



UNIVERSITY OF
EDUCATION, WINNEBA



Congregation

VICE-CHANCELLOR'S ANNUAL REPORT

— 2023 —



UNIVERSITY OF
EDUCATION, WINNEBA



Congregation

**VICE-CHANCELLOR'S
ANNUAL REPORT**

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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 report encapsulates the activities carried out within the university during the 2021/2022 academic year. It highlights achievements and challenges encountered in the year under review.

The report shows that the University of Education, Winneba (UEW) community is primed and ready to work together to continue advancing our institutional priorities and bounce back from the disruptions occasioned by the COVID-19 pandemic, fuelled by the desire to transform the lives of students to make an impact on society. Over the past year, we continued to work together to create and maintain an inclusive, equitable community of students and scholars on the quest to redirect Ghana's efforts along the path of rapid economic and social development. Furthermore, we have fostered mutually beneficial internal and external partnerships that highlight and elevate the UEW's commitment to excellence, community service, good corporate governance, prudent financial management, gender equity, social inclusion, teamwork and partnership development, a positive attitude towards work, and environmental responsibility.

You will find evidence of transformational educational activities that occurred across all disciplines and through purposeful collaborations that exist between all members of the university community and the outside world in our 2021-2022 annual report. Throughout the academic year 2021-2022, our faculty and students immersed themselves in internships, research, teaching, and community service—activities that enriched understanding and provided theoretical and applied learning experiences to our students. We continued to grow our academic and creative excellence at UEW by strengthening our curriculum and adding innovative programmes and experiences that align with industry and societal demand.

Our university has also made substantial personnel, programmatic, and facility investments to support the well-being of our students while extending a greater network of care to students, faculty, staff, alumni, and external partners who collaborated to build, strengthen, and maintain a more equitable, inclusive community where all UEW members feel welcome and experience a sense of belonging.

We will continue to put our students' success first, work to expand high-impact practices both in and out of the classroom, and uphold a supportive campus culture while tackling performance gaps.

The University is grateful to all stakeholders and donors for their continued support during the academic year.

Prof. Mawutor Avoke
Vice-Chancellor
2023



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UNIVERSITY COUNCIL

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Dr. Evans Asante	Convocation Representative, UEW
Dr. Kwasi Adomako	Convocation Representative, UEW
Mr. Ebenezer Ofori-Atta	TEWU Representative
Mr. Ransford Samovie	GRASAG-UEW Representative



DEANS, DIRECTORS, HEADS OF DEPARTMENT, CENTRE AND UNIT

FACULTY OF HOME ECONOMICS EDUCATION

Ag. Dean	Dr. Theresa A. Amu
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

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Vice Dean	Dr. Evans Asante
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Ag. Head, Dept. of Graphic Design	Dr. Joseph Fiifi Esseku
Ag. Head, Dept. of Music Education	Dr. Augusta Arkoh Mensah
Ag. Head, Dept. of Theatre Arts	Dr. (Mrs.) Faustina Brew
Ag. Head, Dept. of Textiles and Fashion	Dr. Isaac Aboagye

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Vice-Dean	Mrs. Christiana Ammah
Head, Dept. of Educational Foundations	Prof. Charles Annobil
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Ag. Head, Dept. of Special Education	Mrs. Florence Akua Mensah
Ag. Head, Dept. of Basic Education	Prof. Sakina Acquah
Ag. Head, Dept. of Early Childhood Education	Dr. Michael Subbey
Head, Dept. of Educational Admin. & Management	Prof. Hinnah Kusi

FACULTY OF GHANAIAN LANGUAGES EDUCATION

Ag. Dean	Prof. Samuel Issah
Vice Dean	Dr. Yvonne Ollenu
Ag. Head, Dept. of Akan-Nzema Education	Dr. Kwasi Adomako
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	Mr. Abdul Raman Fuseini

FACULTY OF SCIENCE EDUCATION

Ag. Dean	Prof. Victus Samlafo
Vice-Dean	Prof. Arkoful Sam
Ag. Head, Dept. of Health, Physical Education, Recreation and Sports (HPERS)	Dr. Munkaila Shaibu
Ag. Head, Dept. of Health Administration and Education	Dr. Fred Gbagbo
Head, Dept. of Mathematics Education	Dr. Jones Apawu
Head, Dept. of Biology Education	Dr. Wisdom H. K. Hordzi
Head, Dept. of Chemistry Education	Dr. Emmanuel K. Oppong
Head, Dept. of Physics Education	Dr. Gloria Armah
Head, Dept. of Integrated Science Education	Dr. Charles Koomson
Head, Dept. of ICT Education	Dr. Charles Buabeng Andoh
Ag. Head, Dept. of Agric. Edu., Health & Sanitation Edu., & Env. Health & Sanitation Edu.,	Dr. Benjamin Ghansah

FACULTY OF FOREIGN LANGUAGES EDUCATION

Ag. Dean	Prof. Rebecca Akpanglo-Nartey
Vice Dean	Dr. Albert Agbesi Wornyo
Ag. Head, Dept. of Applied Linguistics	Dr. Sefa Owusu
Ag. Head, Dept. English Education	Ms. Michelle Debrah
Ag. Head, French Education	Mr. Emmanuel Afari

FACULTY OF SOCIAL SCIENCE EDUCATION

Ag. Dean	Prof. Anselm Komla Abotsi
Vice Dean	Prof. Esther Yeboah Danso-Wiredu
Ag. Head, Dept. of Economics Education	Mr. Anthony Abbam
Ag. Head, Dept. of Geography Education	Prof. Ismael Yaw Dadson
Ag. Head, Dept. of History Education	Mrs. Anita Adu-Boahen
Ag. Head, Dept. of Political Science Education	Dr. Gabriel Botchwey
Ag. Head, Dept. of Social Studies Education	Dr. Adams Mohammed
Ag. Head, Centre for African Studies	Dr. David N. Zuure
Ag. Head, Centre for Conflict, Human Rights and Peace Studies	Prof. George Hikah Benson

SCHOOL OF GRADUATE STUDIES

Ag. Dean	Prof. Victor Antwi
Vice-Dean	Dr. Akwasi Amoako Gyampa

SCHOOL OF COMMUNICATION AND MEDIA

Ag. Dean	Prof. Charlotte Fofo Lomotey
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	Prof. Imurana Awaisu Braimah
Vice-Dean	Dr. Richard Oduro
Ag. Head, Dept. of Accounting	Ms. Mavis Pobbi
Ag. Head, Dept. of Applied Finance and Policy Mgt.	Dr. Samuel Gameli Gadzo
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

Ag. Director	Prof. Ephraim Avea Nsoh
Deputy Director	Dr. Emmanuel Tamaja
Ag. Head, Centre Educational Policy Studies	Dr. Kwame Odei Tettey
Ag. Head, National Centre for Research into Basic Education	Prof. Edison D. Pajibo
Ag. Head, Centre for School and Community Science Technical Studies	Prof. Daniel Yelkpiere

COLLEGE OF DISTANCE AND E-LEARNING

Ag. Principal	Prof. Frimpong K. Duku
Director, Programmes & Innovation	Prof. Vincent Adzahlie-Mensah

INSTITUTE FOR TEACHER EDUCATION AND CONTINUING PROFESSIONAL DEVELOPMENT

Acting Director	Dr. Samuel O. Bekoe
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UNITS/CENTRES/OFFICES

Ag. Director, Counselling Centre	Dr. (Mrs) Theresah Antwi
Dean, Centre for International Programmes	Prof. Charles Assuah
Vice-Dean, Centre for International Programmes	Dr. Harrison Kwame Golo
Dean of Student Affairs	Dr. Mrs. Edinam K. Avoke
Vice Dean of Student Affairs	Dr. Latipher Ama Osei
Vice Dean of Student Affairs	Dr. Victor Teye
Vice Dean of Student Affairs COLANG	Dr. Regina Oforiwa Caesar
Ag. Director, UEW Basic Schools	Dr. (Mrs.) Rebecca Arthur
Ag. Director, Directorate of Research, Innovation and Development (DRID)	Prof. Yaw Nyadu Offei
Deputy Director, DRID	Dr. B. B. B. Bingab
University Chaplain	Rev. Dr. Nana Annan
Ag. Director, Office for Institutional Advancement (OIA)	Prof. Lucy Effeh Attom
Chairman, Amalgamated Sports	Dr. E. O. Sarpong
Coordinator, HIV/AIDS Unit	Ms. Shine Lillian Gifty Agbevivi
Ag. Director, Quality Assurance Directorate	Prof. Robert Ghanney





COLLEGE OF LANGUAGES EDUCATION

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**OFFICE OF THE HALL
MANAGER- AJUMAKO
HALL**



COLLEGE REGISTRAR'S OFFICE

INTRODUCTION

The College of Languages Education, Ajumako, was established in July 2010. The College Registrar is responsible for the day-to-day operations of the College and reports to the Principal/Registrar.

The outfit of the College Registrar serves as the bedrock of the administration of the College with the mandate of providing excellent, timely, and accurate service to staff, students, and other stakeholders of the College through the administrative officers at the various offices.

The Registry comprises the College Registrar's Office & Secretariat, Departments of Human Resource, Academic Affairs, Operations, Halls of Residence, Estate, Transport, and ICT Services.

Vision

To provide proactive and innovative services in a professional and effective manner to enhance teaching and learning in the College.

Mission

To be a reputable registry for excellent training of professional language teachers by providing professional services to maintain the integrity of the College.

ACTIVITIES UNDERTAKEN WITHIN THE 2021/2022 ACADEMIC YEAR

During the year under review, the College:

- hosted Professor Adam Bodomo, an international linguist from the University of Vienna, Australia for a 3-day workshop in September 2021.
- celebrated its annual Mother Language Day with colorful activities.
- hosted four researchers from the Goethe University, Frankfurt, Germany.

STAFFING

The staff strength at the College is as follows:

S/N	Category	Male	Female	Total
i	Senior Members (Teaching)	40	11	51
ii	Senior Members (Non-teaching)	15	3	18
iii	Senior Staff	26	20	46
iv	Junior Staff	49	11	60
	Total	130	45	175

ACHIEVEMENTS

The Registry, through the Department of Human Resource during the period under review, successfully engaged the services of personnel on national service exercise and industrial attachment in various departments and sections in the College of Languages Education.

In all, the College absorbed and worked with twenty-nine (29) people as indicated below:

YEAR	NATIONAL SERVICE	INTERN-SHIP	TOTAL
2021/2022	26	3	29

Again, the Registry has completed work on converting the left wing of the Ajumako Hall to offices and allocated to the Hall Manager, Hall Accounts Officer and Secretariat.

Additionally, the College has completed the left wing of the Faculty Block which has been allocated to the various academic departments and faculty members. This has greatly improved office accommodation for faculty members.

The College was also able to increase its student enrollment by 18.09 % during the year under review.

CHALLENGES

- Inadequate number of administrative staff
- Inadequate office space for staff
- Stalled procurement processes in the College
- Inadequate residential accommodation for staff.

PROJECTIONS

- To have the full complement of the Registry.
- To explore new areas to widen the scope of internally generated funds (IGF) to support the College.
- To facilitate the process of getting more of the staff promoted above Assistant Registrar/Lecturer level to improve the image of the College.
- To prepare the grounds for the smooth movement of the two faculties of the College from the Winneba Campus to Ajumako Campus

FACULTY OF GHANAIAAN LANGUAGES EDUCATION

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DANGME EDUCATION**

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GONJA EDUCATION**

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NZEMA EDUCATION**

OVERVIEW

The Faculty of Ghanaian Languages Education is a new faculty that emerged as a result of the breaking of the erstwhile Faculty of Languages Education into two separate faculties. This separation took effect in August 2015. The faculty is poised in exploring the best ways to make our Ghanaian Languages attractive and marketable.

Vision/ Mission Statement

The faculty aspires to be a centre of excellence for research and the training of qualified Ghanaian Language teachers. To train professional Ghanaian Language teachers for all levels of education as well as conduct research, disseminate knowledge and contribute to educational policy and development.

LIST OF DEPARTMENTS IN THE FACULTY

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

ACADEMIC AND RESEARCH PROGRAMMES IN THE FACULTY

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

- B.A. (Nzema with either English, French, Linguistics or German Education)
- B.A. (Gurune Education)
- B.A. (Gurune with either English, French, Linguistics or German Education)
- B.A. (Gonja Education)
- B.A. (Gonja with either English, French, Linguistics or German Education)
- B.A. (Dagaare Education)
- B.A. (Dagaare with either English, French, Linguistics or German Education)
- B.A. (Kasem Education)
- B.A. (Kasem with either English, French, Linguistics or German Education)
- B.A. (Dabgani Education)
- B.A. (Dabgani with either English, French, Linguistics or German Education)
- B.A. (Kusaal Education)
- B.A. (Kusaal with either English, French, Linguistics or German Education)



- B.A. (Ewe Education)
- B.A. (Ewe with either English, French, Linguistics or German Education)
- B.A. (Ga Education)
- B.A. (Ga with either English, French, Linguistics or German Education)
- B.A. (Dangme Education)
 - » B.A. (Dangme with either English, French, Linguistics or German Education)
 - » M.A. Ghanaian Languages Studies
 - » MPhil. Ghanaian Languages Studies

NOTEWORTHY DEVELOPMENTS

- Research Grants received
AHP FELLOWSHIP
- Conference(s) organised by the Faculty (indicate overview of the conference)

WORKSHOP

TOPIC: LANGUAGE AND LITERATURE OF CORRUPTION IN WEST AFRICA

GUEST SPEAKER: PROFESSOR ADAMS BODOMO, PROFESSOR OF AFRI-

CAN STUDIES, UNIVERSITY OF VIENNA, AUSTRIA.

Date: 21st September, 2021

WORKSHOP ON PUBLICATION AVENUES

GUEST SPEAKER: PROFESSOR ADAMS BODOMO, PROFESSOR OF AFRICAN STUDIES, UNIVERSITY OF VIENNA, AUSTRIA.

Date: February 2022

EXPECTATIONS / PROJECTIONS

- Completion of the Faculty Block
- Increase in enrolment
- PhD., Ghanaian Languages Studies
- Redesigning the following new second subject area programmes:
 - » Bachelor of Arts Ghanaian Language and Basic Law
 - » Bachelor of Arts Ghanaian Language and Tourism
 - » Bachelor of Arts Ghanaian Language and Communication
 - » Bachelor of Arts Ghanaian Language and Theatre arts



DEPARTMENT OF GA-DANGME EDUCATION

INTRODUCTION

The annual report for the period between June, 2021 and June, 2022 is presented within the framework of the Department's Strategic Plan. It equally responds to the fundamental principles of the 2019-2023 Corporate Strategic Plan of the University.

EVENTS AND ACTIVITIES

The activities and efforts of the Department include but are not limited to the following:

- Two new lectures, one for Ga Unit and one for Dangme Unit, have been appointed by Management to the Department to aid teaching and research work within the Department. A Senior Administrative Assistant has been assigned to the Department.
- The Department bought 10 textbooks for students to borrow to aid learning.
- Lecturers participated and presented papers at the Linguistic

Association of Ghana Conference held in August 2022.

- A Ga student in the department won Erasmus Scholarship for an exchange programme in Copenhagen, Denmark. He left in August, 2021, and returned safely in December, 2021.
- Lecturers presented papers during the SOLCON Conference held online from November 8th to 11th November 2022.
- A Dangme student in the department was selected to Denmark on the exchange programme. He left in January 2022 and returned safely in June 2022.
- The students and lectures played active roles in the Faculty Cultural Week held from May 5th to 7th May 2022.

STAFFING

The statistics of staff in the Department fall between academic and non-academic staff as indicated in the table below:



Designation	Male	Female	Total
Academic Staff			
Full-Time Lecturers	5	3	8
Part-Time Lecturers	-	-	-
Non-Academic Staff			
Senior Administrative Assistant	-	1	1
Department Assistant	-	1	1
National Service Personnel	2	3	5
Total	7	8	15

- **Staff Requirement-** Two additional lecturers are required in the Ga Unit.
- **Study leave-** currently, two staff are on study leave pursuing their PhD at the University of Ghana and the University of Education, Winneba respectively.

ACHIEVEMENTS

- The Department has been able to increase its student enrollment,

which had fallen over the years, and the Department is hoping to further increase student enrollment by 50% for the 2022/2023 academic year.

PROJECTIONS AND PLANS FOR 2022

- The Department projects to have its enrolment figures boosted with a 40% increment in the forthcoming years. This has necessitated strong enrolment drive activities to be undertaken. The Department will also scout for personnel with the requisite qualifications to teach Ga and Dangme.

CONCLUSION

On the whole, most activities planned were successful due to the support Management gave for which the Department is most grateful



DEPARTMENT OF GUR-GONJA EDUCATION

ACTIVITIES

- Excellent Academic Standards in Teaching and Learning
- Two new BA programmes (Sisaali and Likpakpaanl) have taken off in the Department to consolidate and enhance academic standards.
- To expand and improve upon lesson delivery modes, lecturers still combine the hybrid and face-face modes of lesson delivery which has made teaching and learning to be efficient and effective. E.g. use of V-class, zoom etc.

STAFFING

The staff strength of the Department is indicated in the table below

S/N	STAFF	F	M	NO.
	Senior Members (Teaching)	2	14	16
	Senior Members (Non-Teaching)	0	0	0
	Senior Staff	0	0	0
	Junior Staff	0	0	0
Total		2	14	16

- Staff on Study Leave
- Two senior members are on study leave; one is in the University of

Education, Winneba and the other at University of Ghana, Legon.

- Promotions
- There was no promotion for any member in the Department within the period under review.
- Staff Requirement
- Sixteen additional lecturers are needed in the various units of the Department.

A total sixteen (16) additional lecturers are needed in the Dagaare, Dagbani, Gonja, Gurene, Kasem, Kusaal, Likpakpaanl, and Sisaali Units.

The department currently has no administrator. There is the need for immediate posting of an administrator to the department to ease administrative work in the department.

ACHIEVEMENTS

- **Donations**-A lecturer at the Department of Gur-Gonja Education donated three (3) sets of wooden bookshelves to shelve long essays and project works produced in the department.



➤ **Conferences organized/attended**

Some of the senior members participated and presented papers in the virtual conferences indicated below;

- » 10th World Congress of African Linguistics (WOCAL), Leiden University, 7th to 12th June 2021.
- **Publication Figures** Five (5) publications were done within the period under review by some members of the Department.
- **Issah, A. S., & Acheampong, O. S.** (2021). Interrogative pronouns in Dagbani and Likpakpaanl. **Ghana Journal of Linguistics**, 10(2), 30-57. DOI: <http://dx.doi.org/10.4314/gjl.v10i2.2>.
- » Sanortey, T.D. & Dorzie, G. B. (2021). **Ka Te Kanne Sɛgerewiiri 1 Ajumako**: Sanorteydorzie Publication.
- Two additional BA programs (Sisaali and Likpakpaanl) have been introduced in the Department which successfully commence during the 2021/2022 academic year.

PROJECTIONS

- We intend creating a mini departmental library to keep students' project works and other publications.
- We hope to edit and publish some of the creative writings of students in the Department.
- We intend rebranding the department by changing its name to attract more prospective applicants, build partnerships with corporate world among others.

PUBLICATIONS

Issah, A. S., & Acheampong, O. S. (2021). Interrogative pronouns in Dagbani and Likpakpaanl. **Ghana Journal of Linguistics**, 10(2), 30-57. DOI: <http://dx.doi.org/10.4314/gjl.v10i2.2>.

Sanortey, T.D. & Dorzie, G. B. (2021). **Ka Te Kanne Sɛgerewiiri 1 Ajumako**: Sanorteydorzie Publication.



DEPARTMENT OF AKAN-NZEMA EDUCATION

ACTIVITIES

- Freshers' Akwaaba was organized from 24th to 26th March, 2022, to welcome all fresh students of the Department and to help them settle down quickly. The teaching staff of the Department had the opportunity to interact with the fresh students and offered them pieces of advice on their academic and social lives. This is linked to our Operational Plan 13.3.1.
- Departmental Seminar for Lecturers and Graduate Students: The Department has instituted a weekly seminar for both teaching staff and our graduate students. This is meant to offer the graduate students the needed platform to present the progress of their theses and for lecturers to present their research findings for input. The seminar began on 17th March, 2022, and it was organised every Thursday from 4 to 5pm. This is linked to our Operational Plan 1.3.
- Health screening: The Department collaborated with Save Your Liver Foundation, an NGO to carry out a

health screening exercise for staff and students of the Department. An invitation was extended to the entire College community. It turned out to be a very successful programme as requests have been coming for a re-organisation of the same exercise. This is in sync with our Operational Plan 14.4.2.

- Akan-Nzema Welfare Praise Night: The Akan-Nzema Students' Welfare organised praise night as a form of entertainment for both students and staff in the Department. This event took place on 26th May, 2022. This is linked to our Operational Plan 13.3.1.

STAFFING

The staffing strength of the Department during the 2021/2022 academic year is tabulated below:

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

- **Staff on Study Leave** - One senior member has completed her Ph.D. programme in Linguistics at the University of Ghana, Legon, and has subsequently resumed work. Another senior member has been on a Ph.D. programme with study leave with pay since 1st September, 2017, at the University of Ghana, Legon, and he was expected to resume work on 31st August, 2021. He has been granted a one-year extension to his studies. One senior member is also on a study leave with pay to pursue a programme leading to the award of PhD in Applied Linguistics at the University of Education, Winneba, since August 2019. She was expected to resume work in August 2022.

ACTIVITIES

- **Conferences attended:** Senior members of the Department attended and presented several papers at different conferences including the Annual Conference on Linguistics (ACAL), Colloquium on African Languages and Linguistics (CALL), Linguistics Association of Ghana (LAG),

2nd African Pragmatics Conference, 4th School of Languages Conference (SOLCON).

- **Publication figures:** There were nine (9) peer-reviewed journal articles and three (3) books published by senior members in the Department during the reporting period.
- **Cultural Week:** The Department collaborated with other departments in the Faculty to organise and actively participated in the food bazaar, cultural showcase, grand durbar and all other activities during the week beginning 5th May – 7th May, 2022.
- **Mother Language Day:** UN-sponsored programme to recognise the need for the use of indigenous languages across the world. The Department participated through zoom on 21st February, 2022.

PROJECTIONS

- The Department hopes to run the following proposed market-driven programmes: Bachelor of Arts (Twi/Fante/Nzema with Media Studies) and Bachelor of Arts (Twi/Fante/Nzema with Drama) for the 2023/2024 academic year.

