

UNIVERSITY OF NAIROBI
OPEN, DISTANCE AND e-LEARNING CAMPUS

ANNUAL REPORT FOR THE YEAR 2020

1.0 INTRODUCTION

The ODeL Campus is comprised of the following Departments/Units:

- i) Director's Office
- ii) School of Open and Distance Learning
- iii) Department of Open Learning
- iv) Department of Educational Programmes
- v) Courseware Development and Production
- vi) Programme Delivery & Learner Support Services
- vii) e-Learning Unit

The vision of the ODeL Campus is to be a world-class hub for open, distance and e-Learning to change how students and lecturers interact with one another through use of modern instructional content delivery techniques supported by technology and skilled personnel.

The Campus has been spearheading development of digital courseware for all the programmes offered in the University of Nairobi, provision of learner support services and life-long learning in order to enhance the quality of teaching and learning for staff and students in the university in tandem with best practices elsewhere in the world.

This is aimed at helping the University maintain its leadership role in Kenya and the region, sustain its capability to attract top students and competent staff, upscale its mentorship role among public universities and the higher education sector in Kenya, work towards becoming a financially self-sustaining and self-reliant institution, and create a new and enabling culture among its students and staff.

This is also in appreciation of the rapid changes happening in the higher education sector where the digital revolution has changed the current teaching and learning environment on how students and lecturers interact with one another in a situation where classrooms without borders are now the norm and students have the opportunity to interact with lecturers in another country or continent and vice-versa.

2.0 PROGRAMMES AND SERVICES OFFERED

In the year 2020, the Campus was offering the following programmes and services:

a) Teaching and Learning

The School of Open and Distance Education has two (2) departments which offers the following programmes:

i) Department of Open Learning

- L83 - PhD in Project Planning and Management
- L50 - Master of Project Planning and Management
- L42 - Post Graduate Diploma in Project Planning and Management
- L46 - Post Graduate Diploma in Human Resource Management
- L46 - Bachelor of Project Planning and Management
- L147 - Diploma in Project Planning and Management
- L126 - Diploma in Purchasing and Supplies Management
- L123 - Diploma in Business Management
- L125 - Diploma in Human Resource Management
- L137 - Diploma in Public Relations
- L124 - Diploma in Sales and Marketing
- L145 - Diploma in Guidance and Counseling
- L115 - Certificate in Public Relations
- L116 - Certificate in Purchasing and Supplies Management
- L114 - Certificate in Personnel Management
- L112 - Certificate in Guidance and Counseling
- L117 - Certificate in Human Resource Management
- L122 - Certificate in Project Planning & Management

ii) Department of Educational Studies

- L80 - PhD in Distance Education
- L51 - Master of Arts in Peace Education
- L45 - Masters in Distance Education
- L47 - Bachelor of Adult Education and Community Development
- L40 - Postgraduate Diploma in Education
- L43 - Postgraduate Diploma in Adult Ed. & Community Development
- L119 - Diploma in Adult Education and Community Development
- L111 - Certificate in Adult Education and Community Development

b) Courseware Development and Production

In the year 2020, the Campus continued to support faculty to develop and finalize courseware for uploading to the Learner Management System (LMS). Through this, there are many programmes whose content is fully available on the LMS. ODeL instructional designers continue to support faculty to develop their content for uploading to the LMS.

c) e-Learning

When the Covid-19 pandemic emerged in the year 2020, face-to-face teaching and learning stopped and the University was able to promptly respond to the crisis by tapping into the expertise in ODeL Campus and transition to online teaching and learning. This was achieved through teamwork between the Campus and the ICT Centre which provided a solution that involved training staff and students to enable them move their teaching and learning to online platforms.

The activities that were undertaken to support this transition included:

- Capacity building for faculty in use of eLearning tools such as use of both synchronous and asynchronous learning tools to connect with students
- Capacity building for students in use of e-Learning tools where students were trained on how to access and navigate the Learning Management System (LMS) and interact with the content and the tutors. The students were also introduced to the available synchronous and asynchronous learning tools such as google meet and google classroom and Moodle LMS.
- Recorded video clips were made available to students with sessions on introduction to Google Meet, Google Classroom and on how to download and upload assignments on google class.

d) Learner Support Services

Tutorial and learner support services for students are provided online by lecturers, administrative and technical staff in the Campus.

3.0 STRATEGIC ISSUES

During the year 2020, the following were the strategic issues for the Campus:

3.1 Teaching and Learning

Teaching and learning was a key strategic issue for the Campus and was achieved through implementation of various strategies such as provision of quality graduates in diverse fields; provision of a suitable working environment for all the academic staff; rationalization of workload and professional alignment of academic staff to teach and supervise students based on their specialized areas; upscaling access to quality education and training through increased adoption of educational technology and lobbying for a review of existing graduate programmes to include the ODeL mode to attract more students.

