiary and tertiary institutions in Ghana.

### PROGRAMMES

The Department runs the following programmes:

- » PhD Science Education
- » MPhil Science Education
- » MPhil Integrated Science Education
- » M.Ed. Science Education (Sandwich)
- » B.Sc. Integrated Science Education

### Proposed New Programmes

The Department is currently developing four new programs. They are:

- » PhD Integrated Science Education
- » MPhil Integrated Science Education (one-year top-up)
- » M.Ed. Integrated Science Education (blended mode - online and weekends)

- » BSc. Integrated Science Education (blended mode - online and weekends)

### STAFFING

The Department has ten (10) teaching staff and one (1) non-teaching staff. The teaching staff is made up of eight (8) full-time and two (2) part-time lecturers. Below is the breakdown of staffing.

Teaching Staff	Male	Female	Total
Associate Professor	1	0	1
Senior Lecturer	2	0	2
Lecturer	2	3	5
Assistant Lecturer	2	0	2
Non-teaching staff	Male	Female	Total
Administrative Assistant	0	1	1

The Department is assisted by ten (10) National Service Personnel made up of six (6) males and four (4) females for the period under review.

### ACTIVITIES

#### Publications

Five (5) lecturers published a total of fourteen (14) papers in internationally reputable journals within the period under review.

### Conferences Attended

During the period under review, three (3) lecturers attended in-person international conferences with two (2) attending international virtual conferences.

### Grants

Two lecturers in the Department (Dr. Charity Esenam Anor and Mrs. Nelly Sakyi-Hagan) were awarded a grant by the American Chemical Society (ACS) to host a chemistry festival. The festival, titled “Unmasking Chemistry in Indigenous Activities,” aimed to involve basic school students in rural areas of the Effutu Municipality in hands-on activities related to indigenous practices. The festival highlighted the significance of chemistry in their daily lives and demystified and promoted students’ interest in chemistry. The festival took place on November 24, 2022, at the Rafiki Methodist Village. A total of 188 students participated from Gyahadze, Gyangyanadze, Nsuekyir basic schools, and Rafiki Methodist Village.

### PROJECTIONS

- » Collaborative research with various institutions for improved teaching and learning and social life of communities around as well as enhance research output of academic staff.
- » Increase intake of prospective applicants through advertisements and vigorous enrolment drives.
- » Source funds to purchase science equipment.
- » Attract more senior academics to support postgraduate students.
- » Introduce more demand-driven undergraduate and postgraduate programmes.

### CHALLENGES

- » Inadequate teaching and learning materials such as projectors and laptops
- » Inadequate office space for lecturers
- » Lack/inadequate reading and lecture rooms for postgraduate students.

## DEPARTMENT OF MATHEMATICS EDUCATION

### STAFFING

The Department has twenty-three (23) teaching staff, which includes twenty-one (21) full-time lecturers and two (2) part-time lecturers. The Department also has two (2) administrative staff, one departmental assistant and a casual cleaner, totalling twenty-six (27) staff. Below is the breakdown of the staffing position.

#### Teaching Staff

STAFF	MALE	FEMALE	TOTAL
Professor	1	-	1
Associate Professor	4	-	4
Senior lecturers	5	2	7
Part-Time Lecturers	2	-	2
Lecturers	3	-	3
Assistant Lecturers	4	2	6
Total	19	4	23

#### Non- Teaching Staff

DESIGNATION	MALE	FEMALE	TOTAL
Principal Admin. Assistant	1	-	1
Administrative Assistant	-	1	1
Departmental Assistant	-	1	1
Casual Cleaner	-	1	1
Total	1	3	4

### STUDENTS ENROLMENT STATISTICS

The Department has thousand four hundred and twenty-nine (1,429) undergraduate BSc (Mathematics Education) students, ninety-seven (97) BSc. (Mathematics Education with Economics) students and one hundred and eighty-five (185) postgraduates, totalling one thousand, seven hundred and thirty-one students (1,731). Below is the breakdown of student enrolment.

#### Undergraduates BSc. (Mathematics Education)

Level	Male	Female	Total
100	283	50	333
200	288	47	335
300	261	67	328
400	369	64	433
Total	1202	228	1429

#### BSc. (Mathematics Education with Economics)

Level	Male	Female	Total
100	53	8	61
200	27	9	36
Total	80	17	97

#### Postgraduates

Programme	Male	Female	Total
M Ed	20		20
M Phil	117	15	132
M. Phil Top-Up	22		22
PhD	29	2	31
Total	168	17	205

## ACTIVITIES/ACHIEVEMENTS

- » The Department is in the process of collaborating with the Centre for Education in Mathematics and Computing (CEMC), University of Waterloo, Canada.
- » The Department is waiting for the re-accreditation certificate for four of her programmes.
- » A senior lecturer was part of a team put together by T-TEL to develop a framework for a postgraduate course.
- » A staff has been promoted to the rank of full Professor.
- » A Lecturer went for an exchange programme at the University of Jyväskylä, Finland from January 2, 2023, to April 6, 2023.

- » The Department has introduced a new programme (Mathematics with Economics Education) and in its 2<sup>nd</sup> year.

## FUTURE PROJECTIONS

- » Provide reading and lecture rooms for post-graduate students
- » Attract more senior academics to support post-graduate students.
- » Seek avenues to support lecturers to improve their academic and research capacity.
- » Introduce more demand-driven undergraduate programmes.
- » Procure laptops for academic staff to enable them to deliver courses online to students.
- » Get office spaces for academic staff.

## DEPARTMENT OF AGRICULTURAL SCIENCE EDUCATION, ENVIRONMENTAL HEALTH AND SANITATION EDUCATION AND ENVIRONMENTAL SCIENCE

### INTRODUCTION

In the 2021/2022 academic year, the Department of Agricultural Science Education, Environmental Health and Sanitation Education and Environmental Science was created as one of the Departments under the Faculty of Science Education with 69 students. The B.Sc. The programme aims to equip students with the essential skills, knowledge and understanding required for efficient and effective teachers to teach General Agriculture, Environmental sustainability, Crop Husbandry, Environmental Health and Sanitation, Animal Husbandry and Agriculture Mechanisation in Senior High Schools. Currently, our student numbers stand at 267.

### ACADEMIC PROGRAMMES OFFERED

- » BSc. Agricultural Science Education (Regular)
- » BSc. Environmental Science (Regular)
- » BSc. Environmental Health and Sanitation (Regular)
- » MPhil. Environmental Science (Regular)

### ACTIVITIES

#### Course Development

The Department submitted an MPhil Programme in Environmental Science to GTEC for consideration and approval. The

programme was subsequently approved to start in the 2023/2024 academic year.

#### Scouting for Academic Staff

The Department undertook a search for qualified academic staff within and outside Ghana during the period under consideration to ease the excessive teaching load in the Department. Currently, four (4) applicants have successfully gone through both the Department and Faculty interviews.

#### Interaction with Students of the Department

Senior members in the Department held a durbar to interact with students of the Department to discuss several issues confronting students in the Department. The meeting was well attended, and the issues raised are currently being resolved.

#### Extending Professional Advice to Our Immediate Communities/Community Engagement

Second-year Agricultural Science Students are extending agriculture and backyard gardening to about 60 households around the South Campus. They are also interacting with farmers on best practices for sustaining farming.

#### Providing Professional Service to CODEL.

Several of our faculty members supervise Postgraduate Diploma students, while others write modules on Agricultural

project reporting and assessment techniques reporting for Agricultural Science Students for CODEL

## STAFFING

Staff	Female	Male	No.
Senior Members	3	13	16
Senior Staff	1	1	2
<b>Total</b>	<b>4</b>	<b>14</b>	<b>18</b>

### Staffing Requirement

A new postgraduate programme has been developed and approved. This is likely to start in the 2023/2024 academic year, the Department will, therefore, need at least 3 more lecturers to augment the current teaching staff.

## ACHIEVEMENTS

### Demonstration Farm

The Department cleared a portion of the school farm to construct a demonstration farm. Various vegetable crops were planted during the year under review to train students in best farming practices and produce fresh organic vegetables to serve the university community and the immediate communities.

### New Programme

The Department successfully developed a postgraduate programme, MPhil in Environmental Science.

### Tree Planting

The Department in collaboration with the Forestry Commission, Winneba, embarked on a tree planting exercise at the Central, North and South Campuses of the University. The aim was to plant trees to lower the atmospheric carbon concentrations that fuel climate change. The effort also aims to preserve the

natural ecological balance on Earth so that all living things can live and flourish in their natural habitat.

## Collaborations

The Department collaborated with various professional bodies whose members maintain interactions with colleagues in their areas of specialisation, such as the Council for Scientific and Industrial Research (CSIR), Environmental Protection Agency (EPA), Ghana Standard Authority (GSA), Cocoa Research Institute of Ghana (CRIG), Departments of Agriculture under the Ministry of Agriculture (MoFA) etc.

## Modernisation and Commercialization of the School Farm

The Department submitted a proposal on Modernising and commercialising the School Farm to Management for consideration.

## Publications

During the period under review, seven (12) lecturers published nine (18) peer-reviewed journal articles.

## PROJECTIONS

- » The Department plans to recruit at least 3 more full-time Lecturers because of the MPhil in Environmental Programme submitted.
- » We also need a laboratory for agricultural experiments.
- » Plans are advanced to develop five new postgraduate programmes in Agricultural Science in the 2023/2024 academic year.
- » The staff office accommodation is very severely limited.



## DEPARTMENT OF HEALTH, PHYSICAL EDUCATION, RECREATION AND SPORT (HPERS)

### INTRODUCTION

The Department of Health, Physical Education, Recreation and Sport (HPERS) was formerly known as the School of Physical Education under the Specialist Training College (STC). After 34 years, the STC was one of seven institutions brought together to form the University College of Education and later the University of Education, Winneba. The School of Physical Education was renamed HPERS due to the expansion in scope. Currently, the Department is the only institution along the West African Coast that trains and develops sports coaches leading to the award of Diploma and Bachelor of Science degrees in Sports Coaching. It is also the leading producer of Physical Education (PE) teachers in Ghana. Some PE personnel/teachers and coaches produced by the Department can be found in the Security Services, National Sports Authority, Sporting clubs, Ghana National teams, Private and International Schools, Ghana Education Service, some West African countries, and beyond.

### Mission Statement

To train competent professionals capable of teaching, coaching, and organising sports and physical activities at all levels and ages as well as conduct research and disseminate findings to influence positive change in curricula and policies for national development.

### Vision Statement

To be the best Health, Physical Education, Recreation, and Sports (HPERS) Department in Sub-Saharan Africa in training creative, competent, and goal-oriented Physical Education Teachers, Sports Coaches, and Administrators for both national and international demand.

### ACTIVITIES

- » The Department organised a one-day seminar for all postgraduate students in the Department on 27<sup>th</sup> May 2022.
- » The Department signed an MoU with the Central Regional Handball Association to organise Intermediate Coaching and Officiating courses at a subsidised fee from 17<sup>th</sup> -23<sup>rd</sup> June 2022.
- » The Department plans to introduce two new graduate programmes, namely: an M.A. in Sports Studies and a Ph.D. in Physical Education and Sports Studies due to high demand from prospective students.
- » The Department organised its maiden 2022 workshop from 24<sup>th</sup> - 27<sup>th</sup> June 2022, for staff to help draft and put together the necessary information on the above-mentioned graduate programmes for accreditation.
- » Departmental research seminars and workshops were organised for staff and faculty members to strengthen faculty to produce innovative research and teaching.

- » The Department in collaboration with Grambling State University, USA organised a two-day international conference to bring together diverse scholars in the field of Physical Education, Health and Sports Studies to share their research experiences from February, 28 – March 1, 2023.

## STAFFING

### Staff Strength

Staff	F	M	No.
Senior Members (Teaching Staff)	5	11	16
Senior Staff	2	1	3
Junior Staff	1		1
Sabbatical Senior Member		1	1
<b>Total</b>	<b>8</b>	<b>13</b>	<b>21</b>

- » **Staff on study leave** - Two senior members of the Department are on part-time study leave at the University of Cape Coast (UCC).
- » **Promotions** - Two senior members were promoted to Associate Professor and Senior Lecturer, respectively, in the year 2023.
- » **Staff requirement** - Five additional lecturers are required in the areas of coaching, athletics, and badminton to manage the increasing student population and reduce part-time lecturers per GTEC requirements.
- » **Completion of PhD Programme:** Three lecturers from the Department completed their PhD programmes in 2022 at the University of Cape Coast (UCC).
- » **Sabbatical Appointment:** Professor R. A. Moronfolu, from Lagos State

University. Ojo, Nigeria, has been given a year (2022-2023) sabbatical appointment.

## ACHIEVEMENTS

### Projects Undertaken/Ongoing

- » The Head of Department (HoD) took the initiative to fund the partitioning of our general office space. This innovative partitioning was an essential and pressing requirement, as the Department's general office layout posed a significant security risk and compromised the storage of valuable assets and official documents. This innovation enhanced the confidentiality and security of our documents.
- » The Department has been able to lobby for the establishment of the Olympic Study and Research Centre at the University of Education, Winneba, Ghana.
- » The Department is embarking on an enrollment drive for Coaching students for the 2023/2024 academic year with a face-to-face sensitisation programme with Spots Clubs.
- » A lecturer from the Department was appointed as a technical officer at the Commonwealth Games in Birmingham, United Kingdom which was slated from 28th July to 8th August 2022.
- » A lecturer from the Department went on a Sports Coaching Course in Volleyball at Leipzig University, Germany (27th February 2023 to 31st July, 2023).

## PROJECTIONS

The Department is expected to have an increasing number of both undergraduate and postgraduate students. To accommodate all applicants, we respectfully request more large lecture rooms to enable us to absorb them without much difficulty in the next academic year.

- » We also wish for additional lecturers in various specialized areas so that we can deliver quality academic work to our students.
- » The Department is still working hard on its PhD programmes for submission to the Graduate Board for possible consideration.

## CHALLENGES

- » Inadequate teaching and learning materials (e.g., projectors, balls, badminton nets, table tennis boards, treadmills, bicycle ergometers, swimming pool, wellness centre, athletics ovals, football pitch).
- » Lack of bigger space for the Departmental Exercise laboratory.
- » Inadequate office space for Lecturers in the Department.
- » List of items presented to the procurement unit in the first quarter is yet to be delivered. This has stalled the work of the Department.

# DEPARTMENT OF HEALTH ADMINISTRATION AND EDUCATION

## INTRODUCTION

The Department of Health Administration and Education currently runs a 4-year B.Sc. Health Administration and Education programme. This report covers activities carried out in the Department of Health Administration and Education from May 2022 to May 2023.

## ACTIVITIES

During the period under review, the Department launched its tenth anniversary. It took place from 19<sup>th</sup> June to 25<sup>th</sup> June 2023.

## STAFFING

The staff strength of the department stood at thirteen (13). This is made up

of eleven (11) teaching staff and two (2) non-teaching staff.

Staff	F	M	Total No.
i. Senior Members (Teaching)	4	7	11
ii. Senior Members (Non-Teaching)	-	-	-
iii. Senior Staff	2		2

**Total** **6 7 13**

## Staff on study Leave

During the period under review, no staff at the Department went on study leave.

## Promotions

No staff at the Department was promoted during the period.

## Staff requirement

Two additional lecturers are required in the areas of Public Health Nursing and General Health Nursing.

## ACHIEVEMENTS

- » The Department of Health Administration and Education developed 10 new academic programmes (three undergraduate and seven postgraduate programmes), which are at various stages of accreditation. These programmes are:
  - \* BSc. Health Promotion, Communication and Education (Regular Programme)
  - \* BSc Public Health and Education (Regular Programme)
  - \* BSc Public Health Nursing (Regular Programme)
  - \* Master of Public Health (MPH) (Regular Programme)
  - \* Master of Public Health (MPH) (Sandwich Programme)
  - \* Master of Philosophy (MPhil) in Health Administration & Education (Regular Programme)
  - \* Master of Philosophy (MPhil) in Public Health (Regular Programme)
  - \* Master of Science (MSc) Health Administration & Education (Sandwich Programme)
  - \* Master of Science (MSc) in Global Health (Regular Programme)
  - \* Master of Philosophy (MPhil) in Global Health (Regular Programme)
- » Seven External Examiners were approved and appointed by the Academic Board of the University for the Department.

## Grants Won

### Virtual Exchanges in Higher Education (ERASMUS-EDU-2022-VIRT-EXCH) [Starting from 01-07-2023-2026

Dr. Richard Osei Agjei won a grant amount of about half €1M+ from ERASMUS+ to carry out a research project titled “Green Gaming”: Green Gaming proposes a virtual exchange on the challenge of climate change that uses games and ramifications to enhance the green, digital, and soft skills of participants to prepare them for addressing the challenges of the 21st century. He was the coordinator for the project while serving as the chairman of the funding committee for the Centre for Multidisciplinary Research and Innovation (CEMRI). The project prioritised fostering teachers’ and students’ digital and soft skills development. The objective was to enhance the 21st-century skills (digital, green, and soft) of teachers and students in gaming courses and increase awareness of the global climate crisis, its impact, and possible solutions.

### Collaborative Research

A lecturer assisted in the application of funding or call for proposals for the Department of Health Administration and Education of the Faculty of Science at UEW by applying for a 5-million-dollar HIV call for proposal with the University of Ghana, Kwame Nkrumah University of Science and Technology and two international universities in Finland and Sweden.

## Outreaches

- » A Lecturer undertook the following outreach programmes for the Department
- » established a research club to train students how to conduct cutting-edge research on pressing community issues.
- » A Lecturer organised HIV awareness talk in collaboration with the Director of the Ministry of Health, the Director of the Ministry of Education, the Municipal Chief Executive, the Christian Council, the Islamic Council, and the Health Foundation for 2,900 SHS students at Winneba Secondary School.
- » Constant training of the Health Administration and Education Students Association (HAESA) research team on the latest data analysis tools to enhance their research.
- » Reached out to one (1) university in the USA, two (2) universities in Germany, one (1) in Sweden and five (5) in Finland for collaborative research, funding applications and projects.

strategies, sharing best practices, and developing new effective practices to broaden the knowledge base of staff and faculty as well as enhance the long-term quality of education on climate change and sustainable energy use.

- » A lecturer at the Department led the efforts to bring three (3) organisations—Global Media Foundations (GLOMEF), Citizens Watch Ghana (CWGH), and Indigenous Women Empowerment Network (IWEN)—to form a consortium with Citizen Watch Ghana to win a 3-year grant of €300,000 to promote adolescent health and welfare. The other partners in the project were KAITC, Sunyani, and the Catholic University of Ghana.

## Towards standardizing the cost of safe abortion care in Ghana

- » A lecturer is collaborating with the Family Health Division of the Ghana Health Service to develop a costing tool for safe abortion care service delivery in Ghana.
- » A lecturer is collaborating with a researcher from Lingnan University on the project specified below

## PROJECTS UNDERTAKEN/ONGOING

### Global Energy Centre Project

There was a recent collaboration between the University of Massachusetts USA, the University of Education Winneba and four other African universities (in South Africa, Ethiopia, Egypt, and Nigeria) to tackle climate change. The collaboration aims to build capacity in higher education by developing comprehensive digital delivery

### Project Title:

Sexual coercion and harassment of students with disabilities in public tertiary institutions in Ghana

### Funding Reference: GSFRG/22/12

### Funder:

Lingnan University, Faculty Research Grant

### Principal Investigator:

Dr. Ameyaw Edward Kwabena

### Co-Principal Investigator:

Dr. Fred Yao Gbagbo

### Funds Awarded:

HK\$100,000

### PUBLICATIONS

In the year under review, members of the Department collectively published a total of 40 journal articles in various internationally reputable peer-review journals.

### PROJECTIONS

We intend to start running the under-listed 10 new programmes for the next Academic year.

- » BSc. Health Promotion, Communication and Education (Regular Programme)
- » BSc Public Health and Education

(Regular Programme)

- » BSc. Public Health Nursing (Regular Programme)
- » Master of Public Health (MPH) (Regular Programme)
- » Master of Public Health (MPH) (Sandwich Programme)
- » Master of Philosophy (MPhil) in Health Administration & Education (Regular Programme)
- » Master of Philosophy (MPhil) in Public Health (Regular Programme)
- » Master of Science (MSc) Health Administration & Education (Sandwich Programme)
- » Master of Science (MSc) in Global Health (Regular Programme)
- » Master of Philosophy (MPhil) in Global Health (Regular Programme)

# FACULTY OF EDUCATIONAL STUDIES

## OFFICE OF THE DEAN

### OVERVIEW

Founded in 1994, the Faculty of Educational Studies stands as a forerunner in advancing the professionalisation of graduates from the University of Education, Winneba. Unwavering in its commitment to excellence, the Faculty has consistently assumed a position of academic leadership. It has pioneered innovative academic programmes and embraced progressive pedagogical approaches to elevate the standards of teaching and learning.

### Mission

To serve as a centre of excellence which will inculcate in its products the requisite academic professional skills and competencies for teaching and managing Education at all levels. The Faculty shall advise decision-makers on policies and strategies in Education.

### Vision

To become a pre-eminent Faculty of teacher education in tertiary institutions worldwide.

### DEPARTMENTS IN THE FACULTY

The faculty currently has six (6) departments, three (3) centres, and four (4) units namely:

#### » Department of Special Education

The Department of Special Education is made up of four (4) units and two (2) centres which are:

#### Units:

- » Education for the Hearing Impaired (EHI)
- » Education for the Visually Impaired (EVI)
- » Education for the Intellectually Disability (EID)
- » Community-Based Rehabilitation and Disability Studies (CBRDS)

#### Centres

- » Centre for Speech and Hearing Services
- » Resource Centre for Students with Special Needs.
- » Educational Resource Centre



- » **Department of Early Childhood Education**
- » **Department of Basic Education**
- » **Department of Educational Foundations**
- » **Department of Counselling Psychology**
- » **Department of Educational Administration and Management**

The Faculty proudly offers a diverse range of twenty-nine (29) academic programmes, reflecting its commitment to education at various levels. These encompass three (3) Doctor of Philosophy programs, seven (7) Master of Philosophy programmes, five (5) Master of Education programmes, one (1) Post Graduate Diploma in Education (PGDE) programme, in addition to ten (10) undergraduate programmes. The FES also offer two (2) diploma programmes in sandwich and one (1) certificate programme. The Faculty of Educational Studies (FES) has played an integral and transformative role within our university, elevating its status to an esteemed position among Ghanaian and West African institutions. The FES has proudly nurtured countless distinguished scholars who have not only contributed significantly to the university but have also assumed key leadership positions at the national and international levels. Notable examples include the current Director for Tertiary Education and the Director General of the Ghana Tertiary Education Commission.

The Faculty of Educational Studies has human resource capacity (teaching and non-teaching) with qualifications in

diverse disciplinary areas – Early Grade Education, Primary Education and Junior High Education, Special Education (Braille, Audiology, and Rehabilitation etc.), Educational Administration, Counselling, Clinical and Educational Psychology, Educational Policy, Curriculum Studies and Instructional Technology and Educational Assessment and Evaluation as well as Business Administration. In addition to discharging its core mandate, the faculty in collaboration with the Institute for Teacher Education and Continuing Professional Development (ITECPD) provides expert services to all private and public colleges affiliated with the university through the following activities: moderation of academic programmes, examination questions and examination of all students' long essays, dissertations, and theses. The Faculty continues to play its mandated and critical role as a service faculty which runs general educational courses for all students pursuing education-related programmes in other faculties. Undoubtedly, the Faculty has grown in numbers (Departments, programmes, students and staff) over the years.

### **ACADEMIC PROGRAMMES OFFERED BY THE FACULTY**

The Faculty has continued to effectively run the following Certificate, Diploma and Degree programmes on a regular and sandwich basis.

- » Ph.D. (Special Education)
- » Ph.D. (Counselling Psychology)
- » Ph.D. (Educational Leadership)
- » M.Phil. (Counselling Psychology)
- » M.Phil. (Early Childhood Education)

- » M.Phil. (Educational Administration and Management)
- » M.Phil. (Curriculum and Pedagogic Studies)
- » M.Phil. (Basic Education)
- » M.Phil. (Special Education)
- » M.Phil. (Assessment in Special Education)
- » M.Ed. (Educational Administration and Management)
- » M.Ed. (Special Education)
- » M.Ed. Supervision
- » M.Ed. (Guidance and Counselling)
- » M.Ed. (Early Childhood Education)
- » PGDE (Postgraduate Diploma in Education)
- » Post Diploma B.Ed. (Community-Based Rehabilitation and Disability Studies)
- » B.Ed. (Psychology Counselling)
- » Post Diploma (Counselling Psychology)
- » Post Diploma (Early Childhood Education)
- » B.Ed. (Junior High School Specialism)
- » B.Ed. (Basic Education Upper Primary Specialism)
- » B.Ed. (Early Childhood Education)
- » B.Ed. (Special Education)
- » Post Diploma (Junior High School Specialism)
- » Post Diploma (Basic Education Upper Primary Specialism)
- » Diploma (Community-Based Rehabilitation and Disability Studies)
- » Diploma (Early Childhood Education)
- » Certificate (Pre-School Education)

## ACTIVITIES

- » The Faculty of Educational Studies welcomed a group of twelve (12) Diversity Context in Teacher Education (DICOT) students from the University

of Hamburg, Germany, on the 8<sup>th</sup> of February, 2023. For four (4) weeks, these fellows engaged in meaningful interactions with their counterparts at our university. To help them get acquainted with our institution, the Faculty organised an orientation session, which took place on the 9<sup>th</sup> of February, 2023, in Seminar Room 3, at the Student Centre.

- » Following the established Memorandum of Understanding between the University of Education, Winneba (UEW) and the University of Hamburg, the Faculty of Educational Studies at UEW was honoured to host a cohort of nine (9) Tri-Continental Teacher Training (TTT) fellows from the University of Hamburg, Germany, who arrived on Sunday, February 12, 2023. On the following day, Monday, February 13, 2023, an orientation session was thoughtfully arranged for the fellows in Seminar Room 3 of the Student Centre. Their academic sojourn extended over four weeks within our university.
- » As part of the exchange programme with the University of Hamburg, Germany, ten (10) Tri-Continental Teacher Training (TTT) fellows from the University of Education, Winneba had a four-week internship at the University of Hamburg, Germany, from 21<sup>st</sup> May 2023 to 18<sup>th</sup> June 2023.
- » Per the Memorandum of Understanding between the University of Education, Winneba (UEW) and the University of Hamburg, Germany, six (6) Diversity Context in Teacher Education, (DICOT) fellows from UEW

had a summer school at the University of Hamburg, Germany, from 19<sup>th</sup> June, 2023, to 1<sup>st</sup> July, 2023.

- » On Thursday, 13<sup>th</sup> April 2023, the Faculty of Educational Studies organised a workshop/Interactive Talk on **Fair Debating and Argumentative Writing, Stop Bullying! A Theatre Project to Promote Reading Skills and Social Togetherness and The Potsdam Inclusion Didactic Instructional Model** for postgraduate students (MPhil and PhD) and lecturers at the University of Education, Winneba. The guest speaker for the workshop was Professor Doctor Winnie-Karen from the University of Potsdam, Germany.
- » Prof. George Dandy Dampson was invited by the University of Hamburg, Germany, as part of the memorandum of understanding between the university and the University of Education, Winneba, to hold lectures on **theories of education and reflective practices** from 12<sup>th</sup> June - 1<sup>st</sup> July 2023. He also supervised the Tricontinental Teacher Training (TTT) students from the University of Education, Winneba, who were on the TTT Exchange Programme at the University of Hamburg during the period.

## FACULTY - PROJECTIONS

- » Introduction of new market-driven regular, evening and weekend M.Phil/ Masters and PhD. Programmes.
- » The Centre for Hearing and Speech Services of the Faculty plans to undertake screening tests in various Universities and Senior High Schools at a subsidized fee.
- » Introduction of fee-paying programme.
- » Development of more sandwich undergraduate and postgraduate programmes.
- » Writing more grant-winning proposals locally and internationally.
- » Provision of consultancy services to stakeholders within and outside the University Community
- » Regular organisation of workshops/ conferences/symposiums to attract both local and international scholars to generate income
- » Expand undergraduate and graduate research output.
- » Improve on delivery of sandwich education in the Faculty.

## DEPARTMENT OF SPECIAL EDUCATION

### INTRODUCTION

The Department's goal is to train competent graduate teachers in Special Education, making use of modern technologies and employing up-to-date techniques and principles developed in the discipline to endow its graduates with academic competence, professional skills, and critical minds to enable them to adapt to a rapidly changing world environment. The Department of Special Education was previously the College of Special Education situated at Mampong-Akuapim. It was moved to Winneba to become part of the University College of Education now the University of Education, Winneba (UEW). The Department was established to professionally train competent graduate Special Educational Needs (SEN) teachers who can adapt to a rapidly changing world environment.

The Department currently offers a wide range of courses in Special Education for the B.Ed., Post-Diploma, Diploma, M.Ed., M.Phil and Ph.D. degrees. There is also a one-year M.Phil top-up programme. The Department has a total staff strength of thirty-four (35), and seventeen (14) National Service persons

### ACTIVITIES

- » Sign MoUs, meet industries, and homes for the disabled and send students on attachment, internship, and voluntary services.
- » Conduct interdepartmental collaborative Research and conduct monthly staff seminars.
- » Promote intra/inter-departmental teaching research methods.
- » Organise bi-monthly workshops on proposal grant writing and train mentors to mentor new academic staff.
- » Review existing graduate programmes in line with emerging national and international standards.
- » Introduce new cutting-edge graduate programmes of national and international standards.
- » Review guidelines for graduate supervision.
- » Organise quarterly symposiums for dissemination of research activities.
- » Set up committees at departmental levels to review existing academic programmes and design new ones that meet national and international needs aspirations standards.
- » Support staff to attend conferences.
- » Allocate courses to two (2) or more lecturers to co-teach.
- » Make ICT integration in teaching and learning mandatory.
- » Introduce new delivery modes into existing programmes.
- » Introduce more postgraduate programmes.
- » Increase the number of postgraduate students.
- » Create avenues for socialization and recreation amongst students and staff.
- » Reviewed Existing partnership arrangements.
- » Initiate new partnerships.
- » Travel to countries to establish linkages and recruit foreign students.

- » Review policy on access to equipment and inclusion to make it SDG compliant.
- » Sensitise staff and students on the reviewed policy.
- » Enforce compliance with the reviewed policy
- » Redesign existing infrastructure to make them disability friendly
- » Establish a Directorate and equip it with assistive devices for learners with special needs.
- » Build capacity in the use and management of assistive devices
- » Provide accessible workstations in the libraries for persons with disabilities.
- » Provide course materials in alternative formats for persons with disabilities.
- » Organised workshops to sensitise staff on the adoption of universal learning design.
- » Monitor to ensure compliance with universal learning design.
- » Establish a specialised mentoring system for persons with disabilities.
- » Develop policy on improving access for the underprivileged and marginalised.
- » Implement a policy on admission of students from less-endowed senior high schools.
- » Strengthen scholarship schemes for the underprivileged and marginalized.
- » Develop outreach programmes under CSR on teaching and learning for less-endowed schools.
- » Strengthen gender equity in admissions and appointment
- » Increase the number of female senior members.
- » Establish concessionary measures for more female staff to attend local and international conferences.

## ACHIEVEMENTS

- » A staff successfully facilitated a 2-day workshop on the theme “**Facilitating**

## Assessment Procedure for Special Needs in Ghana” at Kasoa.

- » The Department made a presentation on the celebration of World Autism Day on Radio Windy Bay on 2<sup>nd</sup> April 2023.
- » The Department submitted new academic programmes for undergraduate and post-graduate admissions. These programmes, when run will contribute to an increase in the enrollment of students to the Department.
- » One of the students in level 400, was selected to partake in the Tricontinental Teacher Training Programme (TTT). at the Universität Hamburg (UHH), Germany.
- » During the academic year under review, ten (10) new schools requested to partner with the Department for inter-institutional collaboration and partnerships. Because of this, a Memorandum of Understanding (MoU) has been developed between the Department on behalf of the University of Education, Leiden University of Applied Sciences, Faculty of Healthcare and Hearts, Hands and Voice Foundation, Winneba and Multikids Inclusive Academy, Accra.
- » During the first half of the year 2023, income generated was GH¢18,050 at the Centre for Hearing and Speech Services (CHSS) a Unit under the Department.
- » In November, the Allied Health Professional Council posted an intern (Speech and Language Therapist) to the Centre for Hearing and Speech Services (CHSS) to complete her one-year compulsory internship programme. Thirty-one (31) clients in all have been seen.
- » The Centre for Hearing and Speech Services (CHSS) hosted 33 postgraduate students of the Department of Special Education, University of Education, Winneba. This visit served as part of their study in a course (Practicum in Special Education) and was instructed by Prof. Yaw

- Nyadu Offei and Dr. Daniel Dogbe.
- » The Centre for Hearing and Speech Services under the Department received a television from the university which serves as a means of educating clients by showing educative content on the best practices of keeping the ear safe, and basic concerns on the ear and hearing.
  - » The Department of Graphic Design Education, with its three final year undergraduate students, provided a modern signpost and banner to aid in easy identification of the Centre at the South Campus.
  - » The Department had the opportunity to be represented on various media platforms to educate the public on various issues. Representatives of the various Units under the Department were guests on GTV Breakfast Show, 3Fm and Radio Windy Bay. Talk on Autism, on Empowering Autistic Learners GTV on 27<sup>th</sup> April 2023, Abuse and its Effects on Hearing on 7<sup>th</sup> June 2023, Punishment and its Effects on Children's Health and Wellbeing on 16<sup>th</sup> June 2023, and Noise Induced Hearing loss on 6<sup>th</sup> July 2023.
  - » The Department has commenced the provision of support for radio lectures. Sign Language interpreters have been assigned to interpret for the Facebook Live session for GPD 111: Introduction to Communication Skills. This pilot is to ensure that information shared during radio lectures is accessible to all.
  - » Representatives from the Department were an integral part of the annual medical examinations of freshers in the University. Sign language interpreters from the Unit under the Department were assigned to the University Clinic and the Centre for Hearing and Speech Services during the medical examinations. They facilitated communication between deaf students and professionals conducting the medical examinations.
  - » The Centre under the Department was able to embark on community outreach to screen and educate the public about the audiological and speech and language services and the running of a speech and language clinic.
  - » The Audiological Unit embarked on a screening exercise at the Holy Spirit Catholic Church (UEW) where about 240 people were screened for otoscopic examination and Pure Tone Hearing Test.
  - » The audiological unit and the speech and language clinic visited the Ebenezer Methodist Cathedral, International Central Gospel Church (ICGC), and the Christian Council to inform and educate them on the services provided at the Centre for Hearing and Speech Services.
  - » The Department has started discussions with Cerebral Palsy Alliance - Africa on the possible development of short courses. This is a result of an earlier engagement that birthed the NDD conference hosted in Winneba, precisely at the Gloriaka Hotel. The unit also signed an agreement with Challenging Heights, an NGO in Winneba on internship placement and engagement.
  - » The Department of Special Education (SPED) HoD, Mrs. Florence Akua Mensah led a team of staff and students to donate Appropriate Paper-Based Technology (APT) equipment to the Physiotherapy Unit of the Trauma and Specialists Hospital in Winneba. The Department donated two standing frames and an adapted seat/chair to the hospital on Monday, 26<sup>th</sup> June 2023, at the Orthopaedic Centre of the hospital. The APT devices were made by students from the Community-Based Rehabilitation and Disability Studies (CBRDS) Unit of SPED.

