

## **DEPARTMENT OF EDUCATIONAL STUDIES ANNUAL REPORT FOR 2012**

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There were many activities in the Department in 2012. The major ones consisted of the following:

1. Field Study Visits of Students.
2. Admission of Students.
3. Residential Schools.
4. Teaching Practice.
5. Production and Issuing of Distance Study Materials.
6. Writers Workshops.
7. Uploading of Digitized Modules on Multimedia Platform.
8. ISO Quality Audits.
9. Staff Performance Appraisal.
10. Graduation

A brief report is provided for each of these activities below.

#### **1. Field Study Visits of Students**

- As part of the requirements of Distance learning, field visits were conducted for the distance students. The objectives were to monitor the progress of students, to encourage students and advise them on how to make the best use of their time during home study and to provide them with information and study modules that they might not have received during Residential Schools. A total of 3 visits were made in February/March, June/July and October/November.
- In all the visits, students gave feedback to the Department on areas where they were satisfied and areas of concern where improvements should be made. Among the areas of satisfaction were tuition during residential schools, issuing of printed study modules and management of residential schools. The areas of concern included lack of Senior Administrative staff in the Exams Office to provide services to students in a continuous way, inadequate computers with internet connection at regional centres to facilitate online registration for courses and access to web-based resources and centralization of residential schools in Nairobi instead of decentralizing them to regional centres.

- The feedback from students was found to be useful for monitoring effectiveness of service provision. The areas of concern are already being addressed to ensure effective service delivery to students.

## **2. Admission of Students**

- The Department admitted new students to its academic programmes in April, August and December. In April, 500 new students were admitted to Bachelor of Education (Arts), 15 were admitted to Postgraduate Diploma in Education, 100 to Bachelor of Education (Science), 20 to Master of Arts in Peace Education.
- In August, we admitted 15 students to Postgraduate Diploma in Education. The other programmes did not admit new students as their semesters take eight months and they had already admitted students in April, 2012.
- In December, we admitted 600 students to Bachelor of Education (Arts), 200 to Bachelor of Education (Science), 15 to Postgraduate Diploma in Education and 20 to Master of Arts in Peace Education. It was also noted that due to competition for students in Education programmes by many up-coming Universities, it is necessary for the Department to step up its marketing activities and even review its student recruitment strategies. This will ensure that we remain competitive and attractive to prospective students.

## **Residential Schools**

- As part of our teaching strategies in distance learning, the Department organized residential schools where students had a chance to meet their tutors and fellow students in face-to-face learning sessions. The residential schools are also used to administer continuous assessment tests and end of semester examinations. The sessions were held at various institutions in Nairobi namely; Railway Training Institute, Kenya Water Institute, Nairobi School, Alliance High School, Chiromo Campus, Upper Kabete Campus, Dagoretti High School, Thogoto Teachers Training College, Kabete Technical, Kenya Science Campus, Kikuyu Campus.
- In 2012, we had three residential sessions for students in all the programmes. The first of these sessions was in April during which time students had one week revision tuition, followed by one week of end of semester exams and one week of introduction tuition to the next semester of their studies. When the session ended, students returned to their work stations where they carried on with home study.
- The second residential school was held in August and the main activities were continuation tuition for the first week, followed by continuous assessment tests for three days. Postgraduate Diploma in Education students also sat for end of semester examinations in addition to the other activities. When the session ended students returned to their stations for home study.

- The third residential school was held in December. The main activities were revision tuition for one week, followed by end of semester examinations for one week and finally by introduction tuition of one week for the next semester of their studies. At the end of the session, students returned to their work stations for home study.

#### **4. Teaching Practice**

- As per the course requirement and standard practice in Bachelor of Education programmes, teaching practice is organized for students in the Department. This gives students a chance to apply the concepts and methods learned theoretically during the course in a practical classroom setting. Students are attached to Secondary Schools for one school term during which time their teaching is assessed and graded by their tutors. External Examiners also visit the students to give a second opinion on the performance of students.
- In 2012, there was a minor teaching practice session in the first school term from January to April, a major teaching practice session from May to August and another minor one from September to November. A total of 1,400 students completed teaching practice successfully during these sessions in the year.

#### **5. Production and Issuing of Distance Study Materials**

- Production of study materials was done throughout the year in accordance with the procurement plan. However, there were challenges that interrupted the production schedule. The most serious of these was with the procurement process. Processing of documents seemed to have bottlenecks which caused delays in procuring printing paper and other inputs.
- The Department will continue to address these challenges until they are overcome.
- Issuing of study materials to students was done at two points, that is, during residential schools and at regional centres. On the whole, the issuing of study materials was done effectively throughout the year. Where there were delays in issuing materials, this could be attributed to delays in procurement of printing materials.

## **6. Writers' Workshops**

- The Department continued to facilitate the development of distance study modules throughout the year. This is because most of the expertise in the Open and Distance Learning is in the Department of Educational Studies. The staff in the Department assisted the Centre for Open and Distance learning (CODL) to train writers in workshops held at Kenya Wildlife Services Training Institute (KWSTI – Naivasha); Multimedia University – Mbagathi, Nairobi and Kenya School of Law – Karen, Nairobi.

## **7. Uploading of Digitized Modules on Multimedia Platform**

- In order to expand access of students to distance learning modules, materials which have been written are then converted into the e-learning format and then uploaded on the Multimedia platform of the University of Nairobi. This exercise was carried out in the year 2012 for modules of Bachelor of Education (Arts) and Bachelor of Education (Science) programmes. This exercise will be completed in 2013.

## **8. ISO Quality Audits**

- In 2012 the Department was audited two times for quality standards in its service provision. The first ISO quality audit was conducted between 3<sup>rd</sup> and 5<sup>th</sup> April while the second was done between 24<sup>th</sup> and 26<sup>th</sup> December 2012.
- The audit reports indicated that the Department conformed to the applicable ISO standards in its service provision in nearly all areas. The services were also shown to be provided effectively as per the documented Quality Management System (QMS) Services. Areas of improvement were also identified as is the standard practice with quality auditing.
- Among the areas that needed improvement were analysis of student evaluation data for tutors and programmes, communication of evaluation results to tutors and maintenance of sanitation facilities in the Printing Unit. These concerns were subsequently addressed by the Department with the support of the Dean and Principal.

## 9. Staff Performance Appraisal

- Staff performance appraisal was conducted for purposes of monitoring and evaluation with a view of improving services. Most of the staff performed well but there was room for improvement in areas which were specified.

## 10. Graduation

- During the year 2012, the Department presented students who had completed their studies for graduation. There were two graduation ceremonies in the year, one on 24<sup>th</sup> August, 2012 and another on 7<sup>th</sup> December, 2012. The number of students who graduated on the two occasions were as follows:

Date	B.Ed. (Arts)	B.Ed. (Science)	PGDE	PhD
24-8-2012	1,033	28	15	2
7-12-2012	195	4	4	2

END OF REPORT

by

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