3.2 High Impact Research Output that Addresses Societal Needs

Members of staff continued to carry out high impact research in line with the objective of the Campus of being a leading institution in scholarly, research and creative productivity in Africa. This was achieved through creation of proposals

and engaging ministries and counties to fund the Big Four Agenda government priorities of manufacturing, universal health care, food security and affordable housing; encouraging researchers to publish/attend conferences/write grants proposals and encouraging researchers to publish books/book chapters.

3.3 Student Affairs

Being the core customers of the University, students require adequate welfare and support services to ensure their wellbeing while in the University. The services constitute a critical component in the delivery and continued enhancement of excellence in teaching and learning and, therefore, are essential in the production of quality and holistic graduates.

The Campus achieved this through implementation of a student mentorship and counselling programme, building capacity for handling drug and substance abuse in the students and the staff, and showcasing student talent in co-curricular activities. This was aimed at making students better citizens for tomorrow.

3.4 Resources

Resources constituted a key component for the Campus to run its operations. The key resources required were human resources, financial resources and physical infrastructure.

Human Resources

Operations in the Campus were maintained through various strategies such as implementation of staff recognition and appreciation programme for exceptional talent and excellent performance, implementation of a reward and sanction system based on the results of the staff performance appraisal and the performance contract and establishment and operationalization of a succession planning programme.

Infrastructural resources

One of the key infrastructural resources required for operations was ICT. The Campus identified the challenges faced by ODeL students in using the University SMIS such as double registration and the enforcement of examination regulations and resolved many of them. The Campus also embarked on continually updating the Campus website to become a one-stop shop for information to all the ODeL stakeholders.

Financial Resources

The Campus maintained a positive cash flow through strengthening controls in the management of income generation by enforcing the existing policy on fee payment and student course registration (no fees, no service) through use of the SMIS.

3.5 Competitiveness and Image

The University operates in a very competitive global environment where institutions of higher learning intensely compete with each other in the attraction

of quality staff, resources and students. This makes it necessary for the University to have a competitive advantage if it has to remain vibrant and successful.

In the year 2020, the Campus worked to enhance its competitiveness and image through strategic engagement with industry by implementing marketing efforts targeting the industry, establishing new collaborations and partnerships to increase industry linkage/partnerships. Also, the Campus improved its competitiveness and image through marketing locally and internationally by documenting and uploading its key achievements on the Campus website

3.6 Governance, Leadership, and Culture

The Campus recognizes that good governance, leadership and culture leads to improved operational efficiency, excellence, higher stakeholder satisfaction and achievement of its mandate. The Campus internal governance organs include the Campus Management Board, the Campus Academic Board, as well as the heads of divisions, departments and sections. The roles of these organs have been clear and interface between them properly managed.

In addition, the Campus recognizes the important role played by internal culture of the University and the Campus and has achieved big strides in instilling an appropriate culture to enhance the efficient functioning of the internal governance organs of the Campus. One of the most valued cultures in the Campus is teamwork and team spirit.

4.0 MAJOR ACHIEVEMENTS IN THE YEAR 2020

The following were the major achievements of the Campus in the year 2020:

4.1 Online Teaching and Learning

When the Covid-19 pandemic emerged in the year 2020, face-to-face teaching and learning stopped and the Campus was instrumental in transitioning the University to online teaching and learning.

ODEL Campus was able to support the transition by undertaking the following activities:

- Capacity building for faculty in use of e-Learning tools
- Capacity building for students in use of e-Learning tools where students were trained on how to access and navigate the Learning Management System (LMS).
- Availing recorded video clips to students in the LMS.

4.2 Tutorial and Learner Support Services

During the year 2020, tutorial and learner support services for students were provided online by ODeL lecturers, administrative and technical staff. Students in all courses that were ongoing before the lockdown formed and operationalized WhatsApp groups to facilitate tutor-learner and learner-learner interactions. These proved to be very effective in sharing of information, class notes, recorded

videos, presentations, links to join online classes and training sessions as well as receiving feedback from students.

4.3 Online Examinations

The Campus trained lecturers/tutors in various school/faculties/institutes how to administer examinations online using the Learner Management System (LMS).

4.4 Thesis/Project/Dissertation Supervision

Students in the School of Open and Distance Learning were able to defend their project proposals and final projects online using video conferencing platforms which enabled students to progress with their studies and even graduate in September and December 2020.

4.5 Online Graduation

The facilitation by member of ODeL Campus in transitioning programmes in the University to online teaching and learning, administration of online examinations, online theses/project defences enabled students to complete their studies and to graduate online.