## CHALLENGES

- » Students' enrolment decreased drastically for both postgraduate and undergraduate.
- » Inadequate staff numbers for postgraduate teaching and supervision.
- » Lack of Departmental Library for students' use.
- » No lecture theatre/hall for Graduate students.
- » Inadequate staff as Sign Language Interpreters to serve the deaf population of 80 for academic and non-academic activities. This places enormous strain on the quality of service delivery and the health of the interpreters.
- » Over the period, one major challenge observed was how lecture schedules were altered without informing the interpreters. These sudden changes affected the availability of interpreters.
- » Another challenge observed was the unwillingness of academic and non-academic staff to cooperate with sign language interpreters due to misconceptions concerning the work of the interpreters. On some occasions, sign language interpreters were denied access to designated examination venues during examinations because senior members assumed that the interpreters would teach deaf students.
- » The EHI unit under the Department is in dire need of a video camera and its accessories to produce sign language videos. These videos would be used for teaching and assessment purposes for students in the unit who study sign language. A series of letters have been written and several follow-ups made on this issue by the Co-ordinator, but there appears to be no response. We hope that management will take the necessary action on this matter.
- » The inadequacy of state-of-the-art audiological and speech training equipment at the Centre creates lots of frustration for clients and the clinician thereby impeding the quality-of-service delivery.
- » There is more pressure on the few available audiological equipment during student clinical practicum sessions. This leads to frequent breakdowns of the limited equipment at our disposal.
- » Many pupils with speech problems are unaware of the speech training facility at the Centre and sometimes report at later ages when speech correction becomes problematic.

## PROJECTIONS FOR NEXT ACADEMIC YEAR

- » The Department is poised to launch the post-graduate programmes, specifically MPhil and MEd in Community-Based Rehabilitation and Disability Studies, during the 2023/2024 academic session. Additionally, the Department aims to orchestrate regular conferences, providing staff with opportunities for professional enrichment. Furthermore, the Department is in the process of curating a specialised short course focused on Prison Rehabilitation, with Prison Officers being the primary target. To enhance accessibility and flexibility, the Department will also offer weekend sessions and distance learning programmes, facilitated both at dedicated centres and through virtual platforms.
- » Collaborate and place students on internships on TV and Radio Stations and arrange for job placement options during such collaborations.
- » Organise a webinar series with stakeholders and collaborators.



## DEPARTMENT OF BASIC EDUCATION

### ACTIVITIES

- » DEXT Technology, Ghana held a day's workshop on the interactive use of the DEXT tool kits with the Upper Primary option and JHS Science Specialism students. The Department plans to adopt the tools for teaching Science.

### STAFFING

#### » Staff on Study Leave

Currently, eight members of our staff are on fully paid study leave at the University of Education, Winneba (UEW). Additionally, three of staff members are pursuing their studies with full compensation at the University of Cape Coast (UCC) in Ghana. Furthermore, one member of staff is on a similarly supported study leave at the University of Venda in South Africa.

### Promotions

- » Six Senior members were promoted to the rank of Associate Professor and Senior Lecturer respectively.

### ACHIEVEMENTS

- » Six level 400 students of the Department were awarded a 4-week scholarship to do an internship programme in selected primary schools in Hamburg on the TTT project. The TTT project is an international collaboration UEW has with the University of Hamburg, Germany.

- » A distinguished associate professor from the Department was honoured with an invitation to deliver a keynote lecture. The presentation, titled "Preserving Our Legacy: Celebrating the Heritage of the Presbyterian College of Education," was part of the 175th Anniversary Celebration Lecture Series at Presbyterian College of Education, Akropong-Akuapem. The event took place on Saturday, 27th May 2023, at the prestigious Osei Hall located within the College's premises.
- » An associate professor attended a conference organised by the Gordon Research Conferences at Bates College in Boston Massachusetts, USA from the 14<sup>th</sup> to 21<sup>st</sup> July 2023.
- » Three lecturers of the Department were invited to partake in the curriculum development for the TSEL project.
- » A distinguished Senior Member spearheaded a collaborative initiative between Evangelische Hochschule Berlin (EHB) and UEW, culminating in the formalisation of a Memorandum of Understanding (MoU) between the two esteemed institutions. Leveraging this collaborative framework, she has been accorded the honour of a guest lecturer role at EHB, where she is slated to impart knowledge through two specialised courses during the forthcoming winter semester.

## PROJECTIONS

The Department will procure enough projectors and public address systems through the Procurement Office for lecturing.

## DEPARTMENT OF ADMINISTRATION AND MANAGEMENT

### INTRODUCTION

The Department of Educational Administration and Management (DEAM) currently runs programmes in educational administration and management at various levels. It offers a Master of Philosophy (both Regular and Top-up), a Master of Education (MEd) in Educational Administration and Management (Sandwich) as well as a Doctor of Philosophy (PhD) in Educational Leadership programmes.

### ACTIVITIES

#### Graduation of Students

Over the period, the Department through the efforts of its staff graduated two hundred and twenty-four (224) students in the 2<sup>nd</sup> session of the 27<sup>th</sup> Congregation of the University of Education, Winneba. This included one hundred and eighty (180) Master of Education (Educational Administration and Management) students and forty-four (44) Master of Philosophy (Educational Administration and Management) students.

#### Professional Leadership Programme:

The Department, within the period, received Conditional Accreditation from the Ghana Tertiary Education Commission (GTEC) for the Professional Leadership Programme to run at the University of Education, Winneba, subject to some suggestions from the review board of the approving entity. The Department finalised and submitted the updated version of the programme documents through the Planning Unit, UEW.

#### Renovation and upgrading of Classroom:

The Department has undertaken a comprehensive renovation and enhancement project for the Master of Philosophy students' classroom, aiming to create a comfortable and conducive environment for teaching and learning. This initiative included the installation of befitting writing desks to ensure the students' utmost comfort during their academic endeavours at the Department.

- » The Department assessed and processed two hundred and twenty-four (224) students for the 2<sup>nd</sup> session of the 27<sup>th</sup> Congregation of the

University of Education, Winneba. This included one hundred and eighty (180) Master of Education (Educational Administration and Management) students and forty-four (44) Master of Philosophy (Educational Administration and Management) students. Several Master of Education students have also presented their dissertations and are awaiting graduation.

## STAFFING

The staff strength of the Department stood at nine (9). This number consisted of three (3) teaching staff and five (5) non-teaching staff out of which two (2) are National Service Persons.

- » **Promotions-** One lecturer was promoted to Associate Professor over the period.
- » **Staff requirement-** Three additional staff are required in the areas of Economics and Financing of Education; Statistics and Measurement in Education; and Financial Management and Budgeting in Education (Ph. D level).

## PUBLICATIONS

During this time frame, the dedicated members of the Department contributed

significantly to scholarly literature, collectively producing a total of six (6) articles. Furthermore, one of our esteemed lecturers authored a noteworthy book within a book, showcasing the depth of our academic engagement.

## PROJECTIONS

The Department intends to:

- » Increase staff strength of the Department, especially by engaging lecturers to teach the following courses:
  - » Economics and Financing of Education
  - » Financial Management & Budgeting in Education (PhD level)
  - » Intensify the organisation of seminars for PhD, MPhil (Regular) and MPhil (Top-up) students to help improve upon their research competencies.
- » Develop proposals for additional programmes at the Department.
- » Seek Management support in the acquisition of a vehicle for running departmental errands such as the collection and submission of theses to assessors, especially external assessors.

## DEPARTMENT OF EDUCATIONAL FOUNDATION

### INTRODUCTION

The Department of Educational Foundations was carved out of the then Department of Psychology and Education in August 2019.

### ACHIEVEMENTS

Within the year under review, the Department chalked the under-listed successes

- » Recruitment of six new Lecturers to raise the teaching staff capacity to seventeen (17)
- » Rebranding of existing programmes to maintain their relevance:
  - \* M.Ed. School Supervision to M.Ed. Supervision and Quality Assurance
- » Secured institutional approval to run the following new postgraduate programmes:
  - \* MPhil Assessment, Measurement and Evaluation
  - \* MPhil Instructional Design & Technology
- » Streamlined processes to facilitate the graduation of many postgraduate students. Approximately seventy percent (70%) of the 2020 MEd School Supervision and PGDE cohort graduated in April 2023. This is an improvement over the previous record.
- » Institution of a digital course/ Lecturer appraisal system to internally evaluate teaching and learning in the Department.

- » One Lecturer received a promotion to the next rank.
- » One Senior Lecturer received the prestigious Carnegie-sponsored American Council of Learned Society's AHP Postdoctoral Fellowship.
- » Two Lecturers were part of the UEW research team that won and executed a national research project on the Ghana Teacher Licensure Examination.
- » A Professor from the Department travelled to Germany and made presentations at the University of Hamburg between June and July 2023.

### PROJECTIONS:

**In the coming years, the Department plans to undertake the following:**

- » Introduction of a PhD programme in Curriculum and Pedagogic Studies
- » Commencement of MEd Instructional Design and Technology and MEd Assessment, Measurement and Evaluation programmes.
- » Prioritise the recruitment of female Lecturers to bridge the gender gap in staffing
- » Recruit and retain outstanding graduate students as Graduate Assistants
- » Develop proposals for research grants to strengthen the research competencies of staff and students.
- » Initiate new local and international collaborations.

## DEPARTMENT OF COUNSELLING PSYCHOLOGY

### INTRODUCTION

The Department of Counselling Psychology, an integral part of the Faculty of Educational Studies, offers a diverse array of academic programs. These include two (2) undergraduate degrees, specifically the B.Ed. in Counselling Psychology and B.Ed. in Psychology, as well as three (3) postgraduate programs: the PhD in Counselling Psychology, M.Phil. in Counselling Psychology, and M.Ed. in Guidance and Counselling. In addition to its role as an academic department, it also serves as a dynamic servicing unit, providing essential core and professional education courses to all students at the university.

The PhD programme has garnered interest from a wide spectrum of society, drawing applicants from diverse sectors including religious institutions, academia, and security services, among others. Since its inception, this programme has successfully graduated three individuals, with two more eagerly awaiting the upcoming congregation.

### STAFFING

The Department has two (2) male Associate Professors, seven (7) Senior Lecturers, five (5) lecturers and four (4) Assistant Lecturers. The non-teaching staff comprises a Chief Administrative Assistant, an Assistant Transport Officer as the Driver, and a National Service Person.

### PUBLICATIONS

The Department's committed members made considerable contributions to scholarly literature during the year under review, authoring a total of 17 journal articles published in various reputable journals to demonstrate the breadth of its academic activity.

### SERVICE TO THE COMMUNITY

Students in the Department embarked on a series of counselling activities for individuals and selected groups of people in and around Winneba on Clinical Practice or Practicum.

### PROJECTIONS

- » The Department plans to embark on outreach programmes to attract more applicants to enroll on its programmes.
- » Staff workshops are anticipated to be organised for senior members to update their knowledge and skills in grant writing and theses supervision to facilitate high completion of postgraduate programmes especially.
- » We are looking forward to the acquisition of essential items, including laptops, desktop computers, printers, projectors, and more, which have been requested to support our lecturers in delivering effective teaching and learning experiences.

## DEPARTMENT OF EARLY CHILDHOOD EDUCATION

### INTRODUCTION

This report captures activities and happenings in the Department of Early Childhood Education, University of Education, Winneba during the period under review.

### ACTIVITIES

The operational blueprint of the Department, in alignment with UEW's strategic vision, encompasses the following pivotal objectives:

- » Elevate and fortify academic standards to global benchmarks.
- » Cultivate an enriched teaching and learning environment conducive to holistic growth.
- » Foster robust collaborative research initiatives to drive innovation.
- » Amplify the scope and quality of post-graduate programmes and achievements.
- » Improve upon the professionalism of the Administration system.

### Consolidate and Enhance Academic Standards

To foster transparency within the Department's educational environment, a series of thoughtful initiatives were set into motion. First and foremost, students were equipped with performance appraisal forms, empowering them to offer candid feedback on the calibre and effectiveness of lectures. This feedback mechanism not only serves as a barometer for teaching excellence but also underscores the Department's commitment to continuous improvement in the realm of academia.

Furthermore, recognising the pivotal role of consistent lecturer presence, course representatives were given attendance forms. This strategic move ensured that punctuality and commitment to the academic calendar remained uncompromised.

In the area of examinations, a stringent set of rules and regulations was distributed to students. These guidelines, clear in their intent, delineated the gravity of adhering to ethical examination practices while also shedding light on the consequences of any deviations.

To complement these measures, the Department organised town hall meetings, serving as a collective forum where students were reminded of their responsibilities, both ethical and procedural, in the lead-up to, during, and after examinations.

Lastly, in a bid to harness the transformative potential of technology in education, the Department collaborated closely with the ICT Department. This collaboration ensured that students and faculty alike had access to cutting-edge devices and tools, stimulating the teaching and learning landscape with the potential of ICT.

### Improve Upon the Teaching and Learning Environment

Requisitions were submitted for the acquisition of essential educational tools, including whiteboards, microphones, speakers, and projectors. The acquisition of these materials significantly bolstered the quality of teaching and learning within the Department. As we continue

to witness the positive impact of these additions, there is a renewed commitment to further procurements. The aim is to continually elevate the standards of instruction and foster a conducive environment needed for comprehensive learning experiences.

### **Strengthen Collaborative Research**

Members of the Department were actively supported. They championed endeavours to engage in collaborative research. This collaborative spirit extended beyond the local environment such as partnering with esteemed universities in Ghana to the global where connections with international academic institutions, especially in Early Childhood Education were forged. Furthermore, there was a dedicated focus on researching Early Childhood Schools within the vicinity of Winneba. Such endeavours aimed to discern the tangible benefits these institutions glean from our Early Childhood Education programmes and pinpoint avenues for enhancement. In a significant stride towards collaborative synergy, the Department signed a Memoranda of Understanding (MoU) with esteemed organisations like Sabre Education and Right to Play. These partnerships are to deepen collaborations, foster mutual growth in teaching methodologies, learning experiences, and innovative research.

### **Expand Postgraduate Studies and Output**

In line with the Department's strategic vision to elevate its academic offerings, a comprehensive proposal for a Master of Education (MEd) programme in Early Childhood Education was meticulously crafted and subsequently secured

approval from the Graduate Board of the University of Education, Winneba. This pivotal initiative further garnered endorsement from GTEC, marking a significant milestone in its academic journey. The Department has successfully launched this programme for the fourth consecutive time. This is a testament to its sustained commitment to nurturing future leaders in the field of Early Childhood Education. Notably, the Department recently celebrated the graduation of its pioneering batch of students. This is also a testament to the programme's efficacy and impact.

In tandem with these academic pursuits, the Department fostered a culture of scholarly engagement by organising seminars and workshops and offering MPhil students invaluable insights into contemporary research paradigms in core course areas. The Department is at an advanced stage of conceptualising a PhD programme in Early Childhood Education. The vision is to further grow its reputation as a trailblazer in academic excellence and research innovation.

### **Improve Upon the Professionalism of the Administrative System**

The Department has proactively promoted the adoption of official e-mail communication and various social media channels as pivotal tools for disseminating information among its staff. Recognizing the omnipresence and efficiency of digital platforms, two dedicated WhatsApp groups have been established to streamline departmental announcements and the sharing of pertinent updates, yielding notable efficacy in communication. Furthermore, in a bid to foster enhanced student engagement and seamless information dissemination, specific



WhatsApp groups have been created for the student body. These platforms serve as dynamic hubs, facilitating the swift and organised flow of essential information, thereby fostering a more interconnected and informed academic community.

## **TAFF STRENGTH**

The Department has five Senior Lecturers and three Assistant Lecturers, one of whom is on study leave. The table below presents the staff strength of the Department.

S/N	Teaching Staff	Male	Female	Total
1	Senior Members (Teaching)	6	2	8
3	Senior Staff	–	2	2
	Total			10

**Staff on Study Leave:** One Senior Member is on study leave at the Oak Creek Academy in Killeen, Texas, United States of America.

**Promotions:** A senior member was promoted to the rank of Senior Lecturer in May 2022.

**Staff Qualifications Needed:** The Department is actively seeking lecturers with PhD qualifications to contribute expertise in overseeing thesis projects and teaching specialised courses in the following areas:

- » Literacy in Early Childhood Education
- » Child Nutrition
- » Numeracy/Mathematics in Early Childhood Education
- » Management and Administration of Early Childhood Education Centre

## **ACHIEVEMENTS**

### **Collaborative Research:**

- » Sabre Education and the Department

have collaborated on a research programme.

- » The Department purchased a Toyota Hiace for administrative and academic duties.

## **Projects Undertaken/Ongoing**

- » The Early Childhood Demonstration School was commissioned on the 26<sup>th</sup> of May 2023.
- » The Postgraduate Resource Centre was also commissioned on the 26<sup>th</sup> of May 2023.

## **Donations**

- » The Department made donations of teaching and learning resources to schools in the Effutu Municipality.

## **Exhibition**

- » The Department organised an exhibition at the Demonstration School at the commissioning ceremony of the school on the 26<sup>th</sup> of May 2023.

## **PROJECTIONS**

- » To attract and retain PhD degree holders as lecturers in the Department to help with the teaching of the MPhil and MEd Programmes.
- » To establish a Departmental laboratory school for practical demonstrations.
- » To establish a Departmental library to enhance research work for both staff and students.

## **CHALLENGES**

- » Inadequate office space.
- » Inadequate lecturers to handle the MPhil thesis supervision.
- » Non-availability of room for departmental library

# FACULTY OF SOCIAL SCIENCES EDUCATION

## OFFICE OF THE DEAN

### VISION

To be a centre of excellence in the advancement of teaching, research, consultancy and community service in the country, the continent, and the world.

### MISSION

To advance the intellectual and human resource capacity of the nation and international community by promoting high standards of Social Sciences and Social Studies Education, which involves inculcating in its products the requisite academic proficiency and professional competence and imbuing them with humanistic values for teaching. Others are the production of instructional materials and the dissemination of relevant knowledge and skills at the pre-university levels of Education with special reference to basic technical and teacher training. It is expected that some of our products will assume leadership roles, as curriculum developers, instructional coordinators and supervisors in preschool education, basic education and in functional literacy programmes.

The Faculty comprises of five 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
- » Centre for African Studies
- » Centre for Conflict Human Rights and Peace Studies

### FACULTY PROGRAMMES:

The Faculty of Social Science Education runs the following programmes:

#### Degree Programmes

- » B. A. (Social Studies Education)
- » B. A. (Political Science Education)
- » B. A. (Economics Education)
- » B. A. (Geography Education)
- » B. A. (History Education)
- » B. A. Religious and Moral Education

#### Second Area Courses

- » Geography Education
- » History Education
- » Political Science Education
- » Social Studies Education.
- » History Education
- » Economics Education

## Graduate Programmes

- » M. Phil. Social Studies (Regular)
- » MA/ MEd History (Sandwich)
- » M. Ed. Social Studies (Sandwich)
- » Ph. D. / Ed. D. Social Studies (Regular)
- » M.A. Human Rights, Conflict and Peace Studies
- » Executive Masters in Conflicts, Human Rights and Peace Studies.
- » M.Phil. Geography Education (Regular)
- » M.Phil. Economics Education (Regular)
- » M.Sc. Economics (Sandwich)
- » M.Ed. Geography Education (Sandwich)
- » M.Phil. Political Science Education

## ACHIEVEMENTS

Below are the achievements of the Faculty during the period under review:

- » In line with the University's corporate objective to consolidate and enhance academic standards, nine Senior Lecturers of the Faculty were promoted to the rank of Associate Professor, and three Senior Lecturers also submitted their documents which are at various stages of processing for promotion to Associate professorship rank.
- » Two lecturers from the Centre of African Studies were promoted to the rank of Senior Lecturer.
- » Forty-one (41) new Lecturers and Assistant Lecturers had their appointments confirmed during the period under review. One Assistant lecturer has been reassigned as assistant registrar during the period.
- » Plans are far advanced to split the Faculty into two namely: Faculty

of Social Sciences Education and Faculty of Liberal and Social Studies Education. The Faculty of Social Science will comprise Geography Education, Political Science Education, Economics Education and History Education. The Faculty of Liberal and Social Studies Education will comprise of Social Studies Education, Centre for African Studies and Centre for Conflict, Human Rights and Peace Studies.

- » Efforts are underway to refurbish the existing postgraduate lecture halls to a befitting standard.
- » Additionally, two (2) non-teaching staff of the Faculty have had their appointments confirmed and their status reviewed to the rank of Assistant Registrar.

## Noteworthy Development

In addition to its regular biweekly seminar series designed to augment teaching and learning experiences, the Faculty orchestrated a specialized staff development seminar. This comprehensive session catered to both academic and administrative personnel, aiming to fortify their professional capabilities. Centered around the theme **"Establishing Cordial Relationships With Our Clients (Students)"**, the seminar underscored the pivotal role of interpersonal dynamics in fostering a conducive learning environment.

## Research Grants

Two Senior Lecturers from the Department of Geography Education have successfully secured a prestigious grant

from the Volvo Research and Education Foundation (VREF). Their project, titled **“Towards a Disability-Inclusive Urban Transport System in Accra and Nairobi: A Policy-Practice Agenda,”** aims to reshape and enhance urban transport policies and practices to be more inclusive and accommodating.

## CHALLENGES

Some of the challenges confronting the Faculty include:

- » Inadequate office space for staff.
- » Excessive noise made by students, disturbing lecturers and other staff members during working and lecture hours.
- » The Faculty requires additional staff in response to the growing number of students.
- » Movement of lecture room chairs by students to the FES Block
- » Stagnant water within the open floor at the Faculty block any time it rains.
- » Occasional breakdown of air conditioners in the Faculty.
- » Security to the Block is very loose.
- » The car park at FSSE block lacks demarcates to ensure proper packing of vehicles.
- » There is a need for the Ground and Gardens section to plant trees to create some shade at the Faculty.
- » The lift at the Faculty block has been out of order for some time now.
- » Delay in the procurement of office equipment.

## PROJECTIONS/EXPECTATIONS

- » It is hoped that there will be more office accommodation for lecturers when the new lecture block is completed.
- » As part of its strategies to achieve the university’s corporate strategy to consolidate and enhance academic standards, the Faculty will be organising a workshop for the academic staff. This will feature prominently collaboration on research and presentation of papers or articles in recognised international peer-reviewed journals and papers to be presented at international and local conferences to project the image of the Faculty and the university as a whole.
- » Organise training sessions to build the capacity of staff in peer review of academic and research works.
- » Efforts are underway to refurbish the existing postgraduate lecture halls to a befitting status.
- » Improve research activities in the Faculty and support lecturers to present papers at national and international conferences.
- » The Faculty anticipates an increment of 20% admission for the coming year in the Faculty.
- » Plans are underway for the Faculty’s Biennial Conference slated for 2024.
- » Efforts are underway to split the Faculty into two, namely: the Faculty of Social Sciences Education, (FSSE) and the Faculty of Liberal and Social Studies Education (FLSSE).

## DEPARTMENT OF HISTORY EDUCATION

The Department of History Education presents an annual report on happenings in the Department in the year under review as follows:

### ACTIVITIES

#### Ghana National History Day (GNHD)

The GNHD is a competitive programme which creates opportunities for teachers and students to engage in real historical research and share their findings. Students and other history enthusiasts learn history by selecting topics of interest from a given theme and conducting extensive primary and secondary research within the period of the competition. The 2023 Ghana National History Day was held on 2<sup>nd</sup> March 2023, at the Josphus Annamuah Mensah Conference Centre of the University of Education, Winneba, on the theme, 'Memorialising the past, reconciling a nation' for Basic Schools and SHS students in Central Region. The programme started at 10:30 am and ended at about 1: 30pm. The programme created a platform for students and interested individuals to demonstrate their historical and analytical research skills. Activities included performances from the Osimpam Music group, drama from SHS students and presentations of certificates and books to award winners. The ` Paramount Chief of the Effutu Traditional Area, Neenyi Ghartey VII,

was the Chairman of the programme.

The keynote lecture was delivered by a scholar, historian and Reverend Minister of the Presbyterian Church of Ghana, Prof. Philip Tetteh Laryea.

Among the notable personalities who graced the occasion were the Dean of the Faculty of Social Sciences, Vice Dean, HoDs of various departments as well as staff and students from the faculty. About eighteen (18) schools from both basic and secondary levels of education were present, with an average attendance of seven hundred students. On average, two hundred and fifty tertiary students from UEW participated in the GNHD.

#### Departmental Seminars

The Department was able to organise its departmental seminars once a month which included lecturers and MPhil Students from the department presenting their research works. The first departmental seminar was held in February in the postgraduate lecture room on the topic "The uses of history". The presentation was done by Professor Jon Olav, a well-known historian from the Norwegian University of Science and Technology (NTNU). Subsequent seminars have been held with lecturers and students presenting their research works. Dr Frank Afari presented a paper titled 'Ours did not descend from the skies written on tablets of gold': The Reluctant Democrat and the Making of

Ghana's Fourth Republican Constitution'. Mr Isaac Indome presented a paper titled 'Trends of Change and Continuity in the Intellectual History of Gold Coast, 1860s-1950s'. The purpose of the seminar was to provide a platform for lecturers and students to present their research to faculty members. It also aimed to help postgraduate students improve their presentation skills. We hope that by allowing these students to share their thesis with faculty, they will be motivated to complete and submit their thesis on time.

### Faculty Seminars

The Faculty of Social Science Education seminars take place every Wednesday. The faculty has instituted this platform to help shape the academic work of faculty members. It also aims to contribute to building a vibrant intellectual culture in the university. Dr Akwasi Kwarteng Amoako-Gyampah, a lecturer from the Department, presented a paper titled "Managing 'Shit': The Provisioning of Public Latrines and the Disposal of Night Soil in Southern Gold Coast (Ghana), from the Late Nineteenth to the Mid-Twentieth Century."

### STAFFING

The staff strength in the Department is as follows:

S/N	STAFF	FEMALE	MALE	NO.
1.	Senior Members (Teaching)	3	8	11
2.	Senior Staff	1	-	1
3.	Junior Staff	-	-	-
<b>Total</b>				12

### Note \*

» Sabbatical lecturer	-	1
» Part-time lecturers	-	2
» Leave of absence	-	1

### Staff on Study Leave

Three lecturers from the Department are pursuing their Doctor of Philosophy degrees in Ghana. They are specifically studying at the University of Ghana, Legon and the University of Cape Coast. We are delighted to hear that they are excelling in their respective academic pursuits.

### Staff requirement

The Department need additional permanent staff to support in addressing the demands of the ever-growing population.

### ACHIEVEMENTS

- » The Department received A collection of books from four donors. They are Prof. Bea Lundt (Germany), Prof. Jim Weiler, Mr Stephen Baidoo and Prof John K. Osei-Tutu.
- » Senior Lecturer in the Department is a member of the team tasked with creating a curriculum and manual for Senior High Schools. She has been part of the NACCA team since 2017 contributing her expertise in History curriculum development.
- » A member of the Department was one of a five-member Ghanaian team from UEW invited to attend a workshop at Iwalewahaus at the University of Germany from May 22nd to May 30th, 2022. She was selected to participate in the workshop titled "Exploring

Visual Cultures” as an expert.

- » We are pleased to announce that the Ghana National History Education Celebration (GNHD) and Community History Writing project are again active after a two-year pause due to the COVID-19 pandemic.
- » The Department conducted an enrolment drive to enhance to increase students’ numbers in the 2022/2023 academic year.
- » A member of the Department participated in a conference and presented a paper on the topic: Technology and Material Culture in African History held in Dar es Salaam, Tanzania, on 4<sup>th</sup> - 8<sup>th</sup> January 2023
- » A member delivered an online lecture on January 18th, 2023, at Humboldt University in Berlin. The lecture series focused on the topic “Embracing the Past: Transatlantic Slave Trade in Ghana and the Holocaust in Germany.” This provided an excellent opportunity

for critical reflection on current debates concerning the theme of “Becoming Vulnerable – Ambivalent Solidarities: Controversies Over Antisemitism and Colonial Racism in History and Memory Politics.”

- » A Bachelor of Arts in History Education student has been nominated for the Erasmus+ Grant for the Autumn Semester of 2023, at University College Copenhagen in Denmark.

## PROJECTIONS

The Department of History Education is currently working on creating new programmes as part of its goal to establish a Faculty or School soon. To achieve this, committees have been formed to develop specialised programmes in Gender History, Conflict and Diplomacy History, Economic History, and Disease and Medicine History.

## DEPARTMENT OF ECONOMICS EDUCATION

### INTRODUCTION

The Department of Economics Education was established in the 2013-2014 academic year following the split of the Department of Social Sciences Education. The department is located on the second floor of the Faculty of Social Science Block at the North Campus in Winneba.

### ACTIVITIES

Some activities geared towards achieving the Strategic Plan of the Department included:

- » Some ICT equipment such as desktop and laptop computers have been procured to enhance teaching and research.
- » The Department organises bi-weekly seminars and presentations for staff



and graduate students to promote research and publication.

- » Development of PhD in Economics programme is at the final stage.
- » All existing academic programmes in the Department have been reviewed.

## KEY ACTIVITIES

- » The Department of Economics Education currently offers the following academic programmes:
  - \* Bachelor of Arts in Economics Education with a second area in Geography, History, Political Science and Social Studies. – Regular
  - \* Master of Philosophy in Economics – Regular
  - \* MSc in Economics Education – Sandwich
- » Development and introduction of new programmes
- » The Department conducts research, undertakes community service and offers consultancy services.

## STAFFING

The Department has a staffing position as specified below

S/N	STAFF	F	M	No.
	Senior Members (Teaching)	1	14	15
	Senior Staff (Administrative)	1	-	1
	<b>Total</b>	2	14	16

## Promotion:

Three lecturers in the Department have been promoted to the ranks of Associate Professor and Senior Lecturer.

## Staff Requirement

Four (4) additional Lecturers with PhD in Quantitative Economics, Econometrics and Behavioural Economics are needed to support the endeavours of the Department.

## ACHIEVEMENTS:

### Conferences Attended:

One senior member attended a conference and presented a paper on **Religion, Inequality, and Poverty in Ghana: The Role of Educational Attainment** at the 5<sup>th</sup> International Research Conference of the College of Humanities, University of Ghana on 13<sup>th</sup> to 15<sup>th</sup> October 2022.

Another senior member also attended a 1-week workshop in Morocco to participate in a summer School by the French Development Agency, Abdul Latif Jameel Poverty Action Lab (JPAL) and the Morocco Employment Lab (MEL) for training in casual research methods and impact evaluation from July 4, 2023, to July 7, 2023.

## Collaborative and Exchange Programmes

Two third-year students in the Department gained scholarships for a six-month linkage and exchange programme in Germany.

## PROJECTIONS FOR NEXT ACADEMIC YEAR

- » Increase in students' enrolment especially female students.
- » Recruitment of four (4) PhD holders in Econometrics and Quantitative Economics
- » Embark on a retreat to develop new undergraduate and postgraduate academic programmes.
- » Purchase of ICT equipment to assist teaching and learning.

## DEPARTMENT OF SOCIAL STUDIES EDUCATION

### INTRODUCTION

The Department of Social Studies Education is located at the North Campus (Faculty Block) of the University of Education, Winneba Campus. The Department has a vision of becoming an outstanding department for Social Studies education noted both locally and globally for developing highly skilled, resourceful, innovative, and reflective graduates imbued with positive values and attitudes. The mission of the Department is to develop Social Studies graduate teachers with positive values and attitudes who are aware of issues of gender equity and social inclusion (GESI), equipped with relevant knowledge, 21st-century competencies, pedagogical and professional skills necessary for making them effective teachers, global citizens and economically competitive. The Department continues to support and pursue the key areas of university enterprise including teaching, research, publication, and service to the community.

### ACTIVITIES

- » Organise milestone colloquium (update seminar) for graduate students.
- » Adopt learner-centred approaches in pedagogy.
- » Train staff in the Department on emerging trends in curriculum and instructional design.
- » Submit theses/dissertations to both external and internal assessors for examination.
- » Collaborate with the Faculty of Social Sciences Education to organise International Conferences to strengthen the dissemination of collaborative research findings among local and international industries and institutions.

### STAFFING SITUATION

Below is the staffing situation in the Department of Social Studies Education.

S/N	DESIGNATION	NUMBER
	Professor	0
	Associate Professor	3
	Senior Lecturer	8
	Lecturer	3
	Assistant Lecturer	9
	Principal Administrative Assistant	1
	Senior Departmental Assistant	1
	Graduate Teaching Assistants	4
Total		29

- » **Staff on study leave:** No member of staff is on study leave
- » **Promotions:** Two senior members were promoted to the rank of Associate Professor
- » **Staff Requirement:** Additional

## ACHIEVEMENTS

- » A seminar was organised by the Department to provide guidance and strategies to the students pursuing their Ph.D. programme in the Department who have experienced delays in completing their studies, to help them successfully finish their research and earn their degree.