OFFICE OF THE HALL MANAGER— 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: Ajumako Block A, Ajumako Block B (Sankofa), and Ajumako Block C (Nasia). The three blocks altogether accommodate 352 students with some rooms accommodating single, two, and three students 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-story each), Nasia is all-female block whiles Sankofa is an all-male block. The Ajumako block, however, is a mixed block, which accommodates both sexes (male and female) where each group occupies one-half of the block - females on the left-hand side and male counterparts occupying the right-hand side of the block.

OUR VISION

to provide global standard accommodation management services to the students of COLANG.

OUR MISSION

to provide students with residential accommodation management services that afford them a decent and peaceful residential environment to support academic work.

STUDENTS/STAFF POPULATION

The students/staff population during the end of the 2021/2022 academic years is as follows:

BLOCK	NO. OF STUDENTS	NO. OF STAFF
A	148	5
B	96	5
C	98	4

Hall Staff comprises the Hall Manager, a Chief Hall Assistant, four Principal Hall Assistants, two Hall Assistants, and seven Junior Hall Assistants.

ACHIEVEMENTS

During the period under review, Ajumako Hall was able to chalk the following successes:

- **New Mattresses for Block A:** The Hall Management has been able to supply new mattresses to almost all students in Block A.
- **General Maintenance:** The Hall has been able to fix most plumbing, carpentry, and electrical works that were reported in the students' complaint book.
- **General Cleanup Exercises:** The Hall successfully conducted a number of cleanup exercises with massive involvement of students. The aim was to improve the sanitation situation on campus and create a conducive atmosphere for teaching and learning.
- **Partial Painting:** Partial painting was done in Block A. As part of our projections in 2022, we hope to complete all three (3) blocks on campus.
- **Fixing of Leaked Roofing:** Portions of Blocks A and C, which had parts of the roofs leaking, have been fixed.
- **Inter Hall Games:** Our male football team won gold in the Inter Hall Games held at Winneba North Campus in March 2022.
- **Replacement of faulty ceiling fans with new ones:** About 50 ceiling and wall fans have been procured for replacement of faulty ones.
- **Security at the Halls:** Fire extinguishers at vantage points, security staff patrols, and a single

entrance at the Halls provide adequate security for students in residence.

Challenges

The following are the challenges confronting Ajumako Hall:

- **Inadequate beds:** The Hall has a major issue of inadequate beds to accommodate the increasing number of students admitted to the Ajumako campus; leaving the majority of our students at the mercy of property owners who charge exorbitant rates.
- **Outstanding problems:** Despite our effort 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 stand-in staff for the effective running of the Hall.
- **Unavailability of Materials for Maintenance Works:** Sometimes, materials needed to fix problems ranging from carpentry, electrical, plumbing, etc. are sometimes not readily available, which sometimes renders some of the rooms unusable.
- **Lack of Artisans:** Because the Hall does not have its own specifically designated artisans, we sometimes must wait on them for days for a minor job, which would require a few minutes to be done, to be actually attended to. For example, the College has only one plumber who is responsible for solving problems in all the blocks as well as staff bungalows on campus.

- **Inadequate Imprest:** The imprest of GHc1000.00 is woefully inadequate to meet the incessant demand of buying in-demand materials to solve problems in the Hall
- **Roof leakage:** Due to the old nature of the facility, the Hall has been saddled with persistent roof leakages. Some facial boards have also rotten away.
- **Short Vacation:** The short nature of vacation does not permit us to do major maintenance work and fumigation.

Projections

The following are the projections for Ajumako Hall in 2022 and beyond.

- We intend to improve the image of the Hall by refurbishing the existing

Porters' Lodge to meet a modern standard. For the past 5 months, we have been informed that subvention has not been received and as a result, poses a serious financial challenge to the Hall in terms of the execution of major maintenance works.

- We will continually remind the University Management of the need to put up hostel facilities on campus to alleviate the plight of our non-resident students.

Acknowledgment and Conclusion

I would like to express my profound gratitude to the University and College Management, all staff, and students who in diverse ways have contributed to the success story of Ajumako Hall.





WINNEBA CAMPUS

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FACULTY OF SCIENCE EDUCATION

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OFFICE OF THE DEAN

OVERVIEW

The Faculty of Science Education is one of the oldest faculties on the Winneba Campus of the University of Education, Winneba. It started as the Division of Science Education with three 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 ten (10) 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 and internationally.

LIST OF ACADEMIC DEPARTMENTS OF THE FACULTY

The departments of the Faculty are:

- Department of Agricultural Education, Environmental Science, 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 Science Education (Postgraduate Department)

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 Education
- 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
- PhD. Science Education
- PhD. Mathematics Education

NOTEWORTHY DEVELOPMENTS

The Faculty of Science Education embarked on a four-day retreat at the Elmina Beach Resort in the Central Region of Ghana from Thursday, 26th to Sunday 29th August, 2021. Both academic and administrative staff of the faculty were involved. The objective of the retreat was to afford the various departments the needed serene environment to develop new academic programmes and course manuals. It was also to allow the various departments to socialise and network for research work and to learn best teaching practices.

Three (3) new undergraduate and four (4) postgraduate programmes were introduced. They are listed as follows:

- B.Sc. Mathematics with Economics
- B.Sc. Agricultural Education
- B.Sc. Environmental Science
- M.Ed. Computer Science Education
- M.Ed. Biology Education
- M.Phil. ICT Education
- M.Phil. Biology Education

EXPECTATIONS/PROJECTIONS

- With the rising number of students and the introduction of new academic programmes, the Faculty has submitted a proposal for splitting up the Faculty into three (3) separate faculties for effective administration and management. It is expected that the Management would approve the split.
- More demand-driven academic programmes have been developed and submitted for accreditation. The Faculty expects to add more programmes to its existing list.

DEPARTMENT OF CHEMISTRY EDUCATION

ACTIVITIES

Per the Department's strategic plan, the following activities were initiated and implemented to various extents:

- The development of the Department's website
- The production of Chemistry practical manuals
- Exploration of collaborative activities with the Chemistry Department of the University of Eastern Finland, Joensuu, Finland.

STAFFING

The strength is tabulated below

Staff	F	M	No
Senior Members (Teaching)	3	12	15
Senior Members (Non-teaching)	0	0	0
Senior Staff	1	0	1
Junior Staff	0	0	0
Total	4	12	16

Staff on study leave

There is no staff on study leave. However, four Assistant lecturers are on their PhD programmes within the country.

Promotions

Two Assistant lecturers defended, their PhD theses successfully. One Assistant lecturer was confirmed as a lecturer within the period under review. Two other senior lecturers have submitted their papers to be promoted to the rank of Associate Professor.

Staff requirement

Although our numbers are good, the Department is not balanced in terms of specialisation. We, therefore, need a physical chemist to handle the physical areas of Chemistry.

ACHIEVEMENTS

Grants

The Department won a grant of US 3, 000 dollars from the American Chemical Society to enhance scientific skills in Chemistry among the basic schools within the Effutu Municipality. This resulted in the celebration of the Chemistry Festival involving the basic schools in Effutu Municipality from August 2021 to July 2022. The last of such festivals was celebrated on 13th July, 2022, at the South Campus for five participating basic schools within

the Municipality. This was to promote studies in Chemistry in basic schools.

Collaborative Research

The Department had strong collaborative research initiatives with Grand Valley University, USA, to improve water quality at Atekyedo, a suburb of Winneba. Dr. Alhassan Mahama and Dr. Boniface Yaayin embarked on a field trip with students to Ghana Atomic Energy Commission and Noguchi Medical Research Institute respectively.

Outreaches

There was an outreach programme by the Department to the Municipality to improve scientific skills among school children, on one hand, and the inhabitants of Atekyedo on the other hand, to improve their water quality for domestic purposes.

Projects Undertaken/ongoing

Both the basic school and Atekyedo programmes are ongoing.

Conferences organised/ Attended

No in-person conferences were attended, due to the pandemic, however, about 6 virtual conferences were attended by faculty members.

Publication figures

The faculty members published a total of 12 papers in internationally reputable journals within the period under review.

Exhibitions

The Department donated some basic equipment to the basic schools.

CHALLENGES

Our laboratories are a big challenge to teaching and research to an extent that basic pre-university practicals cannot be carried out in them due to a lack of equipment and the poor state of the laboratory. The laboratory is now a death trap for both students and lecturers.

PROJECTIONS

The Department hopes to increase research output.

DEPARTMENT OF PHYSICS EDUCATION

BACKGROUND

The Department of Physics Education is one of the Departments carved out of the then Department of Science Education in the Faculty of Science Education in the 2010/2011 Academic year. This was due to the growing numbers of students for the various units of the Department of Science Education. The Department of Physics Education has the mandate to produce quality Physics teachers for schools in Ghana.

STAFFING POSITION

The staffing position in the department during the 2020/2021 Academic year was as follows:

Staff		F	M	No.
i.	Senior members (Teaching)	1	9	10
ii.	Senior Members (Non-teaching)	-	-	-
iii.	Senior staff	1	1	2
iv.	Junior staff	1	-	1
Total		3	10	13

Staff on study leave

One (1) member of staff is on study leave at the University of Education, Winneba, pursuing his PhD in Science Education.

Teaching Staff

Designation	Male	Female	Total
Professor (Associate)	3	-	3
Senior Lecturer	-	-	-
Lecturer	3	-	3
Assistant lecturer	3	1	4
Total	9	1	10

Non-Teaching Staff

Designation	Male	Female	Total
Administrative Assistant	-	1	1
Laboratory Technicians	1	-	1
Messenger/cleaner	-	1	1
Total	1	2	3

ACHIEVEMENTS

- **Donation and Training:** The Department received a donation of Photonics Explorer Kits from the International Society for Optics and Photonics (SPIE) in Finland and Photonics Ghana (A group of Ghanaian M.Phil. and PhD holders in Photonics). Eleven (11) lecturers were trained on the use of the Kits on 14th September, 2021.

- **Outreaches:** The following activities were undertaken by the Department: Training and facilitation of practical sessions from 15th February to 24th March, 2022, to enhance the following High School teachers and students' knowledge in Photonics and Physical Optics:

- » Winneba Senior High School, Winneba
- » T.I. Ahmadiyya Senior High School, Gomoa Potsin
- » Swedru Senior High School, Swedru
- » Mankessim Senior High School, Mankessim
- » Methodist Senior High School, Saltpond
- » Apam Senior High School, Apam
- » Enyan Maim Senior High School, Ajumako
- » Fettehman Senior High School, Gomoa Fetteh

- » Senya Senior High School, Senya Beraku

No. of Physics Teachers Trained - 21

No. of SHS Students Trained - 377

PUBLICATIONS

Four (4) lecturers published articles during this period.

PROJECTION

The Department will want to:

- Carry out community sensitisation on why students should study physics and its prospects.
- Source for funds to purchase Science Equipment.

DEPARTMENT OF MATHEMATICS EDUCATION

OVERVIEW

Vision Statement

To become one of the best Mathematics Education Departments in Africa, renowned for the training qualified teachers in Mathematics and Information Communication Technology (ICT).

Mission Statement

To produce competent graduate teachers capable of generating interest in the teaching/learning of Mathematics at all levels of education and conduct research, disseminate relevant knowledge, and influence educational policy in Mathematics and ICT Education in Ghana.

ACADEMIC PROGRAMMES

- The Department runs the following academic programmes:
- B.Sc. Mathematics Education.
- B.Sc. Mathematics Education with Economics.
- M.Ed. Mathematics (Sandwich).
- M.Phil. Mathematics Education (Top Up).
- M.Phil. Mathematics Education (Full Time/Regular).
- Ph.D. Mathematics Education.

STAFFING

The Department has twenty-two (22) teaching staff made of twenty (20) full time and two (2) part time lecturers. The Department also has two (2) administrative staff, one departmental assistant and a casual cleaner, totalling twenty-six (26) staff. Below is the breakdown of staffing.

Teaching Staff

STAFF	MALE	FEMALE	TOTAL
Professor	-	-	-
Associate Professor	5	-	5
Senior lecturers	4	2	6
Part-Time Lecturers	2	-	2
Lecturers	4	-	4
Assistant Lecturers	4	1	5
Total	19	3	22

Non- Teaching Staff

DESIGNATION	MALE	FEMALE	TOTAL
Senior Administrative Assistant	1	-	1
Administrative Assistant	-	1	1
Departmental Assistant	-	1	1
Casual Cleaner	-	1	1
Total	1	3	4

ACTIVITIES/ACHIEVEMENTS

- One Senior lecturer presented a paper on “Teaching and learning with ICT Tools” at Foso College of Education on February 3, 2022.
- An Associate Professor and a Senior lecturer were invited by National Teaching Council (NTC) to review and compose test items for Ghana Teacher Licensure Examination (Numeracy Aspect) at Rosapearl Hotel, Adako Jachie, Ejisu-Kumasi from 15th to 21st July, 2021.
- Nineteen (19) MPhil, fourteen (14) MEd and one PhD students graduated in December 2021. Also, fifteen (15) MPhil and eight (8) M.Ed. students graduated in April 2022.
- To improve the gender gap in student admission, more female applicants were given admission

at the undergraduate and graduate levels in the year under review.

- The Department has introduced a new programme (Mathematics with Economics Education) in the year under review.
- The Department has come out with a new departmental handbook.

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 on their academic and research capacity.
- Introduce more demand driven undergraduate programmes.
- Procure laptops for academic staff to enable them deliver courses online to students.
- Get office spaces for academic staff.

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

INTRODUCTION

The Department of Health, Physical Education, Recreation and Sports (HPERS) was formerly known as the School of Physical Education when it originally run under the Specialist Training College (STC) in 1958. After 34 years, STC came under the University College of Education, Winneba (UCEW) and now the University of Education, Winneba (UEW) when it met the educational convention criteria. The School of Physical Education was renamed HPERS due to its expansion in scope.

Vision Statement

The Department's vision is derived from its name HPERS and is currently, 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 and Physical Education respectively. It is the leading

producer of Physical Education teachers and sports administrators in Ghana. Some PE personnel/teachers and coaches produced by the Department can be found in the Security Services, National Sports Authority, Sporting clubs, National teams of Ghana, Private and International Schools, Ghana Education Service, some West African countries, and beyond.

Mission Statement

To train competent PE teachers and sports coaches through innovation and knowledge sharing for the positive transformation of society.

ACADEMIC PROGRAMMES OFFERED

The Department runs the following academic programmes at both undergraduate and postgraduate levels:

- Diploma in Sports Coaching
- Bachelor of Science in Sports Coaching
- Bachelor of Science in Physical Education
- Master of Education, Physical Education (Sandwich)
- Master of Philosophy, Physical Education & Sports Studies

ACTIVITIES

- The Faculty of Science Education organised a faculty retreat for all the Departments under it for members to be trained on effective academic and administrative practices. The retreat dealt with issues such as proposal writing, development of new academic programmes, career development, and health. This took place from Thursday, 26th August, to Sunday, 29th August 2021, at Elmina.
- The Department signed an MoU with the Foot Volley Association which led to the organisation of a hydrotherapy workshop for the Department and the entire University community on 28th to 4th March, 2022.
- As part of the 2022 Operational Plan Objective 4: Expand graduate studies, research, and output, the Department organised a one-day seminar for all postgraduate students in the Department on 27th May 2022.
- The Department signed an MoU with the Central Regional Handball Association to organise Intermediate Coaching and Officiating courses at subsidised fees from 17th -23rd June, 2022.
- The Department established a Partnership with the Badminton Association of Ghana (BAG).
- The Department organised its maiden 2022 workshop from 24th - 27th June 2022 for to help the staff draft and put all necessary information together on the above-mentioned graduate programmes for accreditation. Department planned to introduce two

new graduate programmes, namely: M.A in Sports Management and Ph.D. in Physical Education and Sports Studies as a response to the high demand from prospective students.

- In pursuance of Objective 1: Conduct innovative research that takes into consideration the needs of industry and society. Strategy 1.3 Strengthen faculty and departmental research seminars and workshops for staff, the faculty members attend faculty seminars.

STAFFING

Staff	F	M	No.
Senior Members (Teaching Staff)	5	11	16
Senior Staff	2	1	3
Junior Staff	1		1
Total	8	12	20

Staff on study leave

three Senior members of the Department are on part-time study leave at the University of Cape Coast (UCC).

Promotions

One senior member was promoted to the rank of Senior Lecturer in 2021.

Staff requirement

five additional lecturers are required in the areas of coaching, athletics, and badminton.

Completion of Ph.D. Programme:

Two lecturers from the Department successfully completed their Ph.D. programmes in 2021 at the University of Cape Coast (UCC) and Kenyatta

University, Kenya respectively. Another lecturer has also submitted his PhD thesis and is awaiting graduation at the University of Cape Coast (UCC).

ACHIEVEMENTS

Donations

- Prof. R. Ocansey from the University of Ghana, Legon, donated gym equipment and books to the Department.
- Dr. Micheal Atakora, a visiting facilitator from Louisville, Kentucky, USA, donated one projector to the Department.
- The Central Region National Sports Authority and Handball Association donated a Public Address System (PAS) to the Department in aid of teaching large classes.

PROJECTIONS

- The Department is expected to have increased number of undergraduate and postgraduate students. To accommodate all applicants, we respectfully request for more large

lecture rooms to enable us to absorb them in the next academic year without difficulty.

- We also wish for additional lecturers in the various specialised areas so that we can deliver quality in the training of our students.
- The Department is still working hard on its Ph.D. programmes for onward submission to the Graduate Board for possible considerations.

CHALLENGES

- Inadequate teaching and learning materials such as projectors, balls, badminton nets, table tennis boards, treadmills, bicycle ergometers, swimming pool, wellness centre, athletics ovals, and football pitches have hindered the efficiency of fully delivering on the Department's mandate.
- 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 in a way stalled work at the Department.

SCHOOL OF CREATIVE ARTS

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OFFICE OF THE DEAN

INTRODUCTION

The School of Creative Arts was established to empower its various departments to prepare students along the lines of performing arts (Music and Theatre) and Visual Arts Education (Art, Graphic Design, Film, and Television) in response to the changing trends in the country's education system. It is mandated to enrich creative academic concepts by creating a community of inquiry in which students and faculty members explore theories and praxis at the nexus of creative arts through practical teaching, learning, and research.

To attain the highest academic standards of teaching, learning, research, and practice, the School provides an appropriate foundation for innovation in knowledge development in the Arts. The School is committed to ensuring that students strive for and maintain academic excellence in the promotion of creative arts practices.

The School prepares students in the Arts as educators at various academic levels, as managers in the promotion of arts and culture, and as artists and artists who can explore creative and innovative settings to generate new ideas. As a result, students are equipped with broad and diverse knowledge deemed essential for reflective professional artists and artists. In pursuance of this, the School of Creative Arts ensures efficient and valuable administrative support for the constituent academic departments.

School of Creative Arts comprises five academic departments and one research centre namely:

- Department of Music Education
- Department of Art Education
- Department of Theatre Arts
- Department of Graphic Design
- Department of Textiles and Fashion Education
- Centre for Research, Culture and Creative Arts (CeRCCA)

Mission

The School of Creative Arts has set for itself the mission of preparing students in the Performing and Visual Arts to enable them fit into the rapidly changing trends of today's world. The academic structures within the School are dedicated to ensuring that students sustain academic distinction in the Arts, become well informed in their various fields of interest and furnished with varied general knowledge vital for thoughtful specialized artists/artistes. The School is also committed to well-organised and valuable administrative support for the constituent academic departments.

Vision

The School of Creative Arts shall be a Centre of Excellence for the training of arts practitioners, talented artists and artistes for schools and industries. It shall equally be internationally recognized as a Centre of Excellence for research and the promotion of African Arts and Culture in schools locally and internationally. The School shall inculcate in its products the requisite knowledge and practical skills in teaching and research in the various arts disciplines at all levels of education in Ghana.

OBJECTIVES OF THE SCHOOL

The principal objective for the establishment of the School was to empower it to focus on training teachers for the professional performing and visual arts. The

School has been guided by the principle that a good teacher in the creative arts should primarily be a specialist artist/artiste. The School therefore continues to embark on a vigorous drive to re-adjust, re-structure, re-designate and upgrade the constituent departments along the lines of performing and visual arts through creativity, and in tune with contemporary technological trends.

Maintain High Academic Standards in Teaching and Learning Strategies

- To ensure that all staff have 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 departmental colloquium to enhance Staff publications.
- To develop and strengthen post-graduate studies
- Organize retreat 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, or Piano.

- Recruit qualified staff to teach Dance and Bands mastership
- To recruit a qualified lecturer to teach Sound Engineering and Studio Management
- To recruit qualified lecturers for Film Music and Music Therapy

To make the Music Education programme relevant to national needs Strategies

- The Department intends implementing a comprehensive restructured course which 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
- Organize staff workshop 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 also 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

ACTIVITIES

The Department continued to carry out her principal activities, schedules, and assignments successfully.

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

The Department continued to carry out her principal activities, schedules, and assignments successfully.

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

Music Production and Performances

The following musical productions were organized within the year under review.

Performances of Original Compositions

The original compositions of final year Music students' work are scheduled to take place from October 27-29, 2022.

Music Workshops

The Department of Music also played host to the 2022 Summer University, HEMU Jazz Orchestra from Switzerland, featuring the Ayekoo Drummers of Ghana and the UEW Pop Band for a music workshop as well as performances with students and lecturers on Thursday, 31st March, 2022.

Music Therapy Workshop

On Friday 20th May, 2022, the Department hosted a Music Therapy workshop with Mawuyrami Ocloo, Executive Director, Institute of Music Therapy, Ghana.

End of Semester Musical Concert

The Department mounted another musical production on 16th June, 2022 featuring the various ensembles in the department. The audience was drawn from students and the University community.

STAFF REQUIREMENTS

Staff on Roll

Staff	Female	Male	No.
Senior Members (Teaching)	3	18	21
Senior Members (Non-teaching)	0	0	0
Senior Staff	1	2	3
Junior Staff	1	0	1
Total	5	20	25

Staff Requirements

The following staff with the area of specialization is 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	2
2.	Master of Fine Arts	Lecturer	Dance	2 (Male/Female)
3.	PhD/MPhil	Lecturer/Senior Lecturer	Ethnomusicology	2
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	2

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

PROJECTIONS

The following projections were made and included in the 2022 budget. Achievement of these is heavily dependent on a smooth procurement process and available facilities.