The School of Open and Distance Learning graduated a total of 1,186 students in September and December 2020 as shown below:

63rd Graduation Ceremony held on September 25, 2020

PhD	7
Masters	110
Postgraduate Diploma	14
Bachelors	269
Diploma	290
Total	690

64th Graduation Ceremony held on December 11, 2020

PhD	8
Masters	172
Postgraduate Diploma	7
Bachelors	108
Diploma	201
Total	496

4.6 Courseware Development and Production

In the year 2020, the Campus continued to support faculty to develop and finalize courseware for uploading to the Learner Management System (LMS). This made many programmes to have their content fully available on the LMS. ODeL instructional designers continue to support faculty to develop their content for uploading to the LMS.

Training of lecturers uses a schedule that covers all the six colleges of the University to ensure that the modules that were in progress continue being developed and new writers join the programme. ODeL Instructional designers carry out pedagogical review of the completed modules and use online meetings to give feedback to the writers.

4.7 Performance Contracts

During the 2019/2020 Performance Contracts awards ceremony held on 29th January 2021, the Campus emerged top performer in the University and was awarded eight (8) certificates as detailed below.

- i) The School of Open and Distance Learning was the best School/Faculty in the University.
- ii) The Department of Educational Studies was the best department in the University out of a total of sixty six (66) departments. The other department in the school, the Department of Open Learning was position five (5) in the University.
- iii) The following three Learning Centres were awarded certificates for their good performance:
 - Meru Learning Centre was the best performing Learning Centre
 - Nyeri Learning Centre was the 2nd best performing Learning Centre
 - Nakuru Learning Centre was the 3rd best performing Learning Centre
- iv) Overall, the Campus was rated as 2nd best performing unit in Central Administration.
- v) Meru Learning Centre attained 2nd position in the overall best performing units in the University.
- vi) The Department of Educational Studies attained 3rd position in the overall best performing units in the University.

5.0 CORPORATE AND COMMUNITY OUTREACH ACTIVITIES

Members of ODeL Campus participated in the following community outreach activities in the year 2020:

- i) The Director ODeL Campus, Prof. Christopher Gakuu participated in a tree planting activity organized by KaGreen Community which was held in April, 2020 at Ndeiya.
- ii) On 13th April 2020, Dr. Augustine Mwangi participated in a Youth in a Changing World Webinar organized by Columbia University which was meant to sensitize the Youth globally on the impact of the COVID-19 pandemic.
- iii) In December 2020, Prof. Christopher Gakuu donated a lorry of sand and twenty (20) bags of cement for the construction of PCEA church, Muguga.

6.0 STAFF PORTFOLIO

6.1 Governance

The following are the Administrative Officers of ODeL Campus:

i)	Prof. Christopher M. Gakuu	-	Director, ODeL Campus
ii)	Prof. Harriet J. Kidombo	-	Deputy Director, ODeL Campus
iii)	Prof. Dorothy N. Kyalo	-	Dean, Sch. of Open & Dist. Learning
iv)	Dr. John M. Mbugua	-	Chairman, Dept. of Open Learning
v)	Dr. Anne A. Aseev	-	Chairman, Dept. of Educ. Studies
vi)	Dr. Joyce Lillian Omutoko	-	Coordinator, Nairobi Learning Centre
vii)	Dr. Johnbosco Kisimbi	-	Coordinator, Msa Learning Centre
viii)	Dr. Nicholas Kut Ochogo	-	Coordinator, Kisumu Learning Centre
ix)	Mr. Christopher M. Mutunga	-	Ag. Registrar, ODeL Campus

6.2 Academic Staff

i)	Associate Professor	-	6
ii)	Senior Lecturer	-	8
iii)	Lecturer	-	14
iv)	Tutorial Fellow	-	7
	Total	=	35

6.3 Non-Academic Staff

i)	Assistant Registrar	-	1
ii)	Chief Technologist	-	1
iii)	Senior Admin Assistant	-	9
iv)	Administrative Assistant	-	8
v)	ICT Support	-	3
vi)	Records Clerk	-	18
vii)	Graphic Artist	-	1
viii)	Secretaries	-	4
ix)	Technologist	-	5
x)	Messenger	-	4
xi)	Storekeeper	-	1
xii)	Others	-	8
	Total	=	63
	Total Campus Staffing	=	98

7.0 PROJECTIONS

The Campus envisages that more Schools/Faculties/Institutes will embrace the e-learning mode of teaching and learning and that by partnering with ODeL to develop courseware for their programmes more programmes will be offered online.

It is also projected that all the course units for PhD in Project Planning and Management in the School of Open and Distance Learning which are currently being developed will be finalized in 2021 to enable the programme to be fully offered online.

In addition, it is expected that the ongoing Vice- Chancellor's Reform Agenda Programme will be completed soon so that the ODeL function is refocused and fully operationalized. The function also to be anchored well through provisions of appropriate and adequate human capacities, competencies and skills coupled with other necessary resources needed for performance.



APPROVED: _____

DATE: 24.02.2021

PROF. CHRISTOPHER GAKUU

DIRECTOR

OPEN, DISTANCE AND e-LEARNING CAMPUS