### Staff Development:

As part of efforts aimed at staff development, all eight (8) Assistant Lecturers in the Department are pursuing Ph.D. Programme in University of Education, Winneba, and University of Cape Coast.

### Outreaches

Two female Assistant Lecturers of the department organized in-service training for Junior High School Social Studies teachers at the Pomadzie and Aseibu Junior High Schools.

### Conference Organised/Attended

- » Two (2) lecturers attended conferences during the period and presented papers as follows:
  - \* Learning in the time of COVID-19: Examining Differential Access to Education and Learning Resources in the Greater Accra and Greater Tamale Areas of Ghana.
  - \* Navigating Inheritance Rules: Land Access and Climate Change Adaptation. 31<sup>st</sup> May 2023 at European Conference on African Studies - Cologne 2023.
  - \* 6<sup>th</sup> – 8<sup>th</sup> March 2023, 17<sup>th</sup> International Technology, Valencia,

Spain, Social innovation by Higher Education and Development Conference Institutions: The case of two distinct Universities in Municipality in Ghana. 13<sup>th</sup> -15<sup>th</sup> Oct. 2022 - 5<sup>th</sup> International Research Conference - Legon.

- \* Re-gain Pandemic Socio-Economic Status: How easy is it for both the rich and the poor on academic work? 20<sup>th</sup> - 21<sup>st</sup> July 2022 6<sup>th</sup> Biennial Social Science, JAM, UEW - Sustenance of Technology Usage in Conference Teaching at the Basic Schools Post-Covid-19.

## Achievements

Four staff of the Department are an integral part of the various subject experts reviewing and designing the new Senior High School Curriculum at the instance of the National Council for Curriculum and Assessment (NaCCA).

## PROJECTIONS

- » The Department intends to refurbish and bring up to a high standard, the lecture hall used by its post-graduate students, especially Ph.D. students for lectures and seminars.
- » Due to the dwindling enrolment rates recently, plans are advanced to review past enrollment numbers and trends for the Social Studies Education programme. This is expected to help the Department and the Division of Academic Affairs get valuable context to help identify any recurring patterns or changes in student interest and carve out better strategies to increase enrolment.

- » A few of the programmes run by the Department will be due for re-accreditation in 2024. As a result, the Department will need the firm support of management with the needed financial commitment to help the Department start the processes way ahead of the due date for re-accreditation.
- » The Department also intends to research culturally responsive

instructional practices of Senior High School Social Studies teachers in Ghana, developing resources for inclusive classrooms, or organising awareness campaigns. This is to consolidate the National Council for Curriculum and Assessment's (NaCCA) efforts in fostering initiatives that promote diversity, equity, and inclusion in education.

## DEPARTMENT OF POLITICAL SCIENCE EDUCATION

This report covers activities at the Department of Political Science Education from June 2022 to June 2023. The following key activities were undertaken during this period:

### ACTIVITIES

- » The Department developed a PhD Political Science Education (Regular) programme which has been submitted to Ghana Tertiary Education Commission (GTEC) for approval. The proposed PhD Political Science Education programme was given administrative approval by the UEW Graduate School Board on May 24, 2023. Following this, the Department in consultation with the Planning and Accreditation Units revised and submitted the programme on July 6, 2023, to the GTEC for approval and accreditation processes.
- » Discussions on the development of three (3) new undergraduate programmes are ongoing. This is in preparation for the creation of a faculty arising from increasing demands for new programmes and growing student numbers. The Department prepared and submitted programme documents for the three (3) proposed BA programmes to the Academic Planning Committee for consideration and approval on December 8, 2022.
- » All programmes run by the Department (i.e., M.Phil. Political Science Education, M. Ed. Political Science, and BA Political Science Education) were successfully assessed by a team from the Ghana Tertiary Education Commission (GTEC) for re-accreditation.

- » The Department proposed the appointment of four (4) more external examiners to facilitate examination and completion of its M.Phil. Political Science Education programme.
- » The Department constituted an Accreditation Committee to facilitate the preparation and revision of documents for accreditation processes.
- » The Department established an Appointments and Promotions Committee to facilitate the preliminary review of applications for appointments and promotions.
- » The Department created Staff Research Groups to promote collaboration and sourcing of research grants. The three (3) staff research groups include Development, Policy and Environment; Conflict, Terrorism and Security; and Democracy, Governance and Media.
- » The appointment of the Department's Junior Assistant Registrar was confirmed, and her status reviewed to the rank of Assistant Registrar.
- » The appointments of four (4) teaching staff in the Department were confirmed. Two (2) teaching staff were also promoted from the rank of Assistant Lecturer to Lecturer.
- » One staff of the Department has been appointed as a member of the Appointments and Promotions Board (APB) of the University.
- » The Department is preparing for its Third Annual Colloquium 2023, dubbed: **"Politics Amidst Global Uncertainties: Options for Building a Resilient Society."** The programme is

scheduled to take place in November 2023. As part of the Department's preparations, a committee has been established to review abstracts and manuscripts following its call for abstracts and papers.

- » The Department successfully organised proposal defense for second-year MPhil students in January 2023.
- » The Department successfully organised progress report programme for its second-year M.Phil. students in July 2023.
- » The Department successfully organised Viva Voce (Oral Defence) for eight (8) MPhil students in February and June 2023.

## STAFFING

S/N	STAFF	MALE	FEMALE	NO.
i.	Senior Members (Teaching)	17	2	19
ii.	Senior Member (Non-Teaching)	-	1	1
iii.	Senior Staff	-	-	-
iv.	Junior Staff	-	-	-
	Total	17	3	20

## ACHIEVEMENTS

### GRADUATION Undergraduate:

- » Six hundred and sixty-nine (696) students graduated from the BA Political Science Education programme in the First Session of the 27<sup>th</sup> Congregation in 2023. Out of these, **21 students had First Class Honours**, the highest among all the Department

in the University of Education, Winneba, at the Congregation.

### **Postgraduate:**

- » Five (5) Master of Education in Political Science students graduated in the First Session of the 27<sup>th</sup> Congregation in March 2023. Three (3) Master of Philosophy in Political Science Education students have completed their coursework and are scheduled to join the Second Session of the 27<sup>th</sup> Congregation in 2023.

### **Scholarships/Awards**

- » One undergraduate student in the Department went through a competitive process by the Centre for International Programmes and was successfully nominated for an Erasmus+ Exchange Programme (Semester Scholarship) at the University College of Copenhagen, Denmark for the Spring Semester, 2023 (March to August 2023).
- » One level 300 student also went through a competitive process by the Centre for International Programmes and was successfully nominated for an Erasmus+ Exchange Programme (Semester Scholarship) at the University College of Copenhagen, Denmark for the Autumn Semester (August to December 2023).
- » A second-year MPhil student in the Department again went through a competitive process by the Centre for International Programmes and was successfully nominated for International Programmes for an Erasmus+ Global Exchange Scholarship (M.Phil. Fellowship) tenable at the

University of Jyväskylä (JYU), Finland for the Autumn Semester (August to December 2023).

### **PUBLICATIONS**

Members of the Department published a total of 16 impactful journal articles in varied internationally reputable journals.

### **PROJECTIONS**

#### **Introduction of Three (3) New Programmes**

Three new programmes have been developed by the Department, namely,

**BA Political Science Education (Public Administration), BA Political Science Education (International Relations) and BA Political Science Education (Development Studies).**

The programmes are designed to ensure that they retain the primary mandate of the University of Education, Winneba. Graduates of these programmes would be fully qualified to teach Government in secondary schools or at the pre-tertiary levels of education. In addition, graduates would be qualified to work in employment avenues relating to Public Administration, Development Studies, and International Relations. We also propose that new departments be created for the programmes to make the student numbers more manageable and to enable faculty to better attend to the academic needs of students. The programme documents have been developed and submitted to Academic Planning for consideration and approval. Some comments to guide the revision of the BA Political Science Education (International Relations) programme have been received from the Committee; others are yet to come.

## DEPARTMENT OF GEOGRAPHY EDUCATION

### INTRODUCTION

The Department of Geography Education was established in September 2013 from the then Department of Social Sciences Education, as one of the departments in the Faculty of Social Sciences Education. The Department is housed on the Second Floor-West Wing, of the Faculty of Social Sciences Education Block Complex (popularly called Faculty) at the North Campus.

### CURRENT ACTIVITIES

#### Additional Programmes of Study

The Department is working tirelessly to introduce the following programmes by the next academic year: PhD in Geography Education and MSc in Environmental Management.

#### Proposals to Create Units in the Department

Towards the vision of becoming a Faculty of Geography Education, the Department is working on proposals for the creation of two units, namely the Tourism and Mobility Studies Unit and the Environmental and Geospatial Sciences Unit, which are expected to mature into departments. Two committees have been formed and tasked with developing relevant programmes for the respective units at both the undergraduate and postgraduate levels.

### STAFFING

Currently, the Department can boast of 23 staff of Associate Professors, Senior Lecturers, Assistant Lecturers, Junior Assistant Registrar and Senior Administrative Assistants. About 80% of the teaching staff have terminal degrees.

#### Staff Statistics

S/N	Staff	F	M	Total
	Senior Members (Teaching)	4	17	21
	Senior Members (Non-Teaching)	1	-	1
	Senior Staff	1	1	2
	Total	6	18	24

#### MPhil Students List

S/N	Year	F	M	Total
	2018/2019	1	2	3
	2019/2020	3	11	14
	2020/2021	4	22	26
	2021/2022	6	34	40
	2022/2023	5	30	35
	Total	19	99	118

#### Graduation List 2022

Undergraduates	Number of Students
1 <sup>st</sup> Class	12
2 <sup>nd</sup> Class Upper	56
2 <sup>nd</sup> Class Lower	128
3 <sup>rd</sup> Class	96
<b>Sub-total</b>	<b>292</b>
<b>MPhil</b>	<b>9</b>
<b>TOTAL</b>	<b>301</b>

## ACHIEVEMENTS Outreaches

- » The Department and its student association, GEOSA have adopted the Muni-Pomadze Ramsar Site to help protect its ecological integrity.
- » The department is collaborating with NADMO and Fire Service in Winneba to develop a disaster risk management plan for the Effutu municipality.

## Projects Undertaken/Ongoing

Currently, members of staff of the department are engaged in the following projects as Lead researchers and/or Co-researchers:

- » Towards a disability-inclusive urban transport system in Accra and Nairobi: a policy-practice agenda; funded by VREF, Sweden under the Mobility in African Cities (MAC) programme.
- » Establishing a network to build resilient coastal communities in West Africa; funded by the Academy of Medical Sciences, UK.
- » Several members of staff have submitted research proposals for possible funding.

## Promotion

Four (4) Senior Lecturers were promoted to the rank of Associate Professors and two (2) Assistant Lecturers obtained a PhD Degree and were promoted to the rank of Lecturers.

## Academic Writing Workshop

Two (2) Academic Workshops were organized for the Postgraduate Students. One was organized on 20<sup>th</sup> June 2022, and another on 26<sup>th</sup> August 2022.

## Educational Tour to the Ghana Statistical Service

The Department organised an educational tour for the Master of Philosophy (MPhil) students at the Ghana Statistical Service (GSS), Accra, on 22nd July 2022. The tour exposed students to the operations of the service, particularly in the following areas: mission, vision, and mandate of the service; fieldwork issues - before, during and after, and data processing and management. The tour also exposed students to how they could access or source secondary data from the service for their thesis and other academic exercises.

## Educational Trip to Boti Falls and Bunso

The Department embarked on an educational trip to Boti Falls and Bunso in the Eastern Region on Friday 19<sup>th</sup> and Thursday 25<sup>th</sup> of August 2022 respectively.

## Educational Trip to Ghana Metrological Agency

The Department organised an educational trip for undergraduate and MPhil students of the Department of Geography Education to the Ghana Meteorological Agency, Accra, on the 24th of August 2022, as part of their study of climatology coursework. The trip gave the students practical experience, insight, and a better appreciation of some of the issues discussed in class. The students were 350 in number.

## Workshops/Seminars/ Conferences Organised

The Department organised a Seminar Presentation and Field Work in Geography



for the first-year MPhil Students on 23<sup>rd</sup> August 2022.

### **Conference Organised**

The Department in collaboration with the International Co-operation on Theories and Concepts in Traffic Safety for the staff of the Department of Geography Education. The conference was organized on the 6<sup>th</sup> –9<sup>th</sup> of July 2023 at the Student Centre, Seminar Room 3. The theme for the Conference was “Enhancing Traffic Safety: Prospects and Challenges for Safe System Approach on the African Continent.”

The Conference brought together stakeholders and road safety researchers across the world to discuss road safety issues in the African Context. Before the conference, a road safety workshop was organised for early career researchers, and this built their capacity on current trends and technology on road safety issues.

### **Mounting of an Automatic Weather Station**

The Department consulted with Tahmo Technology, Accra, for an automatic weather station to be mounted at the Faculty of Social Sciences for the Department at no cost to the University. The equipment has helped in the practical teaching of weather, climate, and other geography-related courses in the Department. It has also helped to detect weather conditions and record climatic data for this area to be used in varied ways.

### **Submission of New Academic Programmes**

A PhD with Geography Education Programme and an MSC in Environmental Management were pending before the Academic Board and hope for approval.

### **The signing of a Memorandum of Understanding (MOU)**

The Vice-Chancellor on behalf of the Department has signed an MoU with the University of Northampton to promote the following between the two universities.

- » Development in research activities
- » Exchange of teaching and research personnel
- » Exchange of students
- » Exchange of collaboration at course level
- » Any other activity of mutual interest

The MoU is for a period of 3 years from July 2023 to June 2026 and is renewable for another 3 years after the first expiry date.

### **Geography Education Week Celebration**

The Department organised a Geography Education Week Celebration from **Monday, 10<sup>th</sup> to Friday 14<sup>th</sup> of July 2023**. The week celebration was under the theme “**Building a sustainable Ghana: The Role of Geographers**”. The purpose of the programme was to highlight the importance of Geography in sustainable development and enhance the interest of students in the development of Ghana. Some of the activities in the week included: Career Guidance Seminars,

GIS training, a Quiz Competition, a Job and Skill Project, an Exhibition, and Fun games. Staff and students planted about 50 trees in and around the Faculty Block.

## PUBLICATIONS IN JOURNALS

Members of the Department published a total of nineteen (19) journal articles in various internationally reputable journals.

## CENTRE FOR AFRICAN STUDIES

The following are some activities undertaken by the Centre for African Studies for the period May 2022 - May 2023.

### ACTIVITIES

#### African Union Day

The Centre for African Studies joined Africans worldwide on the 25th of May in both 2022 and 2023, to celebrate the African Union Day. The 2022 festivities primarily featured collaboration with various media outlets and saw the staff and students of the Centre African Studies donning African attire. In contrast, the 2023 celebration reached its zenith with a thought-provoking public lecture delivered by **Mr. Sulemana Braimah, the Executive Director of the Media Foundation for West Africa, who delved into the theme “Power, Corruption, and Cognitive Capture: The Tragedy of a Wealthy yet Impoverished Nation.”**

Additionally, a Roundtable Discussion was held on the subject of **“Decolonizing Educational Curricula in Africa.”**

#### Restructuring of the Centre

As a step towards growth, the Centre has undertaken an internal restructuring activity. The restructured Centre awaiting

the approval of the Academic Planning Committee has the following units:

- » African Societies and Culture
- » Migration and Diaspora Studies
- » African Development Studies
- » Studies in Gender and Advocacy in Africa
- » African Drama and Literature
- » Religions and Moral Studies Education
- » African and Liberal Studies
- » Academic Museum and Cultural Documentation Centre

#### Departmental Seminar Series

The Centre has successfully introduced a departmental monthly seminar series from September 2022, to support the academic and professional development of staff. It has attracted fantastic presentations and audiences including foreign audiences through the Zoom platform.

#### Active Courses Handbook:

The Centre undertook a review of African and Liberal Studies courses taught in the Centre. The courses were all compiled into a single document in soft copy (MS Word and PDF) and in hard copy. These have been shared with Departments and

Faculties in UEW to help their level 100 and 200 students select courses based on their areas of specialisation or interests. The document was also shared with the Centre for International Programmes (CIP) for the benefit of exchange students coming to UEW. This was done because exchange students usually express interest in taking African Studies courses which are not available in the curriculum of their home-country universities.

### **Religions and Moral Studies Education Programme:**

One important milestone activity was the successful introduction of the B.A. Religions and Moral Studies Education programme, which has been on the drawing board since 2015. The programme started with its first batch of students in 2021/2022 and its second batch in the 2022/2023 academic year.

### **Postgraduate Programmes (MA/ MPhil):**

The Centre has developed two postgraduate programmes (MA/MPhil) in African Studies. The programme has received the approval of the Graduate Board of UEW.

### **Review of African Studies Courses:**

The Centre has undertaken a review, restructuring and revision of its courses which are grouped under the following themes:

- Theme 1: African History and Politics
- Theme 2: African Religions, Arts and Cultures
- Theme 3: Social and Economic Issues in Africa

Theme 4: African Philosophy and African Thought

Theme 5: Society and Environment in Africa

Full course descriptions and objectives have been written to be submitted for approval by the Academic Planning Committee.

### **STAFFING**

#### **Staff Strength:**

The Centre has 13 full-time staff, consisting of 13 teaching and 2 non-teaching members. It also has two part-time lecturers. Two of the teaching staff were transferred from the Centre for Conflicts, Human Rights, and Peace Studies within the year. The current staff strength of the Centre is presented in the table below:

**Table 1: Staff at CAS**

Full-time Staff	Female	Male	
Senior Members (Teaching)	2	9	11
Senior Members (Non-Teaching)	-	-	
Senior Staff	2		2
Junior Staff	-	-	-
<b>Part-Time</b>			
Senior Members (Teaching)	0	2	2
<b>Total</b>	<b>3</b>	<b>9</b>	<b>15</b>

#### **Staff on Study Leave:**

Four Senior Members (Teaching) are on partial study leave pursuing various postgraduate studies leading to the award of PhDs. Two are studying with the University of Education, Winneba, Ghana, while the other two are studying with the University of Ghana, Legon.

### **Staff Promotions**

Two members of staff of the Centre have been promoted to the rank of Associate Professor and two others to the rank of Senior Lecturer.

### **Staff Requirement:**

The Centre requires more academic staff to successfully run its proposed postgraduate programmes and the Religions and Moral Studies Education (RMSE) programme. At least three lecturers are required in Religion, another in Music, and one in Languages for African and Liberal studies.

### **TEACHING AND LEARNING**

Lecturers at the Centre have been making effective use of the virtual teaching platform of the University, (V-Class), to deliver courses alongside face-to-

face interactions. To reduce the stress on Lecturers who must deliver all their lecture periods in Winneba and Ajumako Campuses, Thursday was requested as an additional day.

A quota system was also introduced in the registration of courses to avoid oversubscribing to some courses to balance others that had very low student numbers. This has also helped to reduce overcrowding and ensure equity in the allocation of teaching loads at the Centre.

### **PROJECTIONS**

The Centre needs more office space and equipment to host the new Religions and Moral Studies Education programme. Office space is also required for the new academic staff who have assumed duty to enable them to discharge their responsibilities effectively.

# FACULTY OF FOREIGN LANGUAGES EDUCATION

## OFFICE OF THE DEAN

### INTRODUCTION

The Faculty of Foreign Languages Education (FFLE) was carved out of the erstwhile Faculty of Languages Education in the 2016/2017 academic year. In the 2020/2021 academic year, the Department of Communication and Media Studies was upgraded to a school status and for that matter, the Faculty of Foreign Languages Education and Communication was renamed Faculty of Foreign Languages Education (FFLE) under the College of Languages Education headquartered in Ajumako in the Ajumako-Enyan-Essiam District of the Central Region. The programmes offered by the faculty are tailored towards the training of competent professional teachers and researchers in the area of foreign languages for all levels of education in Ghana.

### Vision

The Faculty's vision is to be a recognised Faculty for excellent teacher education and research in Foreign Language Education.

### Mission

Its mission is to train competent professional graduate teachers of languages skilled in research, dissemination of knowledge and providing exemplary leadership in the teaching of foreign languages, for all levels of education as well as influence language education policies in Ghana.

### DEPARTMENTS:

- » Department of English Education
- » Department of Applied Linguistics
- » Department of French Education

### Units:

German Unit

### Programmes:

The Faculty runs both regular and sandwich undergraduate and postgraduate programmes in the various departments.

The regular programmes run at the undergraduate and postgraduate levels in the Faculty include:

- » Bachelor of Arts in (English Education, French Education and Linguistics Education).

- » Master of Philosophy in (Applied Linguistics, Teaching English as a Second Language, English, and French).
- » Doctor of Philosophy in (Applied Linguistics, English, and French).

The following are programmes run on a sandwich basis:

- » Certificate in French Education.
- » Diploma in French Education.
- » Master of Arts in (English and French Translation).
- » Master of Education in (French and in Teaching English as a Second Language)

### Conferences:

The Faculty of Foreign Languages Education, successfully organized workshops for its members on the topics:

- » Effective Supervision of Research: The Role of the Lecturer/Supervisor
- » Digital Humanity: Emerging Trends in Research.

These workshops prepared lecturers to better help PhD and MPhil students carry out their thesis successfully.

### Promotion:

During the period under review, the Faculty was blessed with the promotion of two Senior Lecturers to Associate Professors.

### PROJECTIONS:

- » The establishment of a Centre for Language Proficiency and Research is in its final stages, awaiting the decision of Management.
- » There is a need to expand postgraduate studies and output in the faculty.
- » There is a need to continue with the Faculty Enrolment Drive to increase student enrolment.
- » There is a need to continue working on the branding and visibility of the Faculty.

## DEPARTMENT OF ENGLISH EDUCATION

### INTRODUCTION

The 4-year B.A. English Education programme, which was introduced in the 2009/2010 academic year and first accredited in 2010, has been running in the Department of English Education for eleven (11) years. It was introduced as a redesigned form of the B.Ed. English programme, which was previously offered in the Department, to add to the course content and draw attention to the versatility of our graduates for the wider job market, both in Ghana and abroad. In addition to providing our graduates with the professional skills for

classroom teaching of English, they are equipped to function in other areas that require the general application and the usage of English.

The BA English programme has grown to incorporate second-area options in French, Linguistics and German. This means students can now offer and graduate with English as a single major course, English as a major with French, Linguistics or German minors. In addition, the Department has made provisions for students in other language Departments within the Faculty

to offer English as a minor or major subject of study. Such departments include French and Linguistics. The objective is to help make the graduates of the faculty more marketable and able to function in areas where English language professionals may be lacking.

## STAFFING

### Staff strength:

Staff	Female	Male	No.
Senior Members (Teaching)	9	9	18
Senior Members (Non-teaching)	-	-	-
Senior Staff	1	-	1
Junior Staff	1	-	1
<b>Total</b>	<b>11</b>	<b>9</b>	<b>20</b>

### Staff Promotion

Four (4) senior members were promoted to the rank of Senior Lecturer

### Staffing requirement:

- » 1 Professor or senior lecturer with a terminal degree for the Literature track M.Phil. and PhD programme
- » 1 Senior Lecturer for language (PhD)
- » 2 lectures (1 senior lecturer and 1 PhD holder) for the Pedagogy track

### Achievements:

#### Conferences and Workshops Attended

- » Ten (10) lecturers attended the 13<sup>th</sup> LAG Workshop, 2023 on 20<sup>th</sup> January 2023 held virtually.
- » Ten (10) lecturers attended an FFLE Workshop on Digital Humanities: Emerging Trends in Research on 16<sup>th</sup> September 2022 at the UEW Student Centre.

- » One lecturer attended a workshop on Improving Education organized by CIEW, USA held virtually on 22 February 2023
- » A lecturer attended an Annual Stakeholder's Forum organized by Right to Play held at Gloriaka Hotel, Winneba on 29<sup>th</sup> December 2022
- » Ten (10) lecturers attended an FFLE Workshop on Thesis Supervision organized by the SGS and FFLE, UEW at the Central Campus on 15<sup>th</sup> July 2022
- » One lecturer attended a GAL-WO-22 Conference organized by Gesellschaft fur Sngewandt Linguistik (GAL-WU) on 30<sup>th</sup> September 2022
- » Five (5) lecturers attended an Inter-University Conference for Doctoral Studies Seminar organized by SGS, UEW on 19<sup>th</sup> January 2023
- » Twelve (12) lecturers attended a Literary Workshop organized by the Department held on 26<sup>th</sup> to 27<sup>th</sup> January 2023
- » One lecturer virtually attended a Frontiers Science Seminar 2022 organized by Frontiers Science on 25<sup>th</sup> September 2022
- » One lecturer attended an SHS Curriculum Development Workshop organized by NaCCA at Capital View Hotel from 19<sup>th</sup> to 25<sup>th</sup> June 2022

### Publications

During the period, six (6) lecturers published fourteen (14) papers in various journals.

## PROJECTIONS FOR NEXT ACADEMIC YEAR

The Department plans to exhibit textbooks and creative writing produced by students during the Homecoming of Old Students to be organized by the Association of Students of English Education.

## DEPARTMENT OF APPLIED LINGUISTICS

### ACTIVITIES

#### The Activities Geared at Achieving Corporate Strategic Plan (2019-2023)

- » The Department has established a monitoring mechanism for faculty research seminars and workshops among postgraduate students.
- » The Department has institutionalized existing research partnerships.
- » It has reviewed guidelines for graduate supervision to help the students write better theses.
- » It also facilitated graduate students' participation in conferences.
- » The Department upgraded and made counselling services more accessible to students.
- » It has supported the development of innovative approaches to teaching and learning.
- » It provided opportunities for senior members to pursue professional and terminal degrees in well-recognized institutions.
- » Established a learner-friendly environment during the instructional process.
- » There is great coordination between and among staff and students in the department.

#### Teaching and Learning Materials

During the period under review, the Department acquired additional projectors, printers, laptops, and desktop

computers to enhance teaching and learning.

#### Faculty Seminars

The lecturers in the department presented different topics relating to their research interests at the weekly seminars organized by the faculty.

#### Theses Presentation

The department continued with the weekly presentations for the PhD and MPhil students to identify their problems and offer relevant suggestions and comments to help them write better theses.

### ACADEMIC PROGRAMMES

The Department of Applied Linguistics offers both Undergraduate and Post-Graduate programmes. These include:

- » B. A. Linguistics and English Education
- » B. A. Linguistics and French Education
- » B. A. Linguistics and Ghanaian Language Education
- » M.Ed. Teaching English as a Second Language (TESL) by Sandwich
- » M.Phil. (Top-Up) Teaching English as a Second Language (TESL)
- » M.Phil. (Regular) Teaching English as a Second Language (TESL)
- » M.Phil. Applied Linguistics
- » Ph.D. Applied Linguistics



## STAFFING

The Staff strength of the department as of May 2022 is presented below:

Staff		M	F	Total
i.	Senior	4	4	8
ii.	Members	0	0	0
iii.	(Teaching)	0	1	1
iv.	Senior	0	1	1
v.	Members	0	0	0
vi.	(Non-teaching)	3	0	3
	Senior Staff			
	Junior Staff			
	National Service			
	Personnel			
	Part-Time			
<b>Total</b>		<b>7</b>	<b>6</b>	<b>13</b>

**Lecturer-Student Ratio: 1:61**

## ACHIEVEMENTS

- » The Department submitted a document on the new **Master of Philosophy (MPhil) in Teaching English as a Second Language (TESL)** to the Ghana Tertiary Education Commission (GTEC) and also responded to the initial comments from the Commission and resubmitted the document, awaiting assessors from the GTEC.

## Study Leave

One Senior Member is on study leave at the University of Maryland, Baltimore County, USA.

## Promotions

Two Senior Members were promoted to the rank of Associate Professor.

## Staff Requirement

The Department needs at least, two lecturers; one in **Phonology** and

the other in the area of **Syntax and Semantics**. The lecturer who had been teaching our PhD students **Syntax and Semantics** retired in September 2022.

## Graduation

The Department graduated the first batch of the **B. A. Linguistics and English/French/Ghanaian Language Education** students and one PhD student during the period under review.

## STUDENTS' STATISTICS

PRO-GRAMME	DESCRIP-TION	MALE	FE-MALE	NUM-BER OF STU-DENTS
B. A. Lin-guistics	Level 100	23	36	65
	Level 200	26	32	58
	Level 300	75	85	164
	Level 400		71	162
M.Ed. TESL	M.Ed. (1 <sup>st</sup> Session)	10	4	14
	(2 <sup>nd</sup> Session)	10	11	21
MPhil TESL	Regular	20	17	37
MPhil Top-Up	Top-Up	36	26	62
MPhil in Applied Linguis-tics	MPhil Applied Ling.	21	7	28
PhD in Applied Linguis-tics	PhD	32	24	56
<b>TOTAL STUDENTS ENROLLED</b>				<b>667</b>

## CONFERENCES

Three senior members attended the **14th Linguistics Association of Ghana** annual (LAG 2022) conference which took place

at the Kwame Nkrumah University of Science and Technology, Kumasi from 28th September to 30th September 2022.

## PROJECTIONS

- » One (1) PhD student, forty-five (45) MPhil (TESL) students, twenty (20) MPhil (Applied Linguistics) students, twenty-two (22) M.Ed. (TESL) students and one hundred and sixty (160) undergraduate students will hopefully graduate in the 1st Session of the 28th Congregation.
- » The department is in the process of identifying strategic areas for international research partnerships and collaborations.
- » The department intends to train

members on emerging trends in curriculum and instructional design to develop innovative approaches to teaching and learning.

- » Preparations are underway to introduce a Bachelor of Arts (BA) degree in **Chinese Education**.

## CHALLENGES

- » Difficulty in students' course registration on OSIS 2 portals
- » Difficulty in logging in to VClass for lectures due to unstable network.
- » Inadequate office space
- » Inadequate number of lecture halls
- » High student-teacher ratio for the teaching of undergraduate Faculty courses

## DEPARTMENT OF FRENCH EDUCATION

### INTRODUCTION

The Department is set up to 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 the pre-tertiary level, conduct research, disseminate relevant knowledge and skills and influence policies on French Education in Ghana. It is currently offering six programmes at the graduate and undergraduate levels. They are Diploma in French Education, B.A. French Education, M. A-French Translation, M.Ed. French, M.Phil. French, M.Phil. French Top-Up, PhD in French

### ACTIVITIES

To achieve the Corporate Strategic Plan (2019-2023), the Department of French Education has concentrated its efforts on the following activities.

The Department has introduced flexibility in its BA French academic programme to give more opportunities to students through second-area courses.

- » The Department has expanded its post-graduate programmes (PhD, M.Phil., One-year M.Phil. Top-up, M. Ed, and M.A degree programmes) in French to attract especially professionals with varied backgrounds in French.
- » It has also encouraged staff and students to participate in programmes and activities within the university

and the department, as well as those available outside the university.

### STAFFING

#### French

S/N	STAFF	F	M	TOTAL NO.
1	Senior Members (Teaching)	1	10	11
2	Senior Member (Non-Teaching)	0	0	0
3.	Senior staff	1	0	1
4	Junior staff	1	1	2
<b>TOTAL</b>		3	11	14

#### German Unit

S/N	STAFF	F	M	TOTAL NO.
1	Senior Members (Teaching)	2	2	4
2	Senior Member (Non-Teaching)	0	0	0
<b>TOTAL</b>		2	2	4

- » **Staff on study leave:** A senior member of staff is on Part-time study leave at the University of Cape Coast.

### Promotions

A senior member of staff has been promoted to the rank of Associate Professor. Additionally, two senior

members (Assistant lecturers) have been promoted to the rank of Lecturer.

### Staffing requirement

Four (4) additional lecturers are required in the areas of Translation, Phonetics and Phonology, Linguistics, French literature, and Francophone African Literature.

## ACHIEVEMENTS

### Collaborative research projects/ programmes being carried out by the Department.

- » Three students in the Department of French Education were awarded a short-term German scholarship in March 2022 to study at Flensburg University in Germany.
- » Level 400 students participated in the Year Abroad programme which enables students to learn to carry out research in a Francophone environment through Language Learning proficiency. The programme is sponsored by the Government of Ghana. The University of Education, Winneba shares part of the cost by providing transportation to students to and from the Republic of Togo and Benin. This academic year, the programme started on 1<sup>st</sup> June 2023 and will end in September 2023.
- » Four Level 400 students went to France in February 2023 to study as part of their semester 8 programme through sponsorship from the French Embassy.
- » The Department has introduced a new course: French for Specific Purposes (FSP) for M.Ed. and M.Phil. to provide a wide range of opportunities for students to choose from.
- » The Department has also introduced a new course in Translation and Interpretation for M.Phil. students.

### Conferences Organised/ Attended

- » A Senior Member attended the GLP-Workshop organised by German Studies Institutions Partnership Benin-Germany-Togo-Ghana at Friedrich-Ebert-Stiftung, Cotonou (Benin Republic) from 28<sup>th</sup> November 2022 to 2<sup>nd</sup> December 2022
- » Three senior members took part in a One-Week workshop on the **habilitation of French Exams: DELF and DALF in France** organized by the French Embassy at Alliance Française Accra, from 18<sup>th</sup> to 22<sup>nd</sup> July 2022.
- » The Department took part in a three (3) day conference Organized by the Inter-University Conference for Doctoral Studies in Collaboration with the School of Graduate Studies, from 17<sup>th</sup> January 2023 - 19<sup>th</sup> January 2023 at Jophus Anamoah-Mensah Conference Centre, University of Education, Winneba
- » Two Senior Members attended a workshop on “**Strengthening bilingual cooperation through French Education**” organized by the Togolese Ministry of High Education in collaboration with Ghana Education Service, from 27<sup>th</sup> April 2023 to 29<sup>th</sup> April 2023 in Lomé, Togo.
- » Five PhD students had a four-week research activity at CIREL, Village du Benin, Lome, Togo through an exchange programme initiated by the Inter-University Conference for Doctoral Studies from 15<sup>th</sup> November to 15<sup>th</sup> December 2022
- » The Department also organised periodic seminars to enable graduate students to present their work (theses and proposals) and receive feedback. These seminars were sponsored by the

Department's annual budget. The latest one was organised on the 5<sup>th</sup> and 6<sup>th</sup> of July 2023 and 26<sup>th</sup> of July 2023.