1. Establishment of a modern audio/visual center for music, video, and film editing

- Establishment of an ultra-modern recording studio
- Strengthen the Orchestra by training professionals
- Establishment of a 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

INTERNATIONAL CONFERENCE

Four (4) Senior members attended and presented a paper at the 15th SASRIM Annual Conference on Zoom at Nelson Mandela University Department of Music, South Africa held from 22nd –25th September, 2021.

Six (6) Senior members attended and presented papers at the Creative Arts Annual Conference on Zoom and In-Person at the School of Creative Arts, University of Education, Winneba held from 28th –30th June, 2022.

DEPARTMENT OF THEATRE ARTS

OBJECTIVES

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.

ACTIVITIES

Staff Development Activities

Mr. Godfred A. Yeboah and Mr. Samuel A. Mensah were granted study leave with pay for three years tenable at the University of Education, Winneba to pursue a programme leading to the award of PhD in Arts and Culture from 1st January, 2021 to 31st December, 2023.

Research Activities

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

STAFFING SITUATION

Currently the total number of staff at the Department is Fifteen (15), comprising Eleven (11) teaching staff, an Administrative Assistant, a Drum Instructor, One (1) NABCO Assistant and One (1) Senior Technician. The breakdown of the staffing situation in the Department is as follows:

ACADEMIC STAFF

Table 1: Full Time Lecturers

S/No.	Name	Rank	Employment Status
1.	Dr Evans Asante	Senior Lecturer	Full-Time Ag. Head of Department
2.	Prof. Ernest K. Amponsah, PhD	Assoc. Professor	Full-Time
3.	Dr. (Mrs.) Faustina Brew	Senior Lecturer	Full-Time
4.	Prof. Samuel M. Yirenkyi, PhD	Assoc. Professor	Full Time
5.	Ms. Patience Nukpezah	Lecturer	Full-Time
6.	Dr. Latipher Amma Osei	Senior Lecturer	Full Time (Examination Officer)
7.	Dr. Johnson K. Edu	Senior Lecturer	Full Time (Production Coordinator)
8.	Mr. Samuel A. Mensah	Lecturer	Full Time
9.	Mr. Godfred Y. Asare	Lecturer	Full Time
10.	Mr. Divine Kwabena Atta Kyere-Owusu	Assistant Lecturer	Full Time
11.	Stephen Koomson	Assistant Lecturer	Full Time

Table 3: Non-Teaching Staff

S/No.	Name	Rank	Employment Status
1	Ms. Jemimah Y. Akyeampong	Administrative Assistant	Full Time
2	Mr. Saviour Kemeh	Drum Instructor	Full Time
3	Mr. Elvis Asuo Nyarko	Senior Technician	Casual Appointment
4.	Ms. Alhassan Bushirah	NABCO	Temporary

Table 4: Overall Staffing Statistics

Designation	Male	Female	Total
Professor	2	-	2
Senior Lecturer	2	2	4
Lecturer	2	1	3
Asst. Lecturer	2	0	2
Administrative Assistant	0	1	1
Drum Instructor	1	0	1
Senior Technician	1	0	1
NABCO	0	1	1
Total	10	5	15

ACHIEVEMENTS

Income Generation

The Department mounted two (2) staff productions within the first semester. The Department will continue to participate in University and national assignments and mount more productions to earn income to acquire more equipment for the Department of Theatre Arts and the University.

Congregational Performance

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

Departmental Collaborations

The Department had established collaboration with the Department of Theatre Film and Studies, University of Cape Coast for an exchange production. Within the academic year Department of Theatre and Film Studies, University of Cape Coast visited UEW with the Production titled "Pretty Tree of Gakwana" on 2nd - 4th November, 2017.

PROJECTIONS

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

- To run full-time, post-graduate studies.

COMMUNITY SERVICE

In line with the aims of the Department to positively affect communities within and outside Winneba, several programmes were mounted within the year under review to conscientise the communities in and around Winneba. The Department successfully organized Seventeen (17) community projects as part of staff and students' project in the areas of Theatre for Development, Event Management, Acting, Stage Directing, Dance and Playwriting which were aimed at educating, informing and transforming communities around Winneba. The titles of the projects and their venues are as depicted below:

Table 5: Drama in Education - Community Services

Project	Title Of Project	School	Date
Seven (7) Projects	Using Drama Strategies and Games to Teach Other School Subject	Unipra Basic School - South Campus, Winneba	6 th - 28 th June, 2022
Drama in Education	Using Drama Strategies and Games to Teach Other School Subject	H.E. Educational Complex - Winneba	6 th - 28 th June, 2022
	Using Drama Strategies and Games to Teach Other School Subject	A.M.E. Zion School - Winneba	6 th - 28 th June, 2022
	Using Drama Strategies and Games to Teach Other School Subject	St. John Anglican School - Winneba	6 th - 28 th June, 2022
	Using Drama Strategies and Games to Teach Other School Subject	Ebenezer Memorial Education Centre - Winneba	6 th - 28 th June, 2022
	Using Drama Strategies and Games to Teach Other School Subject	Seventh Day Adventist Prep. School - Winneba	6 th - 28 th June, 2022
	Using Drama Strategies and Games to Teach Other School Subject	Smart Start Academy - Winneba	6 th - 28 th June, 2022

Table 6: Stage Play/Dance Production

Staff Production	PLAY	DIRECTED BY	VENUE	DATE
	No Refund	Dr. Faustina Brew	New SCA Theatre	28 th April- 1 st May 2022
Dance Production	The Return of the Heritage	Dr. Johnson Edu & Dr. Latipher Appiah Agyei	Amu Theatre	5 th - 8 th May 2022

EDUCATIONAL TRIP, VISIT AND EXCURSIONS

In partial fulfilment of the Department's core value to orient academia to practice, the following educational trips were undertaken during the 2021/2022 academic year:

Places Visited	Purpose	Date
Odumase Krobo	A Related and Performance Laboratory	

DEPARTMENT OF ART EDUCATION

OBJECTIVES

To effectively respond to the mandate of the University of Education, Winneba and its Corporate Strategic Plan, the Department of Art Education has been geared towards achieving the following objectives over the period of 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 the 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 have pledged to the pursuit of academic excellence. The staff is committed to guiding and providing the best possible conditions for the research, study, practice, and teaching of art and technology as related to the creative arts. Part-time lecturers are contributing immensely 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
TOTAL		20	5	25

Grand Total of Staffing = 25

PROMOTIONS

Two Senior Members (Teaching) were promoted to the rank of Senior Lecturer.

Staff Requirement

Two additional lecturers are required in the areas of Drawing.

ACTIVITIES

In continuation of a memorandum of understanding signed between the U.E.W. and the Academy of Fine Arts in Munich, Germany, A senior member visited the Museum Funf Kontinente with other senior members from sister departments under the auspices of the Exploring Visual Cultures project. In the same vein, another senior member also embarked on a trip to participate in an artistic project by Augsburg University and ProekthofKarnitz in Berlin.

Educational Trips

The aftermath of the covid-19 pandemic has not made educational trips possible within the given period. Plans are now underway to embark on such trips.

Schools that visited Art Education Department

Several schools visited the department to familiarise their students with the major disciplines studied in the department. The visits were also geared towards inspiring students to excel in their chosen fields of study. Aside from that, students became acquainted with tools, materials, and processes of art production which enriched their knowledge in theory and practice.

The schools included the following;

- English Amanfrom SHS
- Gomoa SHS
- Swedru SHS
- University Practice Basic School

In addition, the Department heeded to a distress call from the Winneba SHS by lending the Visual Arts Department some potter's wheels to beef up the few they had because of the urgent need for more during the WASSCE practical examination. This consideration was made in view of one of the University's mandate of service to the community.

COMMUNITY SERVICE

Art Education Department provides essential aesthetic services to the University and the metropolis at large. 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

During this period, the Department has been visible within and outside the community through exhibitions. Some members of staff and selected students honoured an invitation to an Art Exhibition at the Arthaus in Akwapim Mampong.

Aside from that, the Department held Art Exhibitions in town during the Aboakyir Festivities.

A senior member also held a solo Art Exhibition at Akosua village at the beach in winneba.

PROJECTIONS

- Recruit more qualified teaching staff for Drawing.
- Improvement of research activities in the Department.
- Conclude procedures for the proposed Department of Painting and Sculpture.
- Introduce PhD, Art Education.
- Introduce MPhil, Textiles and Fashion Education
- Introduce PhD, Textiles and Fashion Education
- Procurement of teaching/learning resources.
- Regular mounting of Art Exhibitions.
- Exploration of wider avenues for income generation ventures.

- Organize talks in various schools on the importance of Art Education.
- Organize workshops for basic school teachers in Art Skills for Teaching.

CHALLENGES

- Increasing number of enrolment figures as compared to available facilities and teaching staff.
- Inadequate studio equipment.
- There is an urgent need for technicians to assist in the practical aspects of textiles, leatherwork, jewellery, and basketry and a demonstrator for drawing.

DEPARTMENT OF GRAPHIC DESIGN

ACTIVITIES

- In line with the Department's vision and mission, and Theme 4 of the University's Corporate Strategic Plan of 2019-2023 (**Community, National, Regional, and International Partnerships for Development**), the Acting Head of the Department of Graphic Design joined an eight-member team of researchers and lecturers from the University of Education, Winneba to collaborate with a team of German scholars to work on a project dubbed 'Exploring Visual Cultures'. The team should have gone for a second visit to Germany in June 2021 but because of the Covid-19 pandemic, it couldn't come on as planned, however, the German team would be coming to Ghana in September for their second visit. The visit, among others, is to explore the visual culture milieu of both countries. The team will visit Winneba Senior High School to have a team teaching at the school. The team would also sit in a presentation by an MPhil candidate whose thesis I centered on the collection and preservation of students' Artworks. This bilateral research project on visual culture is meant to develop educational material for effective teaching and learning and the training of global citizens.
- The Acting Head of the Department with the effort of some lecturers from the Department has made it possible and has entered and signed a memorandum of understanding with some renowned companies in Ghana to accept graphic design graduates for industrial attachment practices.
- By the effort of the Acting Head of the Department of Graphic Design, students of the Department entered into an international competition in Package Designing of SAWIE. A student from the Department of Graphic Design of the University of Education, Winneba won the first prize of Three Thousand Ghana Cedis (3,000.00).
- The Department also participated in an International Expo 2021 that was held in the Accra International Conference Centre AICC). The Exhibition was designed to project and advertise first, the University of Education, Winneba, and second, the

Department of Graphic Design and the School of Creative Arts to the general public. With particular reference to contemporary issues in graphic design and the excellent academic programmes and co-curricular activities of the departments and the University as a whole.

- Most of the educational visits that were slated for the year could not come off because most companies were working from home due to the Covid-19 pandemic which is still haunting most companies.

Educational Visits

S/N	Date	Description
1.	12 th April, 2021	Educational visit to GH One, Accra to interact with the Art and Creative Directors and get acquainted with the realistic practices of some of the theoretical concepts studied in class and their practical applications in the industries
2.	12 th April, 2021	Educational visit to White Beam, Tema to enable students to understand modern printing processes and get acquainted with the realistic practices of some of the theoretical concepts studied in class and their practical applications in the industries.
3.	30 th July, 2021	Educational visit to Farmhouse Productions, Achimota Accra to get acquainted with the advertising agency, understand the business environment and marketing communication activities in the Ad agencies
4.	12th November, 2019	

5.	25th February, 2020	Educational visit to Ringier Africa Digital Publishing, East Legon - Accra, to get acquainted with the realistic practices of some of the theoretical concepts studied in class and their practical applications in the industries
6.	25th February, 2020	Educational visit to Dentsu Aegist Network, Tesano - Accra, to get acquainted with the realistic practices of some of the theoretical concepts studied in class and their practical applications in the industries

STAFFING

Staff Strength

Staff	F	M	No.
Senior Members (Teaching)	1	15	16
Senior Members (Non-teaching)	0	0	0
Senior Staff	1	0	1
Junior Staff	0	0	0
Total	2	15	17

Staff requirement

One (1) additional lecturer is required in the area of Animation, Multimedia, and Photography. Also, studio assistants in Multimedia, Advertising, and Graphic Design are required. There is also the need for a technician to handle all technical issues in the department.

ACHIEVEMENTS

New Programme

- The Department has submitted its new programme, MPhil in Visual Communication Studies, through the Academic Planning Unit of the

Division of Academic Affairs, for their perusal and onward submission to the Director General of the Ghana Tertiary Education Commission (GTEC).

- The Acting Head of the Department of Graphic Design in collaboration with the Director, ITECPD-UEW, has been able to streamline and integrate the industrial attachment programme into the internship programme of the university.

PROJECTIONS

- The Department intends to introduce MA/M.Phil. Media Art and Design programme from the year 2020.
- The Department is working assiduously to equip our computer laboratory with high-end machines that can process multimedia and heavy graphic data with ease.
- The Department intends to set up a well-resourced printing section that

can take care of students' printing and minor design production needs.

- The Department intends to consolidate the collaboration between the Department of Communication and Multimedia Design (CMD), Amsterdam University of Applied Sciences, and the Department of Graphic Design, University of Education, Winneba.
- Also, the Department is working hard to consolidate collaboration, and initiate exchange programmes with the Design School Kolding, Denmark, and the University of Johannesburg, South Africa.
- The Department plans to organise exhibitions frequently to promote activities and courses in the Department of Graphic Design and the entire University of Education, Winneba.

DEPARTMENT OF TEXTILES AND FASHION EDUCATION

ACHIEVEMENTS

- The Department of Textiles and Fashion Education is a newly created Department that became full-fledged upon Academic Board approval in April 2021.
- The department introduced the Master of Philosophy in Textiles and Fashion Education Programme. For the start of the first semester of the 2021/2022 academic year, the department admitted seventeen (17) students for the MPhil programme.
- The central administration supported the Department in procuring twenty (20) industrial sewing machines

Faculty Seminars

Lecturers in the Faculty participated in faculty seminars organised by the School. The seminars offered members the platform to share and improve their research skills. Members also presented various papers in their areas of specialization on other platforms

STAFFING

S/N	STAFF	MALE	FEMALE	NO.
	Senior Members	5	1	6
	Senior Staff		1	1
	Part-Timers		2	2
	Total	5	4	9

PROJECTIONS

- Introduction of a Ph.D. in Textiles and Fashion Education - It also developed and submitted the Doctor of Philosophy in Textiles and Fashion Education Programme to the School of Graduate Studies for consideration and approval.
- Introduction of Diploma in Textiles and Fashion education - the Programme has been developed and submitted to GTEC for approval. Subsequently, it was advertised as part of the 2022/2023 academic programmes to be run by the Department.
- Introduction of a new Programme named B.A Cosmetic and Beauty Culture Education. The Programme has been approved by the Academic Planning Committee pending revision.
- Establishment of Spa and Massage Studio- a proposal has been submitted for the establishment of a Spa and Massaging Studio to raise Internally Generated Funds (IGF) and for teaching and learning purposes.



SCHOOL OF BUSINESS

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DEPARTMENT OF MANAGEMENT SCIENCES

INTRODUCTION

The Department of Management Sciences formerly the Department of Human Resource Management was established in September 2017, under the School of Business, University of Education, Winneba. It is located at the former Administration Block at South Campus (Winneba Campus). The Department offers the following programmes: Bachelor of Business Administration (BBA) in Human Resource Management, Bachelor of Science (BSc) in Management Education, Bachelor of Business Administration (BBA) in Business Information System, Master of Philosophy (MPhil) in Human Resource Management, Master of Business Administration (MBA) Human Resource Management and Master of Business Administration (MBA) in Management Information System. The Department is committed to offering programmes that provide insights into critical areas of managing the Human Resources and Information Systems within organizations. The Department continues to support and pursue

the mission of the University to teach, research and provide community service.

ACTIVITIES

Training Workshop:

- A Training workshop was organized for Departmental Administrators and Administrative Assistants on the use of the ITS ERP Software to assist students in the registration of their courses on 17th March, 2022 at the Students Centre, North Campus.

STAFFING

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

Staff	F	M	No.
i. Senior Member (Teaching)	6	13	19
ii. Senior Staff	1	0	1
Total	7	12	19

Staff Pursuing Further Studies

The following lecturers of the Department are pursuing PhD programmes:

Name	Institution of Study	Area of Study
Mr. Isaac Nyarko Adu	University of South Africa	Management Studies
Mr. Kwame Owusu Boakye	University of Ghana, Legon	Industrial and Organizational Psychology
Ms. Augustina Adei Ashie	University of Ghana, Legon	Adult Education and Human Resource Studies
Ms. Evelyn Twumasi	University of Ghana, Legon	Adult Education and Human Resource Studies
Ms. Linda Quagraine	University of Ghana, Legon	Adult Education and Human Resource Studies
Mr. Andrews Victor Blay Kabenlah Jnr.	University of East London, UK	Project Management

PROMOTIONS

One (1) Senior Member has been promoted to the rank of a Senior Lecturer.

CONFERENCES

One Senior Member attended a 2-day conference and presented a paper titled “Understanding the crux of Ghana’s procurement deviance” organized by ICBMEB from April 13 to April 14, 2022.

PROJECTIONS FOR THE NEXT ACADEMIC YEAR

The Department is working on introducing the following programmes to be submitted to the appropriate offices for approval.

- Master of Science in Events & Hospitality Management
- Master of Science in Management and Administration
- Master of Philosophy in Management Information System
- Diploma in Management Studies
- Diploma in Management Information System

CHALLENGES

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

CONCLUSION

The Department has been able to deliver its core mandate and objectives with a high degree of efficiency, cost-effectiveness, and improved teaching as well as research.

DEPARTMENT OF MARKETING AND ENTREPRENEURSHIP

INTRODUCTION

The Department of Marketing and Entrepreneurship is one of the departments under the School of Business, of the University of Education, Winneba. The Department offers the following programmes Bachelor of Business Administration (BBA) in Marketing, Bachelor of Business Administration (BBA) in Marketing and Entrepreneurship, Master of Business Administration (MBA) in Marketing and Master of Philosophy (MPhil) in Entrepreneurship and Innovation Management. The Department continues to support and pursue key areas of the University enterprise including teaching, research, publication, innovation, and service to the community.

Training

- A Training workshop was organized for Departmental Administrators and Administrative Assistants on the use of the ITS ERP Software to assist students in the registration of their courses on 17th March, 2022, at the Students Centre, North Campus.

STAFFING

Table 1: Staffing

Staff	F	M	No.
i. Senior Member (Teaching)	0	7	7
ii. Senior Staff	1	0	1
Total	1	7	8

Staff Pursuing Further Studies

Table 2:

The following lecturers of the Department are pursuing PhD programmes:

Name	Institution of Study	Area of Study
Mr. Rexford Owusu Okyireh	Accra Institute of Technology (AIT)	Business Administration (Marketing)
Mr. George Kankam Jnr.	Kwame Nkrumah University of Science and Technology (KNUST)	Management Studies (Marketing)
Rev. Samuel Affran	Livingstone International University of Tourism Excellence and Business Management (LIUTEBM) Zambia	Management Studies (Marketing)
Mr. Isaac Mensah	University of Cape Coast (UCC)	Entrepreneurship



Confirmation of Appointment

The following lecturers had their appointments confirmed with the University in June, 2022.

- Dr. Bernard Tutu-Boahene
- Dr. Yaw Brew

ACHIEVEMENTS

Collaborative Research

The Department continues to collaborate with industry in areas of knowledge transfer and research. The Department was engaged by Ultimate Concrete Products Limited to assist them in finding solutions to their dipping sales and marketing fortunes. The Department is currently in talks with the Ghana Tourism

Federation (GHATOF) to assist same in training their staff on best practices in the tourism industry.

Publication

The Department can boast of about forty (40) journal articles published in peer-reviewed journals.

CONCLUSION

The Department shall continue to adopt student centeredness approach to its administration, teaching, learning and research whilst collaborating with both industry and professional bodies in the enhancement of its curricular and engaging in joint research projects.

DEPARTMENT OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT

INTRODUCTION

The Department of Procurement and Supply Chain Management is one of the academic departments of the School of Business of the University of Education, Winneba. The Department trains and equips students with the requisite competencies needed to become Procurement and Supply Chain Management practitioners. In addition to fulfilling its mandate, the Department conducts research, engages in joint publications, and offers community service to the University Community.

ACTIVITIES

Workshop

- A Training workshop was organized for Departmental Administrators on the use of the ITS ERP Software to assist students in their course registration. Date: 17th March, 2022. Venue: Students Centre, North Campus.

Staffing

- The Department has seven (7) teaching and one (1) administrative staff. Details of the staff are tabulated below.

Table 1: Staff Strength of the Department

Staff		F	M	No.
	Senior Members (Teaching)	3	4	7
	Senior Members (Non-teaching)	0	1	1
Total		3	5	8

ACHIEVEMENTS (WHERE APPLICABLE)

Collaborative Research

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

Honorary conferment

The Department was conferred with a Corporate Membership by the Chartered Institute of Supply Chain Management-Ghana and the review date for the Membership is slated for 17th April, 2023.

Publication figures

The Department can boast of about fifty articles published in peer-reviewed journals

PROJECTIONS

- We hope to have a fully functional office space with ergonomic chairs, desks, filing cabinets, technology integrated and state-of-the-art office furnishings.
- We intend to introduce the following programmes.
 - » Short certification programme in Procurement Management
 - » Diploma programme in Procurement and Supply Chain Management
 - » Evening session of Master of Business Administration in Procurement and Supply Chain Management.

CONCLUSION

The Department has been successful to a large extent in terms of its core mandate and continues to strive hard to enhance teaching and conducting impactful research.



SCHOOL OF COMMUNICATION AND MEDIA STUDIES

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SCHOOL OVERVIEW

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 and Communication to begin running only postgraduate programmes in three areas/tracks: Communication Skills, Business Communication and Media Studies. In the 2019 academic year, the Department also introduced the B.A Communication Studies.

Vision

The School shall attain true academic and professional excellence that places it on a platform to prepare best communication professionals and communication educators in the University's quest for the realisation of its vision of being an internationally reputable institution for teacher education and research.

Mission

The School shall produce high quality communication professionals skilled not only in researching, disseminating knowledge and providing exemplary leadership in the teaching of communication and its related courses in Ghana and elsewhere, but also proficient in developing thoughts on issues related to policies on communication education and professional development.