- » The department took part in a One-Day seminar on Scholarship opportunities in Germany for non-Germans organised by the German Unit in collaboration with the Department of French Education, Faculty of Foreign Language Education, and the Centre for International Programmes (CIP) on 30<sup>th</sup> May 2023.
- » Another senior member attended a 3-Day International Conference and Workshop on "Premodernism, Modernism and Postmodernism: Approaches and Orientations around an Everlasting Triad at Abidjan, Republic of Côte d'Ivoire from 26<sup>th</sup> to 28<sup>th</sup> July, 2023.
- » The department is to take part in a One-Day Faculty Workshop organized by the Faculty of Foreign Languages Education on the theme: **Actualizing your research ideas into reality** on 9<sup>th</sup> August 2023 at the Student Centre Seminar Room, North Campus.

## PROJECTIONS

The Department of French Education plans to start the academic year (2023/24) with hope and innovations. In particular, the following activities are on the drawing board:

- » Staff recruitment and development: The Department plans to recruit five new faculty members either PhD holders or Senior Lecturers and organise several programmes for existing ones to bring them up to date on innovations in the field of teaching and management of students.

- » The Department plans to mount a BA in French Education at the Distance level. Programme Document has already been submitted to Institute for Distance and e-Learning and members are being trained on writing of the course materials for the programme.
- » The Department also hopes to mount Post-Diploma French Education on a sandwich basis to cater for our graduated Diploma students.
- » The Department intends to increase its student enrolment especially female students through an Enrollment drive throughout the country.
- » The Department will also increase its research activities. These may include establishing collaborative research with basic schools in Winneba township with the view to improving the teaching and learning of French.

## CHALLENGES

- » Lack of departmental vehicle makes it difficult to meet certain demands such as attending meetings outside of Winneba at short notice. The transport Section is unable to honour such requests made by the Department at the eleventh hour.
- » Insufficient budget allocation makes it difficult to fund all proposed activities and projects of the Department.
- » Lack of language Laboratory in the Department makes it difficult for students to practice the French Language.

# FACULTY OF HOME ECONOMICS EDUCATION

## OFFICE OF THE DEAN

### INTRODUCTION

The Faculty of Home Economics Education is one of the young Faculties which attained its status in August 2020. The Faculty is made up of four departments, namely: Department of Clothing and Textiles Education, Department of Food and Nutrition Education, Department of Family Life Management Education and Department of Integrated Home Economics Education.

The Faculty of Home Economics Education aims to prepare teachers who will demonstrate a high sense of integrity, hard work and dedication to work in the education sector; and industry as well as project the image of the University through teaching, research and community service.

### Mission Statement

To produce graduates with academic and professional competencies in the various areas of Home Economics and conduct research as well as influence policy on Home Economics Education in Ghana

### Vision Statement

To be a centre of excellence in Africa for the teaching, learning and research in different aspects of Home Economics Education and for the training of Home Economics for all levels of education.

### ACADEMIC OR RESEARCH PROGRAMMES OFFERED

- » B.Sc. Food and Nutrition Education
- » B.Sc. Integrated Home Economics
- » B.Sc. Clothing and Textiles Education
- » B.Sc. Family Life Management Education
- » M.Ed. Home Economics (Sandwich)
- » M.Phil. Food and Nutrition Education
- » M.Phil. Clothing and Textiles Education

### INCOME GENERATING UNITS IN THE FACULTY

#### Food Production Unit (FPU)

The Unit embarked on free catering services which were limited to the university functions, as well as restaurant and contract catering services and expanded the coverage to the entire Winneba community. FPU is a major

source of income generation for the university, and industrial training experience for students in the faculty. Other institutions in the country also send their students for industrial experience.

### **Clothing Production Unit (CPU)**

Originally established as a modest section dedicated to crafting custom-made garments for university patrons, this facility has evolved into a thriving garment factory that not only provides a sustainable source of income for the university but also delivers a diverse range of products and services, including:

- » Tailored academic apparel for the university and its affiliated institutions.
- » Precision embroidery services.
- » A comprehensive assortment of other costume creations.

### **ACTIVITIES**

- » The Faculty organised a postgraduate seminar for staff, service personnel and students on 24<sup>th</sup> May 2023, on ethical review in responsible research to accelerate sustainable development.
- » The mid-semester examinations began on July 10 and ended on July 14, 2023.
- » The Faculty embarked on a day enrolment drive to Abetifi Presbyterian Senior High, Nkwatia Presbyterian Senior High and Kwahu Tafo Senior High Schools in the Eastern Region of Ghana.
- » The Faculty of Home Economics Education held a memorial service on 29<sup>th</sup> March 2023 at the Jophus Anamuah Mensah Conference Centre

for the late Mrs. Joana Antwi Donkor. The funeral was held between 31<sup>st</sup> March 2023, and 2<sup>nd</sup> April 2023 at Akoti.

- » A Faculty meeting was held on the 4<sup>th</sup> of May 2023, to end the first semester 2022/2023 academic year in retrospect.
- » Discussion of results was held on June 1, 2023, by the Faculty Board.
- » The Faculty welcomed Level **100-300** back to school and Level **400** back from their internship on 2<sup>nd</sup> June 2023.
- » Professor Adetoun Amubode's sabbatical appointment was extended from 1<sup>st</sup> February 2023, to 31<sup>st</sup> July, 2023.
- » The Faculty and the Municipal Assembly have reached an agreement to collaborate to run programmes.

### **STAFFING**

#### **Staff Strength**

Staff	F	M	No.
i. Senior Members (Teaching)	24	3	27
ii. Senior Members (Non-Teaching)	1	-	1
iii. Senior Staff	8	-	8
iv. Junior Staff	9	1	10
<b>Total</b>	<b>42</b>	<b>4</b>	<b>4</b>

#### **Staff on study Leave**

An academic staff is on study leave, pursuing her PhD in China. Three other academic staff are on part-time study leave, pursuing their PhD at the University of Cape Coast, Kwame Nkrumah University of Science and Technology and the University of Education, Winneba.

## Promotions

One administrative staff was promoted from Typist grade 11 to Private Secretary on July 14, 2023.

## Completion of PhD Programme

An academic staff completed his PhD programme in Food Science at Uni Wü, Germany in March 2023.

## Confirmation of Appointment

Nine academic staff had their appointments confirmed as Assistant Lecturers in July 2023.

## PROJECTIONS

- » We hope to equip the lecturers with laptops and projectors to enhance the teaching and learning processes.
- » We intend to sign a Memorandum of Understanding (MoU) with the Ghana Standards Authority, Food and Drugs Authority, Windy Lodge, Gloria Aka Hotel, and other restaurants to enhance research within the department and enable students of the Department to have industrial attachment with these bodies.

- » The Faculty hopes to roll out BSc. Catering and Hospitality Management Education programme soon. It has approval from the Academic Planning Committee and is now awaiting consideration by the Academic Board.
- » We hope to get qualified staff to fill the positions of laboratory technicians (craft) and (machine repairers).
- » We intend to seal our collaboration with a Memorandum of Understanding (MOU) with Tex Styles Limited (GTP).
- » We intend to train at least ten unemployed adolescents in the community every two years to acquire clothing and related skills.
- » Establish a centre for Family Studies.
- » The Faculty courted a working collaboration with the Environmental Protection Agency (EPA) of Ghana to enable students in the Department of Family Life Management Education to undergo attachment programmes on a course titled Housing and Sanitation but have not received any favourable response. However, the Faculty will continue to pursue that interest.



## DEPARTMENT OF CLOTHING AND TEXTILES EDUCATION

### INTRODUCTION

This report covers activities carried out in the Department of Clothing and Textiles Education from May 2022 to May 2023.

### ACTIVITIES

- » Prepared the Department's procurement plan for 2023.
- » Prepared the strategic plan for the 2022/2023 academic year.
- » Prepared strategic plan Implementation report for the 2021/2022 academic year.
- » Prepared the Department's operational plan for the 2022/2023 academic year.
- » Departmental meeting on December 15, 2023, to evaluate the just-ended second-semester results.
- » First semester lectures began on 16<sup>th</sup> January 2023
- » Freshers were given orientation and continuing students were welcomed back to school to commence the first semester on the 1<sup>st</sup> of February 2023
- » Lecturers went on internship supervision between March and April 2023
- » The first-semester examinations began on 11<sup>th</sup> April and ended on 3<sup>rd</sup> May 2023
- » The Department held a meeting on 15<sup>th</sup> May 2023, to evaluate the first semester.

- » The Department held a meeting on 31<sup>st</sup> May 2023, to discuss first-semester results and course allocations for the second semester.
- » Department interaction with students on 2<sup>nd</sup> June 2023
- » Lectures began on 5<sup>th</sup> June 2023

### STAFFING

#### Staff Strength

Staff	F	M	No.
i. Senior Members (Teaching)	4	-	4
ii. Senior Members (Non-Teaching)	-	-	-
iii. Senior Staff	2	-	2
iv. Junior Staff	1	-	1
<b>Total</b>	<b>7</b>	<b>-</b>	<b>7</b>

#### Staff on Study Leave

One academic staff is on part-time study leave, pursuing a PhD in Fashion Design Technology at the Kwame Nkrumah University of Science and Technology.

- » Mrs. Victoria Ghanney is on part-time study leave, pursuing a PhD in Arts and Culture at the University of Education, Winneba.

#### Staff Requirement

Two sewing laboratory technicians are required in the Department's Clothing Laboratory and the Clothing Production Unit respectively.

### Promotions

- » One academic staff has applied for promotion to the rank of Senior Lecturer and is awaiting a response.
- » One academic staff has applied for promotion to the rank of Associate Professor and is awaiting a response.

### PROJECTIONS.

- » We hope to get qualified staff to fill the positions of laboratory technician

(craft) and attendant (machine repairers).

- » We intend to seal a collaboration with a Memorandum of Understanding (MOU) with Ghana Textiles Limited (GTP).
- » We intend to train at least ten unemployed adolescents in the community every two years to acquire clothing and skills-related competences.

## DEPARTMENT OF FAMILY LIFE MANAGEMENT EDUCATION

### INTRODUCTION

The Department of Family Life Management Education was established in August 2020. This report covers the period of May 2022 to May 2023.

### ACTIVITIES

- » The Department embarked on an enrollment drive to Senior High Schools in the Eastern Region during the period under discussion. The Department visited Nkwatia Secondary School, Abetifi Presbyterian Secondary School, and Tafo Secondary School.
- » The Department and the Effutu Municipal Assembly have reached an agreement to collaborate to run programmes.

### STAFFING Staff Strength

Staff	F	M	No.
i. Senior Members (Teaching)	3	2	5
ii. Senior Members (Non-Teaching)	-	-	-
iii. Senior Staff	2	-	2
iv. Junior Staff	1	-	1
<b>Total</b>	<b>6</b>	<b>2</b>	<b>8</b>

### Confirmation

A member of the Department has had her appointment confirmed as Assistant Lecturer with effect from 23<sup>rd</sup> February 2023.

### ACHIEVEMENTS Collaborative Research

The Department produced 10 collaborative research papers which were published in various internationally reputable journals.

## PROJECTIONS

- » We hope to equip the lecturers with laptops and projectors to enhance the teaching and learning processes.
- » The Department in collaboration with the Department of Food and Nutrition Education hopes to roll out BSc. Catering and Hospitality Management Education very soon. The programme has had approval from the Academic Planning Committee and is now to be considered by the Academic Board.
- » We intend to sign a Memorandum of Understanding (MoU) with players in the Hospitality industries, District Assemblies, and Restaurants to enhance research within the department and enable students of the Department to have industrial attachment with these bodies.

# CENTRE FOR EDUCATIONAL POLICY STUDIES

## INTRODUCTION

The Centre for Educational Policy Studies (CEPS) of IERIS of the University of Education, Winneba, was established as a reputable interdisciplinary research-led centre that seeks to provide an all-inclusive understanding of the relationship between educational policy, research, and practice at the institutional, national, and international levels. The centre also conducts research, teaches, and plays a leading role in the formulation and practice of educational policies in Ghana and beyond.

The Centre in partnership with other departments in the institute (IERIS) such as SACOST and NCRIBE also conducts research that has both national and international dimensions towards achieving the mission and vision of IERIS and the University of Education, Winneba.

## ACTIVITIES

In the period under review, the Centre was involved in several activities. These activities include:

- » drafting of CEPS research plan,
- » embarking on a nationwide research proposal.
- » writing a memorandum of understanding with Childs' Rights International,
- » engagement with:
  - \* The British Council,
  - \* The Parliamentary Committee on Education,
  - \* The National Security Council,
  - \* Ministry of Education,
  - \* Ghana Education Service,
  - \* Media – Peace FM, TV3, Citi FM & TV, Oman FM,
  - \* Coca-Cola, Kasapreko.

- » Discussion with the Director of Free World International on collaboration for grant-seeking.

## STAFFING

The staff strength of the Centre is as follows:

Staff category	Male	Female	Total
Senior Member (Academic)	6	-	6
Senior Member (Non-Academic)	-	-	-
Senior Staff	1	1	2
Junior Staff	-	-	-

## Staff requirement

The Center currently is in dire need of fully committed research fellows to develop and enhance its research capacity.

## ACHIEVEMENTS / ONGOING PROJECTS

The Centre has been able to network with Child Rights International to work on nationwide research on **“School Discipline.”** The Centre is working on signing an MoU with Child Right International.

In addition, the Centre has been able to contact the Ministry of Education, the British Council, Media Houses and other companies who support research work as part of their corporate social responsibility as far as the research work dubbed **“School Discipline”** is concerned.

## Project Status

Regardless of the delays that have characterised the school’s discipline project, the Centre has duly organised a departmental meeting to deliberate on a tentative date to kick start the initial work i.e. the first phase.

# CENTRE FOR SCHOOL AND COMMUNITY SCIENCE AND TECHNOLOGY STUDIES (SACOST)

## INTRODUCTION

The Centre for School and Community Science and Technology Studies (SACOST) was established in 2000. Its main objective is to promote the development of STEM through research into indigenous activities and the development of teaching and learning materials (TLMs) that could have scientific concepts for contextualised teaching and learning of science and technology in African schools.

### Vision

To promote interdisciplinary research and development activities related to science and technology in indigenous, informal and formal manufacturing industries to improve Science and Technology education on the African continent.

### Mission

To cultivate relevant research competence, publication proficiency, and quality knowledge to link community and workplace science and technology with that of school at the pre-university level.

## ACTIVITIES UNDERTAKEN DURING THE PERIOD

### STEM Research Proposal Writing Workshop

The Centre for School and Community Science and Technology Studies (SACOST) has been organising workshops on STEM

to build the capacities of mathematics and science teachers in teaching these subjects over the years. Because of this, SACOST decided to do a baseline study on the teachers to identify their needs and organise workshops to address them. In line with this objective, a team of Research Associates embarked on a proposal writing workshop from 6<sup>th</sup> to 8<sup>th</sup> February 2023 to enable the team to seek funding for the baseline study and the workshops that would follow. This was successfully done, and efforts are being made to get sponsors for the Project. A second proposal has been written by the Research Associates on “Impact of indigenisation on teaching and learning of science and mathematics in basic schools of Ghana”. This has been submitted to Spencer Foundation’s call for proposal on the 23<sup>rd</sup> of May 2023.

### Recruitment of Research Associates

SACOST has limited staff to embark on its mandate. It has become necessary for SACOST to scout for staff from other faculties to support it in its work. The Director wrote letters to the faculties inviting interested faculty members to apply to become Research Associates of SACOST. Applications were received from

interested faculty members and based on their Curriculum vitae some were selected and recommended for the Vice-Chancellor to appoint them as Research Associates for SACOST.

- » Sabbatical leave- Professor George J. Sefa Dei
- » Within this period, a sabbatical appointment was offered to Prof. George J. Sefa Dei from the University of Toronto, Canada.
- » Memorandum of Understanding (MoU)
- » A memorandum of Understanding was signed between SACOST (UEW) and the Centre for Integrative and Anti-Racism Studies (CIARS), University of Toronto, Canada.
- » Research Seminar
- » A research seminar on the theme "Writing a dissertation research proposal: Nuances, imperatives and possibilities" was organised by SACOST. This was well attended by graduate students.
- » Writing a book on 'De/Anti-Colonial African Education Futurities: Challenges, possibilities and responsibilities.' This is ongoing, contributors have submitted their abstracts and are now working on the chapters.
- » SACOST in collaboration with the other centres in IERIS engaged in the following activities:
  - \* Thesis completion, duration and determinants at the University of Education, Winneba.
  - \* This is a baseline study on graduate thesis completion which is ongoing.
  - \* SACOST and IERIS are providing Continuous Professional

Development (CPD) for teachers at the basic school level in the Central Region.

- \* PhD Programme of IERIS. A Doctor of Philosophy Degree (PhD) in Educational Policy, Innovation and Change (EPIC) Programme has been developed and submitted.

### **Staffing Situation of SACOST as a Department**

At present, SACOST operates with just two permanent staff members, consisting of the Head of Department and an administrator. Furthermore, there is a professor from the University of Toronto on sabbatical leave, along with eight research associates from various faculties. The current staffing composition at SACOST falls short of the ideal standard for a research centre. To rectify this, urgent and substantial efforts are imperative to facilitate the recruitment of permanent staff members for the department.

### **PROJECTIONS**

- » We project that conscious steps will be taken to recruit holders of terminal degrees in the sciences, ICT, mathematics, and other disciplines to work in the Department.
- » State-of-the-art equipment such as satellite dish, server and stable internet connectivity will be procured for the Institute (SACOST).
- » Adequate funding for SACOST activities needs to be provided.

# NATIONAL CENTRE FOR RESEARCH INTO BASIC EDUCATION (NCRIBE)

## INTRODUCTION

The National Centre for Research into Basic Education (NCRIBE) at the Institute for Educational Research and Innovation Studies (IERIS) is mandated to conduct evidence-based research in Basic Education to inform and engage national and international audiences in best practices of delivering Basic Education according to the Corporate Strategic Plan (2019-2023).

## ACTIVITIES

During the review period spanning from May 2022 to May 2023, the National Centre for Research in Basic Education (NCRIBE) actively engaged in several significant activities. These endeavours encompassed the formulation of the NCRIBE Research Plan, a range of research initiatives, and the commemoration of World Teacher's Day. NCRIBE, in pursuit of a strategic vision from 2022 to 2025, meticulously crafted its Research Plan. This comprehensive blueprint empowers the Center to adopt a strategic approach to fulfil its core mission. It furnishes critical insights into the primary research domains that NCRIBE has prioritised, underscores the importance of collaboration and partnerships, and delineates the key operational activities required to actualise NCRIBE's research objectives.

As part of its research efforts, NCRIBE embarked on a comprehensive study conducted in the basic schools across six Municipalities/Districts, which included

Effutu Municipal, Gomoa East District, Gomoa Central District, Gomoa West District, Awutu East District, and Awutu West District. This research endeavour sought to investigate the Influence of Basic School Heads' Leadership Practices on Learning Outcomes and explore ways in which the University of Education, Winneba (UEW) could collaborate to enhance the leadership practices of school heads amidst declining learning outcomes in its immediate catchment area. The findings from this study provided a valuable overview of the leadership practices of basic school heads and identified areas where improvement is needed. Importantly, the research revealed that basic school heads exhibited shared and visionary leadership practices, and the declining academic performance could not be attributed to the leadership practices of these educators.

Furthermore, in collaboration with three teacher unions and six Municipal/ District Directorates, NCRIBE organised a conference to commemorate World Teachers' Day on October 5 and 6, 2022. The central theme for the 2022 World Teacher's Day Celebration was "Teachers at the Heart of Education Recovery after the Covid-19 Pandemic." The event featured two major components: expert presentations and a seminar focusing on the research outcomes concerning Basic School Heads' Leadership Practices and Learning Outcomes. An impressive turnout of 1,437 teachers from the six municipalities/

districts actively participated in this two-day seminar, making it a notable success.

Speakers	Topics
Prof Ephraim Avea Nsoh - Director, IERIS	Innovative Strategies at the Heart of Education Recovery
Mrs Mabel Judith Micah - Municipal Director of Education, Effutu Municipal	Institutional Programmes for Effective Remedy of Learning Losses and Psychosocial Well-being of Students
Julius Kpodo - Municipal GNAT Secretary	Post Covid -19 Strategies to Improve Enrollment Rates in Basic Schools.
Ebenezer Otoo - Ghana's Most Outstanding Teacher, 2021	The Impact of the Covid-19 Pandemic on Education Delivery: How I Coped
Apostle Joyce Oduro - Executive Director, Macadamia Educational Consult	Continuous Professional Development Framework Portfolio Building
Dr. Martin Wiredu Agyekum, Research Fellow, NCRIE-IERIS Andrews Acquah, Assistant Research Fellow, NCRIE-IERIS	Presentation of research findings  "The Influence of Basic School Heads' Leadership Practices on Learning Outcomes".

## STAFFING

The staff strength of NCRIE is presented in the table below

Staff	Female	Male	Total
Senior Members (Teaching)	-	4	-
Senior Members (Non-teaching)	-	-	4
Senior staff	-	1	1
Junior staff	-	-	-

**Study leave:** No staff is on study leave

**Promotion:** One (1) senior member was promoted from Senior Research Fellow to the rank of Associate Professor

**Staff requirement:** Three additional research fellows are required in the Department, especially in data management, monitoring, and evaluation.

## ACHIEVEMENTS

### Collaborative research

NCRIE collaborated with three teacher unions and six municipalities/districts to research Basic School heads' Leadership practices on learning outcomes.

**Project undertaken/ongoing:** One major project was undertaken during the year under review

### Conference organised/attended

NCRIE organised one conference for teachers in commemoration of World Teacher's Day and six conferences were attended by the research fellows.

### Publications

There were 14 publications produced by members of the Department in the period under review

### Donations

The Department received writing pads and pens from the University of Education Cooperative Credit Union for the World Teachers' Day conference.

## PROJECTIONS

- » We intend to collaborate with other State agencies and departments involved in education to expand our research focus.



# CENTER FOR HEARING AND SPEECH SERVICES (CHSS) UEW

## INTRODUCTION:

This report covers the period, from May 2022 to June 2023.

- » Vision
- » Highlights:
- » Attendance
- » Income
- » Medical Examination for fresh students in UEW Winneba Campus
- » Educational visits
- » Study leave
- » Appreciation
- » Challenges
- » Aspirations

## VISION

The vision of CHSS is to provide the best quality professional services for persons who have hearing and speech problems in Ghana and, to become a centre of excellence in training skilled personnel (particularly teachers) for institutions that work with persons with hearing and speech impairments. This vision fits very well with the UEW corporate strategic plan that seeks to train professionals and provide services to the community.

## ATTENDANCE

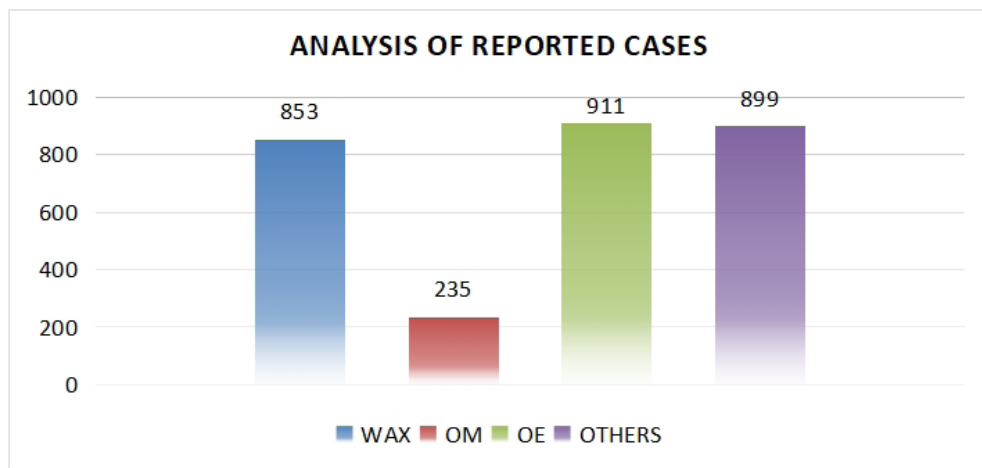
The centre attended to a total of 2897 clients during the period under review. The monthly breakdown of all clinical cases attended to under the period of

review is represented in Figure 1 and Figure 2. There were 1423 new cases and 1474 old cases (review appointments). In terms of gender, there were 1429 males and 1468 females. Three hundred and forty-two (342) clients, representing 11.8% were within the ages of 0-6years (infants), and Five Hundred and twenty-four (524) representing 18% were of ages 7-17years, one thousand eight hundred and thirty-eight (1838) representing 63.4% were of ages 18-60 and (198) clients representing 6.8% were in the 61 years and above age range who received support from the centre.

## Analysis (Cases)

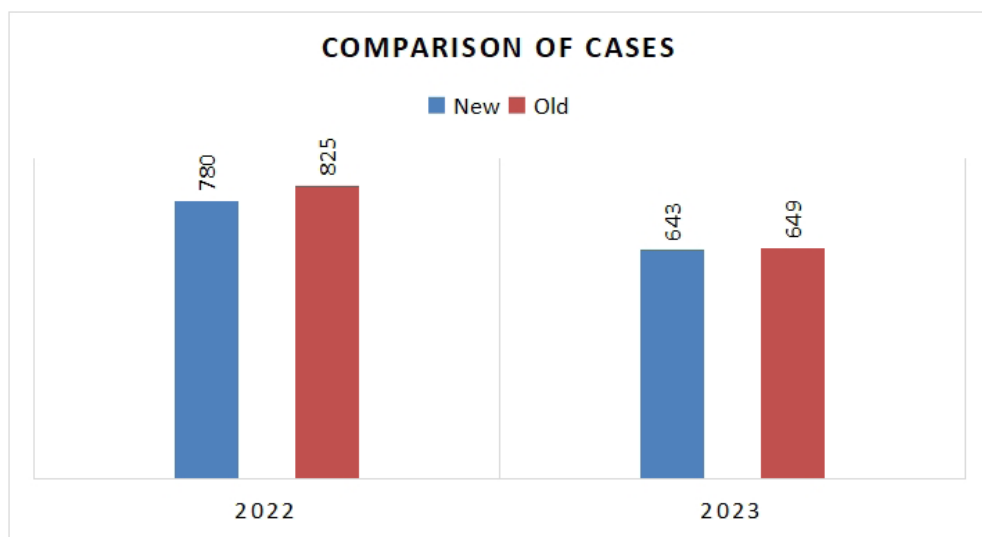
The predominant cases reported at the centre during the review period include:

- » Wax impaction (Wax) - 853 cases (29.44%)
- » Otitis Media (OM) - 235 cases (8.11%)
- » Otitis Externa (OE) - 911 cases (31.44%)
- » Others - 899 cases (31.01%)



**Figure 3: Cases attended to from May 2022 to June 2023**

Cases from the last category (Others) include perforations, hearing assessment and foreign body-related cases. Management of these cases requires the fitting of amplification devices, aural irrigation, instrumental removal, educational counselling, and school placements.



**Figure 4: Comparison of cases (New and Old cases attended to) from May 2022 to June 2023**

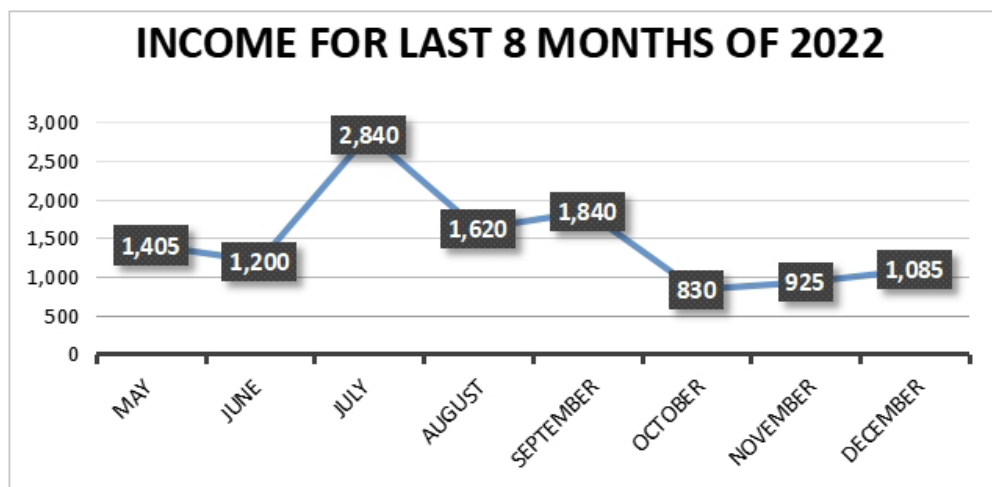
It is interesting to note that, despite the collaboration between the centre and the University clinic, which had fostered easy referral of ear and hearing-related cases, most of the referred cases reported at the centre were made by ENT specialists (doctors, nurses) and general practitioners from other parts of the country. A greater number of these cases come from Trauma and Specialist Hospital, Agona Swedru Municipal Hospital, Winneba Municipal Hospital, Cape Coast Teaching Hospital, Mother and Child Hospital (Kasoa), and Salvation Army School for the Deaf. This demonstrates the kind of quality service the Centre renders to the community and outside.

### **Income**

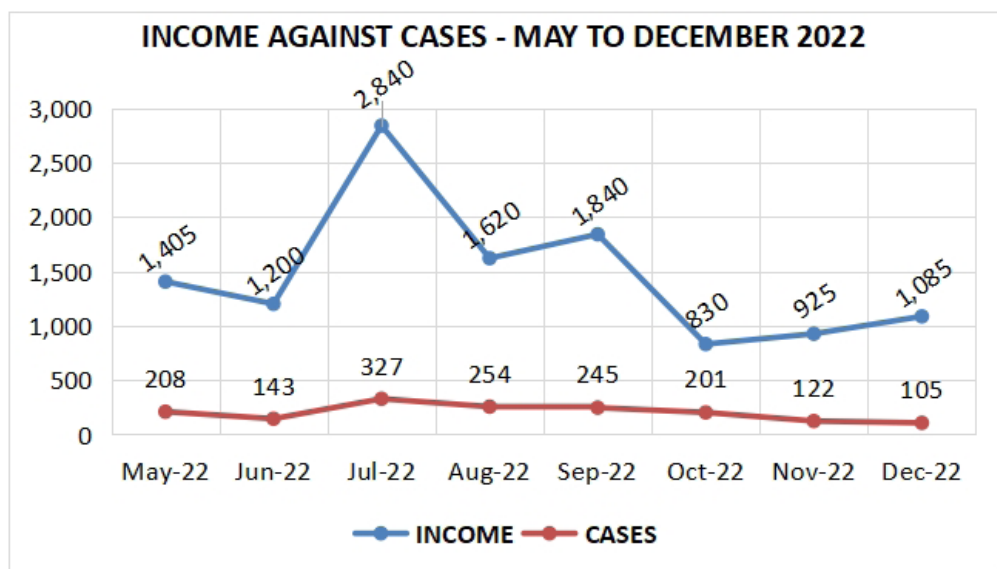
During the period under review, the Centre generated a total amount of Twenty-nine Thousand seven hundred and ninety-five Ghana cedis (GH¢ 29,795) through regular clinic attendance. The Centre is therefore, on course to attain its objective of becoming a major income-generating avenue for the university. During the last 8-month period in 2022, the centre generated an amount of GH¢11,745. In the first half of the year 2023, the income generated was GH¢18,050.

### **INCOME FOR MAY 2022 - JUNE, 2023**

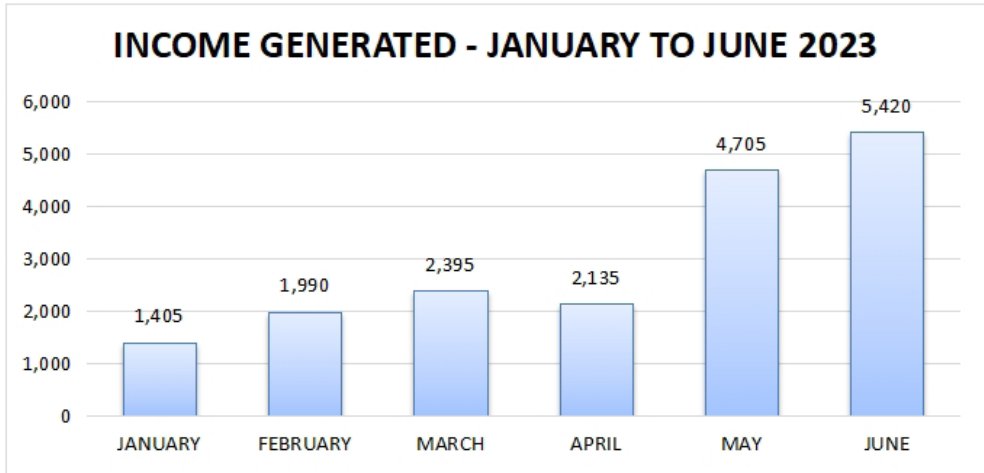
MONTH	REGISTRATION(GH¢)
MAY, 2022	1,405
JUNE, 2022	1,200
JULY, 2022	2,840
AUGUST, 2022	1,620
SEPTEMBER, 2022	1,840
OCTOBER, 2022	830
NOVEMBER, 2022	925
DECEMBER, 2022	1,085
JANUARY, 2023	1,405
FEBRUARY, 2023	1,990
MARCH, 2023	2,395
APRIL, 2023	2,135
MAY, 2023	4,705
JUNE, 2023	5,420
<b>TOTAL</b>	<b>29,795</b>



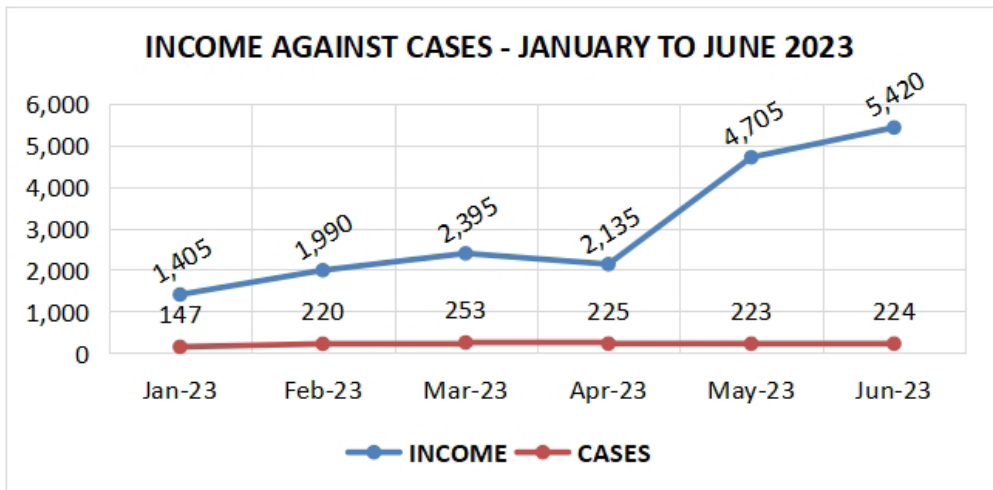
**Figure 5: Cases attended to from May 2022 to December 2022**



**Figure 6: Income against cases from May 2022 to December 2022**



**Figure 7: Income generated from January 2023 to June 2023**



**Figure 8: Income against cases from January 2023 to June 2023**

#### Speech and Language Clinic

The speech services had been inactive for a while now and all speech and language cases had to be referred to other facilities outside the centre. In November, the Allied Health Professional Council posted an intern (Speech and Language Therapist) to the Centre to complete her one-year compulsory internship programme. Following her arrival, the speech clinic has been running and attending to clients since January 12, 2023. Thirty-one (31) clients in all have been seen. Three adults were on the caseload; regrettably, one of them passed away.

The other two each have voice problems and aphasia, respectively. Children between the ages of 2 and 7 make up the final 28 clients. Twelve (12) of the kids have autism spectrum disorders. Five (5) of the children have been affected by Cerebral Palsy and one with Down syndrome. Due to excessive screen time, three (3) of the clients have speech delay. The primary causes of the remaining 7 individuals' speech and language difficulties are unknown.

Six (6) clients are coming from Swedru township and one client each from Gomoa Potsin and Apam, as well. The remainder are residents of Winneba Township. Fifteen (15) of clients. Each of these clients has had an average of 6 therapy sessions. The remaining 16 did not, however, return after their first or second sessions due to time constraints. Initial assessments might take up to one and a half hours, whereas therapy sessions typically last 45 minutes.

### **Medical Examination**

The centre took part in the annual medical examination of fresh students of UEW at Winneba Campus only. The exercise took place at the premises of the Centre for Hearing and Speech Services and the exercise was well co-ordinated. About 8,195 students were screened. A detailed report on the outcome has been prepared and made available as an attachment to the report. Unfortunately, the exercise did not include students at Ajumako. The date given coincided, and we couldn't do it concurrently. We will want to have a separate timetable for the Ajumako campus. Ajumako campus can have their hearing screening exercise earlier or at the

later part so they could also benefit as well because the essence of the exercise is to improve teaching and learning.

### **Educational Visits**

During the period under review, the Centre hosted 33 Postgraduate students of the Department of Special Education, University of Education, Winneba. This visit served as part of their study in a course (Practicum in Special Education) and was instructed by two Senior Lecturers at the University.

During the visit which lasted well over three hours, students were taken through lectures on the causes, identification and management of ear and hearing problems. The students were also taken through the routine hearing assessment and ear irrigation procedures. These visits paid off because, at least there had been 10 referrals to the centre currently, from these graduate students. The CHSS thus would very much like to continue this relationship to nurture more competent professionals in the communities and the nation at large.

Similarly, the undergraduate students (Levels 100 and 200) from the Community-Based Rehabilitation and Disability Studies Unit of the Department of Special Education also paid an educational visit to the Centre to learn about some specialized areas in rehabilitation, pre-rehabilitation activities and interdisciplinary collaboration as part of their courses of study.

### **Community Outreach**

The centre was able to embark on community outreach to screen and educate the public about the audiological

and speech and language services and the running of a speech and language clinic.

The Audiological unit embarked on a screening exercise at the Holy Spirit Catholic Church (UEW) where about 240 people were screened for otoscopic examination and Pure Tone Hearing Test. Out of the total number of people screened more than 45 were referred to the Centre for ear care management and further audiological assessment.

Again, both the audiological unit and the speech and language clinic visited the Ebenezer Methodist Cathedral, International Central Gospel Church (ICGC), and the Christian Council to inform and educate them on the services provided at the Centre for Hearing and Speech Services. This activity paid off as the centre received over 20 people as referrals from the events at these places coming for basic ear care, audiological management, and speech and language services. There are plans to extend these outreaches to other Churches in Winneba and its environs.

### **Innovative Activities**

The Centre is appreciative to the university for the purchase of a television which has helped to keep clients occupied and entertained during their wait at the reception. This also serves as a means of educating clients by showing educative content on the best practices for keeping the ear safe, and basic concerns on the ear and hearing. The Department of Graphic Design Education provided a modern signpost and banner to aid in easy identification of the centre at the South Campus. We value this kind gesture.

### **Study Leave**

A part-time clinical audiologist has left to further his studies in rehabilitation at the University of Ottawa, Ontario, Canada.

A Senior Member resigned. Another Senior Member is also on full-time study in Canada pursuing a PhD study in Audiology and Rehabilitation

### **CHALLENGES:**

- » The test room is in a deplorable state. A series of letters have been written and several follow-ups have been made on this issue by the Co-ordinator, but there appears to be no response. We hope that management will take the necessary action on this matter.
- » The inadequacy of state-of-the-art audiological and speech training equipment at the Centre creates lots of frustration for clients and the clinician thereby impeding the quality-of-service delivery.
- » There is more pressure on the few available audiological equipment during student clinical practicum sessions. This leads to frequent breakdowns of the limited equipment at our disposal.
- » Many pupils with speech problems are unaware of the speech training facility at the centre and sometimes report at later ages when speech correction becomes problematic. We hope the University Management will grant us support to intensify outreach programmes in Winneba and surrounding communities. We could also utilise airtime on local radio stations to educate the listeners

on audiological and speech therapy services available at the Centre for Hearing and Speech Services.

## ASPIRATIONS/ RECOMMENDATIONS

- » The ceiling of the Test Room must be fixed, and the curtains replaced. The test room must be sound-treated. The current state is not up to the required standard.
- » Procurement of state-of-the-art audiological equipment (e.g. Diagnostic Audiometers, Tympanometry, ABR etc.) and other accessories like headphones to facilitate teaching and clinical practice.
- » Appropriate speech training software and other relevant gadgets for efficient speech therapy are urgently needed.
- » More publicity to identify individuals with hearing and speech problems.
- » Recruitment of a permanent or part-time Speech Therapist to achieve the full vision of the Centre. The current Speech therapist was posted to us by the Allied Health Council for only one year and she will not be available after November 2023.
- » The part-time Audiologist who was supporting Clinical work at the Centre rescinded and went for further studies in Canada in September last year and there is pressure work concerning Clinical work, students' medical examination and other crucial engagements outside the university. There is currently a need for a replacement.

## CONCLUSION

We project that by 2025, the Centre for Hearing and Speech Services will become a reputable Assessment Centre and eventually a department and provide a wide range of services to students and the public. The Centre intends to design and run short courses for nurses and staff of other health and education services on the provision of safe ear care, and management to improve teaching and learning.

There is a strong collaboration between the Centre and the University's Clinic to ensure that medical-related issues are taken care of. We hope that UEW management will sponsor screening programmes as a basis for improving teaching and learning in schools.

The new increment which was approved by the council has started in earnest. We started implementing on May 1<sup>st</sup>, 2023. There has shown a tremendous gain in just two months. This is clearly shown in the figures on finances presented earlier. The Centre for Hearing and Speech Services has the potential to become a major income generation avenue (currently there is a draft proposal for Speech Services charges which could be a major boost for revenue) as well as a training centre for building the capacity of teachers and ear care personnel in Ghana and the West Africa sub-region. Besides, the Centre if well resource could be championing the school screening programme nationwide to support the national inclusive education agenda for early identification and intervention and school hearing screening programme in Ghana.



# INSTITUTE FOR TEACHER EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT (ITECPD)

## INSTITUTE OVERVIEW

### Vision Statement

To be an institute of excellence for teacher professional development, certification, and lifelong learning.

### Mission:

To provide student teachers with holistic, quality school-based teaching experiences, quality mentoring and certification of colleges of education and affiliated institutions, provide opportunities for continuing development of staff of tertiary and non-tertiary institutions, promote research, and build relations with professional, statutory, regulatory bodies and external universities.

### Core Mandate:

- » Mentor Colleges of Education and affiliated institutions in terms of developing curriculum, examination, and certification of Colleges of Education.
- » Organise student placement in schools and colleges for internship of UEW and students and foreign students.
- » Provide opportunities for continuous professional development of skills and knowledge of the staff of UEW and other institutions.

- » Conduct action and collaborative research.
- » Build relationships and collaborations with professional, statutory, and regulatory bodies including the Ministry of Education, National Council for Tertiary Education, Ghana Tertiary Education Commission, Ghana Education Service, universities, and colleges of education.

## DEPARTMENTS/SECTIONS/UNITS UNDER THE INSTITUTE.

ITECPD consists of the following offices:

- » Office of the Director
- » Registry and Secretariat
- » Centre for Teacher Professional Development
- » Centre for Continuing Professional Development
- » Coordinator for Postgraduate Programmes
- » Finance Unit
- » Internal Audit Unit
- » Procurement Unit
- » Transport Unit

## ACADEMIC OR STAFF DEVELOPMENT PROGRAMMES OFFERED / SERVICES PROVIDED:

- » Postgraduate Diploma in Teaching and Learning in Higher Education (PGDTLHE) -Weekend
- » Master of Education in Institutional Mentorship and Supervision -Distance Learning
- » Master of Education in Educational Administration and Management - Distance Learning
- » Master of Education in Counselling Psychology - Distance Learning

## Noteworthy Developments

The following events and activities took place at the Institute for Teacher Education and Professional Development (ITECPD) during the period. These events were held per the mandate of the institute and the dictates of the MoU signed between the fifteen affiliated Colleges of Education and UEW.

2-Day Reviewers Workshop for Postgraduate programmes run at the ITECPD to fine-tune and review Course manuals for the Postgraduate M.Ed. programmes in the Institute was held from January 11 -13, 2023: Venue: Windy Lodge Hotel, Winneba.

The 2022/2023 academic year internship for Level 400 students of UEW began on January 14, 2023, and ended on April 14, 2023, across the country.

3-Day Training Workshop on STS for STS Coordinators and Assistants of affiliated Colleges of Education. January 30 - February 1, 2023: Venue: Windy Lodge Hotel, Winneba.

Training Workshop on Subject-Based and Continuous Professional Development (CPD) Session on new 4-Year B.Ed. Curriculum for Tutors handling Level 400 2<sup>nd</sup> Semester Courses of the UEW affiliated Colleges of Education. May 22-26, 2023. Venue: Senator Hotel, Kumasi. Conference Marking of End of Semester Examinations:

Conference Marking of Level 300 courses March 20-24, 2023, at Gloriaka Hotel, Winneba

Conference Marking of Level 200 courses April 2-8, 2023, at Senator Hotel, Kumasi  
5-Day Test Item Writing and Construction Workshop for Colleges of Education Tutors affiliated to UEW of Education:

- » Level 100 1<sup>st</sup> Semester - May 15-19, 2023 - Venue: Gloriaka Hotel, Winneba.
- » Level 200 1<sup>st</sup> Semester - June 5- 8, 2023 - Venue: Senator Hotel, Kumasi.
- » Level 300 1<sup>st</sup> Semester - July 30-Aug. 3, 2023 - Venue: Gloriaka Hotel, Winneba.

The 1<sup>st</sup> and 2<sup>nd</sup> cohort of the M.Ed. Postgraduate programmes by Distance commenced their lectures at the Seven designated Study Centres on May 5, 2023, and June 3, 2023, respectively.

MOU signed between Transforming Teaching, Education and Learning (T-TEL) and UEW on 10<sup>th</sup> May 2021 to collaborate in the transformation of teachers in Ghana for three years ended on 31<sup>st</sup> January 2023.

# UNIVERSITY BASIC SCHOOLS DIRECTORATE

## ASSUMPTION OF OFFICE

The new Ag. The director of University Basic Schools officially assumed duty on the 1<sup>st</sup> of September 2022, and almost immediately established contact with all the heads of the basic schools to inform them about her intention to visit their schools.

## VISITATION

On the 25<sup>th</sup> of October 2022, the Ag. The director embarked on an official visit to the various basic schools under her jurisdiction. She visited the following basic schools:

- » The Banister's Early Childhood Centre, North Campus
- » University Practice Basic School, North Campus
- » University Practice Basic School A & B, South Campus
- » University Practice Basic School, C, South Campus
- » Inclusive Basic School.

The objective of the visit by the Acting Director was to formally introduce herself to the school leadership, gain a comprehensive understanding of the current challenges faced by the schools, and engage in constructive discussions to brainstorm potential solutions for the issues identified. This proactive

approach aimed to foster collaboration and a shared vision for addressing and overcoming the obstacles impacting the school community.

## CONCERNS FROM THE HEADS OF THE VARIOUS SCHOOLS

The headteachers of the University Practice Schools at the South Campus raised significant concerns regarding sanitation and infrastructure challenges. They highlighted the recurring issue of residents trespassing to litter the school grounds and utilising the school washrooms, exacerbated by the lack of perimeter fencing. The headteachers made a strong appeal for the university to erect fences around the southern cluster of schools to address this sanitation challenge and facilitate easier maintenance of the compounds.

The Inclusive Basic headteacher expressed her frustration over the unresponsiveness of the University to their repeated requests for assistance. She emphasised that the poor state of the KG facility hinders effective teaching and learning, and she urged the institution to provide the necessary infrastructural support. Additionally, she proposed that the Teaching and Learning Materials (TLMs) created by Basic Education

students be allocated to their unit to enrich the educational resources available for teaching.

The Headteacher of South C Basic, also voiced her concerns, particularly about the incomplete kindergarten block initiated by the school's community. She pointed out the lack of desks for the pupils and the absence of access to potable water, which has become a pressing issue since students are no longer permitted to fetch water from the university campus. She has requested that the Acting Director secure formal permission for the pupils to collect water from the university facilities.

Furthermore, the headteacher of UNIPRA called for the university's support in refurbishing the classroom blocks with fresh paint and constructing a new washroom facility to replace the deteriorating one.

These pressing issues underscore the urgent need for the university to engage with the Practice Schools and provide the necessary support to create a conducive learning environment for the students.

### **WORKSHOP ATTENDED**

On 29<sup>th</sup> December 2022, the Acting Director participated in the Annual Stakeholders Forum on Learning through Play, an event dedicated to pre-service teacher training institutions

and organised by the Right-To-Play, Ghana, at the Gloriaka Hotel in Winneba. The forum aimed to convene all relevant stakeholders to engage in a comprehensive dialogue about the adoption and effectiveness of play-based pedagogy in kindergarten schools. The discussions focused on evaluating the successes, addressing the challenges, and strategizing on the future course of action for the continued implementation of this innovative teaching approach.

### **PROPOSAL FOR THE ESTABLISHMENT OF A MODEL SCHOOL**

On the 8<sup>th</sup> of April, 2023, the Acting Director, accompanied by the university engineer, conducted an on-site inspection of the CODEL study centre in Accra to evaluate the ongoing work and confirm the centre's readiness to fulfil its role as a distance learning facility. During the visit, they identified the potential for the centre to also function as a model school, a use that would extend beyond its weekend distance learning activities. Consequently, a proposal outlining this dual-use opportunity has been drafted and submitted to the Vice Chancellor for consideration, to establish a model school at the centre.



# **CENTRAL ADMINISTRATION**

# FINANCE OFFICE

## INTRODUCTION

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 of mobilising, disbursing, and accounting for the university's funds, the Office is also responsible for developing and maintaining the university's financial information technology infrastructure. The vision of the Office of the Finance Officer of the University of Education, Winneba is to be the reference for effective financial management for the entire university community and all public higher education institutions in Ghana. We aim to achieve this by employing cutting-edge technology and highly qualified, talented finance professionals

who are committed to the ideals of the university.

The Office of the Finance Officer, located at the main campus of the university, comprises four (4) Divisions, namely:

- » Finance Officer's Secretariat
- » Division of Treasury and Funds Management
- » Division of Management Accounting
- » Division of Financial Reporting and Compliance
- » Division of Commercial Services

In addition, the Office of the Finance Officer has representative offices at the College for Distance Education and e-Learning (CODEL) at Winneba and the College of Languages Education at Ajumako.

## THE FINANCE OFFICER'S SECRETARIAT

The Finance Officer's Secretariat is charged among other things to coordinate the activities of all the Divisions, Departments, and Units within the Finance Section. It has two main functional units which are the Administrative Unit and the Accounting Unit.

### The Administrative Unit

- » Provides secretarial services including drafting letters and reports and handling internal and external correspondences.
- » Files all documents.
- » Provides service for Committees and coordinates the organisation of

- programmes & events.
- » Facilitates the provision of hospitality services to the Finance Officer's guests.

### **The Accounting Unit**

- » Processes all allowances of Council and Committees of Council
- » Processes management salaries, allowances, external assessors claim, etc
- » Payment of Contractors.
- » Performs other accounting duties assigned by the Finance Officer

These two units are under the Head of the Secretariat whose core duty is to ensure that both units are well coordinated and working effectively and efficiently to meet the overall objectives of the Finance Section.

### **STAFF STRENGTH**

- |                  |   |
|------------------|---|
| » Senior Members | 2 |
| » Senior Staff   | 5 |
| » Junior Staff   | 1 |

### **PROMOTIONS**

In the year under review, two Secretariat staff were promoted. One was promoted to Chief Accounting Assistant and the other to Junior Assistant Registrar.

### **MAJOR ACHIEVEMENTS FOR 2023**

- » Sponsored Four (4) Finance Section Staff to the 2023 African Congress of Accountants held in Abidjan.

- » Sponsored Five (5) Finance Section staff to the 60<sup>th</sup> Anniversary Accountants' Week Celebration in Sunyani.
- » Some Staff of the finance Section were taken through a 3-day training session on the use of the Ghana Integrated Financial Management (GIFMIS) Platform.

### **MAJOR CHALLENGES**

- » Interruptions on internet connectivity hindering smooth workflow
- » Inadequate office space

### **PROJECTIONS**

- » The University has awarded the contract for the full implementation of the International Public Sector Accounting Standards (IPSAS), we hope to prepare IPSAS Financial Statements by the year-end 2024.
- » We hope to be able to sponsor more staff of the Finance Section to subsequent local and international workshops to boost their continuous professional development so they can be better equipped to improve productivity.
- » Encourage more Finance Staff to write the ICA professional qualification.



## DIVISION OF TREASURY AND FUNDS MANAGEMENT

The Division of Treasury and Funds Management is one of the four divisions under the Office of the Finance Officer.

### OFFICES UNDER THE DIVISION

The Division of Treasury and Funds Management comprises the following units/offices:

- » Treasury Officer's Secretariat
- » Revenue Office
- » Cash Office and Staff Financial Services Unit
- » Bank Reconciliation Unit
- » Endowment and Trust Fund Management Unit
- » Students' Financial Services Unit
- » Department of Schools, Faculties and Halls Financial Management
- » Ghana Universities Staff Superannuation Scheme office
- » Institutional Debtors and Government of Ghana Subventions/Grants Unit

### ACTIVITIES OF THE DIVISION

The main activities of the division include but are not limited to the following:

#### Revenue Mobilization and Disbursement

- » The Division ensures the collection, recording, and reporting of all university revenue (from the Government of Ghana, students, donors, and other miscellaneous sources) and manages Pensions and Provident Funds.

- » Preparation of comprehensive cash plans for the University, schedule and authorize all payments by the University's cash forecast.
- » Put adequate measures in place to ensure proper documentation, sale, and accountability of University souvenirs
- » Ensures the sale, proper documentation, and accountability of admission forms and reports on same to Management.

#### Management of Liquid Assets of the University

- » Regularly update and maintain records on all liquid assets; bank balances and short-term investments and advise the Finance Officer on the most judicious use of all idle funds of the University and the best investment options available in the money market.
- » Ensure the preparation of monthly bank reconciliation statements for all the University's bank accounts.

#### Reporting on Specialized Activities

- » Reports periodically on joint costs of the university such as congregation, council, and its sub-committee activities, inter-campus transactions, sandwich programmes, entrance examinations, and pre-school activities.
- » Maintains adequate records and reconciles all inter-campus current



accounts, contractors' current accounts, and other receivables.

### **Students Financial Services**

- » Liaises with the Planning Office and the Division of Academic Affairs to ascertain student numbers and reconcile them.
- » Prepares a schedule of fees based on student levels and academic programmes for the Finance Committee's consideration.
- » Bills students appropriately and reports on student debtors.
- » Prepares schedules of Academic Facilities User Fees (AFUF) for distribution to various beneficiary departments based on the University's Policy after each fee collection period.

### **Endowments and Trust Funds Management**

- » Ensures that all receipts and payments in respect of all trust funds are properly documented and fund disbursements are executed by the Trust Fund Deed and the directives of the Trustees.
- » Recommends to the Trustees investment policies and objectives as well as assets allocation strategies and ensures that such policies and strategies are fully executed upon the approval by the Trustees.
- » Reports periodically on the Trust Fund and assists reviewers including External Auditors and donors in the review process.

### **Pensions and Provident Funds Management**

- » Ensures that adequate records and information are produced, maintained,

and disseminated to meet decision-making, control, management, and reporting purposes on Pensions and Provident Funds

- » Ensures proper administration and management of the Ghana Universities Staff Superannuation Scheme (GUS) funds and physical assets by all relevant policies and directives.
- » Reports periodically on the GUSSS activities through the preparation of unaudited quarterly financial statements for Management.

In line with objectives 20 and 21 under theme 4.7 of the Corporate Strategic Plan (2019-2023), the Division of Treasury and Funds Management undertook the following activities over the period May 2022 to May 2023

- » Supported the preparation of monthly and annual accounts of the University as prescribed by the Controller and accountant general.
- » Made payments for goods and services within the funds appropriated to the University.
- » Managed and reconciled the bank accounts of the University.
- » Ensured that revenue due for collection from the government is collected by the University, e.g. Government subventions.
- » Reviewed monthly Bank Reconciliation Statements
- » Provided advisory services to all Accounting Officers
- » Prepared monthly Liquidity Reports
- » Provided financial services to students and other stakeholders.

- » Served as a mediator between the university and other affiliate institutions.

## STAFFING

	Senior Members (Non-Teaching)	Senior Staff	Junior Staff	Total
Male	11	7	-	18
Female	3	12	-	15
Total	14	19	-	33

### Promotion

In the year under review, two (2) of our staff were promoted from the Senior Staff level to the Senior Member level.

### Conferences and Workshops Attended

- » Three (3) of our staff attended the 2022 edition of the Accountants' Week Celebration organized by the Institute of Chartered Accountants Ghana.
- » The Head of the Division attended the 21<sup>st</sup> World Congress of Accountants in Mumbai, India.
- » One (1) of our staff also attended the 60<sup>th</sup> Anniversary (2023) edition of Accountants' Week organized by the Institute of Chartered Accountants Ghana.

## ACHIEVEMENTS

- » Successful financial clearance of final-year students enabling them to graduate.
- » Settlement of over Forty-One million Ghana Cedis (**GHS41m**) of outstanding bills owed to our stakeholders which were overdue as of 31<sup>st</sup> December 2021. Notable among them were GHS 5.1m in respect of utilities, GHS 4.1m

for GUSSS members' contribution, and GHS1.8m to Ghana Revenue Authority (GRA) in respect of withheld Taxes.

- » Preparation of monthly liquidity reports.

## CHALLENGES

- » Delays in receiving Government Subvention for compensation.
- » Inadequate office equipment such as laptops and computers impede effective work during students' financial clearance.
- » Setbacks posed by the Online Students Information Systems.
- » Non-payment of fees on time poses liquidity pressures.

## RECOMMENDATIONS

- » Budgetary allocation to the division should be increased to enable the division to procure adequate office equipment.
- » The Online Students Information System should be augmented with the needed infrastructure to ensure its full functionalities.
- » University policy on fee payment should be reviewed to enable fees to be paid in time to ensure proper liquidity planning.

## DIVISION OF MANAGEMENT ACCOUNTING

The Division of Management Accounting is one of the four (4) divisions of the University Finance Office. This division is tasked with general oversight responsibility over all financial management systems within the university. The Division's work mainly centres on realistically planning income and expenditure for each year, making approved payments on a timely basis, as well as preparing all periodic reports required.

The Division of Management Accounting comprises the following Departments and Units:

- » Payroll Management Department
- » Budget and Budgetary Control Department
- » Bills and Claims Department
- » Budgetary Control Unit
- » Data Management Unit
- » Special Self-Accounting Units (Library, Clinic and Works and Physical Development)

### ACTIVITIES OF THE DIVISION

- » Responsible for the preparation of credible and realistic budgets for the university and implementing them as intended as well as the general administration and management of the university budgeting system and its linkages to the Corporate Strategic Plan.

Specific duties include:

- \* Supervise operational plans including budgeting and budgetary controls in respect of all the finances of the university.
- \* Ensuring compliance with budgeting policies and procedures on the allocation of resources to ensure financial stability within the university.
- \* Preparing annual estimates to the Government to inform the allocation of Government subventions and grants to the university under the Medium-Term Expenditure Framework (MTEF).
- \* Ensuring that the university's budget is implemented as intended and in an orderly and predictable manner and that there are arrangements for the exercise of proper controls and authorisation in the use of the university's funds.
- \* Preparing periodic budgetary reports for the university.

- » Responsible for the speedy processing and payment of duly approved university bills and claims while managing and administering the university's payment systems.

Specific duties include:

- \* Instituting sound internal controls over all payments and disbursements in the university.

- \* Supervising payment of all university bills and claims, both local and foreign.
- \* Supervising payment of all staff claims for travelling, medicals, etc.
- \* Maintaining a Register for all staff special advances.
- » Responsible for maintaining a credible and reliable payroll system. The division is tasked with the general administration and management of the university's payroll system and compliance with all human resource and labour-related rules and regulations.

Specific duties include:

- \* Receiving inputs and processing salaries and allowances for all staff under the personal emoluments budget according to laid down rules and regulations.
- \* Preparation of all payroll reports: staff pay slips, salaries to the bank, statutory deductions (PAYE, SSF, GUSSS), payroll deductions, etc, by the 20<sup>th</sup> of each month.
- \* Reconciling each month's basic salary, allowances, and deductions with the preceding month by the 20<sup>th</sup> of each month.
- \* Providing general financial advisory services to staff on rules and regulations affecting salaries, allowances, deductions, pensions, part-time teaching, extra-teaching, overtime work, etc
- \* Preparing monthly salary/payroll returns for auditing and submission to GTEC by the 5<sup>th</sup> of the following month.
- \* Administering staff loans, advances, etc, and accounting for their repayments.
- » Responsible for the maintenance of sound financial management systems at the Library, Clinic, and Development Office as well as the provisions of general financial advisory services to staff of the university.

## STAFFING

Category	Female	Male	Total No
Senior Member (Non-teaching)	-	3	3
Senior staff	4	9	13
Junior staff	-	-	-
<b>Total</b>	<b>4</b>	<b>12</b>	<b>16</b>

## Promotion

In the year under review, one (1) Senior Staff was appointed as a Senior Member.

## Additional Staff requirements

Department/Unit	Number
Bills and Claims	3
Budget and Budgetary Controls	2
<b>Total</b>	<b>5</b>

## CONFERENCES AND WORKSHOPS ATTENDED

- » Six (6) staff members attended a GIFMIS workshop organised in collaboration with the Controller and Accountant General's Department (CAGD) at UEW, Winneba, from 16<sup>th</sup>-20<sup>th</sup> January 2023.
- » Two (2) Senior Members attended the African Congress for Accountants from

15<sup>th</sup> -18<sup>th</sup> May 2023, in Cote d'Ivoire.

- » A Senior Staff attended a conference organised by the Institute of Chartered Accountants, Ghana (ICAG) in Sunyani from 24<sup>th</sup> -28<sup>th</sup> April 2023.

## ACHIEVEMENTS

- » Together with the Controller and Accountant General's Department (CAGD), the department organised a GIFMIS workshop at UEW, Winneba, from 16<sup>th</sup>-20<sup>th</sup> January 2023, for selected staff of the university.
- » On-time submission of periodic budgetary reports to GTEC and the Ministry of Finance
- » Strict adherence to the monthly pay calendar
- » On-time submission of monthly statutory reports, ie
  - \* GRA reports
  - \* Subvention reports
  - \* Budget reports

- » On-time processing of bills and claims, monthly withholding tax returns, and monthly VAT returns

## CHALLENGES

- » Inadequate staff
- » Inadequate office equipment

## PROJECTIONS

- » Ensure that the 2024 salary payments follow the pay calendar dates.
- » Timely processing of approved claims for 2024.
- » To organise a budget seminar within the last quarter of 2023 for the 2024 budget preparation.
- » Prepare a credible and realistic budget for the 2024 accounting year.
- » Maintain a prudent and sound financial management system for the University in 2024

# DIVISION OF FINANCIAL REPORTING AND COMPLIANCE SERVICES

## ACTIVITIES

- » Preparation of the Financial Statement of the University per appropriate financial reporting standards, and policies, Section 80 (1) of the Public Financial Management Act 2016 (Act 921) and UEW Act 672.
- » Responsible for the implementation of policies and strategies to ensure secure storage and access to electronic financials of the university

to reduce the university's exposure to information risk.

- » Stores and inventory management responsible for periodic review of facilities, processes, and record-keeping at the university's central stores, supervises periodic annual stocktaking, reviews various stores and inventory reports prepared by the Head of Stores and Inventory Management Unit.

## Units

- » Financial Reporting and Assurance Unit
- » Stores and Inventories Management Unit
- » System Security and IT Services Unit
- » External Funds and Grants Management Unit

- » Inadequate staff for the system security and IT services
- » The erratic electricity supply led to interruptions in the connectivity and the functioning of the Topaz Accounting Software which negatively affected work at the main central stores.

## STAFF STRENGTH

STAFF	F	M	NO.
Senior Members (Non-Teaching)	-	1	1
Senior Staff	4	7	11
Junior Staff	-	4	4
Total	4	12	16

## Promotions

- » Two (2) senior staff were promoted; one to the rank of Assistant Accountant and the other one to Chief Administrative Assistant.

## PROJECTIONS

- » Organise in-service training for both new and old staff on the use of the Accounting Software (Topaz)
- » Ensure that 2021 & 2022 financial statements are prepared under the regulations.
- » Identify training programmes to ensure that staff are continually updated to fit the changing roles of the accounting profession.
- » Ensure that the implementation of the International Public Sector Accounting Standard (IPSAS) is fully rolled out.

## CHALLENGES

- » Inadequate space at the Main Central Stores to receive new items.

## OFFICE OF THE FINANCE OFFICER - CODEL

The Finance Section of the College for Distance and e-Learning (CODEL) comprises Four Units, namely:

- » Treasury Unit
- » Budgets and Payments Unit
- » Financial Reporting and Assurance Unit
- » Stores and Inventories Unit

### Treasury Unit

The Treasury Unit of CODEL Finance is responsible for all treasury functions including liquidity management, fund management, banking relations, and risk management. Its primary functions include the collection of revenue, student financial services, bank reconciliations, disbursement of funds, short-term

investments, and other revenue activities (sale of souvenirs).

### **Functions, roles, and responsibilities**

The Unit performs the following functions:

- » Collects, records, and reports on all revenues (from government, donors, students, and other miscellaneous sources) of the College for Distance and e-Learning (CODeL) of the University.
- » Takes necessary measures for the recovery of monies due to the College.
- » Responsible for the safe custody of all College funds and value documents as well as proper disbursement of funds.
- » Responsible for short-term investment activities of the College.

### **Achievements**

The following are the achievements of the Treasury Unit for the past year:

- » Introduced an enhanced payment process where payees are notified when their cheques are ready for collection.
- » Improved debt collection from student debtors through the adoption of improved debt collection methods and procedures.
- » The Unit was able to achieve financial sustainability by way of effectively managing resources, controlling costs, and generating revenue to support the College's operations and strategic initiatives.

### **Challenges**

Despite the achievements, the following are the challenges confronting the Unit:

- » The College relies on tuition fees, government grants, donations, and research funding. However, we are faced with the challenge of diversifying funding sources to reduce dependence on a single revenue stream.
- » The College has not fully hosted distance students on the Online Student Information System (OSIS), and this has affected the generation of reports on students' fees and debtors list.
- » The Unit is understaffed.

## **BUDGETS AND PAYMENTS UNIT**

The Budgets and Payments Unit of the Finance Section of the College provides quality and comprehensive information for financial planning. The Unit provides analysis and interpretation regarding planning for and allocation of physical and financial resources. The Unit is responsible for budget and budgetary control, bills, claims and payments, contractors and asset management, and management of the clustered group study centres.

### **Functions, Roles, and Responsibilities**

- » The Unit is responsible for developing, implementing, monitoring, and controlling the College's annual operating budget. The Unit works closely with various departments to gather budget proposals, review them, and make recommendations for adjustments or modifications.