LIST OF DEPARTMENTS AND CENTRE

The School currently has four (4) Departments and a Center, namely;

- Department of Communication Instruction
- Department of Strategic Communication

- Department of Journalism and Media Studies
- Department of Development Communication
- Center for Communication Education Research and Professional Development (CCERPD)

ACADEMIC PROGRAMMES

The School currently runs three (3) undergraduate programmes and nine (9) postgraduate programmes:

- BA Strategic Communication
- BA Development Communication
- BA Journalism and Media Studies
- MA Strategic Communication
- MA Development Communication
- MA Journalism and Media Studies
- MA Communication Instruction
- MPhil Strategic Communication
- MPhil Development Communication
- MPhil Journalism and Media Studies
- MPhil Communication Instruction
- PhD Communication and Media Studies with specializations:
 - » Strategic Communication
 - » Development Communication
 - » Journalism and Media Studies
 - » Communication Instruction
- The School also has a research hub known as the Centre for Communication Education Research and Professional Development (CCERPD).

NOTEWORTHY DEVELOPMENTS

SEMINARS AND WORKSHOPS ORGANIZED BY THE SCHOOL

Annual Retreat

The Faculty of Foreign Language Education and the School of Communication and Media Studies (SCMS), University of Education, Winneba, embarked on a three-day annual retreat at the Royal Lee's Hotel, Tutu-Akuapim in the Eastern region of Ghana.

Rationale

The retreat, which was under the theme "Honing your research skills", sought to equip staff, assist them to sharpen their research skills, share ideas and become well-versed in research techniques.

Theme

Honing your research skills

Date

27th – 30th November, 2021

SEMINAR ONE

Introduction

Thesis writing and supervision are integral part of the academic work of lecturers and they require update of knowledge and skills in current trends of research in Communication and Media to help achieve the university's strategic goal on research and innovation as well as meet the needs of our students. Against this background, the School of Communication and Media Studies

(SCMS) organised a One-day workshop on research supervision and assessment for Faculty members to enhance their abilities, skills and competence in research.

Rationale

Rationale was to sensitise on research supervision and assessment of theses, in order to

- to sharpen the research skills of Faculty members
- to expose Faculty members to some expectations of Internal and External Assessors
- to ensure effective Supervisor-Student Relationship

Theme

Promoting Quality Research Supervision and Assessment.

Date:

April 22, 2022

SEMINAR TWO

The Department of Journalism and Media Studies, School of Communication and Media Studies (SCMS), University of Education,

Winneba (UEW) on **Wednesday 30th March, 2022**, hosted Mr. Ken Ansah, Chief Operating Officer of Multimedia Group Limited for its seminar series. The seminar was organised for graduate students in the Department of Journalism and Media Studies.

Theme

It was under the theme “Financial Management of Media Organisations”.

EXPECTATIONS/PROJECTIONS

- The Centre for Communication Education Research and Professional Development (CCERPD) is in the process of commencing a certificate programme in Broadcast Journalism.
- Improvement on branding and visibility of the School to shore up student numbers or increase enrolment.

CONCLUSION

In sum, the above-listed are some of the major events and activities in the School of Communication and Media Studies, University of Education, Winneba from June 2021 to June 2022.

DEPARTMENT OF JOURNALISM AND MEDIA STUDIES

DEPARTMENT OVERVIEW

The Department of Journalism and Media Studies offers degree programmes in BA Journalism and Media Studies, MA and MPhil in Journalism and Media Studies, and PhD in Communication and Media Studies (with specialisation in Journalism and Media Studies). The PhD programme is hosted by the School of Communication and Media Studies. The Department of Journalism and Media Studies aims to help students learn the craft of finding and reporting news and media productions using cutting-edge tools and technology. The programme also seeks to produce all round graduates who are versatile to work in the media, corporate organisations, and academic institutions. The Department prepares journalists and media personnel who demonstrate a high sense of integrity, objectivity, and dedication to work, and respect for public sensitivity. The Department's products will project the image of the University of Education Winneba through cutting edge journalism research and problem-solving community services.

Vision:

The Department shall be a centre of excellence for the training of journalists and conduct of research in Journalism and Media Studies.

Mission:

The Department shall produce graduates with academic and professional competency in journalism and media studies as well as conduct research aimed at improving journalism practice in Ghana

ACADEMIC PROGRAMMES

The School currently runs an undergraduate programme and three (3) postgraduate programmes:

- BA Communication Studies
- BA Journalism and Media Studies
- MA Journalism and Media Studies
- MPhil Journalism and Media Studies
- PhD Communication and Media Studies with specializations

NOTEWORTHY DEVELOPMENTS

SEMINARS, FIELD TRIP AND WORKSHOPS ORGANIZED BY THE DEPARTMENT

Seminar One

The Department of Journalism and Media Studies, School of Communication and Media Studies (SCMS), University of Education, Winneba (UEW) on **Wednesday 30th March, 2022**, hosted Mr. Ken Ansah, the Chief Operating Officer of Multimedia Group Limited for its seminar series.

The seminar was organised for graduate students in the Department of Journalism and Media Studies.

Theme

The seminar was under the theme “Financial Management of Media Organisations”.

Workshop One

In line with the theme on research and innovation in the University’s strategic plan and international standards, there is the need to meet the demand for strategic insights and understanding of Journalism and Media Studies research among postgraduate students.

Therefore, the School of Communication and Media Studies in collaboration with the Department of Journalism and Media Studies organized a one-day workshop on Thesis Supervision and Assessment for the postgraduate students on **April 22, 2022**, at the department.

This was to expose the students to the current and innovative trends in Journalism and Media Studies research and to equip them with a range of cutting edge research skills that support academic scholarship in their field of study.

Field Trip

The Department of Journalism and Media Studies, School of Communication and Media Studies embarked on a field trip to some selected media organisations in Accra on **May 27, 2022**. The field trip was organised for the Level 300 students of the Department of Journalism and Media Studies to afford them the opportunity to gain practical knowledge of the theoretical concepts they have learnt in class. It was also aimed at providing hands-on experiences for the students before they embark on the required industrial attachment the next semester. They visited Despite Media, Multimedia Group and the Graphic Communications Group.

EXPECTATIONS/PROJECTIONS

- Liaise with Radio Windy Bay to assist students with practical-based training.
- Set up well-equip studio for students to get hands on experience.
- Improve on branding and visibility of the Department to shore up student numbers.

CONCLUSION

The above activities took place in the Department of Journalism and Media Studies, University of Education, Winneba from the period of June 2021 to June 2022.

DEPARTMENT OF DEVELOPMENT COMMUNICATION

DEPARTMENT'S OVERVIEW

The Department commenced its BA Communication Studies programme in 2019, with an international communication agenda that is growing in complexity and an audience that is more aware of the world than ever before, communicating about development is a vital part of the political and policy processes of every nation. There have been numerous educational programmes initiated by governments and non-governmental organisations to increase school enrollment and promote positive social change for the community and national development. However, the training of professionals to manage initiatives geared at the dissemination of education-oriented campaign messages for changing behaviours that require the expert ideas of individuals with professional knowledge or training in development communication is sparse.

As a university with a core mandate of training professional teachers, the establishment of this department offers students the requisite skills and professional competence to take up management positions in education-oriented social change programmes. The programme will also equip students with the requisite

professional knowledge for academic research, the design of social campaign messages and in-house advocacy on social issues.

Vision

The Department shall be a centre of excellence in Africa for teaching, learning and research in development communication and related fields.

Mission

To train competent development communication professionals capable of contributing to knowledge in issues of behavioural and social change for development.

ACADEMIC PROGRAMMES

The Department currently runs an undergraduate programme and three (3) postgraduate programmes:

- BA Development Communication
- MA Development Communication
- MPhil Development Communication
- PhD Communication and Media Studies with specialisations:

EXPECTATIONS/PROJECTIONS

- Improvement on branding and visibility of the Department to shore up student numbers.
- The Department would embark on a field trip to some selected tourist sites in the Upper East on **November 31-December, 3, 2022.**

DEPARTMENT OF COMMUNICATION INSTRUCTION

DEPARTMENT OVERVIEW

The Department of Communication Instruction seeks to train teachers of Communication Skills, Communication Pedagogy, and their related courses at the tertiary institution level. Communication Instruction and Pedagogy is a highly sought-after programme because courses in the programme are approached from an intercultural rhetoric perspective. The focus of the programme is on the use of the English Language in education as an interactive activity within particular socio-cultural contexts with language norms different from written English norms. Every discipline thrives on communication; therefore, the Department of Communication Instruction is responsible for the teaching and learning of Communication Skills/ Academic Writing to all level 100 students at the University. The Department also offers postgraduate programmes: MA in Communication Instruction, MPhil in Communication Instruction, and PhD in Communication and Media Studies (with a specialisation in Communication Instruction).

The programmes in the Department are designed to enhance the competencies of students in conducting research in communication pedagogy, academic

writing, and English communication skills, proffer possible solutions to problems of communication in teaching and learning in an ESL classroom, and develop careers in teaching language and communication and their related courses in universities, colleges of education, polytechnics, and other tertiary institutions.

Vision

To become the leading Department of Communication Instruction in the teaching of communication skills, academic writing, and communication pedagogy within and across academic institutions in the sub-region.

Mission

To produce graduates with excellent competencies in teaching and conducting research in communication instruction and its related courses.

ACADEMIC PROGRAMMES

The Department currently runs three (3) postgraduate programmes:

- MA Communication Instruction
- MPhil Communication Instruction
- PhD Communication and Media Studies (with a specialization in Communication Instruction)

NOTEWORTHY DEVELOPMENTS

ONE-DAY WORKSHOP FOR INSTRUCTORS OF GPD111

A variety of skills are needed for the teaching and learning of Communication Skills to students with multicultural and multilingual backgrounds. The Department organised a one-day workshop on **Friday, March 18, 2022**, to enhance the competencies of instructors on the selection of course materials, assessment criteria, and strategies for teaching and developing a 'teacherless' environment for learning.

EXPECTATIONS/PROJECTIONS

- Improve collaborations with universities, colleges of education, polytechnics, and other tertiary institutions for postgraduate internship opportunities to enhance the employability of students when they graduate.
- Improve on branding and visibility strategies for the Department to help increase enrolment figures

CONCLUSION

The aforelisted activities took place in the Department of Communication Instruction, University of Education, Winneba from the period of June 2021 to June 2022.



DEPARTMENT OF STRATEGIC COMMUNICATION

OVERVIEW

The Department of Strategic Communication approaches corporate communication from an integrated multidisciplinary perspective. It seeks to broaden the Business Communication track to incorporate professional practice areas such as public relations, marketing communication, content strategy, political and social advocacy, fundraising, community relations, customer relations, human resource communication, brand communication, business-to-business communication, social media management, and media planning and management. The Department of Strategic Communication offers degrees in BA Strategic Communication, MA and MPhil. in Strategic Communication and PhD in Communication and Media Studies (with specialisation in strategic communication).

Strategic communication has become a highly sought-after programme that provides a cross-disciplinary education and an integrated approach to traditional communication-related fields. The first of its kind in Ghana, the Strategic Communication programme seeks to develop students'

core competencies and expertise in communication strategy, planning and evaluation across a range of professional contexts. The programme offers students a balance of both theoretical and practical knowledge and skills to create and develop communication messages targeted at a wide range of publics including employees, customers, investors, the media and the community. Graduates of the programme will be adequately prepared for careers in public relations, advertising, higher education management, government agencies, special event organisations, non-governmental organisations, advocacy institutes, marketing firms, consultancies, sports promotion and other corporate communication fields.

Vision

To become the leading strategic communication department in the sub-region that promotes excellence in teaching, research and advocacy within and across academic and industry settings.

Mission

To provide excellence in teaching, research and service through the art and science of strategic communication and as well equip graduates to develop specialized in-depth knowledge to compete in the global economy.

ACADEMIC PROGRAMMES

The Department currently runs an undergraduate programme and three (3) postgraduate programmes:

- BA Strategic Communication
- MA Strategic Communication
- MPhil Strategic Communication
- PhD Communication and Media Studies with specializations

EXPECTATIONS/PROJECTIONS

The Department would organise a one-day seminar on social campaign planning and management to be facilitated by six professionals and health experts from the Trust Hospital. The seminar is to offer MA and MPhil. students offering the ‘**Social Campaign Planning and Management**’ course practical knowledge and skills. As part of the seminar, there will be a social campaign event on breast cancer awareness and screening at the premises of the School of Communication and Media Studies.

- Improvement on branding and visibility of the Department to shore up student numbers or increase enrolment.





FACULTY OF EDUCATIONAL STUDIES

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FACULTY OVERVIEW

INTRODUCTION

The Faculty of Educational Studies was established in 1994 to be at the forefront of the professionalisation of graduate teachers from the University of Education, Winneba. The Faculty has consistently provided academic leadership in innovative programmes and creative approaches to education.

Vision

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

Mission

To serve as a centre of excellence to inculcate in its products the requisite academic professional skills and competencies for teaching and managing education at all levels and inform decision-makers on policies and strategies in education.

The Faculty currently has six (6) Departments, three (3) Centres, and a Unit namely:

- Department of Special Education
- Department of Early Childhood Education
- Department of Basic Education
- Department of Educational Foundations
- Department of Counselling Psychology
- Department of Educational Administration and Management
- Centre for Speech and Hearing Services
- Educational Resource Centre
- Resource Centre for Students with Special Needs.
- Unit of Community-Based Rehabilitation and Disability Studies

The Faculty offers thirty-three (33) academic programmes. These include three (3) Doctor of Philosophy programmes, seven (7) Master of Philosophy programmes, seven (7) Master of Education programmes, one (1) Post Graduate Diploma in Education (PGDE) programme and thirteen (13) undergraduate programmes. Thus, the Faculty of Educational Studies (FES), has played a pivotal role and been the bastion of education for the university and earning an enviable standing among universities in Ghana and the West African Sub-region. It has and continues to produce many eminent academics who serve in various high offices in the University. Many others are serving at the national and international levels as consultants, experts, researchers, policy implementers and curriculum developers. The Faculty of Educational Studies has the human resource capacity (teaching and non-teaching) with qualifications in diverse disciplinary areas — Early Grade Education, Primary Education and Junior High School 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 our core mandate, the faculty in collaboration with Institute for Teacher Education and Continuing Professional Development (ITECPD) provides expert services to all private and public colleges affiliated to 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 education 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

At the moment, the Faculty runs regular and sandwich programmes at the graduate and undergraduate levels leading to the award of the following degrees:

- Ph.D. Special Education
- Ph.D. Guidance and Counselling
- Ph.D. Educational Leadership
- M.Phil. Counselling Psychology (One Year Top Up)
- M.Phil. Curriculum and Pedagogic Studies
- M. Phil. Counselling Psychology (Regular)
- M.Phil. Special Education
- M.Phil. Assessment in Special Education
- M.Phil. Educational Administration and Management
- M. Phil - Basic Education
- M.Phil. - Early Childhood Education
- One-year top-up programmes leading to the award of M.Phil./MSc. degree
- M.Ed. Educational Administration and Management
- M.Ed. Special Education
- M.Ed. School Supervision

- M.Ed. Guidance and Counselling
- M.Ed. Assessment in Special Education
- PGDE. Postgraduate Diploma in Education
- PGDB. Postgraduate Diploma in Braille
- PGDSL. Postgraduate Diploma in Sign Language
- Post Diploma (B.Ed.) Community-Based Rehabilitation and Disability Studies
- Post Diploma (B.Ed.) Guidance and Counselling
- Post Diploma (B.Ed.) Early Childhood Education
- Post Diploma (B.Ed.) Basic Education
- Post Diploma Special Needs Education
- B.Ed. Special Education
- B.Ed. Basic Education (Upper Primary: P4 - P6)

- B.Ed. Basic Education (JHS Option-Specialisation)
- B.Ed. Early Grade Education
- B.Sc. Counselling Psychology
- Diploma in Community-Based Rehabilitation and Disability Studies
- Diploma in Early Childhood Education
- Diploma in Education
- Certificate in Sign Language
- Certificate in Early Childhood Care and Development (Preschool Education)

ACHIEVEMENTS

- The Faculty's Staff Strength have grown significantly from 2020 to 2021. Currently, the Faculty can boast of 112 Academic and Administrative Staff.

Department	Prof.	Ass. Prof.	Snr Lecturers	Lecturers	Asst. Lecturers	Admi and Staff	G/R Assit.	Total
Educational Foundations		2	5	3	2	3		15
Counselling Psychology		2	7	4	6			19
Educational Administration	2	1	2	1		3		9
Basic Education		2	9	2	9	3		25
Early Childhood			6	1	3	2		12
Special Education	2		5	6	7	4	4	28
Deans Office						4		4
Total	4	7	34	17	27	18	4	112

Student Enrollment

The Faculty of Educational Studies (FES) has grown in terms of student numbers. For the varied programmes we run, FES hosts 1,677 postgraduate students, and 5,947 undergraduate students as well as services 21,705 undergraduate students

from almost all departments within the UEW system. Cumulatively the faculty serves 29,329 students in the University.

Enrolment Breakdown of students served by FES is shown in Table 1.

Table 1: Statistics of students served by FES

Department	PhD	Masters	PGDE	400	300	200	100	Post Dip	Total
Educational Foundations	0	49	186		4,991	7,965	8,749		21,940
Counselling Psychology	19	311		83	92		64	347	916
Educational Administration & Mgt	22	665	0	0	0	0	0		687
Basic Education	0	92	0	332	492	673	362	642	2,593
Early Childhood	0	159	0	225	210	278	155	477	1,504
Special Education	18	156		405	286	410	414		1,689
Total	59	1,432	186	1,045	6,071	9,326	9,744	1,466	29,329

STAFFING

The FES has a strong faculty base. With a total of 92 full-time academic staff and 24 administrative and academic support staff, the faculty is becoming increasingly complex as shown in Table 2. The Faculty possesses staff in all categories ranging from Professors to Graduate/Research Assistants. With such a varied staff it is expected that the Dean and other senior-most colleagues provide the needed mentorship to ensure the professional development of junior colleagues. However, as the numbers increase, so the difficulty level in monitoring to keep track of staff and what forms of support they might need.

ACTIVITIES

- The Faculty of Educational Studies received a team of administrators from the SDA College of Education on 23rd February, 2022. The team, led by the College Registrar was on a training tour as part of an orientation programme for the administrative staff of the College.
- The University of Education, Winneba (UEW) and Sabre Education, Ghana have organised capacity-building training for kindergarten teachers in the Effutu Municipality and the Gomoa Central District to take stock of kindergarten education in Ghana. The event also witnessed the official

launch of the UEW and Sabre partnership. It offered an opportunity for participants to brainstorm methods to improve kindergarten curriculum delivery. Kindergarten curriculum delivery and teacher competency delivery were highlighted at the capacity-building session.

- University of Education, Winneba UEW through the Faculty of Educational Studies signed a Memorandum of Understanding (MoU) with Rights to Play International, with the support of Right to Play to enrich seven general education courses with play-based pedagogy and other emerging contents in the professional practice of teaching. This will contribute to UEW's vision of training teachers of international repute.
- Dr. Yayra Dzakadzie, the Vice Dean of the Faculty of Educational Studies, was selected to represent the University on the National Steering Committee for Early Childhood Education (NaSCECE) at the Alisa Hotel in Accra on Tuesday, June 15, 2021.
- The Vice Dean, Dr. Yayra Dzakadzie of the Faculty of Educational Studies, represented the University of Education, Winneba on a

two-day stakeholder meeting to develop an INSET content in line with Early Childhood Education GALOP Framework. The meeting took place from Thursday, June 24, 2021, to Friday, June 25, 2021, the Eastern Premier Hotel, Koforidua.

- The Faculty of Educational Studies developed a sandwich programme titled: Diploma in Education for Private School Teachers (DBEP) and submitted it to Ghana Tertiary Education Commission for accreditation on 16th August, 2021.
- The Faculty of Educational Studies developed a proposal document for augmentation of the Faculty of Educational Studies to a College status in August 2021. The proposal document for augmentation of the faculty to college status was later changed to the splitting of the faculty and has since been submitted to University Management for consideration in July, 2022.
- Faculty of Educational Studies organised a mentoring workshop for newly recruited staff in the Faculty on Thursday, 12th May, 2022.
- A five-member research team undertaking a project entitled 'The Early Education for Young Deaf Children and their Caregivers in Ghana' organised an impact workshop on the research project for stakeholders in Winneba on 16th August, 2021.

DEPARTMENT OF BASIC EDUCATION

INTRODUCTION

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

Vision Statement

The Department of Basic Education shall become a pre-eminent department maintains qualified staff modelled on best professional practices in teaching, research, and training highly qualified basic education professionals.

Mission Statement

The Department shall serve as a centre of excellence which will inculcate in its products the requisite academic professional skills and competencies as well as humanistic values for teaching and managing education at the primary and junior secondary school levels, conducting

research, disseminating relevant knowledge and skills and influence educational policy on primary and junior secondary education.

PROGRAMMES

- MPhil Basic Education
- BEd Basic Education (Junior High School)
- BEd Basic Education (Upper Primary P4 - P6)
- Post-Diploma in Basic Education (Junior High School)
- Post Diploma in Basic Education (Upper Primary P4 - P6)
- Diploma in Education

Proposed New Programmes

The Department worked on two new Programmes for the 2021/2022 academic year. They were:

- Doctor of Education in Basic Education Programme (Sandwich). The proposal is being finalized for consideration
- Master of Education (MEd) in Basic Education (Sandwich). - Document ready for submission.

Staffing Position (2020/2021 Academic Year)

The staffing position of the Department of Basic Education as of July 13, 2020, is shown below.

Teaching Staff	Male	Female	Total
Associate Professor	1	1	2
Senior Lecturers	5	2	7
Lecturers	3	0	3
Assistant lecturer	6	3	9
Non-Teaching Staff			
Principal Administrative Assistant	0	1	1
Senior Administrative Assistant	0	1	1
Driver	1	0	1
Total	16	8	24

The Department was assisted by Six (6) National Service Personnel made up of Three (3) Males and Three (3) females for the period under review. The Department also engaged the services of One (1) part-time lecturer during the period.

- The Department of Basic Education organized a Professional Development session for staff of the Department on the 30th June, 2021 at FES Room 114.
- The Department of Basic Education conducted an interview for applicants who applied to pursue the M.Phil in Basic Education on 27th January and 17th February, 2022 at the Faculty of Educational Studies Block, Room 114.
- Mr. Clement Ayerebilla Ali, a Senior Lecturer in the Department of Basic Education, successfully completed his Doctor of Philosophy Degree in Mathematics Education at the University of Cape Coast.
- Mrs. Emma Sarah Eshun, a Senior Lecturer in the Department of Basic Education, successfully completed her Doctor of Philosophy Degree programme in Linguistics at the University of Ghana, Legon.
- Mrs. Vivian Naa Ayelesa Acquaye, a

Senior Lecturer in the Department of Basic Education received a confirmation of her dissertation by the Europa University, Flensburg, Germany.