- » The Unit helps in long-term financial planning. They help in assessing the College's financial health, identify financial risks and opportunities, and provide guidance on resource allocation and investment decisions.
- » The unit monitors and controls expenditures to ensure they align with the approved budget. They review financial transactions, track expenses, and analyze spending patterns.
- » The Budget and Payments Unit manages the payment processes within the College. This includes processing invoices, verifying payment requests, and ensuring accuracy and compliance with financial policies and regulations.

### **Achievements**

- » The Unit by way of monitoring expenses, controlling costs, and maintaining adherence to the budget, has helped to avoid financial crises and ensures the College operates within its fiscal space.
- » The Unit's ability to process payments promptly and accurately is a significant achievement. By ensuring that suppliers, vendors, and employees are paid on time, the Unit contributes to maintaining positive relationships, avoiding late payment penalties, and upholding the College's reputation.
- » The Unit has ensured that financial resources are allocated efficiently and in line with organizational goals. By accurately assessing funding needs and making informed decisions, the Unit has helped maximize the impact of available resources.

### **Challenges**

- » Limited financial resources have been a challenge for the Unit in meeting competing demands and managing budget constraints.
- » The Unit is faced with the challenge of managing uncertainty. Economic fluctuations, unexpected expenses, or unforeseen events disrupt budgeting and payment processes.
- » Last-minute submission of claims leading to delays in claims payments
- » Congested working space due to limited space for keeping files/ documents.
- » Frequent breakdown of machines and other equipment
- » The unit is also understaffed.

## **FINANCIAL REPORTING AND ASSURANCE UNIT**

The Financial Reporting and Assurance Unit is responsible for communicating financial information to internal and external stakeholders in line with appropriate legal, regulatory, and reporting frameworks.

### **Functions, Roles, and Responsibilities**

- » Collecting, processing, and presenting accounting information on the financial transactions of the College
- » The Unit ensures that financial reporting complies with applicable accounting standards and regulations.
- » The Unit establishes and maintains internal controls and policies relating to financial reporting.



- » Retiring imprest and special advances
- » The Unit assesses financial risks and evaluates their potential impact on the College's financial statements.
- » The Unit coordinates with external and internal audits. They liaise with auditors, provide necessary financial documentation, and facilitate the audit process.

### **Achievements**

- » One of the key achievements of the Unit is the production of accurate and reliable financial reports for the period under consideration.
- » The Unit has contributed to the smooth and efficient conduct of external and internal audits.
- » The Unit has been able to establish and maintain effective internal controls over financial reporting. The Unit has been able to implement controls to mitigate risks, safeguard assets, and ensure the accuracy of financial data which have contributed to the College's overall governance structure and help prevent fraud, errors, and misstatements.

### **Challenges**

- » Erratic electricity supply leading to interruptions in internet connectivity and functionality of Topaz.
- » Keeping up with changes in financial reporting regulations and accounting standards
- » The unit is understaffed.

## **STORES AND INVENTORY MANAGEMENT UNIT**

The Unit is responsible for the effective control and management of the College's inventory or stock of goods and materials. The activities of the Unit are made up of various processes and responsibilities relating to inventory planning, procurement, storage, tracking, and optimisation.

### **Functions, Roles, and Responsibilities**

- » The Unit is responsible for inventory planning and forecasting: The Unit analyses historical data, market trends, and demand patterns to forecast future inventory needs.
- » The Unit maintains accurate records of inventory quantities, locations, and movements.
- » The Unit manages storage and warehousing facilities to ensure proper handling, organisation, and security of inventory items.
- » The Unit initiates the replenishment process to maintain optimal inventory levels based on demand forecasts and reorder points.

### **Achievements**

- » The Unit has been able to achieve optimal inventory levels of course books and other related materials. This has been possible because of effective forecasting of demand and implementing control measures.

### **Challenges**

- » Limited space for the management of inventories (modules)

- » The Unit is faced with disruption and delay in the supply of modules from our suppliers contracted with the printing of the course books.

### Staff Strength

STAFF	F	M	NO.
Senior Members (Non-Teaching)	-	2	2
Senior Staff	4	7	11
Total	4	9	13

### Promotions

Two (2) staff were promoted; one to the rank of Assistant Accountant and the other, to the rank of Senior Accountant.

### Projection

Some projections of the Finance Section of the College include the following:

- » Increase the revenue generation of the College. The Finance Section will adopt appropriate measures to ensure that 95 percent of approved fees for the academic year are collected.
- » The Finance Section will work closely with the admissions department to project student enrollment for the upcoming semesters or academic years. An increase in student enrollment will help in revenue projections of the College.
- » The Finance Section will forecast the College's cash flow, considering the timing of revenue inflows and outflows. This will help to ensure the College has sufficient liquidity to meet its financial obligations.

## OFFICE OF THE FINANCE OFFICER - AJUMAKO CAMPUS

The finance section of the College of Languages Education, Ajumako campus operates under the main Finance Office in Winneba. This section oversees the financial affairs of the College. The core functions of the section include mobilizing, disbursing, and accounting for the funds of the College.

The specific responsibilities of the finance section include the following:

- » Ensure that the university's accounting system has been approved by the Controller and Accountant-General in consultation with the Auditor General.
- » Manage and operate the college's accounting systems, to ensure the accountability of all officers transacting the business of the college and facilitate the efficient discharge of such business.
- » Prepare monthly accounts and submit them to the main campus for consolidation.
- » Ensure the efficient and effective use of appropriation under the college's control, within the ambit of government policy, and in compliance with relevant regulations.
- » Ensure the due and proper collection of government revenue collectable by the University within the terms of any enactment or of instructions issued or approved by the Controller and Accountant-General or Council.
- » Preserve in good order and secure the economical use of all equipment and stores used by the college.

The college finance section in other to achieve Financial Sustainability and Accountability for the period under consideration, focused on the three (3) main objectives:

### **Objective 1: Enhance the financial reporting system for improved accountability.**

#### **Activities**

- » Manage and operate the college's accounting systems, to ensure the accountability of all officers transacting the business of the college and facilitate the efficient discharge of such business.
- » Preparation of Financial Statements for the review of external bodies.
- » Preparation of monthly accounts and submit it to the main campus for consolidation.
- » Preserve in good order and secure the economical use of all equipment and stores used by the college.
- » Build Finance staff capacity for IPSAS adoption.

### **Objective 2: Strengthen expenditure management practices for prudent resource utilisation.**

#### **Activities**

- » Ensure the efficient and effective use of appropriation under the college's control, within the ambit of government policy, and in compliance with relevant regulations.
- » Preparation of Annual Operational Budget
- » Preparation of Medium Term Expenditure Framework (MTEF)

Budget

- » Preparation of Quarterly Budgetary Report
- » Preparation of Monthly Expenditure Returns to GTEC
- » Preparation of Monthly Audited Payroll Report to GTEC

### **Objective 3: Pursue innovative and sustainable resource mobilisation.**

#### **Activities**

- » Ensure the due and proper collection of government revenue collectable by the university within the terms of any enactment or of instructions issued or approved by the Controller and Accountant-General or Council.
- » Reviewing Monthly Bank Reconciliation Statements.
- » Providing Advisory service to all Accounting Officers.
- » Preparation of Monthly Liquidity Report.
- » Introduction of additional programmes to boost internally generated funds.

#### **2. STAFFING**

STAFF		FEMALE	MALE	NUMBER
i	Senior Members (Teaching)	0	0	0
ii	Senior Members (Non-Teaching)	0	3	3
iii	Senior Staff	2	4	6
iv	Junior Staff	0	0	0
<b>Total</b>		<b>2</b>	<b>7</b>	<b>9</b>

- » Staff on Study Leave - There is no staff on Study Leave within the

stipulated period.

- » Promotions - One senior member was promoted to the rank of Senior Accountant
- » Staff requirement - Three (3) additional senior staff are required in the area of administrative staff at the secretariat, a Senior Accounting Assistant at the Financial Reporting Unit, and Students' Financial Services respectively.

### **ACHIEVEMENTS Projects Ongoing**

The contractor is currently on site and work is progressing steadily on phase two of the College's Faculty of Educational Studies block.

### **Other Achievements**

- » Through the implementation of a new financial Clearance System, the College improved its debt collection from students.
- » The section has improved upon the food Production Units to enhance internally generated funds.
- » Monthly reports such as "Audited Payroll Report to GTEC; expenditure Returns as well as quarterly Budgetary Reports" were prepared and submitted to the main campus for consolidation.
- » Preparation of the College's 2023 Operational Budget for consolidation at the main campus.
- » Facilitating the release of government subvention for the Ajumako Campus with the help of the Head Office
- » Provided training for stakeholders on Budget preparation and implementation.
- » Preparation of Monthly Liquidity

Report.

- » Government Subvention - PE received up to January 2023
- » Salaries are paid every month on scheduled dates with the help of Head Office.
- » Statutory payments i.e. Income tax (PAYE) and withholding taxes paid to date.
- » 2020 Financial Statements audited during the period under consideration.
- » Auditing of 2021 Financial Statements is still ongoing.

### **CONFERENCE ORGANIZED/ ATTENDED**

- » Staff had the opportunity to attend a week-long GIFMIS workshop organized on Winneba North Campus from 16<sup>th</sup> to 20<sup>th</sup> January 2023 by the Controller and Accountant General's Department.
- » During the period one staff attended a conference organized in Sunyani by the Institute of Chartered Accountants, Ghana in April 2023.
- » The Head of Budget attended budget production workshops on Data Validation for public institutions organized by the Controller and Accountant General's Department for the periods 2<sup>nd</sup> Quarter 2022 in July 2022, 3<sup>rd</sup> quarter 2022 in October 2022, 4<sup>th</sup> quarter 2022 in February 2023 and 1<sup>st</sup> quarter 2023 in May 2023 respectively.

### **SECTIONAL OVERVIEW Mission/Vision Statement**

The college finance section shares in the vision of the University Finance Section to become a section of preference

and reference for effective financial management among all public higher educational institutions in Ghana.

The College Finance office has the following Units:

- » Finance Reporting and Assurance Unit
- » Budget, Bills, and Claims/Payroll Unit
- » Treasury/Reconciliation/Students Services Unit
- » Stores and Inventories Management Unit
- » Faculty Accounts Management Unit
- » Hall Accounts Management Unit
- » Commercialization Service Unit
- » Cash Office
- » Secretariat

The Head of Finance has direct supervision over these units and reports directly to the Principal of the College. However, the ultimate responsibility will be to the Finance Officer

## PROJECTIONS

- » Timely preparation of Bank reconciliation statements.
- » Timely preparation of Financial Statements for auditing.
- » Strategic measures for the collection of revenues (Student fees and other non- Student fees)
- » Improve upon services at the Commercialize centre to boost internally generated funds through nontraditional sources.
- » Preparation of 2024 Annual Operational and MTEF Budgets

## CHALLENGES

- » Delayed in government subvention.
- » Low student enrolment affects the operation.
- » High utility bills from service providers
- » Insufficient internally generated funds to support operations.
- » Inadequate office space
- » Inadequate Staffing

## GHANA UNIVERSITY STAFF SUPERANNUATION SCHEME (GUSSS) & HOSTEL

### INTRODUCTION AND BACKGROUND INFORMATION

#### Historical Background

The Ghana Universities Staff Superannuation Scheme (GUSSS) (hereinafter called The Scheme) shall be established, managed, and administered in the manner hereinafter mentioned and shall be deemed to be established on January 1, 1976.

#### Membership

Membership of the Scheme shall consist of any of the following:

- » a.All existing members of GUSSS as of 1<sup>st</sup> January 1976.
- » University Teachers and Research Fellows
- » University Administration, Library, and Professional staff of a statute comparable with that of University Teachers.

## Management of UEW GUSSS

The GUSSS Constitution provides that the scheme shall be administered by the Finance Officer under the control of a Management Board made up as follows:

- » Four (4) members to be appointed by the University Council of whom two shall be from the Council, and two from outside the Institution. They are:
- » Two (2) academic senior members elected by their members from among themselves.
- » One (1) non-teaching senior member elected by their members from among themselves.
- » One (1) each of senior staff and junior staff elected by their members from among themselves where applicable.
- » The Registrar.

One of the members from outside the university shall be appointed as chairman by the Council.

## Membership

Membership of the scheme is restricted by law to only senior members of the University. The scheme classifies members into three (3) categories, namely;

- » Active Members: Members currently at post and contributing to the scheme.
- » Inactive members: Members who have not retired but are not currently contributing to the scheme e.g., Members on leave of absence or on secondment without pay. This group of members can make claims for their benefit at any time.
- » Pensioners: Retired members whose pensions are currently being paid

by the University but no longer contributing to the scheme.

Table 1 below gives a summary of the membership distribution from 2016 to 2019 and projected membership for the year 2020.

**Table 1: Summary of Membership Distribution of the GUSSS Scheme (2016 – 2019) and Projection for 2023.**

CAMPUSES	ACADEMIC STAFF	ADMIN-ISTRATIVE STAFF	TOTAL
WINNEBA	400	80	480
AJUMAKO	39	7	46
KUMASI	111	43	154
MAMPONG	56	16	72
<b>TOTAL</b>	<b>606</b>	<b>146</b>	<b>752</b>

From the above the total number of GUSSS Members is 752 which includes Academic and Administrative staff whereas 12 Senior Members of the scheme are expected to retire in September 2023.

## Contributions

The contribution by a member is received monthly and is paid by the campuses no later than 15<sup>th</sup> of every ensuing month.

## Capital Investments

The scheme has the following capital investment to its credit. These are:

## GUSSS HOSTEL AND GUEST CENTER

The UEW GUSSS has a Hostel & Guest Centre located at the Winneba campus of the university. The hostel has a 212-bed capacity to accommodate students each academic year. The Guest centre on the

other hand has 38 rooms fully furnished to accommodate guests.

## COMMERCIAL CENTRE

The commercial centre consists of one big shopping mall, Six Banking Halls, Double Shops, and Standard Shop A and B which are currently out for letting. The project has been completed and awaiting to be commissioned.

## UNCOMPLETED PROJECTS

The scheme currently has the following projects under construction. These projects are:

### Gusss Hostel Project Site

The Hostels aim to provide affordable on-campus accommodation to students at the University and the general public (during vacations). Basic facilities, including bunk beds, study tables and chairs, a balcony, leisure room, wardrobe, kitchen, bathroom, and toilet will be provided.

The GUSSS Project Site 1 Construction is being undertaken by PAA BADU CONSTRUCTION LIMITED. Site 1 project has a bed capacity of 3000 and the contractor is currently on site to complete the project and handover by July 2023.

### Gusss Hostel Project Site

The GUSSS Hostel Project site 2 has been constructed by PROTEUS CONSTRUCTION LIMITED

The Site 2 project has a bed capacity of 2000, and the contractor is not on site because the contract was terminated. The

GUSSS Administrator is currently working on it to bring the contractor back to the site.

## GUSSS HOSTEL PROJECT SITE

The GUSSS Project site 3 has been constructed by SPARKX(SM) CONSTRUCTION LIMITED. Site 3 project has a bed capacity of 3000 and the project commenced in December 2016. The contractor is on site. The project is about 70% overall complete and the completion date is July 2023.

## Gusss Pension

Currently, the Scheme has a total number of 114 active pensioners on its payroll and is being paid pension every month.

## Retirement 2023

In the year 2023, a total of 10 members who contribute to the scheme are expected to retire in September 2023. These members are expected to be paid their full pension by the close of 2023.

## STAFFING

There are currently a total of 11 staff on the scheme's payroll. These are people engaged are the GUSSS Hostel and Guest Centre to help in the cleaning and maintenance of the place.

STAFF	M	F	TOTAL
Senior Staff	-	1	1
Junior Staff	4	6	10
<b>Total Number</b>	<b>4</b>	<b>7</b>	<b>11</b>

# UNIVERSITY LIBRARY

## INTRODUCTION

The University Library achieved remarkable success in the face of numerous challenges, including financial constraints, a shortage of staff members, and limited space.

## Vision

To be the first choice for information and research in the university.

## Mission

To facilitate access to all forms of information by continuous improvement of resources and expertise to meet customers' needs, promote information literacy skills within the university, foster cooperation through local, national, and international networking, and support teaching, learning, research, administration, and other university activities.

## STAFFING

The staffing position over the period is illustrated in the Tables below:

**Table 1  
OSAGYEFO LIBRARY**

	MALE	FEMALE	TOTAL
Acting University Librarian	-	1	1
Assistant Librarian	3	1	4
Assistant Registrar	1	-	1
Chief Library Assistant	1	-	1
Chief Administrative Assistant	1	-	1
Principal Library Assistant	2	1	3

	MALE	FEMALE	TOTAL
Senior Library Assistant	2	3	5
Senior Administrative Assistant	1	3	4
Library Assistant	1	2	3
Junior Library Assistant	2	1	3
Technician	-	1	1
Driver Grade II	2	-	2
<b>TOTAL</b>	<b>16</b>	<b>13</b>	<b>29</b>

## NORTH CAMPUS LIBRARY

	MALE	FEMALE	TOTAL
Senior Assistant Librarian	1	-	1
Junior Assistant Librarian	2	-	2
Principal Library Assistant	1	-	1
Senior Library Assistant	3	2	5
Senior Administrative Assistant	1	-	1
Library Assistant	-	1	1
Junior Library Assistant	1	-	1
<b>TOTAL</b>	<b>9</b>	<b>3</b>	<b>12</b>

## CODEL LIBRARY

	MALE	FEMALE	TOTAL
Library Assistant	-	1	1
<b>TOTAL</b>	<b>-</b>	<b>1</b>	<b>1</b>

## AJUMAKO CAMPUS

	MALE	FEMALE	TOTAL
Assistant Librarian	1	-	1
Senior Library Assistant	1	1	2
Library Assistant	-	2	2
<b>TOTAL</b>	<b>2</b>	<b>3</b>	<b>5</b>



## SCIENCE EDUCATION LIBRARY

	MALE	FEMALE	TOTAL
Principal Library Assistant	1	-	1
<b>TOTAL</b>	<b>1</b>	<b>-</b>	<b>1</b>

## HOME ECONOMICS LIBRARY

	MALE	FEMALE	TOTAL
Principal Library Assistant	-	1	1
<b>TOTAL</b>	<b>-</b>	<b>1</b>	<b>1</b>

## HPERS LIBRARY

	MALE	FEMALE	TOTAL
Senior Library Assistant	1	-	1
<b>TOTAL</b>	<b>1</b>	<b>-</b>	<b>1</b>

## PSYCHOLOGY LIBRARY

	MALE	FEMALE	TOTAL
Principal Library Assistant	-	1	1
<b>TOTAL</b>	<b>-</b>	<b>1</b>	<b>1</b>

## FRENCH EDUCATION LIBRARY

	MALE	FEMALE	TOTAL
Senior Administrative Assistant	1	-	1
<b>TOTAL</b>	<b>1</b>	<b>-</b>	<b>1</b>

## HISTORY EDUCATION LIBRARY

	MALE	FEMALE	TOTAL
Principal Librarian	1	-	1
<b>Total</b>	<b>1</b>	<b>-</b>	<b>1</b>

## STAFF DEVELOPMENT

A staff member completed a one-year Master of Information Studies at the University of Ghana, Legon 2022.

## ACTIVITIES

### Registration of Users

The total number of new users registered during the period under consideration

was 76. The new registration figures are shown below.

- » Osagyefo - 63
- » North Campus - 13
- » Ajumako -

The breakdown for the gender was as shown below:

### Registration based on Gender

Library	Male	Female	Total
Osagyefo Library	45	18	63
North Campus	7	5	13
Ajumako Campus	-	-	-
<b>Total</b>	<b>52</b>	<b>23</b>	<b>76</b>

## Usage Statistics

The figures for books used during the year are shown in the Table below,

### Table on Usage Statistics

LIBRARY	BOOKS BORROWED	RESERVE BOOKS USED	TOTAL
Osagyefo	288	956	1244
North Campus	124	1284	1408
Ajumako	1360	522	1882
<b>TOTAL</b>	<b>1772</b>	<b>2762</b>	<b>4534</b>

## NEW BOOKS ACQUIRED

A summary of books through purchases and donations received from individuals and organisations is presented below.

### Book Purchases

CAMPUS	NO. OF TITLES	QUANTITY
Winneba	8	8
Ajumako	-	-
<b>Total</b>	<b>8</b>	<b>8</b>

### Book Donations

The Osagyefo Library from June 2022 to May 2023 received two hundred and

twenty-eight (228) titles of five hundred and ninety- four books as donations from philanthropists and lectures from UEW, as specified in the table below.

**TABLE**

S/N	AUTHOR	TITLE	QTY	DONOR
1.	Helfing, S.	Social problem 8 <sup>th</sup> ed.	1	Professor Nelson Dansoman, Accra
2.	Gareth, J. R.	Essentials of Contemporary Management	1	--do--
3	Stewart, J.	Single variable essential calculus; early transcendentals	1	--do--
4.	Kapoor, J. R.	Students resource manual for use with personal finance. 6 <sup>th</sup> ed.	1	--do--
5.	Maden S. S	Biology.(7 <sup>th</sup> ed.)	1	--do--
6.	Kaltleen, R.	Launching new ventures: an entrepreneurial approach	1	--do--
7.	Gary, C	Financial analysis; a user approach	1	--do--
8.	Arens, A.A...[et al]	Auditing and assurance services; an integrated approach. (16 <sup>th</sup> ed.)	1	--do--
9.	Peters, J. M...[et al]	College accounting with Excel and Peachtree for Microsoft Windows Release 5.0	1	--do--
10.	Grewal, D.& Levy, M	Introduction of marketing	1	--do--
11.	Knapp, C. M.	Contemporary auditing: real issues	1	--do--
12.	Castleberry, S. B	Selling: building partnership	1	--do--
13.	Van Horn, M. C.	Teaching with hacker handbooks topics, strategies, and lesson plan	1	Professor Nelson, Dansoman, Accra
14	Schilb, J.	Making literature matter: anthropology for readers and writers. (4 <sup>th</sup> ed.)	1	Professor Nelson Dansoman, Accra
15	Floyd, D. L.	The community college baccalaureate; emerging trends and Policy issues	1	--do--
16	Bruce, R.	Libya: from colony to independent	1	--do--
17	Schilb, J.	Making literature matter: anthropology for readers and writers. (5 <sup>th</sup> ed.)	1	--do--
18	Sackheim, G. I.	An introduction to chemistry for biology. (9 <sup>th</sup> ed.)	1	--do--
19	Prince George's Comm. College	Sports marketing	1	--do--
20	Keiso, D.W.	Intermediate accounting (11 <sup>th</sup> ed.)	1	--do--

S/N	AUTHOR	TITLE	QTY	DONOR
21	Davis, R.	Telecourse students guide to for dollars and sense: personal finance for 21 <sup>st</sup> century. (2 <sup>nd</sup> ed.)	1	--do--
22	Cooper, J. M (Ed.)	Classroom teaching skills. (9 <sup>th</sup> ed.)	1	--do--
23	Savage, T. V... [et al)	Teaching in the secondary school. (7 <sup>th</sup> ed.)	1	--do--
24	Anton, H.	Calculus with analytical geometry. (5 <sup>th</sup> ed.)	1	--do--
25	Dupuy, G.M.	Career preparation: a transition guide for students	1	--do--
26	Gonzalez-Mena, J.	Diversity in early care and education honouring differences. (5 <sup>th</sup> ed.)	1	Professor Nelson, Dansoman, Accra
27	Williams, B. E.	Elementary differential equations and boundary value problems	1	Professor Nelson Dansoman, Accra
28	Stanley, B. M.	World history: ancient civilizations through the Renaissance	1	--do--
29	Warren, C. S	Accounting	1	--do--
30	Wallace, J. M.	Financial and managerial accounting for undergraduates	1	--do--
31	Phillips, F.	Fundamentals of financial accounting	1	--do--
32	Sciarra, D.	Developing and administering a childcare and education program. (7 <sup>th</sup> ed.)	1	--do--
33	Decker, R.	Calculus: preliminary edition	1	--do--
34	Decker, R.	Integrated accounting for windows	1	--do--
35	Hirst, E.D.	Cases in financial reporting: an integrated approach with emphases on earnings quality and persistence	1	--do--
36	Stice, J. D.	Problem-solving strategy guide: intermediate accounting vol.2 chapters 1-11. (16 <sup>th</sup> ed.)	1	--do--
37	Stice, J. D.	Problem-solving strategy guide: Intermediate Accounting vol.2 chapters 12-22	1	--do--
38	Shechtman, M.R...	Working without a net: how to survive and thrive in today's high-risk business world	1	Professor Nelson, Dansoman, Accra

S/N	AUTHOR	TITLE	QTY	DONOR
39	Suppes, M. A.	Instructor's manual and test bank to accompany the social work experience. (4 <sup>th</sup> ed.)	1	Professor Nelson, Dansoman, Accra
40	Kappor, J. R.	Focus on personal finance; an active approach to help you develop successful financial skills	1	Professor Nelson, Dansoman, Accra
41.	Slater, J	College Accounting: a practical approach.13 <sup>th</sup> ed.	1	--do--
42.	McQuaig, D.	College accounting. 3 <sup>rd</sup> ed.	1	--do--
43	Kapoor, J.	Personal finance.7 <sup>th</sup> ed.	1	--do--
44.	McConnell, C. R., Brue, S. L. & Flynn, S. M.	Principles of microeconomics.21 <sup>st</sup> ed	1	--do--
45.	Thomas, G. B.	Thomas' calculus: early transcendental.11 <sup>th</sup> ed.	1	--do--
46.	Heintz, J.A.	College Accounting	1	--do--
47.	Day, R.	Math connects concepts, skills, and problem-solving course 3	1	--do--
48.	Levy, M.	Retailing management. 9 <sup>th</sup> ed.	1	--do--
49.	Liff, S.	Experience reading	1	--do--
50.	Larson, R. E.	Precalculus with limits: a graphing approach	1	--do--
51.	Grenblatt, S.	The Norton Shakespeare	1	--do--
52.	Ives, M.	Introduction to governmental and not-for-profit	1	--do--
53.	Jones, G. R...	Essentials of contemporary management. 5 <sup>th</sup> ed.	1	Professor Nelson, Dansoman, Accra
54	Byrd, M.& Edwards, S.	Leadership development studies: a humanities approach. 5 <sup>th</sup> ed.	1	Professor Nelson Dansoman, Accra
55	Grewal, D.	Introduction to marketing: BMK2510	1	Professor Nelson Dansoman, Accra
56	O'Leary, T.	Computing essentials to 2017: making IT work for you	1	Professor Nelson Dansoman, Accra
57	Powell, B. B.	Homer's Iliad and odyssey: the essentials books; translation, introduction, and notes	1	--do--
58	Mays, K.J.	The Norton introduction to literature	1	--do--
59	Rothaermel, F.T.	Rothaermel strategic management: case sampler. 4 <sup>th</sup> ed.	1	--do--
60	Levy, M.	Retailing management. 10 <sup>th</sup> ed.	1	--do--

S/N	AUTHOR	TITLE	QTY	DONOR
61	Kimmel, P. D.	Accounting: tools for business decision-making	1	--do--
62	Bass, Alan	Math study skills	13	--do--
63	Doran, M. S	Activities in financing accounting and others	2	--do--
64	Shelly, G. B	Programming fundamentals using Microsoft Visual Basic NET	2	--do--
65	Gabriel, K. F	Teaching unprepared students: strategies for promoting success and retention in higher education	4	--do--
66	Gaddis, T	Starting with Alice	2	--do--
67	Coll, P.G.C	Entrepreneurial Small Business 5 <sup>th</sup> edition	2	Professor Nelson Dansoman, Accra
68	Magill, M. T	The CPA profession: opportunities, responsibilities, and Services	4	Professor Nelson Dansoman, Accra
69	Coll, P.G.C	International marketing	5	Professor Nelson Dansoman, Accra
70	Jones, G. R	Essentials of Contemporary Management	4	--do--
71		Introduction to Business vol.1, vol 2	4	--do--
72	Lucas, R. W	Customer Service Skills for Success 7 <sup>th</sup> edition	2	--do--
73	Colquitt, J. A	Organization Behavior: Improving Performance and Commitment in the Workplace 4 <sup>th</sup> edition	2	--do--
74	Doran, M. S	Activities in management accounting	2	--do--
75	Alvin, A. A	Auditing and assurance services: an integrated approach 6 <sup>th</sup> edition	1	--do--
76	Judith M.P et.al...	College accounting with Excel and Peach Trees	1	--do--
77	Prince, G.C.C	Introduction to Marketing	1	--do--

S/N	AUTHOR	TITLE	QTY	DONOR
78	Michael, C. K	Contemporary auditing: Real Issues and Cases 4 <sup>th</sup> edition	1	--do--
79	Prince G.C.C	Selling: building partnership 10 <sup>th</sup> edition	1	--do--
80	Marcy, C.V.H	Teaching with hacker handbooks: topics, strategies, and lesson Plan	1	--do--
81	Deborah, L. F	Libya: from colony to independence	1	--do--
82	John Schilb	Making literature matter: an anthology for readers and writers 4 <sup>th</sup> edition	1	--do--
83	Deborah, L. F	The Community College Baccalaureate: emerging Friends and policy issues	1	Professor Nelson Dansoman, Accra
84	George, I. S	An Introduction to Chemistry for Biology student's 9 <sup>th</sup> Edition	1	Professor Nelson Dansoman, Accra
89	Douglas, W. K	Intermediate Accounting 11 <sup>th</sup> edition	1	Professor Nelson Dansoman, Accra
90	Davis, R	Telecourse student guide for dollars and sense: personal finance for 21 <sup>st</sup> century 2 <sup>nd</sup> edition	1	--do--
91	James, M	Classroom Teaching Skills 9 <sup>th</sup> edition	1	--do--
92	Tom, V. S	Teaching in the Secondary School 7 <sup>th</sup> edition	1	--do--
93		Sports marketing	1	--do--
94	Howard, A	Calculus with Analytical Geometry 5 <sup>th</sup> edition	1	--do--
95	George, M. D	Career preparation: a transition guide for students	1	--do--
96	Janet, G	Diversity in Early Care and Education Honouring Differences 5 <sup>th</sup> edition	1	--do--
97	William, E. B	Elementary differential equations and boundary value problems	1	--do--

S/N	AUTHOR	TITLE	QTY	DONOR
98	Stanley, M. B	World history: ancient civilization through the Renaissance	1	--do--
99	Carl, S. W	Accounting	1	--do--
100	James, S. W	Financial and managerial accounting for undergraduate's 1 <sup>st</sup>	1	--do--
101	Fred, P.	Fundamentals of financial accounting	1	--do--
102	Dorothy, I. S	Developing and administering a child care and education programme 7 <sup>th</sup> edition	1	Professor Nelson Dansoman, Accra
103	Robert, D	Calculus: preliminary edition	1	Professor Nelson Dansoman, Accra
104	Klooster, D.H	Integrated accounting for Windows 4 <sup>th</sup> edition	1	Professor Nelson Dansoman, Accra
105	Hirst, E. D	Cases in financial reporting: approach with an emphasis on earnings quality and persistence	1	--do--
106		Introduction to Business vol.2	1	--do--
107	Stice, J. D	Problem-solving strategy guide: intermediate accounting vol.1 &2 chapters 1-11 12-16 16 <sup>th</sup> edition	2	--do--
108		Working without a net: how to survive and thrive in today's high-risk business world	1	--do--
109	Suppes, M. A	Instructors' manual and test bank to accompany: the social work experience 4 <sup>th</sup> edition	1	--do--
110	Kapoor, J. R	Focus on personal finance: an active approach to help you develop successful financial skills	1	--do--
111	Heifing, S	Social Problems 8 <sup>th</sup> edition	1	--do--
112	Gareth, R. J	Essentials Contemporary Management 8 <sup>th</sup> edition	1	--do--

S/N	AUTHOR	TITLE	QTY	DONOR
113	James, Stewart	Single variable essential calculus early transcendentals	1	--do--
114	Jack, R. K	Student resource manual for use with personal finance 6 <sup>th</sup> edition	1	--do--
115	Sylvia, S.M	Biology 7 <sup>th</sup> edition	1	--do--
116	Prince G.C.C	Compensation and benefits management	1	--do--
117	Kath, R	Launching new ventures: an entrepreneurial 6 <sup>th</sup> edition	1	Professor Nelson Dansoman, Accra
118	Gary, G	Financial analysis: a user approach	1	Professor Nelson Dansoman, Accra
119	Stephen, B.C	Selling building partnerships	1	--do--
120	Hirst E. D	Cases in financial reporting integrated approach with an emphasis on earning quality and persistence 5 <sup>th</sup> edition	1	--do--
121	Meyer, P. E	Mastering inventory	1	--do--
122	Wallace, M	Introduction to Sociology 7 <sup>th</sup> edition	1	--do--
123	Feldman, R. S	Power: learning and your life Essentials of student success	1	--do--
124	Jeffery, S	College Accounting: A Practical Approach 13 <sup>th</sup> edition	1	--do--
125	Douglas, J.M	College Accounting 3 <sup>rd</sup> edition	1	--do--
126	Jack, K. K	Personal Finance 7 <sup>th</sup> edition	1	--do--
127	Stanley, L. B	Principles of Macroeconomics 21 <sup>st</sup> edition	1	--do--
128	Thomas, G. B	Thomas Calculus Early Transcendentals 11 <sup>th</sup> edition	1	--do--
129	James, A.H	College Accounting	1	--do--



S/N	AUTHOR	TITLE	QTY	DONOR
130	Roger, D	Math connects: concepts, skill and problem-solving course 3	1	--do--
131	Levy, W	Retailing Management 9 <sup>th</sup> edition	1	--do--
132	Suzanne, L	Experience reading	1	Professor Nelson Dansoman, Accra
133	Roland, E. L	Precalculus with limits: a graphing approach	1	Professor Nelson Dansoman, Accra
134	Stephen, G	The Norton Shakespeare 3 <sup>rd</sup> edition	1	--do--
135	Martin, I	Introduction to Governmental and Profit Accounting	1	--do--
136	Gareth, R. J	Essentials of Contemporary Management 5 <sup>th</sup> edition	1	--do--
137	Monika, B	Leadership Development Studies: A Humanities Approach 5 <sup>th</sup> edition	1	--do--
138	Prince, G	Introduction to marketing BMK 2510	1	--do--
139	Timothy, J. O	Computing essentials 2017: making IT work for you	1	--do--
140	Kelly J.M	The Norton Introduction to Literature 12 <sup>th</sup> edition	1	--do--
141		Homer's Iliad and odyssey: the essential books	1	--do--
142	Michael, L	Retailing Management 10 <sup>th</sup> edition	1	--do--
143	Paul, D. K	Accounting: tools for business decision-making	1	Donated by Prof. Nelson Dansoman-Accra
144	Frank, T. R	Strategic Management 4 <sup>th</sup> edition case sampler	1	Donated by Prof. Nelson Dansoman-Accra
145	Bass, A.	Math study skills	13	Professor Nelson Dansoman, Accra

S/N	AUTHOR	TITLE	QTY	DONOR
146.	Doran, M [et a]	Activities in financial accounting: using accounting information in business decisions	2	--do--
147	Shelly, G. B	Programming fundamentals using Microsoft Visual Basic Net	2	--do--
148	Gabriel, K. F.	Teaching unprepared students: strategies for promoting success and retention in higher education	4	--do--
149	Gaddis, T.	Starting with Alice	2	--do--
150	Coll, P.	Entrepreneurial small business katz (5 <sup>th</sup> ed.)	2	--do--
151	Colquitt, J. A.	Organizational behaviour: improving performance and commitment in the workplace	2	--do--
152	Magill, H.T	The CPA profession: opportunities, responsibilities, and Services	4	--do--
153	Coll, P.	International marketing	5	--do--
154	Jones, G.R.[et al]	Essentials of Contemporary Management (8 <sup>th</sup> ed.)	4	--do--
155		Introduction to business. vol. 1&2	4	--do--
156.	Lucas, R.W.	Customer service skills for success	2	--do--
157	Doran, M.	Activities in managing accounting	2	Professor Nelson, Dansoman, Accra
158	Jones, Gareth R	Essentials of Contemporary Management (7 <sup>th</sup> ed.)	1	Professor Nelson Dansoman, Accra
159	Ducat, D	Turning point: your career decision-making guide 93 <sup>rd</sup> ed.)	1	--do--
160	Swim, Terri. Jo	Infants and toddlers: curriculum and teaching (7 <sup>th</sup> ed.)	1	--do--
161	Flemming, L. E.	Reading for Thinking (6 <sup>th</sup> ed.)	1	--do--

S/N	AUTHOR	TITLE	QTY	DONOR
162	Smith, J.	Manager: a simulation(3 <sup>rd</sup> ed.)	1	--do--
163	Johnson, P F.	Purchasing and supply management(15 <sup>th</sup> ed.)	1	--do--
164.	Bullock R. ...[eta l]	The Little Seagull Handbook with Exercises (3 <sup>rd</sup> ed.)	1	--do--
165	Meyer M.	The Compact Bedford Introduction to Literature: reading, thinking, and Writing (8 <sup>th</sup> ed.)	1	--do--
166	Jensen, E.	Teaching with the brain in mind(2 <sup>nd</sup> ed.)	1	--do--
167	Axelrod, A.	The complete idiot's Guide to American History (3 <sup>rd</sup> ed.)	1	--do--
168	Robitaille, J	Writer's resources! sentence skills with readings	1	--do--
169	Schilb, J. ...[et al]	Making Literature Matter: An Anthology for Readers and Writers (5 <sup>th</sup> ed.)	1	--do--
170	Lerner, M.	Math smart: essential math for those numeric times	1	Professor Nelson, Dansoman, Accra
171	Wilson, P. S.(Ed.)	Research ideas for the classroom: high school mathematics	1	Professor Nelson Dansoman, Accra
172	Godin, S.	This is mathematics	1	--do--
173	Schakel, P.& Ridl, J.	Approaching literature: writing + reading+ thinking (2 <sup>nd</sup> ed.)	1	Professor Nelson Dansoman, Accra
174	Belch, G. E& Belch, M.A.	Advertising and promotion; an integrated marketing communications perspective (11 <sup>th</sup> ed.)	1	--do--
175	Arens A. ...[et al]	Auditing and assurance services: an integrated approach (16 <sup>th</sup> ed.)	1	--do--
176	Carter, C. E.	Mindsapes: critical reading skills and strategies	1	--do--

S/N	AUTHOR	TITLE	QTY	DONOR
177	Dunlap, L. L.	An introduction to early childhood special education: birth to age five	1	--do--
178	Follari, L.	Foundations and best practices in early childhood education: history, theories, and approaches to learning (4 <sup>th</sup> ed.)	1	Professor Nelson Dansoman, Accra
179	Anthony, R. N.& Pearlman, L.K.	Essentials of accounting(7 <sup>th</sup> ed,)	1	--do--
180	Schilb, J.	Making Literature Matter: An Anthology for Readers and Writers (4 <sup>th</sup> ed.)	1	--do--
181	Sorenson, S.	Webster's New World Student Writing Handbook (5 <sup>th</sup> ed.0	1	--do--
182	Swokowski, E. W.	Calculus with analytic geometry(2 <sup>nd</sup> ed.)	1	Professor Nelson Dansoman, Accra
183	Buell, P. & Girard, J.	Chemistry Fundamentals: An Environmental Perspective (2 <sup>nd</sup> ed.)	1	--do--
184	Etgen, S. H.	Calculus: one and several variables(9 <sup>th</sup> ed.)	1	--do--
185	Castleberry, S.B. &Tanner, J. F.	Selling: building partnership(10 <sup>th</sup> ed.)	1	--do--
186	Hallett, H. ...[et al]	Applied Calculus (3 <sup>rd</sup> ed.)	1	--do--
187	Spiegel, M. R. ... [et al]	Probability and statistics(4 <sup>th</sup> ed.)	1	Professor Nelson Dansoman, Accra
188	Young, S. M.	Readings in management accounting(2 <sup>nd</sup> ed,)	1	--do--
189	O'Leary, T. J... [et al]	Computing essentials: making IT work for you	1	--do--
190	Garner, G.	Careers in Engineering (3 <sup>rd</sup> ed.)	1	--do--
191	McDermott, M.	Speak with courage: 50 + insider strategies for presenting with confidence.	1	--do--
192	Whittington, O. R.& Pany, K.	Principles of auditing & other assurance services. (21 <sup>st</sup> ed.)	1	Professor Nelson Dansoman, Accra

S/N	AUTHOR	TITLE	QTY	DONOR
193	Kankam, G &Weiler, J.	A guide to Action research for colleges of Education and Universities	2	Professor George Kankam (UEW)
194	Acquah, E. ...[et al]	Collective Memory: visual perspectives from Cameroon, Germany, Ghana, Kenya, and South Africa	5	School of Creative Art-UEW
195	Wagner, E	Back coupling: transnational realistic cooperation	3	--do--
196	Ackermann, M	Handmade tales + diversity Art life	3	--do--
197	MacGregor, N	Germany; memories of a Nation	1	--do--
198	Kidenda, M. C	Visual Cultures of Africa	1	--do--
199		Common European Framework of reference for visual literacy prototype	1	--do--
200	Government of Ghana	Ghanaian Sign Language	4	Dr. Yaw Nyadu Oftei- UEW
201	Trim, M.	What every student should know about practising peer review	2	Viscount B. Buei UEW- Librarian
202	Stern L.	What every student should know about avoiding plagiarism	1	Viscount B. Buer UEW-Former Librarian
203	Ofei Victor Nana Odei	My generation and other poems: an anthology (Legal Deposit)	1	Ofei Victor N.O UEW
204	Akuffo, F. O	Generating electricity from Sunlight: global trends and developments in Ghana (Legal Deposit)	3	Donated by Miscots Courtney
205	Shapiro, J. P	Child and adolescent therapy: science and art	1	Donated by Miscots Courtney

S/N	AUTHOR	TITLE	QTY	DONOR
206	Akuffo Fred O	Generating electricity from sunlight: global trends and developments in Ghana	3	Accra Academy of Arts and Sciences Accra- Ghana
207	Yankafi, K	Educational Literacy and Governance: A Linguistic Inquiry into Ghana's burgeoning	9	--do--
208	Oppong, E. N	Veterinary medicine in the service of making: from its earliest beginnings to cloned sheep and mad cow disease	7	--do--
209	Mensah-Bonsu, H.J.A. N	Ghana's juvenile justice system on Probation: making progress with painful steps and slow	17	--do--
210	Alumna, A. A	Libraries and national development: implications for Ghana	15	--do--
211	Ayee, J.R. A	Leadership and the Ghanaian State today: reflections and Perspectives	23	Accra Academy of Arts and Sciences Accra- Ghana
212	Fordwor, K. D	Politics in the African Development bank: a study on the role and limits of politics in the intergovernmental institution	30	Accra Academy of Arts and Sciences Accra- Ghana
213	Tukson, P. K	Role of veterinary medicine in national development	30	--do--
214	Date-Bah, J.S.K	On law and liberty in contemporary Ghana	12	--do--
215	Boadi, L. A	The Poetry of Ephraim Amu	17	--do--
216	GAAS	The notion of the state in contemporary	20	--do--
217	Pobee, J. S	Truth and Nation-State building: a theologian's Perspective	15	--do--
218	Bediako, k.	Law and Religion	10	--do--
219	Akyeampong, E. K	Race, political identity and Citizenship in Ghana: the example of the Lebanese	12	--do--
220	Asenso-Okyere, K	Improving human livelihood: a development challenge of the 21 <sup>st</sup> century	12	Accra Academy of Arts and Sciences Accra- Ghana
221	Lartey, E	Technology for development: the case of a developing country	12	Accra Academy of Arts and Sciences Accra- Ghana

S/N	AUTHOR	TITLE	QTY	DONOR
222	Date-Bah, E	Challenges of post-conflict reconstruction, some reflections	15	--do--
223	Ofosu-Amaah, S	Health and disease in Ghana: the origins of disease and the future of our Health	3	--do--
224	Pobee, J. S	Peace and security: an African Christian theological contribution	10	--do--
225	GAAS	Some crucial development issues facing Ghana	10	--do--
226	Opoku-Agyemang, N.J. S	Where there is no silence: articulations of resistance to enslavement	10	--do--
227	Addy M. E	Training the Next Generation of Scientists	10	Accra Academy of Arts and Sciences Accra- Ghana
228	Fiadjoe, A. K	The Public Law of Ghana	5	Accra Academy of Arts and Sciences Accra- Ghana

### Library Management System (VIRTUA)

The server that houses the Library Management System, VIRTUA, crashed. According to the ICT Directorate, the server crashed due to power fluctuations. The Directorate did not do a backup for the library management system as a result, all records were lost.

The system has now been restored, and staff have begun entering bibliographic records into the Library Management System (VIRTUA). Currently, a total of Thirteen thousand and fifty -five item records have been captured into the database (VIRTUA).

### JOURNAL USAGE

**Table 6.0 Journal Usage**

Library	Usage	No Titles Used	No. Available
Osagyefo	857	31	-
North Campus	-	-	-
Ajumako	74	10	84

### ELECTRONIC SERVICES

The table below represents the number of persons who registered to use computers at the e-Resources Laboratory for academic research, course registration, checking of emails, assignments, etc. A total of 2,060 individuals were recorded to have patronised the e-Resources Laboratory during the period under review. From November 2022 to December 2022, the Library was closed due to the strike action by the labour unions.

## Electronic Services Table

Month / Year	Male	Female	Total
June '22	188	72	260
July '22	188	53	241
August '22	184	60	244
September '22	217	44	261
October '22	34	115	149
November '22	-	-	-
December '22	-	-	-
January '22	203	34	237
February '22	22	9	31
March '22	262	13	270
April '22	292	35	327
May '22	39	1	40
TOTAL	1,629	436	2,060

## Institutional Repository

The system went down again and none of the items were salvaged. Consequently, DSpace was reinstalled and the work resumed from scratch. The following are the items available in the IR

- » Theses - 1,069
  - » Research Publications - 253
- The total search statistics during the period were 1,322

## Braille Library

The Braille Library offered a variety of programmes and services designed to foster teaching, learning, and research. The Braille collection was expanded with the addition of fifty-five (55) new titles, covering a wide range of genres, including fiction, non-fiction, and textbooks. Additionally, the Braille Library facilitated workshops and training sessions on assistive technologies.

## CODEL Library

The library provides support for distance learners to enhance their academic

activities by way of creating library accounts for the distance students to access our extensive collection of electronic resources in the form of online journals and electronic books. The library has so far created library accounts for over fifteen thousand fresh and continuing distance students.

## ACHIEVEMENTS

- » To market the resources of the library and solicit external funds to aid the operation of some of the activities of the Library, the Library management formed a committee, named, "Marketing, Advocacy and Research Committee." The Committee is in the process of launching the library's maiden Newsletter. The Editorial Board has been formed.
- » Committees formed on different activities in the library;
  - \* Procurement Committee
  - \* Library Management Software Committee
  - \* Business Committee
- » Maintenance works were undertaken:
  - \* Fixing of louvre blades
  - \* Fixing and replacing nets in the library
  - \* remedy the staffing situation
  - \* Fixing of bulbs and sockets
  - \* Replacing six(6) broken down water-closet in the library
- » Beatification of the library:
  - \* Placing flowers at vantage points
  - \* Beautifying the frontage of the library with marble stones
  - \* Placing sofas at vantage points for students' relaxation



- » Restoring and populating the Library Management System which crashed in February 2022. As of now, 13,055 bibliographic records are in the database and counting.
- » Reinstating the acquisitions section with the needed staff and resources

## CHALLENGES

### OSAGYEFO LIBRARY

#### Inadequate staff

- » Currently, there is a shortage of staff in the library due to retirements, resignations, and death. This is hampering the smooth flow of work.

#### Inadequate space

- » The library space is inadequate for the teeming student population. As a result of this challenge, the library is unable to accommodate as many students who would want to use the library for studies.

#### Inadequate computers

- » Most of the new computers procured for the library broke down within months after installation.

#### Challenges with power supply

- » Frequent disruptions of power supply are hindering the flow of work at the Osagyefo Library
- » Equipment Malfunctioning and Frequent Breakdowns such as computers
- » printers, UPS, and air-conditioners impeded work.

### Delay in procurement processes » North Campus

- \* Inadequate space for student
- \* Roof leakages
- \* Inadequate furniture
- \* Inadequate computers

### AJUMAKO CAMPUS

- » Inadequate space
- » Inadequate staff
- » Inadequate Ghanaian Language books
- » Procurement issues, for three years the College has not been able to procure books and other resources for the library.

## PROJECTIONS

- » Management should consider constructing a purpose-built ultra-modern library
- » Management should consider recruiting Senior Members and Senior Staff to remedy the staffing situation
- » Creation of the North campus E-Resource
- » Renovating and restricting the reading room into mini discussion rooms at the Osagyefo Library at the university.
- » Painting of the Osagyefo Library by the university
- » Relocation of the Braille Library to the centre of the university at the North Campus.

# DIVISION OF PUBLICATIONS AND COMMUNICATION

## OVERVIEW

The Division of Publications and Communication provides continuous, strategic communication and executes efforts to ensure balanced interests and mutually beneficial relationships between the University and its public. The Division essentially influences and establishes, builds, and maintains a strong corporate image and reputation of the University through relationships with key publics, managing events, and effective communication with all the stakeholders of the University.

### **The mandate of the Division of Publications and Communication**

The Division of Public Relations and Communication ensures the effective deployment of available resources to deliver on the overall communication strategy of the University. As the official communications organ, it helps to tell the University's stories to the world by deploying a variety of communication strategies to achieve its unique mission and vision. The Division comprises the following Departments and Units

- » Department of Publishing and Web Development
- » Department of University Relations and Protocol Services
- » Media Relations
- » Radio Windy Bay (Campus Broadcast Services)

## PROJECTIONS

- » Restructuring of the Division for quality and effective service delivery
- » Securing additional office space and needed equipment to enhance the work of the Division.
- » Ensuring effective collaboration between the various departments and units within the Division and other sections of the University.
- » Ensure the effective use of new media in the communication efforts of the University.
- » Build the capacity of staff through workshops, seminars, and conferences.

## CHALLENGES

Critical challenges are indicated under the various Departments and Units

## DEPARTMENT OF PUBLISHING AND WEB DEVELOPMENT

The main goal of the Department is to support the achievement of the University's strategic goal of achieving recognition and visibility both within Ghana and outside. The Department is internally organised into the following Units:

- » Web Development and Content Management Unit
- » Graphic Design Unit
- » Editing and Documentation Unit
- » Audio-Visual Unit

The Department collaborates with other sections within the Division and the University to gather information to produce marketing and communication materials to promote the vision, mission, and values of the University.

### PLANNED ACTIVITIES IN THE DEPARTMENT IN THE YEAR UNDER REVIEW

#### Editing and Documentation Unit

- » Documentation of the University's history, culture, and symbols  
Documents were compiled and edited for the preparation of official documents for print and online such as:
  - \* VCs Annual Report.
  - \* Basic Statistics and List of Graduands for Congregation ceremonies
  - \* Research and Publications
  - \* University Gazette (Documenter)

- The Department published and distributed the first to fourth quarter editions of the 2022 Documenter as well as the first quarter edition of the 2023 Documenter.

- \* Advertising brochures and fliers
- \* Official programme brochures
- \* Calendars

#### Web Development and Content Management Unit

The Unit has developed a new website which is yet to be launched to enhance the university's brand. The new website can be accessed at <http://pilot.uew.edu.gh/>.

Other activities of the unit include:

- » Collaboration with other offices, institutes, faculties, and schools to discuss web features and requirements for the website and social media pages of the university.
- » Writing code for websites, web applications, and other digital platforms using languages like HTML, CSS, JavaScript, and PHP.
- » Designing and ensuring that the user interface and user experience (UI/UX) align with the features and requirements established.
- » Debugging and troubleshooting code to identify and fix errors, bugs, and compatibility issues.
- » Conducting tests to ensure that websites and applications function

properly across different browsers, devices, and platforms.

- » Design, implementation, and maintaining databases to store and manage website/application data.
- » Using version control systems to manage code changes and for effective collaboration.
- » Implementing content management systems (CMS) to enable content creators to update website content easily.
- » Implementing responsive design techniques to ensure websites and applications are accessible and functional on various devices and screen sizes.
- » Optimising page load speed and performance to enhance user experience.
- » Administering security best practices to protect websites and applications from potential vulnerabilities and cyber threats.
- » Keeping software and plugins up to date to prevent security breaches.
- » Staying updated with the latest web development trends, technologies, and coding standards.
- » Executing corporate branding strategies of the University online to boost its brand reputation
- » Providing the avenue to showcase the profiles and research activities of staff in the university to a global audience.
- » Promoting the university's academic programmes via the university's website to prospective students.

## Graphic Design Unit

### Activities

- » Designing the official university calendar, diaries, greeting cards, ceremonial medallions, brochures, paper bags, and souvenirs.
- » Coordinating with outside agencies, art services, printers, and colleagues as necessary to produce high-class visual material to facilitate the activities of the university.
- » Designing flyers, brochures, and banners for schools, institutes, faculties, departments, sections, and units in the university to foster their seminars, conferences, workshops, lectures, and donations to achieve set academic goals.
- » Contributing to team efforts by accomplishing design tasks as needed. That means collaborating with fellow designers to develop new approaches for creating more expressive graphics to project the university's image in this modern technological world.
- » Creating an identity card template for students and staff and designing souvenirs to be produced to meet specific educational, commercial, and promotional needs.
- » Preparing specifications for visual communicational materials to be printed for official ceremonies, education, and advertisement.

### The Audio-Visual Unit

The Unit covered official university events/activities in both still pictures and videos. The Audio-Visual Unit in collaboration with Radio Windy Bay

live-streamed the following programmes amongst others on the university website and YouTube:

- » Matriculation ceremony for Distance Education Students
- » First session of the 27<sup>th</sup> Congregation
- » The State of Education in Ghana' by IERIS
- » Women and Girls in STEM Education
- » SPED Inclusive Education Best Practices
- » German Education in UEW
- » World Women's Day

The Audio-Visual Unit did scripting, shooting, and editing a video documentary of the Chemistry festival at the Faculty of Science and an advertising video of the Department of Theatre Arts. Other programmes covered at the School of Creative Arts include:

- » Afrobeat Event
- » Fashion show
- » Ayololo Theatrical Show
- » Turn up the Oldies.

In May 2023, the Audio-Visual Unit in collaboration with the Student Records Office set up a photo shooting exercise to produce ID cards for fresh students.

### Procurement of 2022 Calendars

The Department of Publishing and Web Development facilitated the procurement and distribution of Three thousand, three hundred and ninety wall calendars to staff, offices, and stakeholders.

### Elections

The Department collaborated with other sections to conduct elections to elect the following:

- » Convocation Representatives on UEW Governing Council
- » Ghana Association of University Administrators (GAUA), UEW Local Executives
- » TEWU-GH, UEW Chapter Local Executives

### STAFFING

Staff	F	M	No.
Senior Members	0	1	1
Senior Staff	1	5	6
Junior Staff	0	0	0
National Service Persons	0	2	2
<b>Total</b>			9

### Strengths

- » Professional staff who can complete tasks within a limited time, meet deadlines, and work under pressure.
- » Experienced technicians with a great understanding of the industry.
- » Robust dissemination or communication strategies.
- » Ability to respond quickly to pressing issues.
- » Good working relationship with network administrators and server architects.
- » Easy access to experienced and reliable server architects.

### CHALLENGES

- » Late submission of base contents from Departments for the website and documents such as Annual Reports, Research and Publications, graduating lists, and other brochures.
- » Inadequate ICT equipment (Computers, Scanner, Printers, Cameras their accessories).

- » Inadequate supporting staff (Web developers/programmers, Photo, and Videographers).
- » Lack of web content developers and editors to assist departments in

crafting compelling content for their websites.

- » Inadequate office space.

## DEPARTMENT OF UNIVERSITY RELATIONS AND PROTOCOL SERVICES

### ACTIVITIES

- » Coordinates and manages all university events in line with the University's best practices and tradition as well as ensures guests are given all courtesies due them.
- » Supervises and participates in the set-up and take-down of all events, ceremonies, and conferences of the University in collaboration with relevant outfits.
- » Plans, arranges, coordinates, and follows up on all corporate meetings with key stakeholders.
- » Liaise with other Units under the Division to promote events.
- » Serves as the channel/medium for the University's strategic communication.
- » Collaborates with other departments to broadcast events including live transmission of university functions.
- » Fosters effective collaboration, syndications, and affiliations with local and international media partners.
- » Generates and develops news and interesting stories on relevant topics about the University and its public.
- » Administers all news writings for currency in media reportage.
- » Analyses and ensures accurate

and crisp news reporting to avoid ambiguity and redundancy.

- » Collaborates with relevant stakeholders of affiliate universities, and provides hospitality, catering services, and travel arrangements for dignitaries.
- » Develop relationships with national and regional presses to ensure the University's reputation is promoted.
- » Monitors the flow of news about the University in the media.
- » Gathering and disseminating timely information to the press and staff.
- » Has oversight responsibility of Radio Windy Bay.

### STAFFING

The staff strength of the Department of University Relations and Protocol Services is indicated below:

S/N	Staff	F	M	No.
i.	Senior Members (Non-teaching)		2	2
ii.	Senior Staff	2	1	3
iii.	Junior Staff		2	2
iv.	National Service Personnel		2	2
Total				9

## Staffing Requirements

- » Reporters
- » Event managers and coordinators

## ACHIEVEMENTS

- » The Department in collaboration with the Vice-Chancellor's Office organised a Cocktail Party for the Sportsmen and Women who represented the University and emerged as the Overall Winners of the 2022 GUSA Games.
- » Members of the Department were part of a 4-member delegation representing the Management of the University to pay a Courtesy Call to the Okyeman Adontenhene Fie-Kurkurantumi in the Eastern Region to interact with Daasebre Boamah Darko II and his elders on 31<sup>st</sup> January 2023.
- » Members of the Department were part of a 7-member delegation representing the Management to pay a courtesy call on the Paramount Chief of Gomoa Tarkwa Obaatan Nana Kokwe II and his elders to interact with them on 15<sup>th</sup> February 2023.
- » The Department collaborated with other sections of the University to successfully organize the First Session of the 27<sup>th</sup> Congregation.
- » The Department collaborated with other sections of the University to successfully organize the Investiture and Induction ceremony for the 2<sup>nd</sup> Chancellor of the University of Education, Winneba on Friday, April 21, 2023.
- » The Department also created a media platform for sharing research findings/profiles of faculties/staff.
- » The Department coordinated the organisation of the Matriculation

Ceremony for the College of Distance and e-Learning for the 2022/2023 academic year and regular fresh students.

- » The Department collaborated with other sections of the University to successfully organize the Matriculation Ceremony for the 2022/2023 academic year for the regular students.
- » Members of the Department were part of a six-member delegation put together by the Ag. Registrar to represent the Vice-Chancellor and the entire University Community at the 2023 Annual Ahobaa Kese Festival of Gomoa Tarkwa.

## CHALLENGES

- » Inadequate office space. The general office of the secretariat is normally overcrowded when National Service persons are in session thereby creating poor ventilation and congestion.
- » The office has only one driver. This is not enough for the department.
- » The Office often receives late requests for the provision of catering and hospitality services. This tends to affect the timely and quality delivery of services by the providers.
- » Inadequate permanent staff

## PROJECTIONS

- » Reduction of paperwork in administrative work.
- » Organize seminars/workshops to disseminate University policies and regulations.
- » Organize training workshops to improve staff performance.
- » Embark on Corporate Social Responsibility (CSR) projects to foster relevant community service.

## MEDIA RELATIONS

### INTRODUCTION

The Media Relations Unit was established in March 2016 in the Division of Publications and Communication. Currently, it operates as a Unit in the Department of University Relations and Protocol Services.

### ACTIVITIES

The Media Relations Unit performs the following functions:

- » Prepares articles, press kits, press releases, and other content initiatives for the media.
- » Cultivates and enhances collaborative working relationships between 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 and address them as they emerge.
- » Coordinate all media purchases and reserve advertisement spaces for all offices of the University with appropriate media outlets. This is in addition to ensuring that all specifications and deadlines are met.
- » Supports the University in proactive and responsive media relations issues and management.

- » Develops and implement proactive communication programmes to raise the overall visibility of the University.
- » Markets the University's academic excellence and related successes through the media.
- » Tracks and analyses news coverage on the University.
- » Collaborates with the Department of Publishing and Web Development to create and manage content on the website and other official social media handles.

### STAFFING

1.	Category of Staff	F	M	Total
	Senior Members	1	1	2
	Senior Staff		1	1
	NSS Personnel	1		1
<b>Total</b>				<b>5</b>

### ACHIEVEMENTS

#### Writing and Uploading of News Items and Announcements

Media Relations covered all newsworthy programmes and special events in and around the university and uploaded all stories to the university website and social media platforms to engage readers.

#### Coordination of Photography and Video Coverage

It liaised with videographers, and photographers from the university to provide coverage of all functions and events within and outside the university.



### **Coordination of Internal and External Adverts**

It coordinated the publication of all communiques, advertisements, press releases, and other information on the university to the Media through the Deputy Registrar, Division of Publications and Communication.

### **Uploads on UEW Social Media Accounts**

The official social media platforms of the university (Facebook, Instagram, UEW.TV, and Twitter) were loaded with news content and pictures of UEW seminars, workshops, conferences, training programs, matriculation, and congregation.

### **Social Listening**

It monitored and analysed online conversations, discussions, and mentions of the university across various social media platforms and online channels to track comments, likes, shares, tweets, and retweets on the university to comprehend the underlying sentiments, opinions, and trends that shape public perception, what issues are gaining traction, and how consumer preferences are evolving.

### **Issues Management**

It was proactively involved in identifying, assessing, and addressing challenges faced by students, prospective students, and the public before they escalated into crises. This is because a successful issue management strategy hinges on understanding the concerns of the public, aligning with organisational values, and showcasing transparency to build trust, credibility and goodwill. These issues had the potential to impact the institution's

reputation and bottom line. The process involved clear communication, swift action, and coordination across functions in the university to resolve issues and maintain trust, credibility, and goodwill with stakeholders.

## **CHALLENGES**

### **Inadequate Staff**

The staff strength in the Department is very low. Currently, there is only one full-time reporter assigned to cover all events held in the university. Additionally, the Department has no photographers, graphic designers, or videographers. Additional staff are required to work in the areas of reporting, photography, and videography to complement the work of the Department.

### **Office Space**

The staff in the Department shares the same office space as the Department of Publishing and Web Development. This creates congestion.

### **Office Equipment**

There is inadequacy in office equipment such as computers, printers, and scanners. National service persons, interns, and students on attachment use their laptops for official duties. The Department becomes handicapped in situations where these persons do not have laptops of their own. The Department needs ultramodern equipment for events and archiving videos and pictures.

### **Transportation**

The Department has no official vehicle for its media work. There is no vehicle available to transport reporters and other

staff to and from various events/locations. This becomes more challenging especially when such events take place outside Winneba.

## PROJECTIONS

The Department intends to build the capacity of staff through workshops, seminars, and conferences.

It intends to build robust social platforms and strategies to promote the university's

brands and market the university.

Develop a strategy that focuses on increasing audience engagement through social media, online contests, and interactive live sessions. The goal is to create a loyal and active community.

Diversify content to involve creating podcasts, video series, interactive articles, and other multimedia formats to engage a broader audience.

## RADIO WINDY BAY (CAMPUS BROADCAST SERVICES)

### ACTIVITIES

#### Radio Lecture Delivery

Radio Windy Bay 98.3 FM continued to facilitate Radio Lecture delivery of courses from the Faculty of Educational Studies (i.e. Department of Educational Foundations) and the School of Communication and Media Studies as approved by the Academic Board. The Radio Lectures are streamed live on Facebook and YouTube.

The morning radio lecture sessions run from 6:30 am to 7:30 am while the afternoon runs from 5:30 pm to 7 pm. The radio lecture deliveries are interactive as studio line/ WhatsApp line 0503 92 31 58 are used to elicit responses/feedback from students. The Facebook page of the station, Radio Windy Bay was also greatly used to enhance the interactive nature of the radio lecture series.

### Publicity and Coverage

Radio Windy Bay publicises and covers activities and events in the university such as congregations, matriculation, inter-denominational church services, public lectures, conferences, seminars, and workshops by faculties, and departments. The station also covers and publicises events and activities carried out by student unions/associations, and other unions in the university community.

### Student Trainee Presenters

Radio Windy Bay offers training to students with an interest in radio and basic broadcast journalism skills. It also gives practical training to students pursuing broadcast-related courses in the various departments of the university.

### Community Broadcast

The station also runs programmes that educate, entertain, and inform the public on developmental and social issues using local and formal languages.

## STAFFING

The staffing structure is as follows:

Sn	Staff classification	Permanent	Part-time	Total
1	Coordinator	1	-	1
2	Administrator	1	-	1
3	Technicians	1	2	3
4	Presenters	2	5	7
5	News	-	3	3
6	Videographers	-	1(NSS) 3 (Students)	3

## ACHIEVEMENTS

The radio station carried out some events within the period.

### » Windy Kids Talent Academy (WKTA) – 2022

Radio Windy Bay 98.3 FM in collaboration with the School of Creative Arts of UEW organised a successful Maiden Edition of the Windy Kids Talent Academy (WKTA). The WKTA was a novelty that threw light on and advocated the talent development potentials of the School of Creative Arts. WKTA also enhanced the enrolment drive for the School of Creative Arts of UEW in the short, medium, and long terms, through the grooming and the three (3) shows staged in the School of Creative Arts theatre on the 26<sup>th</sup> of December 2022. The WKTA was run from 17<sup>th</sup> September to 26<sup>th</sup> December 2023. It involved several private and public schools in the Effutu Municipality.

In all, one hundred and seventy-nine (179) pupils participated in the WKTA which was woven around all the areas of the Creative Arts. The children with their parents attested to the benefits gained by participants from the academy. The show was run through sponsorship and fees paid by participants for the forms.

### » Coverage of 2022 FASU GAMES AT KENYATTA UNIVERSITY

UEW participation: Radio Windy Bay effectively covered the 2022 FASU Games at the Kenyatta University in Kenya though none of the sports news team members was in Kenya. The university emerged as the third (3<sup>rd</sup>) Best in Africa, and Overall Best in West Africa.

### » 2023 BUSINESS SENSE CHALLENGE

Radio Windy Bay in collaboration with the School of Business of the University of Education, Winneba started the First Edition of the Business Sense Challenge which is broadcast live on 98.3 FM every Friday from 7:30 pm to 8:30 pm. This initiative seeks to build a formidable team for UEW to

participate in the 2023 Edition of the Graphic Tertiary Business Sense Challenge for universities in Ghana.

#### » **2023 WORLD UNIVERSITY GAMES**

Radio Windy Bay also gave coverage to the University of Education, Winneba's (UEW) contingents contributions at the 31<sup>st</sup> FISU World University Games held in Chengdu, China.

### **CHALLENGES**

Radio Windy Bay currently has a few challenges outlined below:

#### » **TRANSMITTER CHALLENGE**

The station moved to its new location (Students Centre) hoping to improve service delivery. However, the transmitter and its accessories developed challenges:

The new transmitter broke down and is yet to be replaced by the contractor. However, approval has been given for the repair and upgrade of the old transmitter which the station was using at the south campus.

The mast carrying the antenna for transmission collapsed on the roof after a rainstorm, resulting in damage to part of the roof and antennas. The contractor is replacing the mast.

#### » **TRANSPORTATION**

The station has been contending with transportation challenges

since its officially assigned car was auctioned over ten (10) years ago. Management of UEW tried getting a means of transport for the station a couple of years ago, however, that has yet to materialise. In the absence of a vehicle, it is challenging for the movement of equipment and personnel for assignments within and outside Winneba.

#### » **UNDERSTAFFING**

Radio Windy Bay currently has Five (5) Full Time Staff and Nine (9) Adjunct staff. Some of the adjunct staff have been working for more than ten (10) years.