- Mr. Isaac Kwakye and Ms. Beatrice Nyarkoa were offered appointments as Graduate Teaching Assistants in the Department of Basic Education in February, 2022.
- A doctoral candidate from the Department of Basic Education was selected as a beneficiary of 3-month doctoral fellowship at the University of Jyväskylä, Finland. The selection was done after application and subsequent vetting organised by the Centre for International Programmes

Appointments/Promotions

- The Vice-Chancellor appointed a Professional Development Coordinator to steer the affairs of Professional Development sessions for lecturers in the departments of Basic Education. This has been done to facilitate the smooth implementation of the new BEd- Basic Education curriculum.
- During the period, the department has increased in staff strength. He appointed eight new lecturers increasing the number to twenty-one (21).
- A member of staff was promoted to the rank of Associate Professor during the period to increase the number of professors to two (2) in the department. Again, two senior members were promoted to the rank of senior lecturer and one senior lecturer on the PhD programmer has completed successfully.

PROJECTIONS

- The Department is in dire need of a Science Laboratory
- The need for the Department to be put into various units

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.

PROGRAMMES OFFERED

The Department offers the following Programmes:

- One-Year Certificate in Preschool Education (Sandwich)
- Two-Year Diploma in Early Childhood Care and Development (Sandwich)
- Two-Year Post-Diploma in Early Childhood Care and Development (Sandwich)
- Four-Year Bachelor of Education in Early Childhood Care and Development (Regular)
- Two-Year Master of Philosophy (M.Phil.) in Early Childhood Education
- One Year Master of Education (M. Ed) in Early Childhood Education (Sandwich)

ACTIVITY

Dr. Adu Boateng of End Point Homeopathic Clinic who was a former

student of the Department completed the building which is earmarked for the department of early grade laboratory school. The building is yet to be handed over to the department. Indeed, this project will help improve upon the physical infrastructural development of the University.

STRENGTHEN COLLABORATIVE RESEARCH

The department signed an MOU with Sabre Education to foster collaboration in teaching, learning and research. Negotiations are far advanced for the department to sign MOU with UNICEF and other organisation interested in early-grade education. These MOU when signed, will help the Department to champion most research by these organisations as well as lead their training sections.

STAFF STRENGTH

The staff of the department is made up of six senior lecturers of which one is on sabbatical leave, one lecturer, one assistant lecturer and two administrative staff. The table below presents the staff strength of the department.

S/N	Teaching Staff	Male	Female	Total
1	Senior Lecturers	3	3	6
3	Lecturers			
4	Assistant Lectures	4		4
	Total	7	3	10
	Non-Teaching Staff			
5	Administrator		1	1
6	Departmental Assistant		1	1
	Total		2	2

ACHIEVEMENT

- Dr. Yayra Dzakadzie represented University of Education, Winneba on a two-day stakeholder meeting to develop an INSET content in line with Early Childhood Education GALOP Framework. The meeting took place on Thursday, June 24, 2021, to Friday, June 25, 2021, the Eastern Premier Hotel, Koforidua.
- Nutifafa Kwami Banini, a Senior Lecturer in the Department of Early Childhood Education, successfully completed his Doctor of Philosophy Degree programme at the University of Cape Coast, Cape Coast.
- Dr. Yayra Dzakadzie represented the University of Education, Winneba, and other universities on the National Steering Committee for Early Childhood Education (NaSCECE). The inauguration was done on June 15, 2021, at Alisa Hotel, Accra.
- Sabre Education visited the Department of Early Childhood Education to have a discussion on the commissioning of the Early Childhood Demonstration Centre on 2nd March, 2022.

WORKSHOP/SEMINAR

- Senior members from the Department of Early Childhood Education attended a workshop organized by ITECPD and T-TEL at the Wadoma Hotel, Kumasi from Wednesday, June 9, to Saturday, June 12, 2021.

DONATION

The department received a donation of a projector from a level 400 student who benefited from the Copenhagen scholarship, an MOU between the UEW and the Denmark University

The department made donations of teaching and learning resources to schools in the Efutu Municipality on 22nd September, 2021.

- A former student of the Department of Early Childhood Education, University of Education, Winneba by the name Dr. Adu Boateng of End Point Homeopathic Clinic has almost completed the construction of an Early Childhood Demonstration Laboratory Centre to be handed over to the Department. This project will help improve upon the physical infrastructural development in the University.

COLLABORATIVE RESEARCH:

Negotiations are underway for the department to do collaborative research with SABRE Education. A joint committee made up of the staff of SABRE Education and the Department has started work.

CONFERENCE ORGANISED/ ATTENDED

- The Head of Department represented the University of Education, Winneba on a two-day stakeholder meeting to develop an INSET content in line with Early Childhood Education GALOP Framework. The meeting took place from Thursday, June 24, 2021, to Friday, June 25, 2021, at the Eastern Premier Hotel, Koforidua.
- Senior members from the Department of Early Childhood Education attended a workshop organized by ITECPD and T-TEL at the Wadoma Hotel, Kumasi from Wednesday, June 9, to Saturday, June 12, 2021.
- The department went for retreat at Coconut Groove Hotel at Elmina in December, 2021.

PROJECT UNDERTAKEN/ ONGOING

The Early Childhood Experimental School is almost ready for commissioning.

PROJECTIONS FOR NEXT ACADEMIC YEAR

- 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
- BEd Nursery Education will commence next year. Both National Accreditation Board (NAB) and National Council for Tertiary Education (NCTE) documents are ready to be submitted to Academic Planning Committee.

DEPARTMENT OF COUNSELLING PSYCHOLOGY

INTRODUCTION

The Department of Counselling Psychology is one of the Departments in the Faculty of Educational Studies. It is one of the departments that came out of the split of the then Department of Psychology and Education a year ago. The department has re-named its academic programmes from Guidance and Counselling to Counselling Psychology.

Mission

The Department's mission is to run courses in applied psychology that will result in the production of professional counsellors, psychologists and teachers for all levels of the educational sector, the health sector, NGOs and other institutions that need the services of a counselling psychologist.

Vision

The vision of the Department is to become an outstanding centre to produce applied psychologists.

THE DEPARTMENT RUNS THE FOLLOWING PROGRAMMES:

- Four-Year Bachelor of Education in Counselling Psychology (Regular)
- Two-Year Post-Diploma (BEd) in Counselling Psychology (Regular)
- Two-Year Post-Diploma in Counselling Psychology (Sandwich)
- Two-Year Taught Master of Philosophy in Counselling Psychology (Regular)
- Two-Session Master of Education in Counselling Psychology (Sandwich)
- One-Year M.Ed. Top-Up leading to MPhil in Counselling Psychology (Blended)
- Doctor of Philosophy in Counselling Psychology (Regular)

ACTIVITIES

The Department, as part of meeting its strategic plan of introducing and mounting market-driven programmes, has re-structured all academic programmes to reflect the current international standard for applied psychology programmes. All re-structured programme documents are sent to Ghana Tertiary Education Commission (GTEC) for reaccreditation.

STAFFING

S/N	CATEGORY OF STAFF	M	F	TOTAL
i.	Senior Members (Teaching)	12	7	19
ii.	Senior Staff		2	2
iii.	Junior Staff	1		1
TOTAL		13	9	22

ACHIEVEMENT

- The Department, during the year under review was able to organise a 4-day Departmental retreat at the Volta Hotel in Akosombo.
- One senior member from the Department of Counselling Psychology was a resource person for a 2-day seminar on marital and divorce counselling for Ghana Psychological Association members between 24th and 25th June, 2021
- Completed documents on the rolling-out of 4-Year Bachelor of Education in Psychology (Regular)
- The Department of Counselling Psychology is making necessary arrangements to connect former students in the United States with current students in UEW on counselling clinical skills
- One senior member from the Department of Counselling Psychology completed a research project with two colleagues in the Special Education Department. The project explored the

intersectionality of noise, hearing, and mental wellness, connecting the effect of noise on the brain and emotions.

The manuscript has been submitted to a journal and awaiting a response from the editors.

- Lecturers in the Department of Counselling Psychology attended a 2-day in-service training on the use of UEW-LMS and Radio Lecture teaching.
- Some lecturers as well as students in the Department of Counselling Psychology assisted in providing psychological services for victims of the Buduburam fire disaster and the Apeatse gas explosion during the period under review

SERVICE TO THE COMMUNITY

In providing service to the community senior members of the department render counselling service at the University Counselling Centre to members of the university community and beyond.

PROJECTIONS FOR THE NEXT ACADEMIC YEAR

There are plans to start a 4-year B. Ed in Psychology. The accreditation documents for the programme have been sent to GTEC for approval. Also, the department intends to write a proposal to start a professional programme in Postgraduate Certificate in Specialised Counselling Practice.

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 as well as 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 UEW. The Department runs a 3-year Diploma a 2-year Post Diploma Bachelor of Education, and 4-year B.Ed. etc. The main function of the Department is 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, MEd., MPhil, and PhD. degrees. There is also a one-year MPhil

top-up programme. The Department has a total staff strength of thirty-four (35), seventeen (17) National Service persons and one (1) NABCO personnel. The Department has two (2) Professors, one (1) on full-time and the other is on post-retirement contract, eight (8) senior lecturers, four (4) are on post-retirement contract; seven (7) lecturers, one (1) of whom is on full-time study leave and two (2) others on part-time study leave pursuing their PhD programmes, seven (7) Asst. Lecturers, one (1) Principal Research/Braillist Assistant, four (4) Research Assistants composed of two (2) Sign Language Interpreters and two (2) Braillists, one (1) Clinical Assistant; one (1) Clinical Audiologist who is working on a part-time basis; one (1) Principal Administrative Assistant, one (1) Senior Administrative Assistant, one (1) Private Secretary one (1) Senior ICT Technician

Vision

The vision of the Department of Special Education is to become a department of academic and professional excellence, offering leadership in the teaching of Special Education at all levels of education in Ghana.

Mission

The Department's mission is to produce competent graduate teachers in Special Education; to employ modern technological methods for research and teaching in Special Education, and to endow our graduates with professional skills as well as critical minds to help them adapt to a rapidly changing world environment.

ACADEMIC PROGRAMMES OFFERED

- Diploma in Community-Based Rehabilitation and Disability Studies

- Post-Diploma in Community-Based Rehabilitation and Disability Studies
- 4-yr. Rehabilitation and Disability Studies
- 4-years BEd. programme in Special Education
- Post-Diploma in Special Education (Sandwich)
- MEd Special Education (Sandwich)
- One-year MPhil. Top-Up (Special Education)
- MPhil. Special Education
- PhD Special Education

STAFFING

Designation Full-Time	Male			Female		
	Part-Time	Post-retirement Contract	Full-time	Part-Time	Post-retirement Contract	
Professor	1	-	-			1
Associate Professor	-	-	-	-	-	-
Senior Lecturers	3	-	4	1	-	-
Lecturers	5	-		2	-	-
Asst. Lecturers	5	-	-	2	-	-
Principal Administrative Assistant	-	-	-	1	-	-
Principal Research/Brailist	-	-	-	1	-	-
Senior Research/Brailists/Sign Language Interpreters	2	-	-	2	-	-
Senior Administrative Asst.	1	-	-	-	-	-
Private Secretary	-	-		1	-	-
Clinical Audiologist	-	1	-	-	-	-
Clinical Asst.	1	-	-	-	-	-
Senior ICT Technician	1	-	-	-	-	-
19	1	4	10	0	1	35

Currently the Department has seventeen (17) national service persons and one (1) NABCO personnel.

Students

Currently, the Department has **One Thousand Three Hundred and Eighty-Seven (1,045)** undergraduate students, One Hundred and Forty-Six (146) graduate students and twenty-Six (26) Sandwich student.

ACTIVITIES

- The BEI SHAPEIRO Multi-Sensory Centre in Israel and EID Unit of the Department successfully held a zoom meeting on 10th March, 2022 on the possibility of establishing a Centre of Excellence for Multi-Sensory Approval to Teach Special Needs Individuals in Ghana.
- The HoD and EID Unit had a meeting with Partnership schools in Accra and Cape Coast on 28th February and 1st March, 2022. The purpose was to explore the possibilities for new areas of academic collaboration.
- A disability Scholarship launch for Students with Special Needs in Ghana was successfully organized by the Scholarship Secretariat on Thursday, 3rd February, 2022 at the Jophus Anamuah Mensah Conference Auditorium.
- The Head of Department attended the Launching of “Accessible Books for All” campaign organized by the Ghana Blind Union at the GNAT Hall in Accra on Thursday, 24th February, 2022.
- The Department attended a

workshop at Akosombo Volta Hotel from 5th to 8th January, 2022 to work on five (5) new programmes, namely:

- » **Diploma Programme in Sign Language**
- » **Postgraduate Diploma in Autism Spectrum Disorders (ASD)** (Sandwich)
- » **Post-Graduate Diploma in Braille Technology**
- » **Post-Graduate Diploma Programme in Sign Language**
- » **MPhil in Community-Based Rehabilitation Studies.**

- Two teaching staff of the Department were invited to Alswel Academy Preparatory School to give talk on a theme “**Identification and Management of Children with Special Needs in Class**”. on 14th January, 2022
- A member of staff successfully facilitated a 2-day workshop on a theme “**Facilitating Assessment Procedures for Special Needs in Ghana**” at Kasoa.
- The Department received the Excellence in Education Award (2nd edition) of the Ghana Disability Excellence Awards that took place at the Accra Digital Centre on the Sunday, 26th September, 2021. It was attended by the Head of Department and members of staff.
- Cerebral Palsy (CP) Africa in collaboration with the Department of Special Education and in partnership with Salvation Army Ghana co-hosted a training programme geared towards building a network of experts in Neuro Developmental Disabilities (NDD) from 4th to 9th October, 2021.
- The Department of Special Education

graduated a Deaf and Blind student with 2nd Class Lower Division in Community-Based Rehabilitation Studies (CBRDS) during the 26th Congregation held in December, 2021 in Winneba.

- The Department of Special Education received an Excellence in Education Award at the 2nd edition of the Ghana Disability Excellence Awards which took place at the Accra Digital Centre on the Sunday, 26th September, 2021.
- The Department of Special Education now mentors House of Grace School for the Deaf a private school in Accra. Staff of the school interacted with lecturers of the Department of Special Education on 16th June, 2021.
- Dr. Yaw Nyadu Offei, the coordinator of the Centre for Hearing and Speech Services from the Department of Special Education, Prof. Anthony Kofi Denkyirah of the University of Illinois and Mr. Emmanuel Kwasi Acheampong, from the Department of Special Education have published an article on “Mobile Hearing Screening in a rural community school in Ghana” in the JAASEP Winter 2019 Edition of a Journal.
- The Department collaborated with the University of Leeds, UK to conduct research on “Early Identification of Young Deaf children and their Caregivers in Ghana”. This project is being funded by the British Academic Early Childhood Education Programme” with support from the Global Challenges Research Fund. The project has recruited three (3) Research Assistants, Co-

Investigators from the Department
 - Dr. Alexander Mills Oppong, Dr. Yaw Nyadu Offei and Dr. Daniel Fobi, providing project support. Outcomes of the project included:

- » A conference in Sydney Australia in 2021
- » A conference in Leeds, UK in 2021
- » An article on the “Effects of COVID on the hearing impaired” Published in 2021.
- » Dissemination workshops and seminars in Ghana and UK.

The project ended 2022.

RESEARCH AND PUBLICATIONS

Dr. Yaw Nyadu Offei, the Head of Department, Prof. Anthony Kofi Denkyirah of the University of Illinois, and Mr. Emmanuel Kwasi Acheampong, also of the Department of Special Education published an article on “Mobile Hearing Screening in a rural community school in Ghana” in the JAASEP Winter 2019 Edition of a Journal.

PROJECTIONS FOR NEXT ACADEMIC YEAR

- The Department hopes to roll out the postgraduate programme in MPhil and MEd in Community-Based Rehabilitation and Disability Studies in the 2022/2023 academic year.
- The Department hopes to organize conferences on regular basis for staff to attend.
- Recruiting additional academic staff to support teaching, research, and supervision particularly in graduate programme.

DEPARTMENT OF EDUCATIONAL 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), Master of Education (MEd) in Educational Administration and Management (Sandwich) as well as Doctor of Philosophy (PhD) Educational Leadership programmes.

Vision

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

Mission

The mission of the Department is to lead in socially tailored and market-driven programmes that target personnel from all institutions and organisations with focus on education. These organisations include, the Ghana Education Service,

Ghana Police Service, Prison Service, Health and its Allied Services, and other Non-Profit Organisations that are into educational leadership, administration, and strategic management. The Department also conducts and disseminates research to promote best leadership, administration and management practices, and educational policy development in the 21st century.

ACTIVITIES

Ghana Tertiary Education Commission's (GTEC) visit to the Department

To ensure the achievement of theme 2, objective 5 of the UEW's Corporate Strategic Plan (2019-2023), the Department submitted programme documents to GTEC for assessment, aimed at getting re-accreditation and enhancing the standards of these programmes.

The Department received a team from GTEC to assess the under-listed programmes for re-accreditation during the period:

- M.Phil. Educational Administration and Management

➤ M.Ed. Educational Administration and Management

The entire programme re-accreditation process was successful. The Department of Educational Administration and Management has subsequently duly responded to concerns and comments raised by GTEC from their visit. The Department has also submitted a revised version (new GTEC Form A.3) of the Ph. D. in Educational Leadership programme document to GTEC for accreditation.

PROJECTION

The Faculty projects to grow through expansion of postgraduate programmes. Proposals have been tabled for the introduction of the following new programmes:

- MPhil Measurement and Evaluation (Regular)
- MPhil Supervision & Quality Assurance in Education (Weekend Hybrid)
- MPhil Instructional Design and Technology (Regular)
- MEd Teacher Education (Sandwich)
- MEd Instructional Design & Technology (Sandwich)
- MEd Measurement and Evaluation (Sandwich)

2021 - DEPARTMENTAL RETREAT

In line with its mission and key activity 22.1.2 of the Corporate Strategic Plan to introduce innovative, market-driven academic programmes, the Department embarked on a 7-day retreat 10th-

16th January, 2022 at the Volta Hotel at Akosombo to:

- Restructure and review existing MPhil. and M.Ed. in Educational Administration and Management Programmes to conform with emerging trends in the field.
- Develop additional market-driven programmes. The proposed programmes included:
 - » Postgraduate Diploma in Educational Leadership and Management
 - » MPhil in Educational Administration and Management (Pre-Tertiary Education).
 - » MPhil in Educational Administration and Management (Higher Education).

Prior the retreat, the Department had submitted a programme titled, MSc. Educational Research to the School of Graduate Studies Board for consideration.

STAFFING

The staff strength of the Department stood at ten (10). This number consisted of seven (7) teaching staff and three (3) non-teaching staff.

Table 1: Staff Strength

Staff	M	F	Total
Senior Members (Teaching)	3	1	4
Senior Member (non-Teaching)	1	0	1
Senior Staff	0	2	2
National Service	1	0	1
Part-Time Lecturer			
Assoc. Prof. (Level)	1	0	1
Post-Retirement			
Assoc. Prof. (Level)	1	0	1
Total	7	3	10

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

ACHIEVEMENTS

Conferences organised and attended

The period under review saw the following staff in the Department attend some conferences and workshops:

Dr Judith Bampo

- 7th to 10th February, 2022: GTEC Professional Education Leadership Qualification Curriculum Development Workshop (Coconut Grove, Elmina)
- 10th to 16th January, 2022: Departmental Workshop and Retreat (Volta Hotel)

Dr. Hinneh Kusi

- Facilitator, Graduate Students Association of Ghana, University of Education Winneba, Research Seminar of "Critical Issues in Conducting Educational Research, 9th June, 2021.
- Facilitator, 5th International Multidisciplinary Conference for Postgraduate Students, University of Education, Winneba, 15-16th July 2021, Winneba.
- 27th August 2021- Resource Person

on Qualitative Research for Faculty of Science Education, University of Education Winneba at the Elmina Beach Resort.

- September, 2021 Resource Person on Qualitative Research, and Mixed Methods Research for Faculty of Home Economics Education, University of Education Winneba at Tutu in Eastern Region.
- 10th to 16th January, 2022: Departmental Workshop and Retreat (Volta Hotel).
- 7th to 10th February, 2022: GTEC Professional Education Leadership Qualification Curriculum Development Workshop (Coconut Grove, Elmina)

Ernest Osei Bonsu

- 19th August, 2021- Building an Excellence University through Funding, Research and Innovation at Jophus Anamoah Mensah Conference Centre, UEW
- 23rd February, 2022 - GAUA Continuous Professional Development at North Campus Dining Hall, UEW
- 22nd March, 2022 - Explore the ProQuest Platform to Enhance Your Research at ProQuest Online.

Irene Agyeiwa Akoto

- 10th to 16th January, 2022: Departmental Workshop and Retreat (Volta Hotel)

Victoria Coffie

- 10th to 16th January, 2022: Departmental Workshop and Retreat (Volta Hotel)

Research Output

- Odei-Tettey, K., Bampo, J. & Dodzi, E. (2022). Deontological and consequential ethics for quality standards: Blurring the

boundaries to secure accountability in policy compliance for public administration practices. Public Policy and Administration Research, 12(5), 1-18. DOI: 10.7176/PPAR/12-5-01

- Odei-Tettey, K. (2022). Impact assessment, the Capitation Grant Policy and the rhetorics of academic achievement: A neglected methodological approach to the education finance policy process in Ghana. The International Journal of Humanities & Social Studies, 10(3), 84-95. DOI No.: 10.24940/theijhss/2022/v10/i3/HS2203-048
- Odei-Tettey, K. (2021). **Policy and society: New directions for policy analysis (with a lustre from educational policies)**. Accra: Yamens Press Ltd.
- Odei-Tettey, K. (2021). Biting the bullet or steering clear off organisational Growth: The essential tensions in knowledge creation for academic staff retention policies in two Private Universities in Ghana. International Journal of Education, Learning and Development, 9(3), 47-72.

Grants Won

- Dr. Hinneh Kusi was one of the Leaders of the Team that won the National Teaching Council Grant to evaluate the Teacher Licensure Examination in Ghana.

Publication figures

Over the period, the members of the department published a total of five (5) articles. A lecturer also published one (1) book within a book over the period.