#### » **INADEQUATE EQUIPMENT**

The station requires additional equipment such as computers, cameras, and accessories to enhance its multi-media activities on the internet (social media). The station is currently running a 24-hour system which includes on-air and online transmissions (both traditional radio and online modes like Facebook, YouTube, Twitter, and Instagram) as well as on the university's home page:

**[www.uew.edu.gh](http://www.uew.edu.gh)**

Additional equipment required:

Computers: 2 laptops, 4 desktops(workstations)

Two (2) digital cameras and other accessories

Two (2) digital professional video cameras for capturing and streaming events and activities of the University.

# PLANNING OFFICE

## INTRODUCTION

The Planning Office of the University of Education, Winneba has been operating since 1994. The original mandate of the office was to collect, analyse and disseminate data on the University. It was also to provide information for effective planning, budgeting, and management of the university. These functions have expanded over the years in response to the increasing demands emanating from the Ghana Tertiary Education Commission (GTEC) and the Ministry of Education. Currently, the functions of the Planning Office fall under three main categories: Statistics and Records Management; Accreditation Matters; and Strategic Planning.

In brief, the functions of the Office 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 decision-making of the University.
- » Provide professional support for the development, implementation, supervision, monitoring, and evaluation of the University's Corporate Strategic Plan.
- » Respond to data requests from within and outside the university.

- » Assists departments in fine-tuning documents to seek accreditation/re-accreditation.
- » Maintain a database of programme/institutional accreditation for easy reference.
- » Facilitate institutional and programme accreditation processes.

## STAFFING

The Planning Office has a total of six (6) staff as provided in the table below.

S/N.	Name	Rank	Status
1	Mr. Prince Asiedu	Snr. Asst. Registrar / Ag. Head Planning Officer	Permanent
2	Mrs. Patricia Ananga, PhD	Snr. Assistant Registrar/Head of Accreditation	Permanent
3	Clement Ntiamoah-Asare	Jnr. Assistant Registrar	Permanent
4	Mr. Godfrey Mensah	Chief Admin. Asst.	Permanent
5	Ms. Habiba Seidu Barry	Principal Admin. Asst.	Permanent
6	Mrs. Christiana Asare-Bediako	Admin. Asst.	Permanent

## National Service Persons

The Office has two National Service Persons namely:

- » Ms. Danlet Adutwumwaa Yeboah, and
- » Mr. Jelani Amakye-Amoah

## SUMMARY OF STUDENTS ENROLMENT STATISTICS – 2022/2023 ACADEMIC YEAR

The Planning Unit compiled enrolment statistics for the 2022/2023 Academic Year and submitted a summary report to Management to inform decision-making processes in the University. The total students' enrolment for the three modes of study for the 2022/2023 academic year is given below:

Full-time	-	39,196
Distance	-	26,429
Sandwich	-	1,329
<b>Total</b>	-	<b>66,954</b>

The Office also compiled the annual statistics request by the Ghana Tertiary Education Commission and submitted it in May 2023.

## IMPLEMENTATION OF THE UNIVERSITY'S CORPORATE STRATEGIC PLAN, 2019-2023

The Strategic Plan Monitoring Secretariat continued to offer faculties and departments the necessary support to effectively implement their Operational Plans. The Strategic Plan Monitoring

Committee was re-constituted following the appointment of a new Chairman who was appointed on 10<sup>th</sup> January 2023.

The reconstituted committee had its first meeting on 15<sup>th</sup> February 2023.

The 2019–2023 Corporate Strategic Plan expires in December 2023.

For that matter, the Strategic Plan Monitoring Committee has notified the Vice-Chancellor to advise on the commencement of processes to develop a new Plan. Before this notification, the Acting Planning Officer submitted a memorandum to the Academic Board on options available as the existing Plan expires. The proposal advocated that UEW should consider developing a Supplement Strategic Plan that seeks to document and implement the outstanding key activities in the existing Plan for the next three years, before developing an entirely new Strategic Plan. An assessment of performance conducted by the Planning Unit indicated that only about 40.48% of the targets set in the 2019–2023 Corporate Strategic Plan had been achieved as of December 2022. Thus, the outstanding activities by the time of expiration of the Plan are likely to constitute about 50%, which is very significant and could therefore not be ignored.

# QUALITY ASSURANCE DIRECTORATE

## OVERVIEW

The Quality Assurance Directorate (QAD) was established in 2003 as a Unit to support, monitor and provide quality standards in the running of the university's programmes and administrative processes. In 2014, the Unit was upgraded to a Directorate to enhance efficiency and full coverage of all campuses of UEW.

The activities of the Directorate are monitored by the Quality Assurance Committee (QAC) chaired by the Pro-Vice Chancellor and has a membership comprising of all Principal Officers except for the Vice-Chancellor, and all Deans of the various Faculties and Schools.

## Noteworthy Developments

### » Staffing

The Directorate's Staff strength stands at five (5). Below are the details of the Staff of the Directorate:

S/N	Position / Rank	Number
1.	Acting Director	1
2.	Junior Assistant Registrar	1
3.	Senior Administrative Assistant	2
4.	Chief Driver	1
<b>Total</b>		<b>5</b>

### » Allocation of a Driver

QAD on the 25<sup>th</sup> of January 2023 received an additional Staff who was assigned to drive the official vehicle and support the Directorate's operations. The Directorate over the years did not have a Driver and this has come to improve its efficiency.

Also, two (2) National Service Personnel are currently supporting the work of the Directorate.

## ACTIVITIES

### » Assessment of Faculty Food Court

The Quality Assurance Directorate assessed the nature of operations and service delivery at the Faculty Food Court. This was aimed at improving the quality of food, environment and services rendered to clients of the facility. An assessment instrument was developed using the 2022 assessment instrument developed for the Food Production Unit (FPU) as a baseline. Enumerators from QAD gathered the data from clients of the facility from Wednesday, 15<sup>th</sup> February 2023, to Friday 17<sup>th</sup> March 2023. The data has been analysed and a report is being generated.

### **Assessment of COLANGE Clinic**

A survey was conducted by the QAD from Monday, 27<sup>th</sup> February 2023, to 3<sup>rd</sup> March 2023. The survey aimed to identify the perceptions of clients on the services of the Ajumako Clinic. The survey focused on the perceptions of the clients about the attitude of staff, timelines of services, cleanliness of the facility's environment, challenges, and recommendations. The survey revealed that the staff of the Clinic were friendly, and respectful and reacted well to complaints and suggestions. Again, the survey indicated that Clients mostly spent less than 30 minutes at all service points of the Clinic. The environment of the facility was agreed to be clean by over 90% of the clients.

Some of the recommendations made by QAD were as follows:

- » Expansion of the Clinic infrastructure and its basic service to provide more room for the Clinic's operations and improve privacy.
- » The need for Management to provide basic but necessary equipment, chemicals and drugs.
- » Clinic Management to educate its clients and the general public on their 24-hour and weekend services.
- » The Pharmacist to ensure that clients fully understand their prescriptions and their possible side effects.

### **Students' Appraisal of Courses and Teaching**

The Directorate within the period under review had assessed one hundred and three (103) Teaching Staff and one hundred and seven (107) undergraduate courses in the various Departments of

the university. The Report has been generated for this Assessment and submitted.

### **Development of Proposed Guidelines for Implementation of Faculty Excellence Awards of UEW**

Consequent to the directive from the Academic Board during its meeting held on 22<sup>nd</sup> February 2023, the Quality Assurance Directorate was tasked to develop guidelines for the implementation of the Faculty Excellence Awards. The guidelines looked at the Overall Goal of the Award Scheme, Eligibility Criteria, Duration of Awards, Conditions and Procedures for Nominating Candidates, Panel Composition, Prizes and Sources of Payment, Procedure for Awards, Announcement and Award Ceremony and Inquires. The Academic Board approved the Directorate's developed Excellence Awards guidelines on May 3, 2023, and the Office of Institutional Advancement (OIA) will publicise and implement them as required.

### **Time with Quality Assurance**

The Office of the Registrar approved a memo submitted to enable the Quality Assurance Directorate (QAD) to sensitise the university community on some issues that will improve the quality standards. The programme which is held on every last Thursday of the month on Radio Windy Bay from 9:00 am to 9:30 am has so far been successful. For the period under review, the following Facilitators have made time off their busy schedules to sensitize Staff and Students of the University:



S/N	Month	Facilitators	Topic
1.	May, 2022	Dr. Yayra Dzakadzie (Vice Dean, Faculty of Educational Studies)	Examinations
2.	June, 2022	Mrs. Deborah Afful (Deputy Registrar, Division of Human Resources)	Work Ethics
3.	July 2022	Mr. Cecil Randolph Tetteh (Nurse Manager, University Clinic)	Health and Sanitation
4.	September, 2022	Mr. John K. Obed Biney (Head, Audit Quality Assurance)	Internal Auditor: Your Trusted Friend
5.	February, 2023	Mrs. Karen Okoro (Gender Mainstreaming Directorate)	Curbing Sexual Harassment

### **Seminar on Equipping University of Education, Winneba Staff on Quality Assurance Issues on GTEC's New Standards and Norms**

On Tuesday, 9<sup>th</sup> May, 2023 a maiden seminar was organised by the Quality Assurance Directorate in collaboration with the Division of Human Resource at the Jophus Anamuah-Mensah Conference Centre. The Guest Speaker, Mr. Emmanuel Oware Nyarko (Director, Quality Assurance and Compliance-GTEC) made presentations on three key themes: conceptualising quality and quality assurance in higher education, quality assurance management systems and framework for higher education institutions and regulatory standards and measurement. Participants asked questions and made some recommendations for consideration by the Ghana Tertiary Education Commission (GTEC).

### **Preparation of the 2023 Operational Plan**

The Operational Plan for 2023 was prepared based on the University's Strategic Plan for 2019-2023, risk assessment of the University's environment and some areas of recommendations from Staff and other stakeholders of the University in enhancing quality. The Operational Plan was also designed to help the Quality Assurance Directorate achieve its mandate as enshrined in the Statutes of the University (Statutes 29) as well as the Quality Assurance Policy.

The Key focus areas of the Operational Plan were:

- » Assessing Occupational Health and Safety of UEW Security
- » Assessing Courses, Teaching and Learning at the various Departments
- » Digitizing the assessment of Courses, Teaching and Learning
- » Reviewing the effectiveness of the Statutory Committee in the University for 2022
- » Faculties, Institutes and Centre's Performance Review and Strategic

- Planning implementation review at department levels
- » Publication of Quality Speaks 2023
- » Monitoring of Regular and CODEL examination
- » Assessment of CODEL Tutors
- » Follow-ups on Recommendations made by the Ghana Tertiary Education Commission on Cyclical Institution Review of UEW
- » Assessing maintenance activities of Works and Physical development
- » Assessing the implementation of UEW Internal Policies and Regulations
- » Building the capacity of QAD staff in analyzing and reporting skills
- » Reviewing accreditation and partnership programmes of the Centre for International Programmes (CIP)
- » Assessing the quality of catering and culinary services at the Faculty Food Court (FFC)

### **Sensitisation Forum on Digitization of Assessment of Teaching and Learning**

Over the years, the Quality Assurance Directorate has been assessing teaching and learning manually. Even though the assessment had been successful, it came with some limitations. The Directorate organised a faculty-based sensitisation forum for all Academic Staff on the need for the digitisation of the assessment of teaching and learning. In all, seven (7) Faculties were met. Below are the faculties:

- » Faculty of Educational Studies
- » Faculty of Social Science Education
- » Faculty of Science Education
- » School of Communication and Media Studies

- » School of Business
- » School of Creative Arts
- » Faculty of Home Economics Education

### **Monitoring of 2022/2023 End of First Semester Examination (Regular)**

The End of 2022/2023 First Semester Examination began on Tuesday, 11<sup>th</sup> April, 2023, and ended on Wednesday, 3<sup>rd</sup> May, 2023. The examination period was extended beyond schedule because of two (2) public holidays i.e., “Eid-ul-Fitr” and “May Day” which occurred on 24<sup>th</sup> April 2023 and 1<sup>st</sup> May 2023 respectively. The Quality Assurance Directorate assigned Staff from its outfit to observe the examinations at both Winneba and Ajumako Campuses. The observation covered all the faculties in the university. An observation checklist was used to gather data on the examination. Aspects of the examination which were considered during the observation included: the examination environment, attitude of candidates and invigilators, seating arrangements, examination materials, examination malpractices etc. Some of the general observations made were that:

- » invigilators and Candidates reported to examination rooms on time.
- » Invigilators were strict with the conduct of the examination in most cases.
- » Students were found sitting close to examination rooms studying while examinations were ongoing.
- » Spoilt ceiling fans, defective light bulbs, exposed naked wires from sockets, switches and regulators.

The above were common across all Centres in Winneba, and some halls at Ajumako. FES 218 room was not in good shape for the conduct of the examination. Washrooms were very untidy throughout the examination period. Several invigilators kept surfing their phones etc. Interactions were held with Invigilators and Examination Officers for clarification on issues whereas appropriate Offices were contacted to resolve issues that could be addressed during the examination period.

### Publication of “Quality Speaks” Newsletter

The Directorate within the period of review published its 27<sup>th</sup> Edition of the “Quality Speaks” Newsletter. This newsletter is aimed at educating the university community and inspiring its readers to improve on quality standards. The Directorate published Quality Speaks in April 2023, after the previous one was published in June 2017.

### Monitoring of 2022/2023 End of First Semester Examination (CODEL)

The Quality Assurance Directorate (QAD) in collaboration with the Quality Assurance Unit (QAU) of the College for Distance and e-learning (CODEL) monitored twenty (20) Study Centres for the 2022/2023 End of First Semester examinations. The examinations which

were written on four (4) weekends, started on Saturday, 13<sup>th</sup> May 2023, to Sunday, 4<sup>th</sup> June, 2023. The monitoring aimed to identify the positives as well as the challenges the College faces in the conduct of quality examinations. Among the commendable major findings were Candidates and Invigilators reporting to Centres on time, Monitoring Officers being vigilant on Invigilators and Candidates, and tidy and well-illuminated examination rooms. The other findings that need to be interrogated included overcrowding in examination rooms, alleged question leakages, candidates’ involvement in examination malpractices, delay in the issuance of Student ID cards, and complaints about late and inadequate supply of course modules.

The report was submitted to the University Management and CODEL Management.

Below is the list of Centres which had their examination monitored:

Week 1	Week 2	Week 3	Week 4
Sekondi	Sefwi Debiso	Sunyani	Enchi
Odumase-Krobo	Obuasi	Tarkwa	Axim
Kumasi Islamic SHS	Ejisu	Kasoa	Kumasi-AAMUSTED
Nkawkaw	Navrongo	Dormaa	Yendi
Techiman	Dambai	Offinso	Tamale

# COUNSELLING CENTRE

## OVERVIEW

The University of Education, Winneba (UEW) Counselling Centre was established in September 1998. Its purpose was to provide a conducive place where students and members of the university community can avail themselves of Counselling Services without any inhibition. It also aims at enhancing the emotional, mental, and psychological security of both students and staff by educating, encouraging, and motivating clients to have a positive outlook towards life despite any issues they are having. The Centre has skilled and professionally trained licensed counsellors.

## Vision Statement

To become a place of providing excellent guidance and counselling services as well as research-oriented activities for the development of individuals within and outside the university community.

## Mission Statement

To provide excellent guidance and counselling services to individuals within and outside the university community for their academic, social, career and personal growth and development.

## Services Rendered

The Centre provides excellent guidance and counselling services to individuals within and outside the university community. The following are some of the services offered at the Centre:

- » **Individual Counselling** such as academic, career, public speaking, mental health, stress management, anxiety, anger management, substance abuse and suicidal ideation. Others are pre-marital and marriage counselling, financial management, women's empowerment, and conflict resolution.
  - » **Group Counselling:** Providing students with the opportunity to explore their relationships with others and gain support from the shared experiences of their peers.
  - » **Online Counselling:** Providing counselling to clients through Zoom, WhatsApp, Telegram, Google Meet and Microsoft Teams
  - » **Seminars and Workshops for Students:** developing the skills necessary to meet the demands of university life.
- Peer Support Programme:** Training and supervising students who are accepted as Peer Support Programme volunteers.
- » **Radio Programme:** 'Nuggest for Life' with the sole aim of informing, educating and encouraging students, staff and the community as a whole.
  - » **Staff Training Programmes:** Exposing counsellors to contemporary and appropriate counselling techniques for unusual issues which serves as a Continuous Professional Development (CPD)

## Expectations/Projections

Sending counselling to the doorstep of students. That is the Counselling Centre is expected to be expanding to Directorate with various subunits (Counselling units at the South, Central and Ajumako campus of the university) which will go a long way to enhance the image of the Centre and

consequently the image of the University of Education, Winneba.

Appointing of more counsellors from the Department of Counselling Psychology to help at the Centre and man the units will improve support services for students and staff, thereby promoting their academic success and well-being.

# DIRECTORATE OF HEALTH SERVICES

## DIRECTORATE OVERVIEW

### Vision

To be a nationally reputable institution for excellent health care delivery.

### Mission

To provide excellent healthcare in a caring and friendly environment through teamwork and dedication

### Departments under the Directorates

The Directorate of Health Services is responsible for the preventive, curative, promotional, and rehabilitation services to the university community. The Directorate comprises the two university clinics (Winneba and Ajumako), the Health and Sanitation Unit, and the Centre for Hearing and Speech Services.

### Services Provided

The University Clinics, the Center for Hearing and Speech Services, and the Health and Sanitation Unit provide a wide variety of services to the university community and its surroundings.

### The University Clinics.

- » General OPD / Inpatient Services
- » Surgical Services
- » Pharmaceutical Services
- » Medical Laboratory Services
- » Ambulance Services /Emergency Response Services
- » Health talks
- » Medical Examination (Student/Staff)
- » Public health services
- » Antenatal service up to 36 weeks of gestation

### Centre for Hearing and Speech Services:

The following services are provided at the Centre:

- » Pure Tone Test
- » Time Tympanometry.
- » Auditory Speech Test
- » Optoacoustic Emission Test
- » Ear Irrigation Test
- » Mobile Audiology Services

## Health and Sanitation Unit

The Health and Sanitation Unit provides both sanitary and conservancy services.

The sanitary services include:

- » Emptying bins
- » Maintaining a clean environment
- » Health inspection of campuses
- » Screening of food vendors

### Conservancy services include:

- » Sweeping of toilets and bathrooms
- » Scrubbing of toilets and bathrooms
- » Emptying of waste baskets
- » Mopping of floors
- » Dislodgement of cesspit tanks

## NOTEWORTHY DEVELOPMENT

### Inpatient Admissions:

A total of Three Hundred Seventy-Nine (379) patients were admitted for further treatment and care during this period. Common reasons for admissions included malaria, anaemia, pneumonia, and sickle cell diseases. These patients occupy our 15-bed capacity space at our current location. Extra bed capacity rose from 8 to 15 at the start of 24hrs care in January.

### Surgical services:

During the period under review, our dedicated medical team performed 65 successful surgeries for 30 private persons, 10 staff with 20 students, and seven staff dependents.

These included acute emergencies as well as non-emergencies. Emergency cases constituted 16% of the 65 cases attended to. These were mostly students. The commonest emergency surgery was for acute appendicitis. Non-emergency electives were mainly hernia constituting 60% of the electives

done. Myomectomies constituted 35% of the remainder of the non-emergency surgeries.

### Mortality:

Regrettably, the Health Services experienced two (2) mortalities during the period under review.

### Vacation of post:

The period under review witnessed two of the University Clinic staff vacating posts. This has adversely affected the facility staff strength and healthcare delivery.

### Promotion:

One of the Clinic's staff at the Pharmacy Department was promoted to the rank of Deputy Director of Pharmaceutical Services.

### Extension of service:

The University Clinic has extended its service period from 14 hours to 24 hours. The extended service took effect from January 2023.

### Research Output:

During the period under review, six (6) clinical care reports were written by staff of the Health Services. One has been published by the **Oman Medical Journal** titled **Clinical Diagnoses of an Encysted Hydrocoele of the Cord in Ghanaian Peripheral Facilities, How Far is it Correct? A Description of Three Cases in Primary Care.**

## EXPECTATIONS/PROJECTIONS

- » The new 100-bed hospital building for the University Clinic is progressing steadily. It is expected to be completed soon.

- » Management has approved the purchase of equipment and training of staff to enable the Clinic to move onto the Hospital Management System.
- » The University Clinic is working towards the attainment of a hospital following the completion of the hospital.
- » The Directorate of Health Services has agreed to collaborate with the Department of Health Administration

and Education in the following areas:

- \* Research
- \* Training
- \* Health Promotion and Education
- \* Grant proposals and development for health projections in the hospitals and the University Community.
- \* More collaborative research publications to enhance the image of the Directorate.

## DIRECTORATE OF RESEARCH, INNOVATION AND DEVELOPMENT (DRID)

On 16<sup>th</sup> March 2020, the 'name' Externally Funded Projects Office (EFPO) was changed to the Directorate of Research, Innovation and Development (DRID). This restructuring was necessary to expand the mandate of the outfit to cater for grants sourced from both internal and external sources, develop a research strategy, and build the capacity of the staff of the University of Education, Winneba to write proposals and win grants.

The Directorate of Research, Innovation and Development (DRID) operates under the office of the Vice-Chancellor. It is the main body managing research and all research grants sourced from internal or external donors at the university. The Directorate oversees and coordinates the development of research policies for the university and ensures that colleges,

faculties, departments, research institutes and centres of the university conduct research in line with the university's strategic plan and research agenda.

The specific objectives of the Directorate are as follows:

- » Coordinate the development of a research policy for the university.
- » Research quarterly research reports from faculties, research institutes and centres of the University.
- » Oversee the implementation of funded research projects in the University.
- » Oversee the implementation of an award scheme for outstanding research in the university.
- » expand external donor sources to support institutional priorities.
- » improve the relationship between the university and funding organizations.
- » oversee the efficient management of

- research grants.
- » manage the staff development and research funds of the University.
- » Initiate actions to promote research and grantsmanship among staff.
- » Initiate capacity development programmes for staff of the University.
- » Provide physical and logistical support for funded research.

## Units

Currently, the Directorate of Research, Innovation and Development (DRID) is headed by an Acting Director and supported by a Deputy Director who also doubles as the Coordinator of the Monitoring and Evaluation Unit. The other Units of the DRID are:

- » Grant Sourcing and Proposal Development Unit
- » Capacity Building and Development Unit
- » Fund Management Unit
- » Consultancy Unit
- » Research Policy and Publication Unit

## STAFFING

Designation	Male	Female	Total
Senior Members (Teaching)	3	-	3
Senior Members (Non-Teaching)	2	-	2
Senior Staff (Driver)	1	-	1
Junior Staff	-	-	-
Total	6	-	6

## ACHIEVEMENTS (GRANTS WON)

The following grants were won by staff of various departments of the university during the period under review (See Table 1)

No.	Project Name	Funders	Amount	Implementers	Department of Project Lead	Duration
1	Dry season gardening as a climate change adaptation education among rural women: A case study of Kuliya community in Northern Region	University of Saskatchewan	\$10,000.00 (CAD)	Dr Raphael Ane Atanga and four others	Department of Geography Education	April 2022– March 2023



No.	Project Name	Funders	Amount	Implementers	Department of Project Lead	Duration
2	The state-of-the-art scientific writing and publication I	Volvo Research and Educational Foundations (VREF)	€20,000.00	Prof. Enoch F. Sam- Project Lead, Prof. Samuel Kweku Hayford, Prof. Lucy Effeh Attom, Prof. (Mrs.) Esther Yeboah Danso-Wiredun Co-I., Dr. Emmanuel Tamanja, Dr. Edison Pajibo, Prof. Ann Lopez	Department of Geography Education	June-Aug 2022
3	Promoting effective management of Ghana's borders	International Center for Migration Policy Development (ICMPD)	€99,978.78	Prof. Edmond Akwasi Agyeman, Dr Ezekiel Attuquaye Clottey (Coordinator), Dr Seth Tweneboah, Dr Gabriel Kofi A. Botchwey, Vida Ampiah, Mr. Amos Ato Dadzie, Mr. Stephen Ernest Donkor.	Centre for African Studies	May 2022-March 2024
4	Learning Study on Play-based Learning at Pre-Service.	Right to Play	€132,000.00	Prof. George D. Sampson, Prof. Samuel K. Hayford	Faculty of Educational Studies	October 17, 2022-December 30, 2022
5	Afro SAFE: Safe system for radical improvement of road safety in low and middle-income African countries	European Union Horizon Europe Framework Programme	€219,325.00	Prof. Enoch F. Sam	Department of Geography Education	September 2022-August 2026

<b>No.</b>	<b>Project Name</b>	<b>Funders</b>	<b>Amount</b>	<b>Implementers</b>	<b>Department of Project Lead</b>	<b>Duration</b>
6	The state-of-the-art in scientific writing and publication II	Volvo Research and Educational Foundations (VREF)	€18,000.00	Prof. Enoch F. Sam- Project Lead, Prof. Samuel Kweku Hayford, Prof. Lucy Effeh Attom, Prof. (Mrs.) Esther Yeboah Danso-Wiredu, Dr. Ibraheem Forson Abdul-Azeez, and Prof. Ann Lopez	Department of Geography Education	July 25, 2023-September 19, 2023
7	Building Capacity for Online Tuition in Ghana	ERASMUS+	€798.906.00	Prof. Benjamin Ghansah-Project Lead, Prof. Issifu Yidana, Dr. Wison Osafo Apeanti, Dr. Ephrem kwaa-Aidoo and Dr. Charles Buabeng Andoh	Department of ICT Education	36 Months
8	Removing barriers to disability-inclusive urban transport system (policies and regulations) in Accra and Nairobi (SITUATE-2)	Volvo Research and Educational Foundations (VREF)	€45,000.00	Prof. Enoch F. Sam- Project Lead, Prof. Samuel Kweku Hayford, Prof. (Mrs.) Esther Yeboah Danso-Wiredu, Dr Osman Adams Mr Prince Kwame Odame, Dr Michael Munene and Dr Elizabeth Kanini Wamuchiru	Department of Geography Education	12 Months

No.	Project Name	Funders	Amount	Implementers	Department of Project Lead	Duration
9	Walking as a mode of transport in 'unwalkable' context: Cross-city experiences from Ghana and Nigeria (Project GIANT)	Volvo Research and Educational Foundations (VREF)	€45,000.00	Prof. Enoch F. Sam- Project Lead, Mr Prince Kwame Odame, Dr Chinebuli Uzongdu, Dr Chris Ikeogu, Dr Festival Godwin Boateng and Dr Emmanuel Mogaji	Department of Geography Education	12 Months
10	Inclusion and Marginalization in Ghanaian School	Economic and Social Research Council (ESRC IAA)	£23,000.00	Dr Benedict Arko and Dr Daniel Kyereko	Department of Geography Education	November 20, 2022– March 1, 2023
11	Communication and Community Engagement Strategy and Equity & Inclusion Studies for Community-Based Municipal Solid Waste Source Separation and Compost Project in Accra	German Development Cooperation (GIZ)	¢749,300.00	Prof. (Mrs.) Esther Yeboah Danso-Wiredu-Project Lead, Prof. Samuel K. Hayford, Prof. Christiana Hammond, Dr. Peter Akayyure, Stephen Akyiaw, Dr. Bernard B. B. Bingab	Department of Geography Education	March 27, 2023– January 31, 2024
12	Implementation of Integrating Entrepreneurship into a New Co-Curricula Training Program on Recycled Art at the University of Education Winneba, Ghana.	Ashesi University	\$5,000.00 (USD)	Dr. Albert Kwame Arthur	Department of Art Education	12 Months

## EXPECTATION/PROJECTIONS

As part of the Directorate's effort to encourage staff to venture more into grant writing, The university should strive to develop and implement its Research Agenda.

# GHARTEY HALL

## INTRODUCTION

The Gharthey Hall is mixed and made up of three blocks: A, B, and C. Block 'B' accommodates both male and female residents whilst Blocks A and C accommodate only male students. The Hall ensures high-quality accommodation by maintaining its facilities and fostering a welcoming environment that contributes to the overall well-being of students and, in some cases, staff members.

## Core Values

To ensure a clean environment and excellent accommodation for students, staff, and other clients through constant maintenance of the facilities.

## Vision of the Hall

To become a highly regarded and globally acknowledged hall of residence that will provide state-of-the-art facilities and a conducive environment for the total well-being of students and staff.

## Administration and Management

The Hall is managed by the following officers and offices:

- » Issues related to students' welfare are managed at the Hall Level (JCRC and Hall Managers' Office);
- » Difficult cases and matters that border on serious offences are referred to the Dean of Student Affairs (DoSA);
- » Activities of staff at the three Gharthey Hall Blocks (A, B, and C) are supervised by the Hall Manager together with the Chief Hall Assistant, a Principal Hall Assistant, and the Senior Administrative Assistant (Hall

Administrator);

- » The Hall Manager is the overall administrator of the hall and Supervisor of Block A; the Senior Administrative Assistant (SAA) is the Assistant Supervisor of Block A; a Principal Hall Assistant supervises Block B; and a Chief Hall Assistant is the Supervisor of Block C and superintends over the Gharthey stores.
- » There is also an Accounts Officer attached to the Hall to manage the Hall Accounts and other related issues such as Budget Preparation and Implementation.
- » There is a Gharthey Hall Management Team (GHMT) that assists the Hall Manager.
- » The Hall has an elected and appointed executive officers. The Hall President is the leader of the Hall Executives and reports to the Hall Manager directly and to the Dean of Student Affairs (DoSA).

## Records of Management

Apart from administrative filing systems, the following books are kept at the Hall Assistants' Lodge to facilitate the day-to-day administration of the Hall:

BOOK	PURPOSE
Key Movement Book	To track the movement of students' room keys.
Work Attendance Book	To record and check staff work attendance
Occurrence Book	To record day-to-day issues in the Hall

BOOK	PURPOSE
Residential Book	To document the reporting and departure times of students at the beginning and the end of a given semester
Complaints Book	To record occurrences of daily issues in and around the Hall to be solved by artisans, Block Supervisors, and the Hall Manager

## Staffing

Apart from the Hall Manager, Senior Administrative Assistant, and Principal Accounts Officer, Ghartey Hall has a total of thirty-six (36) staff as presented below:

### Staff Distribution Table

BLOCKS/ STAFF	A M F	B M F	C M F	TOTAL
Hall Assistants	3 2	3 3	3 2	16
Cleaners	0 1	2 2	1 2	8
Sanitary	1 0	1 0	1 0	3
Conservancy	2 0	5 0	2 0	9
TOTAL	6 3	11 5	7 4	36

### Student Statistics

BLOCKS	MALE	FEMALE	TOTAL
A	136	N/A	136
B	220	106	326
C	213	N/A	213
TOTAL	569	106	675

## ACHIEVEMENTS

During the year under review, the hall was able to achieve the following:

- » Undertake routine repairs and

maintenance, subject to the availability of materials and artisans;

- » Liaise with the JCRC President to purchase 100 capacitors to fix ceiling fans that are not working;
- » Regularly conduct plumbing repairs and repair works on door locks, hinges, and wardrobes, as well as changed torn mosquito nets in students' rooms;
- » Donated 2 bundles of new mosquito nets to the French Department to fix and change torn mosquito nets in their classrooms.
- » Constructed and re-diverted Septic waste pipelines of Ghartey Hall Block C;
- » Fumigated and re-fumigated the three Blocks to deal with pockets of bed bugs that were identified in some rooms of Blocks A and C.
- » Continue to educate students through Hall Meetings and Hall Council meetings on the proper use of facilities in the Hall;
- » Conducted an In-Service Training for the Cleaning Staff of the Hall;
- » Planned to conduct Succession In-service Training Workshops for Block Supervisors, Store Assistants, and Superintendents of Ghartey and Aggrey Halls in August, 2023.
- » Regular meetings of Hall Managers were held;
- » Regular meetings with the various categories of staff were also held;
- » The introduction of Work Inspection Cards was operationalized in the Hall.
- » Declared a joint communique with the Division of Human Resource to control and regulate the movement of our Cleaning Staff.
- » The Hall Manager and the Chief Hall Assistant conducted and presented Action Research on the Topic: Situational Appraisal of the Health and Sanitation at the University of

Education, Winneba, at the Registrars' Monthly Seminar on 26<sup>th</sup> July, 2023.

- » The Hall Manager drafted a Paper for a Training Workshop for all Hall Assistants in the University. This was titled: Understanding the Rules, Work Ethics and the Responsibilities of Hall Assistants.
- » Conducted one-day In-Service Training Workshop Gharthey Hall Supervisors on Thursday, 17<sup>th</sup> August, 2023.
- » Conducted one-day In-Service Training Workshop for Gharthey Hall Store Assistants on Wednesday, 30<sup>th</sup> August, 2023.

## CHALLENGES

- » Rebellious and recalcitrant behaviour of a pressure group called the 'Garvians' in the Gharthey Hall;
- » Poor work attitudes of Cleaning Staff. The majority of them continue to work for less than 3 hours.
- » Reckless use of facilities e.g. Water Closets (WCs).
- » Students persist in overloading electrical sockets within their living spaces by utilizing electrical appliances for cooking purposes.
- » Inadequate Hall Assistants as our staff capacity has drastically reduced: Some Hall Assistants have retired; one passed

on; others vacated their posts but the vacancies have not been filled. This makes it difficult to effectively run the shift system as expected.

- » The Hall relies on the Artisans from the Maintenance Section of the University to undertake routine maintenance of the facilities. The Artisans are always not readily available to attend to the work and students' complaints in the Hall.
- » No security personnel is attached to the Halls of residence. Several burglary cases have been recorded at Gharthey Block C in particular. Within a short period of two years, Gharthey Hall was burgled and lost a total of 21 ceiling fans.

## PROJECTIONS

- » Creating Reading Rooms in all the Blocks of the Hall.
- » Request for recruitment of additional staff (Hall Assistants).
- » Digitisation of the Gharthey Hall Management System to enhance effective record keeping, facilities, and student management.
- » Construction of five Summer Huts by the JCRC, alumni, and philanthropists.





Scan QR Codes to  
access Brochures  
on UoW website