PROJECTIONS

The Department intends to:

- Increase staff strength of the Department especially engage lecturers to teach the following courses:
 - » Economics and Financing of Education
 - » Financial Management & Budgeting in Education (PhD level)
- Identify and secure a permanent lecture room(s) for our students, especially PhD students.
- Intensify the organisation of seminars for PhD, M.Phil. (Regular) and M.Phil. (Top-up) students to help improve upon their research competencies.
- Develop proposals for additional programmes at the Department.
- Seek management's support in the acquisition of a vehicle for running Departmental errands such as the collection and submission of theses to assessors, especially external assessors.

CONCLUSION

The Department shall continue to work hard to see to the implementation of the corporate strategic plan for the year.

DEPARTMENT OF EDUCATIONAL FOUNDATIONS

INTRODUCTION

The Department of Educational Foundations was carved out of the then Department of Psychology and Education in August 2019. Its mission is to offer introductory teacher professional courses to all undergraduate students of UEW and develop specialised programmes in Educational Studies.

PROGRAMMES OFFERED BY THE DEPARTMENT

- 7 general education courses for all undergraduate students of UEW
- MPhil Curriculum and Pedagogic Studies
- MEd. Supervision and Quality Assurance
- MEd. Teacher Education (Formerly PGDE)
- MPhil Instructional Design and Technology (commencing next academic year)
- MPhil Assessment, Measurement and Evaluation (commencing next academic year)

STAFFING

Category	Males	Females	Total
Senior Members	15	2	17
Senior Staff	0	2	2
Junior Staff	1	0	1
Total	16	4	20

ACTIVITIES

- Three (3) students from the Department of Educational Foundations participated in the Ubuntu dialogue series organized by the Michigan State University, USA with sponsorship from the Mellon Foundation from 28th May, 2021 to 8th June, 2021
- Dr. Richardson Addai-Mununkum presented Global School Pilot Project research report at the Ministry of Education on 23rd July, 2021
- The Department of Educational Foundation successfully, organized a 2 day In-Service Training on the use of UEW-LMS and Radio lecture for lecturers.
- The Department of Educational Foundation received 21 students from the University of Hamburg who are visiting the University of Education, Winneba, for School internship

Programme and cultural exchange.

- In collaboration with the Department of Educational Foundations, the Department of Counselling Psychology received 21 students from the University of Hamburg who were visiting the University of Education, Winneba for School Internship Programme and Cultural Exchange, within the period under review.
- The Department of Educational Foundations has contributed five academic staff to support the National Teacher Education Reforms and Pre-tertiary education curriculum development during the period under review.
- Three (3) students from the Department of Educational Foundations participated in the Ubuntu dialogue series organized by the Michigan State University, USA with sponsorship from the Mellon Foundation from 28th May, 2021 to 8th June, 2021

ACHIEVEMENTS

Within the year under review, the Department chalked the underlisted successes

- Recruitment of six new Lecturers to raise teaching staff number to seventeen (17)
- Rebranding of existing programmes to maintain their relevance:
 - » M.Ed. School Supervision to MEd. Supervision and Quality Assurance
 - » PGDE to MEd. Teacher Education
- Secured institutional approval to run the following new postgraduate programmes:

- » MPhil Assessment, Measurement and Evaluation
- » MPhil Instructional Design & Technology
- » MEd. Instructional Design & Technology
- » MEd. Assessment, Measurement and Evaluation
- » MPhil Supervision and Quality Assurance in Education
- Streamlined processes to facilitate the graduation of the majority of postgraduate students. Approximately sixty-six percent (66%) of the 2020 MEd School Supervision cohort graduated in April 2022, four months after the second session of their programme. This is an unprecedented record.
- Institution of a digital course/ Lecturer appraisal system to internally evaluate teaching and learning in the department.
- One Lecturer and one staff received promotion to their next ranks
- One Senior Lecturer received the prestigious Carnegie sponsored American Council of Learned Society's AHP Postdoctoral Fellowship.
- Two Lecturers from the Department were named among the top 1000 researchers in Ghana by AD Scientific Index.
- Two Lecturers were part of UEW research team that won and executed a national research project on the Ghana Teacher Licensure Examination.
- A senior Lecturer from the Department traveled to Germany and delivered two presentations

at University of Hamburg and University of Potsdam in March 2022.

PROJECTIONS:

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

- Introduction of PhD programme in Curriculum and Pedagogic Studies
- Commencement of MEd Instructional Design and Technology and MEd Assessment, Measurement and Evaluation programmes in 2023
- Prioritize the recruitment of female Lecturers to bridge the gender gap in staffing
- Recruit and retain outstanding graduate students as Graduate Assistants
- Develop proposal for research grants to strengthen research competencies of staff and students.
- Initiate new local and international collaborations

CONCLUSION:

Within the two years of its existence, the Department has overcome all teething challenges and impressively expanded in terms of programmes and

staff. This has been achieved through pragmatic leadership and team spirit that has defined the Department's ethos and characterized members' behaviour. The Department is poised to grow even bigger in the coming years, improve the quality of teaching and increase its national and international visibility.

PROJECTION AT THE FACULTY LEVEL

- Develop new attractive sandwich and regular postgraduate programmes to gain competitive urge over sister institutions
- Develop proposal for research grants to strengthen research competencies of staff and students.
- Initiate new collaborations with institutions at both local and international levels
- Organize national conference to enhance academic activities and make the faculty more visible both local and international.



FACULTY OF SOCIAL SCIENCES EDUCATION

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FACULTY OVERVIEW

The Faculty of Social Sciences Education has undertaken several activities towards the achievement of the University's Corporate Strategic Plan. The Faculty with its strong leadership has coordinated the activities of all the Departments under its jurisdiction to achieve their respective vision and strategic goals.

In line with the mandate of the University of Education, Winneba, the Faculty has coordinated a lot of research and also trained high-performing teachers for the pre-tertiary levels of education and other tertiary institutions in Ghana.

The Faculty comprises 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

The Faculty continues to run the following programmes:

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

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, three (3) Senior lecturers of the Faculty were promoted to the rank of Associate Professor, seven lecturers from the Departments of Social Studies, Economics, History, and Centre for African Studies were promoted to the rank of Senior Lecturer.
- As part of its efforts of achieving the corporate strategy of improving the professional competence of the staff of the Faculty, a mentoring workshop was organised for both academic and administrative staff of the Faculty of Social Science Education on the 10th February, 2022. The topics presented were as follows:
 - » Students-staff relationship
 - » Mentoring within departments and the Faculty
 - » Teaching and research
 - » Grants, fellowships and scholarships
 - » Promotion and progression in academia
 - » Promotion and progression in administration

This workshop accorded faculty staff the opportunity to share experiences and ask questions bothering on their career progression.

- In line with the promotion of collaborative research with local and international industries and institutions, the Faculty of Social Sciences Education collaborated with the Institute of Statistical, Social and

Economic Research (ISSER), University of Ghana Legon, in a Roadshow programme on the 11th of May, 2022. The roadshow sought to share and discuss the findings of recent publications by the Institute namely, the State of the Ghanaian Economy Report (SGER), 2020, and the Ghana Social Development Outlook (GSDO), 2020. It was also meant to offer stakeholders the opportunity to discuss recent developments in the Ghanaian economy and social issues.

- The Faculty of Social Sciences Education Seminars are scheduled to take place every other Wednesday due to an increase in the number of speakers. The platform has shaped the academic work of members of the Department and the Faculty as a whole. These seminars aim to contribute to building a vibrant intellectual culture at the University. One lecturer of the Department of History Education, Dr. Akwasi Kwarteng Amoako-Gyampah, presented a paper "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," at this semester's Faculty Seminar Series. It is the first project that aims to propose a spatial-enabled solid waste management system which will facilitate the inclusion and cooperation of informal waste managers through web-based and mobile applications to improve the identification of clients (households) and waste infrastructure. Furthermore, it also seeks to model routes with the lowest cost to ensure waste collection efficiency. The another crucial project presented at the

weekly seminar explored the viability of plastic waste buy-back schemes as a key component of the plastic waste recycling value chain and its concomitant effects on environmental sustainability in Ghana.

- Grants to the aforementioned projects were awarded by the Africa Environmental Sanitation Consult (AFES) and funded by the Jospong Group of Companies. The two awards were among twenty-six (26) grants awarded under the Environmental and Sanitation Research Fund.
- Ten lecturers from the Faculty have been selected as part of the team developing the Senior High School Curriculum for the National Council for Curriculum and Assessment.
- The Department of Social Studies Education organised the National Social Studies Conference in November, 2021.

CHALLENGES

Some of the challenges confronting the Faculty include the following;

- There is a need for the Grounds and Gardens Section to plant trees to create some shade in the Faculty of Social Sciences area.
- Excessive noise is made by students, thus disturbing lecturers and other staff members during working and lecture hours.
- There is an urgent need for the Development Section of the University to find a lasting solution to the problem of stagnant water within the open floor at the Faculty Block any time it rains.
- There is an urgent need also for the Development Section to occasionally service the air conditions and see to the

flow of water in the washrooms at the Faculty Block.

- Security to the Block is very loose. There is an urgent need for burglar proofing at the four entrances to the building.
- Inadequate office space for staff
- The corridor and washrooms are very dark at night since most of the lighting systems have broken down.
- The car park at the FSSE block lacks demarcated lines to ensure the proper packing of vehicles.
- The road in front of the FSSE car park area has deteriorated alarmingly and needs urgent repairs.

PROJECTIONS/EXPECTATIONS

- We anticipate that the problem with the unavailability of space for lecturer's offices and large lecture halls for large class sizes will be resolved or lessened as the Faculty of Foreign Languages Studies moves to its block.
- As part of strategies to achieve the University's corporate strategy to consolidate and enhance academic standards, the Faculty is organising a workshop for the academic staff which will feature collaboration concerning research and presentation of papers or articles in recognised international peer-review journals. Papers to be presented at international and local conferences that will project the image of the Faculty and the University as a whole.
- Organise training sessions to build the capacity of staff in peer-reviewing academic and research works.
- Improve research activities in the Faculty to support lecturers to present papers at national and international conferences.

DEPARTMENT OF GEOGRAPHY EDUCATION

INTRODUCTION

The Department of Geography Education, carved out of the then Department of Social Sciences Education was established in September 2013, 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.

PROGRAMMES OFFERED

- B.A. Geography Education
- M.Phil. Geography with Education
- M.Ed. Geography

MAIDEN GEOGRAPHY EDUCATION WEEK CELEBRATION

Activities

The Department held its maiden Geography Education Week from the 12th - the 15th July, 2021. The week-long celebration was to highlight the importance of Geography in the environment and develop the interest of students in the use of Geographic Information Systems (GIS). The week-long celebration started with a lecture which took place at the Department with specific reference to GIS.

Quiz Competition for Selected Senior High Schools in the Municipality

There was a quiz competition for selected Senior High Schools (SHS) in the Effutu Municipality and Gomao West District to test students' general geographic knowledge of the curriculum. Apam SHS emerged winner at the end of the quiz competition.

GIS Training for Corporate bodies & Non-Geography Academic Staff

This training sought to introduce the corporate world and cognate Departments in the Faculty of Social Sciences Education to the basics of Geographic Information Systems (GIS) such as map making, data visualisation and how to apply GIS in their various work/activities. The resource persons for this training were Dr. Adams Osman, Dr. Raphael Ane Atanga, Mr. Prince Odame, and Mr. Mohammed Sanda. There were participants from the Ghana Prisons Service, NADMO, Forestry Commission, Plan Ghana, GCB and Academics from Cognate Departments in the Faculty of Social Sciences Education.

Seminar on the Theme “The Role of Geography in the Fight Against Covid-19 Pandemic”

A seminar was organised on the theme:

“The role of geography in the fight against the Covid-19 pandemic”.

The seminar was mainly about how Geographic tools such as GIS could be used in managing Covid-19, especially in the aspects of contact tracing and mapping. The resource persons for the seminar were Prof. Alex Barimah Owusu from the Department of Geography and Resource Development, University of Ghana; Dr. Kojo Oppong Yeboah Gyabaah and Mr. Felix Kofi Damte both staff from our Department. Prof. Owusu highlighted how GIS applications are being used in Ghana’s fight against the COVID-19 pandemic.

The occasion was also used to present citations to former HoDs (Dr. Mrs. Esther Yeboah Danso-Wiredu, Dr. Ishmael Yaw Dadson, Prof. Augustine Quarshigah and Dr. Anthony Baabereyir), and the then Vice-Chancellor, Rev. Fr. Prof. Anthony Afful Broni. A campus map developed by the staff of the Department was also presented to the University Management. There was an exhibition of some geographic information systems and tools such as drones, and rock samples at the forecourt of the Jophus Anamuah-Mensah Conference Centre.

Commissioning of the Environmental and Geospatial Science Laboratory

The GIS Lab (formerly called) which had been in existence for a while, was officially commissioned and renamed as Environmental and Geospatial Sciences

Laboratory on 14th July, 2021. The Lab is purposed to enhance teaching and research in environmental and geospatial issues. The Lab has forty-two (42) desktop computers with fully licensed GIS software and applications to facilitate teaching and learning of the subject matter.

Formation and Inauguration of Geography Department Alumni Association

The Alumni Association of the Department was inaugurated. The newly nominated executives were sworn into office and tasked to organise their colleagues and all past students to mobilise support for the Department, foster cordial relationships and open up connections for lifetime opportunities.

Fun Games and Sporting Activities

The fourth day was reserved for fun games and sporting activities between the staff and students of the Department. The purpose of these activities was to create a sense of unity and togetherness among the staff and students. It was a good avenue for socialisation.

Tree Planting Activity

The fifth day which was the final day of the Geography Education Celebration Week was set aside for the planting of trees on the University Campus for the protection and conservation of the ecological integrity of the environment and to improve upon afforestation in the University. The programme got positive feedback from participants and the university community.

Career Guidance Programme for Students

A one-day career guidance programme organised by the Department in collaboration with German Development Cooperation (GIZ), for final-year students of the Department of Geography Education was held on 18th August, 2021. The programme sought to equip final-year students in preparation for work after school. The programme was attended by one hundred and nineteen (119) participants. It was facilitated by two (2) resource persons from GIZ namely Mr. Prince Oppong and Mr. Cleanlight K. Doku and one (1) Consultant by the name Mr. Emmanuel Woyome, a Career Coach / Human Resource Specialist. The programme ended with an ‘Open Forum’ to receive questions from participants. Students took turns asking questions to the resource persons to further clarify issues.

DEPARTMENTAL RETREAT

The Department organised three (3) day retreats at the Busua Beach Resort at Agona-Ahanta in the Western Region of Ghana from 10th - 13th March, 2022. The retreat was in line with the Department’s operational plan and the broader University Corporate Strategic Plan for 2019-2023. The retreat was used to develop new academic programmes.

Development of Additional Programmes of Study

The Department is developing new educational programmes of study as part of efforts to expand its contribution to national development. The New Programme Documents were submitted

to Academic Planning and Graduate Board respectively. The documents were subsequently returned for minor corrections and have been re-submitted for approval. They are:

- Master of Education (M.Ed) Tourism and Transport Studies
- Master of Philosophy (M.Phil) Tourism and Transport Studies
- Master of Philosophy (M.Phil) Climate Change and Disaster Risk Management
- Master of Philosophy (M.Phil) Geospatial Sciences
- Bachelor of Science (B.Sc.) Environment and Land use Planning
- Bachelor of Science (B.Sc.) Climate Change and Disaster Risk Management
- Centre for Coastal and Wetlands
- Doctor Philosophy (Ph.D) Geography Education

ACADEMIC WRITING WORKSHOP

The Department organised an academic writing series: Research Report Writing for the first year MPhil with Geography students on 20th June, 2022. The resource person was Prof. Kwabena Esia-Donkor, a lecturer at the University of Cape Coast. The workshop was intended to expose the students to topics that are pertinent to their research work.

RESEARCH DISSEMINATION WORKSHOP

A dissemination workshop titled “Towards a disability-inclusive urban transport system in Accra and Nairobi: A policy practice agenda (SITUATE),” was undertaken for key stakeholders.

A group of lecturers from the Department of Geography Education, University

of Education, Winneba (UEW), held a dissemination workshop at the North Campus Mini-Conference Room to present their findings of the research project,

The study sought to ascertain the level of knowledge of “trotro” operators regarding Ghana’s Disability Act.

Even though the Disability Act has been in effect for the past 15 years, none of the “trotro” operators with a minimum driving experience of 21 years involved in the study had any knowledge of it. The investigation discovered that “trotro” operators’ objection to modernising their buses to cater for People with Disabilities (PWDs) was not an act of defiance to the law, but rather a financial decision, as replacement would increase their operational costs.

The study established among others that of the various forms of transportation available in Accra, “Trotro” services was the most popular among commuters with disabilities. This was so owing to their inexpensive fares and accessibility. It, however, revealed a steep disparity

between existing transport services and knowledge of Ghana’s Disability Act, 2006, Act 715. Contrary to sections 23 to 30 of the Act, none of the buses examined had a ramp, audio-visual technology, signage, dedicated seat(s), or priority space for commuters with disabilities.

Wheelchair users were the most affected, as the high floor heights of buses required a constant request for assistance in joining or disembarking from buses. For visually impaired commuters, the absence of wayfinding aids also translated into a constant request for assistance from conductors in ascertaining their location or making a trip projection.

In line with the findings, the team recommended an educational outreach programme on disability and Ghana’s Disability Act for “trotro” operators to assist them to appreciate the realities of PWDs as valuable members of the community and create awareness on the legislative provision for PWDs in respect of transport delivery services,

DEPARTMENT OF HISTORY EDUCATION

The Department of History Education herein reports on annual happenings in the Department as follows:

ACTIVITIES

Educational Field Trip

As part of the Department's goals to enhance the historical insight of students reading the programme, the Department collaborated with the Association of History Students (ASHIS), to embark on an educational field trip to the Akyem Abuakwa Palace in the Eastern Region of Ghana. The objective for the trip was to enable students to have experiential knowledge of chieftaincy institutions in Ghana, their significance and contributions to the socio-economic development of Ghana's history.

Again, on April 8, 2022, another group of students embarked on an educational field trip to the Public Records and Archives Administration Department (PRAAD). The trip involved third-year undergraduate and first-year MPhil students who were taking a course in Historical Research Methodology and a Postgraduate Seminar respectively to get first-hand information on collections at PRAAD, procedures of accessing records

and general information on the relevance of historical research.

Visit to Norway

Four postgraduate students, Ms. Joana Amoakoa, Ms. Dorothy Agyapong, Mr. Seth Aduo, and Mr. Sule Halidu Bari on Saturday, January 3, 2022, as part of an exchange programme between the Department of History Education and the Norwegian University of Science and Technology left Ghana for Norway. The exchange programme is part of the NORPART Intercultural Mobility Programme which allows students in the two universities to share ideas and experiences in the study of history. The programme started in May 2017 and ended this year. Within this period, a total of ten postgraduate students from the Department of History Education benefited.

Under the terms of the Norpart 2016/10009 partnership for staff and students' mobility, the Department of Historical and Classical Studies (DHCS) at NTNU invited Mr. Eric Sakyi Nketiah as a guest speaker to make a presentation on the topic "Cultivating Intercultural Competence: Experience from Norpart 2016/10009 from the May 15-30, 2022. His visit

to Norway was to strengthen existing institutional cooperation between the two departments, and build new academic networks towards future educational and research cooperation/partnerships.

Invitation to attend a project workshop at Iwalehaus in the University of Bayreuth, Germany

Ms. Gertrude Nkrumah, a lecturer at the Department, was invited as part of a five-member Ghanaian team from UEW to attend a workshop at Iwalewahaus in the University of Germany from May 22-30, 2022. She served as an expert and participant in the workshop, "Exploring Visual Cultures".

Seminar Series

The Faculty of Social Science Education Seminars, which come off every Wednesday of the week continued to shape the academic works of members of the Department and the Faculty as a whole. Dr. Akwasi Kwarteng Amoako-Gyampah, a lecturer in the Department presented a paper at this semester's Faculty Seminar Series. The paper was 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."

A presentation on "future of secondary education series" organised by the mastercard foundation

Mrs. Anitha Oforiwah Adu-Boahen, a Senior Lecturer and Head of Department for History Education, was part of a team that worked on and disseminated findings on a Mastercard foundation project,

"Secondary Education in Africa: Preparing the Youth for the future." She and her team visited several radio and television station to share the findings from the research. Most of the discussion centred on the results and perspectives of young people, and recommendations on how secondary education can better prepare young people to succeed in the labour market.

STAFFING

The staff strength in the Department is as follows:

S/N	STAFF	FEMALE	MALE	NO.
1.	Senior Members (Teaching)	3	6	9
2.	Senior Staff	1	-	1
3.	Junior Staff	-	-	-
Total				10

Staff on Study Leave

Two lecturers in the Department have enrolled unto the Doctor of Philosophy programme in the University of Ghana, Legon. All these lecturers are doing well in their various fields.

ACHIEVEMENTS

- The Department received collections of books from two donors. They are in the person of Prof. Bea Lundt (Germany) and Neenyi Ackom Gyeedu (Ghana).
- The Department has been fostering relationships with various universities across the world. One such progressive arrangement is the exchange programme with the Norwegian University of Science and Technology (NTNU). This year, the last batch of

students in the NORPART project along with their lecturers Prof. John Kwadwo Osei-Tutu and Jon Olav joined our M.Phil students in the summer to read a course on Intercultural Perspectives on Atlantic History and Heritage. The course aimed to give the Norwegian and Ghanaian students a general introduction to Atlantic history and heritage, particularly the history and heritage of Afro-European relations in West Africa. The course involved students from various study programmes, including History, History Education, Archaeology, and Cultural Heritage Studies.

- The Department was privileged to have admitted its first batch of eight M.Phil. History students for the 2021/2022 academic year.
- Mrs Anitha Oforiwah Adu-Boahen has been selected to join a team of curriculum writers to develop a new History curriculum for the Senior High Schools (SHS) in Ghana. The team was in the process of drafting a new curriculum to meet the exigencies of the twenty-first century including other cross-cutting issues in education.

PROJECTIONS

- The Department is planning to bring back the Ghana National History Education Celebration (GNHD) and Community History Writing project which was put on hold as a result of COVID-19.
- The Department is planning to embark on an enrolment drive to enhance and increase students' numbers for the 2022/2023 academic year.
- Curriculum Development: The Department of History Education is in the process of developing a new programme, M.Phil. Public History, Structure in Public History. This is as part of its vision to merge with the Department of Political Science Education to form a faculty or a school. Additionally, the Department has set up a committee to develop additional courses in Gender History, Conflict and Diplomacy History, Economic History and Disease and Medicine History respectively. This is to help meet the Department's goal of providing students with alternative specialisations in learning history.

CENTRE FOR CONFLICT, HUMAN RIGHTS AND PEACE STUDIES

INTRODUCTION

The Centre, apart from its research activities, offers academic programmes on both full-time and part-time – regular, weekend and sandwich programmes. Currently, the Centre offers Master of Arts (M.A) Master of Philosophy (M.Phil) and Executive Masters Programmes.

Mission of the Centre

In line with the mandate of the University of Education, Winneba, the Mission of the Centre for Conflict, Human Rights and Peace Studies is to engage in teaching and research activities that generate **knowledge** to spearhead innovation and excellence in conflict resolution, human rights promotion and peace programming initiatives. **The Centre is** committed to the formulation and delivery of course contents that provide students with a range of knowledge, skills, and problem-solving abilities to lead human rights and peace programming within state institutions, inter-governmental organisations and not-for-profit organisations in Ghana and around the globe.

Vision of the Centre

The Centre seeks to be Ghana's premier centre of excellence and innovation in

teaching, research and programming in conflict resolution, human rights promotion and peace education with partners in West Africa and beyond.

In line with that vision, the Centre shall be proactive in:

- attracting, recruiting and retaining internationally acknowledged faculty with the requisite expertise and knowledge in human rights, conflicts and peace issues; formulation and delivery of course content that provides challenging, but rewarding academic experiences for students to lead innovation in the fields of conflict resolution, human rights promotion and peace education;
- empowering an interdisciplinary faculty with the expertise and holistic perspective for providing excellence in teaching, research, publication, curriculum development, scholarship, and community service to Ghana in particular and to the global community In general;
- supporting staff to be absolutely dedicated to the creation and sustenance of an organisational culture and conducive learning/research environment for students and faculty.

ACTIVITIES

Activities geared at achieving the corporate strategic plan

Enrolment Promotion

As part of the strategic plan to increase student intake and expand our programmes, Departmental flyers were published. Copies of flyers were distributed to the various security agencies. The Ag. Director, CHRAPS sought letters from the registrar, UEW, to empower Staff at the Centre to interact with institutions such as the Police Service, CHRAJ, Immigration Service, Local Government, Prisons Service, Customs, and fire service among others to create awareness about the availability of various programmes run at the Centre. Additionally, the Centre, during interactions sought areas of collaboration with these institutions.

Introduction of a New Academic Programme

In line with the strategic plan to diversify academic programmes, the Academic Board of UEW approved a proposal for the introduction of an M.Sc in Security and Intelligence Studies which has since been forwarded to GETEC for onward approval and implementation. The Centre also went for a departmental retreat on December 8-10, 2021, to design its PhD programme in Conflict, Human Rights and Peace Studies.

Peer Review Policy

The Centre its bid for a peer review policy constituted a committee to develop the peer review policy that encourages peer-review research among staff. The Committee has since submitted its report to the Centre for consideration, adoption and subsequent implementation.

STAFFING

S/NO.	STAFF	F	M	NO.
1.	Senior Members (Teaching) Full-time	-	5	5
2.	Senior Staff	1	-	1
3.	National Service Personnel	1	1	2
Total		26		8

- **Promotion:** One Senior Staff was promoted to the rank of Principal Administrative Assistant.
- **Staff requirements:** The Centre needs two (2) additional Lecturers in the area of conflict and human rights.

ACHIEVEMENTS

Grants Won

The Centre won a grant for a project titled “Promoting Effective Management of Ghana’s Western Borders.” The grant was funded by European Union Emergency Trust Fund for Africa worth 100,000 Euros.

Collaborative Research

The Centre pursued collaborative relations with CHRAJ based on which a Memorandum of Understanding (MoU) is being drafted. The aim is to complement each other’s efforts to advance and preserve human rights in Ghana. The areas of collaboration discussed included the development of a Human Rights curriculum for pre-tertiary education, training of CHRAJ staff, student internships, and joint research among others. Furthermore, the Centre is in talks with the Ghana Military Academy to set up a Centre for lectures within the premises of the Academy, to cater for potential students within the Accra and Tema catchment areas.

CENTRE FOR AFRICAN STUDIES

INTRODUCTION

This report covers significant activities that have been undertaken at the Centre for African Studies from June, 2021 to June 2022. These key activities have been undertaken in relation to the Corporate Strategic Plan of the University of Education, Winneba.

ACTIVITIES

African Union Day Celebration, 2022

The Centre joined all African to celebrate 2022 African Union Day on the theme “Strengthening Resilience in Nutrition and Food Security on the African Continent: Strengthening Agro-Food Systems, Health and Social Protection Systems, for the Acceleration of Human, Social and Economic Capital Development” on the 25th May, 2022.

Three main activities were carried out. These included:

- Radio discussion on the theme with a focus on food security in Ghana.
- A release of a press statement.
- Wearing of African / traditional attires by staff and students in the University.

Development of Research Agenda for the Centre

The Centre within the period framed the direction in which it will carry out its research activities. A major mandate of the Centre is to engage in research activities that will inform policies and practices to impact society. The Centre has thus planned to hold a retreat for further and detailed development of its research agenda from the 23rd September, 2022 to the 26th September, 2022.

Post Graduate Programmes

Within the period under review, the Centre fashioned out and submitted proposals for the commencement of M.Phil and M.A in African Studies programmes to Graduate Board through the Dean of the Faculty of Social Sciences Education. The document proposed three areas of specialisation. These areas are:

- Africa Cultures and Societies
- African Development Studies
- African Migration and Diasporan Studies

B.A. Religions and Moral Studies Education

The Centre received its first batch of B.A. Religions and Moral Studies Education students in the period under review. A total of 19 students registered for the programme.

Confirmation of Staff Appointment and Review of Status

Two Senior Members have had their appointments confirmed. One Lecturer was confirmed.

Departmental Seminar Series

The Centre has introduced a departmental seminars series to be held once a month. This programme is to serve as a platform through which staff will learn from one another while supporting one another's professional development.

The Centre had its maiden departmental seminar on the 26th July, 2022, with three exciting presentations from three lecturers.

STAFFING

The table below shows the staffing in the Centre

Staff	Female	Male	
Senior Members (Teaching)	2	8	10
Senior Members (Non-Teaching)	-	-	
Senior Staff	1	1	2
Junior Staff	-	-	-
Total	3	9	12

Staff Transfer

The Centre received a lecturer transferred from the Centre for Conflict Human Rights and Peace Studies effective 1st August, 2022.

Staff Resignation

A Lecturer resigned from the service of the University. This has further increased the workload of staff at the Centre regarding the teaching of African and Liberal Studies Courses.

ACHIEVEMENT

Grants and Travels

A staff of the Centre received a grant from the Association for the study of Middle and Eastern Africa to work on and present a paper on "Mediating Universal Human Rights in Local Context: The Role of Social Workers in Ghana" at the 15th Annual ASMEDA Conference in Washington D.C. to be held in November, 2022.

CHALLENGES

Office Space

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 discharge their responsibilities effectively.

DEPARTMENT OF POLITICAL SCIENCE EDUCATION

This report covers activities at the Department of Political Science Education from June 2021 to June 2022. The following key activities were undertaken during this period:

ACTIVITIES

- The Department went on a Retreat to: 1) design a PhD programme in Political Science Education; 2) develop three new BA programmes; 3) make preparations for the upgrade of the Department to a Faculty due to increasing student numbers and demand for new programmes.
- One (1) new Lecturer was recruited with another Lecturer reinstated.
- The appointments of a Lecturer and an Administrator have been confirmed.
- One Junior Assistant Registrar has been rotated to the Department.
- The M.Phil Political Science Education and M. ED Political Science programmes were successfully assessed by a team from the Ghana Tertiary Education Commission (GTEC).
- **Scholarships-** Two second-year M.Phil students, Mr Felix Tei and

Mr. Andrews Nartey Adamtey won scholarships. Mr Felix Tei won a scholarship (**Autumn Semester**) to study in Germany as part of a student exchange programme which is managed by the CIP. Mr. Andrews Nartey Adamtey on the other hand won a scholarship spanning May to June (**Autumn Semester**) to participate in a cultural and academic exchange programme in Hamburg, Germany. This again is a furtherance of the University's MoU with the University of Hamburg (German Academic Exchange Service).

STAFFING

S/N	STAFF	MALE	FEMALE	NO.
i.	Senior Members (Teaching)	17	2	19
ii.	Senior Member (Non-Teaching)	-	1	1
iii.	Senior Staff	-	1	1
iv.	Junior Staff	-	-	-
	Total	17	4	21

ACHIEVEMENTS

Conferences organised by the Department:

- On January 25, 2022, the Department for the second time organised a successful colloquium on the theme **“Three Decades of Democratic Practice in Ghana’s Fourth Republic: Reflections, Lessons and the way Forward.”** The event was held at the Seminar Room (Students Center) at the North Campus and was chaired by the Vice-Chancellor. The Special Guest was the Paramount Chief (Omanhene) of Esikado (British Sekondi), Nana Kobina Nketsia V. About thirteen (13) participants presented in the colloquium. Processes are underway to publish some of the papers presented in a special edition of the African Journal of Social Sciences Education.
- The Department organised a workshop on **“Qualitative and Qualitative Research”** for lecturers in the Department. The workshop aimed to equip lecturers to effectively and efficiently supervise and provide students (both undergraduate and postgraduate) with the needed research support to deliver quality research works. The speakers at the workshop were Prof. Issahaku Adams and Prof. Kumi-Kyeremeh. The Event was held at the Seminar room (Student Centre).
- A seminar (progress report) was organised for all continuing M.Phil. students on May 23–24, 2022, to enable them to present their project work.
- The Department embarked on a 3-day retreat from November 22–25, 2021, at Elmina Beach Resort, Elmina, to work

towards the upgrade of the Department to a faculty and introduction of a PhD programme.

- The Department received a microwave from the Political Science Students Association (2021).

PROJECTIONS

Introduction of a PhD programme

A committee was formed to design a PhD programme for the Department. The document has been duly prepared in accordance with the UEW Guidelines for introducing New Academic Programmes and the Ghana Tertiary Education Commission (GTEC) guidelines for Accreditation Application for a New Programme. The document has been submitted through the Dean, Faculty of Social Sciences Education to the Graduate Board/Academic Programmes Committee for consideration and approval since July, 2022.

Creation of Faculty of Political Science and History Education.

The Department is working with the Department of History Education to be upgraded into a Faculty. Documents have been prepared and submitted to the Dean, Faculty of Social Sciences Education to this effect. Three new programmes, namely, B.A Political Science (Public Administration), BA in Political Science (International Relations) and BA in Political Science (Comparative Politics and Development Studies). The programme documents have been developed and are undergoing internal review before being submitted to Academic Planning for consideration and approval.

FACULTY OF HOME ECONOMICS EDUCATION

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FACULTY OVERVIEW

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 as well as conduct research and influence policy on Home Economics Education in Ghana.

Vision Statement

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

LIST OF DEPARTMENTS

- Department of Integrated Home Economics Education
- Department of Food and Nutrition Education
- Department of Clothing and Textiles Education
- Department of Family Life Management Education

ACADEMIC OR RESEARCH PROGRAMMES OFFERED

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

- B.Sc. Family Life Management Education
- M. Phil Clothing and Textiles Education
- M.Ed. Clothing and Textiles Education (Sandwich)

NOTEWORTHY DEVELOPMENTS INCOME-GENERATING UNITS IN THE FACULTY

Food Production Unit (FPU)

The unit embarks on free catering services for university functions as well as restaurant and contract catering services 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)

Set up as a small section where garments were made for patrons in the university, it has now blossomed into a garment factory which generates income for the university. CPU makes the following:

- Academic apparel for the university and other sister institutions in the country.
- Embroidery work
- All other costumes
- Field experience for our students and other students from sister institutions

Workshop

In preparation for the End of First Semester Examination, the Faculty organised a workshop on May 26, 2022, to train National Service Personnel and staff on the rules and regulations of the UEW examination; invigilation expectations; the essence of invigilation; the role of the invigilators and what constitutes examination malpractice and its consequences.

The workshop was to school participants on their overall responsibilities as invigilators for the end-of-semester examinations.

PROJECTIONS

- We hope to recruit qualified staff to fill the positions of Laboratory Technicians (craft) and (machine repairers).
- We hope to strengthen our collaboration with Ghana Textiles Limited (GTP).
- We intend to train at least ten unemployed adolescents in the community every two years to acquire clothing and related skills.
- Continue with the enrollment drive to attract more undergraduate and postgraduate students into the Faculty.
- Expand the lecturer's capacity for research, publications, and grant-funded projects.
- Establish a Centre for Family Studies.
- Provide an expanded state-of-the-art laboratory for practical lessons.
- Rebrand the M.Phil. programme to meet university and international standards.
- Prepare and present a proposal for the mounting of a PhD programme in Family Life Management Education, Food and Nutrition Education, Clothing and Textiles Education and Integrated Home Economics.
- Address the issue of staff office and state-of-the-art equipment for practical courses
- Attract more senior academics to support teaching and learning in the faculty.
- The faculty will continue to pursue the terms and implementation of a collaboration with the Environment Protection Agency (EPA) of Ghana. The faculty courted a working collaboration with the EPA to enable students in the Department of Family Life Management Education to undergo attachment programmes in relation to a course titled Housing and Sanitation pending a favourable response.

DEPARTMENT OF INTEGRATED HOME ECONOMICS EDUCATION

INTRODUCTION

The Department of Home Economics Education was elevated to a faculty status with four (4) departments, including the Department of Home Economics Education in August 2020. The “mother” department, Home Economics was, therefore, rebranded and named Integrated Home Economics Education with an initial academic staff strength of four (4). This report covers activities in the Department of Integrated Home Economics Education from June 2021 to June 2022.

ACTIVITIES

- The Department held a three-day academic retreat from 14th to 16th July, 2022, at the Royal Lees Hotel, Tutu Akuapem, to develop new postgraduate programmes (Master of Philosophy and Master of Education Integrated Home Economics Education) which are yet to be submitted to the Academic Planning Committee of the University of Education for approval.
- The academic staff of the Department developed the course manuals, objectives, and contents for the postgraduate programmes (Master of Philosophy and Master of Education) Integrated Home Economics Education.

STAFFING

Staff	F	M	Number
Senior members (Teaching)	9	0	9
Senior members (non-Teaching)	0	0	0
Senior Staff	1	0	1
Junior Staff	0	0	0
Total	10	0	10

- **Staff on Study Leave-** one staff is on study leave at the University of Cape Coast (UCC)
- **Promotions-** No staff member was promoted during the period under review.
- **Staff requirements-** Five (5) additional lecturers are required in Food & Nutrition, Clothing & Textiles and Family Resource Management.
- Four (4) additional non-teaching staff – one (1) Administrative Assistant, two (2) Departmental Assistants, and two (2) Laboratory Technicians are required for the smooth running of the Department.

ACHIEVEMENTS

Conferences/Webinars/Workshops Attended

- The Department organized a three-day academic retreat from 14th to 16th July 2022, at Royal Lees Hotel, Tutu-Akuapem to develop a new programme for postgraduate programmes (Master of Philosophy and Master of Education) Integrated Home Economics Education and all teaching and non-teaching staff participated.

PROJECTIONS

- The Department hopes to procure laptops and LCD projectors to enhance its teaching and learning activities.

- The Department intends to collaborate with industries, research institutions

and other departments in the faculty to develop joint research proposals for funding.

DEPARTMENT OF FOOD AND NUTRITION EDUCATION

INTRODUCTION

The Department of Food and Nutrition Education was established in August 2020. This report covers the period from June 2021 to June 2022.

ACTIVITIES

- Academic staff developed course descriptions, course objectives, and course contents for a new programme (BSc. Catering and Hospitality Management Education) to be offered by the Department. The programme has been vetted by the Academic Planning Committee (APC) of the University of Education, Winneba (UEW). The concerns raised at APC have been worked on and the revised programme document submitted to the Chairman of APC through the Dean of the Faculty.
- Academic staff developed course descriptions, course objectives, and course contents for a new programme (Diploma in Food and Nutrition Education). The programme has been submitted to the APC. The Department is awaiting feedback from the APC.

STAFFING

Staff Strength

Staff	F	M	No.
i. Senior Members (Teaching)	9	2	11
ii. Senior Members (Non-Teaching)	-	-	-
iii. Senior Staff	1	-	1
iv. Junior Staff	6	1	7
Total	16	3	19

Staff on study Leave

Mrs. Adwoa Nyantakyiwaa Amoah is on study leave, pursuing her Ph.D. at Zhengzhou University in China, Ms. Evelyn Efua Panyin is on study leave, pursuing her Ph.D. at Leeds University in the United Kingdom. Ms. Janet Agyarkwaa Oti is on part-time study leave, pursuing her Ph.D. at the University of Cape Coast, Ghana.

Promotions

Ms. Wakila Ama Nasira was promoted from Cook to Senior Steward.

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 Ghana Standards Authority, Food and Drugs Authority, Windy Lodge, Gloria Aka Hotel, and Restaurant to enhance research within the Department and enable students of the Department to have industrial attachment with these bodies.

DEPARTMENT OF CLOTHING AND TEXTILES EDUCATION

INTRODUCTION

This report covers activities carried out in the Department of Clothing and Textiles Education spanning the period June, 2021, to June, 2022.

ACTIVITIES

- Prepared the departmental procurement plan for 2022
- Prepared the strategic plan for the 2021/2022 academic year
- Prepared strategic plan implementation report for the 2020/2021 academic year
- Prepared the Department's operational plan for the 2021/2022 academic year
- Made the budgetary input for the 2021/2022 academic year
- Held a Departmental meeting on 25th October, 2021, to evaluate the second semester of the 2020/21 academic year
- Departmental meeting on November 2, 2021, to discuss second-semester results
- Staff participated in a faculty retreat in December 2021
- Freshers were given orientation with continuing students welcomed back to school to commence the first semester

of the 2021/2022 academic year on January 12, 2022.

- Held a Departmental meeting on 9th February, 2022, to discuss course outlines and other activities outlined for the first semester.
- Lectures began on 3rd March 2022.
- Lecturers went on internship supervision between March and April, 2022.
- Mid-semester examinations took place from April 9 to 14, 2022.
- Met with GTP to submit a proposed MoU on May 25, 2022.
- Staff participated in faculty examination workshop on May 26, 2022.
- Students were given orientation on examination on May 27, 2022.
- Postgraduate students visited Ghana Standard Authority on an academic field trip on May 31, 2022.
- First Semester Examination for 2021/2022 academic year began on June 1 and ended June 17, 2022.
- Departmental meeting on June 21, 2022, to evaluate first semester ,2021/22 academic year.

- Departmental meeting on July 8, 2022, to discuss first semester 2021/2022 academic year results
- Departmental meeting on July 18, 2022, to discuss course outlines for the second semester 2021/2022 academic year
- Lectures began on July 11, 2022, for second semester 2021/2022 academic year.

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
Total	7	-	7

Staff on study Leave

Ms. Jacqueline Ogoe is on part-time study leave, pursuing a Ph.D. in Fashion Design Technology at the Kwame Nkrumah University of Science and Technology.

Completion of Ph.D. Programme

Ms. Rosemary Quarcoo completed a Ph.D. in Curriculum and Teaching from the University of Cape Coast (2021).

Notification for Further Study

Mrs. Mercy Ampofowah Osei notified the University of her pursuit of a Ph.D. in Fashion and Textiles Technology at the Kwame Nkrumah University of Science and Technology.

Staff requirement

Two sewing laboratory technicians are urgently required in the Department's laboratory and the clothing production unit respectively.

Promotions

One Senior Staff and Junior Staff's appointments have been regularised.

ACHIEVEMENTS

Workshop Organized for Staff of the Department

A two-day departmental workshop on cosmetology was organized from 13th-14th July, 2022 (Pictures to be attached)

Research

The Department concluded its research project on 'Acceptability of Cloth Nose Mask Produced in a University Community in Ghana to improve upon the production of such at its production unit.

Courses Developed

A proposal to run skill short courses in Clothing and Textiles at the Clothing Production Unit (CPU) has been developed and submitted to Academic Planning Committee (APC) for consideration and approval.

Conferences, Webinars/ Seminars

All four senior members and one senior staff presented a paper titled 'Acceptability of Cloth Nose Mask Produced in a University Community in Ghana' at the 6th Social Sciences Biennial Conference, University of Education, Winneba from July 20-21, 2022.

Two Senior Members participated in Creative Arts Conference, University of Education, Winneba-Central Campus on July 20-21, 2022.

A member attended and presented a paper titled **‘Elements of Culture as a Source of Inspiration for Designing Textiles and Fashion for Marriage Rites in Ghana’** at the Creative Arts Conference, University of Education, Winneba-Central Campus from July 20-21, 2022.

A member attended and presented a paper titled **‘An assessment of Clothing Production Skills Among Clothing and Textile Graduates in Ghana’** at the Ireland International Conference on Education (IICE), Ireland- Virtual Conference from April 26-28, 2022.

A member attended and presented a paper titled **‘Use of Nose Masks Among Children During The COVID-19 Pandemic: Views of Parents in an Academic Environment in Ghana’** at the

8th Annual Africa Conference, Tennessee, USA-virtual conference on April 7-9, 2022.

A member attended and presented a paper titled **‘An Evaluation of the Conduciveness of Senior High School Clothing and Textiles Classroom Environment’** at the London International Conference on Education (LICE), London-Virtual Conference on November 22-24, 2021.

PROJECTIONS

- We hope to recruit qualified staff to fill the positions of laboratory technicians (craft) and (machine repairers).
- We hope to strengthen our collaboration with Ghana Textiles Limited (GTP).
- We intend to train at least ten unemployed adolescents in the Winneba community to acquire clothing and its related skills every two years.

DEPARTMENT OF FAMILY LIFE AND MANAGEMENT EDUCATION

INTRODUCTION

The Department of Family Life Management Education is one of the four Departments under the Faculty of Home Economics Education, University of Education, Winneba. The Department of Family Life Education was created out of the then Management in Living Unit in the 2020 academic year. As a department on its own, it services the other departments (Food and Nutrition Education, Clothing and Textiles Education and Integrated Home Economic Education).

Vision Statement:

To be a Centre of Excellence in Ghana and beyond for empowering students to acquire, demonstrate and articulate valued knowledge, skills and competencies in Family Life Management Education that will support them, as life-long learners to professionally participate efficiently in and contribute to growth and development of the educational industry practising the core values in the mandate of the University of Education, Winneba.

Mission Statement

To prepare and turn out professionals including educational professionals recognized for the excellence, quality and significance of their scholarship, research, service, outreach, and leadership, influence policy in Family Life Management Education, Home Economics Education and in education generally in the competitive educational industry.

ACADEMIC PROGRAMMES

Currently, the Department runs:

- B.Sc. Family Life Management Education (Regular).
- M.Ed. Family Life Management Education (Sandwich).
- M.Phil. Family Life Management Education (Regular).

Proposed New Programmes

The Department, after interaction with stakeholders and needs assessment has structured the, following programmes to be presented to Academic Planning Committee.

- Domestic Violence Management Education.
- Social Work Management Education.
- Diploma in Family Life Management Education (Sandwich).

ACTIVITIES

Viva Voice

The Department organised a viva voice for three M.Phil. students on the 7th of April, 2022.

Workshop

On the 21st April 2022, the Department organised a workshop to put finishing touches to two programme being structured (Social Work and Domestic Violence Education Programmes) to be run by the Department. On the same day (21st April, 2022); the Department instituted its departmental seminar series for both staff and students.

Maiden Seminar Presentation

On 5th May, 2022; the Department organised its first seminar presentation. Two members of the Department (Dr. Theresa A. Amu, a staff and an MPhil student, John Larbi Ashiley) presented.

Submission of Proposals for New Centres

The Department submitted proposals for a Centre for Family Studies and for Solid Waste Management on the 16th May, 2022.

STAFFING

Staff Strength

	Staff	F	M	No.
i	Senior Lecturers	2	0	2
ii	Assistant Lecturers	2	1	3
iii	Senior Members (Non-teaching)	-	1	1
iv	Senior Staff	2	-	2
v	Junior Staff	1	-	1
	Total	7	2	9
i	Staff on PhD programme	2	0	2
ii	Staff that have completed PhD programme	1	0	1
	TOTAL	2	0	2

Staff on Part-Time

Miss Ophelia Quarthey, a Senior Lecturers on retirement from the University was granted a one-year part-time contract for the 2022/2023 academic year.

ACHIEVEMENT

- The Department has instituted a seminar presentation day and time when graduate students and staff do presentations.
- With the help of the Dean, the Department has gotten shared office accommodation for three staff.
- The Department has reactivated its Radio Programme, Efisim on Radio Windy Bay.
- One of the staff members (Mr. Eugene Adu Heneku) has been nominated to be the faculty representative at IERIS.
- The Department, in collaboration with the Food and Nutrition Education Department, has presented a proposal to the Academic Planning to jointly mount a programme titled Catering and Hospitality Management.
- The Department has established a working relationship with the Community Development Technical Vocational Institute at Pamfokrom which has resulted in the institute inviting lecturers in the four (4) departments of the faculty to support their staff in the practical assessment of their students.
- The Department has established a working collaboration with the Ghana Police Service, Winneba command. This has resulted in the structuring of a Domestic Violence Management

Education Programme to be submitted to the Academic Planning Committee of the University for consideration.

- The Department has established a working relationship with the Social Welfare Unit of the Effutu Municipal Assembly which has also resulted in the structuring of a Social Work Programme (still at the draft stage). Students from the Department will also be allowed to do attachment programmes with the unit after finalising the Memorandum of Understanding (MoU) with the unit.
- The Department has graduated 3 Masters students, (2) for M.Phil. and one (1) for M.Ed.

CHALLENGES

- Out-dated laboratories and equipment for practical lessons.
- Low student numbers.
- Limited staff accommodation.
- Limited space for practical courses.
- Need for graduate assistants to support work in the Department.

PROJECTIONS

- Continue with the Enrollment drive to attract more undergraduate and postgraduate students for the Department.
- Expand the lecturer's capacity for research, publications, and grant-funded projects.

- Establish a center for Family Studies.
- Provide an expanded state-of-the-art laboratory for Practicum in Family Living.
- Rebrand the M.Phil. programme to meet university and international standards.
- Prepare and present a proposal for the mounting of a PhD programme in Family Life Management Education.
- Address the issue of staff office and the provision of state-of-the-art equipment for practical courses
- Attract more senior academics to support teaching and learning in the Department.
- Augment equipment and furniture for the Department.
- The Department courted a working collaboration with the Environment Protection Agency of Ghana to enable students in the Department to undergo attachment programmes in relation to a course titled Housing and Sanitation.
- The Department is preparing proposals for a laundry, a cleaning agency and an infant care centre to serve the university community and its environs.
- The Department has developed a research proposal to conduct a study on the eco-friendly practices of hotels in the Central Region of Ghana.



FACULTY OF **FOREIGN LANGUAGES EDUCATION**

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FACULTY OVERVIEW

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, 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

To be a recognised Faculty for excellent teacher education and research in foreign language education.

Mission

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 languages 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 area:

- B.A English Education
- B.A French Education
- B.A Linguistics Education.

- M.Phil Applied Linguistics
- M.Phil Teaching English as a Second Language
- M.Phil English Language Education
- M.Phil French Language Education.
- Ph.D in Applied Linguistics
- Ph.D in English Language
- Ph.D in French Language

The following are programmes run on a sandwich basis:

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

NOTEWORTHY DEVELOPMENTS

Conferences

Research seminar presentation for the Faculty of Foreign Languages at the Royal Lee's Hotel, Akuapem from 25th to 28th November, 2021. This is an annual event

the Faculty organises to give members an opportunity to present their research papers and publications for peer review.

Faculty Peer Review Committee

A Faculty Peer Review Committee has been set up to work on a peer review document.

PROJECTIONS

- The establishment of a Centre for Language Proficiency and Research is in its final stages, awaiting the decision of Management.
- There are plans to expand postgraduate studies and output in the faculty.
- The Faculty intends to intensify the Faculty Enrolment Drive to increase student enrolment.
- The Faculty will continue to strategise on the branding and visibility of the Faculty to increase its profile.

DEPARTMENT OF ENGLISH EDUCATION

INTRODUCTION

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

At present, the Department offers a wide range of courses in English Language, Literature in English, and Pedagogy at B.A., M.A., MPhil and PhD degrees.

ACTIVITIES

- Support staff to conduct research and projects with staff from universities locally and internationally.
- Identify and explore avenues for collaborative research with scholars from external institutions.
- Organise quarterly symposiums, workshops, and conferences for dissemination of research activities and critical issues in English studies
- Equip and support staff to sharpen research skills and disseminate finding at conferences within and outside the country.

- Establish and maintain contact with established scholars and senior academics.
- Create and sustain an excellent academic culture for students and staff in the Department.
- Strengthen the existing bond between staff and students in the Department

STAFFING

Staff	F	M	TOTAL
Professors	0	0	
Associate Professors	1	1	
Senior Lecturers	6	2	8
Lecturers	3	7	10
Assistant Lecturer (Part-Time)	1	0	1
Lecturers (Part-Time)	0	0	
Senior Lecturer (Part-Time)	0	0	
Associate Professor (Part-time)	0	0	
Junior Assistant Registrar	1	1	
Senior Departmental Assistant	1	1	
Total	11	11	22

Currently, the Department has ten (10) national service persons.

STAFF DEVELOPMENT ACTIVITIES

- Three (3) male lecturers are on study leave to pursue a PhD programme.
- Two (2) female lecturers have been granted partial study leave to pursue a PhD programme.
 - » Staffing requirements: More lecturers **are** needed to beef up teaching staff for postgraduate studies.
 - » Staff on Sabbatical Leave: One
 - » Staff on sabbatical appointments in the Department: Nil

COLLABORATIVE RESEARCH PROJECTS/PROGRAMMES BEING CARRIED OUT BY THE

Departments, Units and Section

- Organized graduate seminars for graduate students in the Department.
- Staff members attended one (1) retreat organized by the Faculty.

SERVICE TO THE COMMUNITY

The Department engages in outreach programmes:

- Staff members teach courses for IEDE distance programmes.
- Staff also writes course modules for IEDE distance programmes.
- The staff of the Department organise in-service training for teachers in the selected secondary schools in Asamankese, Gomoa Potsin, and Assin Mankraso.

VISITS/EXCURSIONS

- The Department embarked on an educational trip to the Great KOSA Technological Institute, Gomoa Mpota in the Central Region of Ghana on Friday, 4th August 2022. The trip formed part of the ENG 482 Postcolonial Literature, a Level 400 course which espouses African values and seeks to reconstruct the Western World's stereotyped images created Africans and the East.

EXHIBITION/PERFORMANCES

The Association of English Students (ASSENS) organized Poetry performances and debates.

PROJECTIONS FOR THE NEXT ACADEMIC YEAR

- The Department hopes to expand the sandwich programme to include specialization in Literature, Language, and Pedagogy.
- Increase in the number of students for MPhil Top-up.
- Departmental conferences on regular basis.

DEPARTMENT OF APPLIED LINGUISTICS

ACADEMIC PROGRAMMES

The Department of Applied Linguistics offers both undergraduate and postgraduate programmes. These include:

- B.A. Linguistics Education
- M.Ed. (Teaching English as a Second Language) TESL by Sandwich
- M.Phil. Top-Up (Teaching English as a Second Language)
- M.Phil. Regular (Teaching English as a Second Language)
- M.Phil. (Applied Linguistics)
- PhD (Applied Linguistics)

ACTIVITIES

Activities geared at achieving Corporate Strategic Plan (2019-2023)

- Pursuant to Goal 17 of the Sustainable Development Goals (SDG) of the United Nations which aims to strengthen the means of implementation and revitalising the global partnership for sustainable development, the Department wrote proposals to the **Department of Applied Linguistics & ESL, Georgia State University, USA** and the **Department of English Language and Applied Linguistics, University of Reading, UK**, for research

partnerships and collaborations. The Department is yet to receive responses.

- The Department has established a monitoring mechanism for faculty research seminars and workshops for postgraduate students.
- The Department has institutionalised 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 supported the development of innovative approaches to teaching and learning at the Department.
- The Department provided opportunities for Senior Members to pursue professional and terminal degrees in well-recognised institutions.
- The Department established learner-friendly environment during instructional processes.
- 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 on different topics relating to their research areas at the weekly seminars organised by the faculty.

Theses presentation

The Department continued with the weekly presentations for regular post-graduate Ph.D. and M.Phil. students to fine tune their theses and offer relevant suggestions and comments to help them write better theses.

Research seminar

A research seminar presentation for members of the Faculty of Foreign Languages and the School of Communication and Media Studies at the Royal Lee's Hotel, Tutu, Akuapim, was organised from 25th to 28th November, 2021.

Faculty mentorship workshop

In the period under review members attended the faculty mentorship; a prerequisite for faculty development towards the achievement of UEW's corporate staff development, on 11th March, 2022.

Meeting with the Dean, Centre for International Programmes

The Dean of Centre for International Programmes had an interaction with the Dean and Heads of Department

within the faculty from 23rd to 25th February, 2022, on the identification of international programmes, and marketing of these programmes to attract potential students as well as creating new programmes to make UEW very competitive.

STAFFING

The staff strength of the Department as at June, 2022, is presented below:

Staff		F	M	Total
i.	Senior Members	4	5	9
ii.	(Teaching)	-	-	-
iii.	Senior Members	1	1	2
iv.	(Non-teaching)	-	-	-
v.	Senior Staff	-	1	1
vi.	Junior Staff	-	2	2
	National Service Personnel Part-Time			
Total		5	9	14

Study Leave

One Senior Member returned from study leave from the University of Hong Kong, Hong Kong.

Promotions

One Senior Member was promoted to the rank of Senior Lecturer.

Staff requirement

The Department needs, at least, two lecturers; one in **Phonology** and the other in **Syntax and Semantics**. The lecturer who has been teaching Ph.D. students **Syntax and Semantics** retired in September 2022, and therefore can only work as a part time lecturer.

ACHIEVEMENTS

- The Department submitted documents on the Master of Philosophy in Teaching English as a Second Language M.Phil. TESL (Regular) and B.A Linguistics Education programmes to the Ghana Tertiary Education Commission (GTEC) for re-accreditation.
- There was a proposal for research partnership and collaboration between the Department and Georgia State University, Department of Applied Linguistics and ESL, USA.
- One Ph.D. candidate successfully defended her thesis and awaits graduation.
- The Department created avenues for socialisation and recreation amongst students and staff.
- Two Ph.D. students had their viva, and they were successful. The students were given six (6) months to effect corrections and submit their final theses.

PROJECTIONS

- Eighty-five (85) MPhil Top-Up and twenty-eight (28) MPhil Applied Linguistics students, and fifty (50) M.Ed. students would hopefully graduate in the 1st Session of the 27th Congregation.
- The Department is in the process of identifying strategic areas for

international collaboration and partnership with stakeholders.

- The Department intends to train members on emerging trends in curriculum and instructional design to develop innovative approaches in teaching and learning.
- Preparations are underway to introduce a two-year Diploma in Linguistics and English, French, and Ghanaian Language Education for WASSCE students with D7 in Core Mathematics. Those who perform well could then proceed to study the degree programmes.
- Support would be provided for the training of Senior Members, Senior and Junior staff for professional and terminal degrees in recognised institutions.

CHALLENGES

- Difficulty in students' course registration on ITS portals
- Difficulty in logging into 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



INSTITUTE FOR EDUCATIONAL RESEARCH AND INNOVATION STUDIES

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INSTITUTE OVERVIEW

INTRODUCTION

The Institute for Educational Research and Innovation Studies was established in the year 2013 to play leading roles in educational research and innovations in the University of Education, Winneba. Its mandate is to conduct research into the practice of basic education, education management and leadership, and educational policies at the institutional and national levels. The Institute's vision is to be a Centre of Research Excellence for Educational Development in Ghana and Africa.

Its mission is to promote a culture of research and innovation, the development of human resources in educational research, and the use of evidence-based information in the practice and formulation of educational policies. The Institute for Educational Research and Innovation Studies is made up of three departments namely: Centre for School and Community Science and Technology Studies (SACOST); National Centre for Research into Basic Education (NCRIBE); and Centre for Educational Policy Studies (CEPS). These departments have specific mandates.

OBJECTIVE

- Build research teams through partnership with other organisations to create innovative approaches to addressing societal and institutional challenges through research.
- Participate in collaborative research, locally and internationally.
- Conduct research into the practice of basic education, education management and leadership and educational policies and innovation at the institutional and national levels. Conduct research into the integration of indigenous/community and western knowledge systems. Provide mentoring and other training opportunities for post- graduate students.
- Promote postgraduate education, especially Doctoral Research Studies, through a unique PhD programme which will focus on innovation and change. This proposed flagship postgraduate research programme will promote research and serve as a springboard for sponsored and collaborative research that could attract funding from local and international funding organisations.
- Supports the University through seminars and workshops, in

collaboration with the School of Graduate Studies (SGS), for graduate student supervisors. The topics cover all aspects of research for graduate students and the relationship between students and supervisors as well as building the capacity of supervisors to effectively supervise students' theses and academic publications.

RATIONALE FOR THE RESEARCH PLAN

The rationale for IERIS research plan is to:

- Contribute to the development of research strategies in the University
- Raise funds in support of research activities as appropriate
- Engage with technology and knowledge transfer as appropriate to research and development
- Lead and develop external networks with other research institutions and leading thinkers in the field of educational research

ACTIVITIES / FOCAL RESEARCH AREAS

The broad research areas of IERIS are: educational policy and practice, school community science and technology, and basic education development and research.

COLLABORATION/PARTNERSHIP

IERIS seeks to develop networks with internal and external institutions such as research institute, industry, professional think tanks and other stakeholder of funding and research initiative to foster

collaboration and generate income. The research collaboration of IERIS is as follows:

- National Teaching Council (NTC)
- Transforming Teaching, Education & Learning (T-TEL)
- Ghana Tertiary Education Commission (GTEC)
- Plan Ghana
- Volvo Research and Education Foundation, Sweden
- Ghana National Association of Teachers (GNAT)
- National Association of Graduate Teachers (NAGRAT)
- United States Agency for International Development (USAID)
- Japanese International Cooperation Agency (JICA)
- United Nations Educational Scientific and Cultural Organisation (UNESCO)
- United Nations Children's Fund (UNICEF)
- Ghana Education Service (GES)
- Department for International Development (DfID)
- Norwegian Directorate for Higher Education and Skills.

DISSEMINATION

- The research plan of IERIS entails disseminating conceptual and data-based information to a wide variety of audiences using appropriate media and methods such as seminars, workshops and conferences to promote understanding and impact educational policy and practice.

STAFFING

Staff	F	M	No.
Senior Members (Professorial Researcher)	0	1	1
Senior Members (Non-Teaching)	0	1	1
Senior Staff	2	0	2
Junior Staff	0	0	0
TOTAL	2	2	4

ACHIEVEMENT

- IERIS held a four (4) day retreat workshop at Anomabu Beach Resort from Tuesday, October 5, 2021 to Friday, October 8, 2021 to discuss how to sustain the Institute. Some of the presentations made included grantsmanship, networking and team building, researching policies in education, Research Fellows' roles, responsibilities and requirements, Work plans of the centres for the 2022 academic year and practical sessions on data collection using modern techniques.
- A workshop on Research Workplan was also organised for staff of the Institute, out of which was drawn Research workplans for the Institute and Centres for 2022-2025 academic year.

- IERIS, also in partnership with other departments submitted four proposal to a VREF programme on Mobility and Access.
- IERIS also submitted a proposal to Norwegian Directorate for Higher Education and Skills on Centre of Excellence for Indigenous Languages Education, Research and Advocacy (CEILERA) in April, 2022. The Institute is yet to receive a response.

CONCLUSION

Research is critical to achieving local, national and worldwide development goals. Universities have a significant stake in this effort. IERIS has emphasized its commitment to conducting cutting-edge research that is relevant to national and international development goals. This is expected to establish UEW as a university that fulfills its mission of research excellence and societal relevance. The IERIS research plan will not only contribute to the University's visibility and relevance but also to national and global agendas.

NATIONAL CENTRE FOR RESEARCH INTO BASIC EDUCATION (NCRIBE)

INTRODUCTION

The National Centre for Research into Basic Education (NCRIBE) was established in 2006 in conjunction with the Ministry of Education and Ghana Education Service with the mandate of conducting evidence-based research in Basic Education to inform and engage national and international audiences in best practices of delivering Basic Education. NCRIBE is one of the three centres, together with the Centre for Educational Policy Studies (CEPS) and Centre for School and Community Science and Technology (SACOST) which was amalgamated in 2013 to form the Institute for Educational Research and Innovation Studies (IERIS). The vision and mission of NCRIBE are as follows:

Vision

To be a research and documentation center in the promotion of Basic Education through engagement with key educational stakeholders in Ghana and beyond.

Mission

To conduct national and international research into Basic Education and use evidence-based information to engage

national and international audiences in the best practices for the provision of basic education.

OBJECTIVES

- To conduct research and serve as a documentation centre on issues relating to Basic Education in Ghana.
- To promote research partnership with Government and other relevant agencies in Basic Education in Ghana.
- To serve as a training centre for young researchers to develop and build their capacity in research.

ACTIVITIES/FOCAL RESEARCH AREAS

NCRIBE ethos of “research without boundaries in basic education” relates to the following issues:

- Access to education
- Quality education
- Management of education
- Education and health
- Equity and inclusivity in education
- Teaching and learning standards in education
- Learning outcomes
- Supply and demand of education
- Early childhood curriculum

- Emotional intelligence
- Language education
- Assessment
- Teacher licensure
- Supported teaching in schools, etc

STAFFING

Staff	F	M	No.
Senior Members (Research Fellows)	0	4	4
Senior Members (Non-Teaching)	0	0	0
Senior Staff	0	0	0
Junior Staff	0	0	0
TOTAL	0	4	4

- **Staff on Leave:** There is no staff on leave at present
- **Promotion:** One Senior Member has applied to the rank of Associate Professor
- **Staff Requirement:** Three (3) additional staff at the level of Research Fellow will be needed
- **Achievement:** Since June, 2022, NCRIBE in collaboration with three Teacher Unions and six Municipalities/

Districts in the Central Region conducted a research aimed at Improving Learning Outcomes in Basic Schools.

- **Donation Received:** NCRIBE received stationary from the University of Education, Winneba Credit Union in support of the World Teachers' Day
- **Publication Figures:** 1
- kwegyir-Aggrey, Peter, Yelkpieri, Daniel, Pajibo, Edison, Dzikunu, Cosmos, Dade-Ansah, Seth & Asare, Samuel (2022). Basic School Project: Baseline Study of Out-of-School Youth along the Winneba Beach. **Education Research Journal**. 12 (4) 31-38
- **Projections:** NCRIBE hopes to expand the World Teachers' Day to six additional Districts and Municipalities in the Central Region.
- A research on Time-on-Task among basic school teachers is also expected to be conducted in Winneba and 11 additional Municipalities/Districts.

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 was to promote the development of STEM through researches into indigenous activities and development of teaching and learning materials (TLMs) that could have scientific concepts for contextualized teaching and learning science and technology in African schools.

Vision

SACOST was set up with the vision of promoting interdisciplinary research and development activities related to science and technology in indigenous, informal and formal manufacturing industries in order to improve Science and Technology education on the African continent.

Mission

The Centre's mission is 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. The Centre became one of the three Centers pulled together to form the Institute for Educational Research and Innovation Studies (IERIS) which was established in 2013.

ACTIVITIES UNDERTAKEN DURING THE PERIOD

- Formation of research working group
- In order to carry out SACOST activities, expert knowledge is required and as a result the HoD contacted some faculty members who have been working with the former HoD, Prof Kolawole Raheem to form a research working group to run workshops on contextualizing science and mathematics teaching at the basic schools. The group also developed proposals for research on STEM and assist in developing and producing teaching and learning materials on science, mathematics and indigenous knowledge. However, following the appointment of a new director to IERIS, he saw the need to

recruit more faculty members who are interested in research work to join the 3 departments in IERIS. The director is taking steps to ensure that their relationship the institute and for that matter the various departments are formalized.

- Celebration of SACOST Day on World Science Day, November 9-10, 2021. The day was celebrated on the theme **SACOST- The journey so far**. The event showcased and documented SACOST productions and achievements. The day provided an opportunity for founders in the persons of Prof. Jophus Anamuah-Mensah, Prof. Kolawole Raheem and Mr. Stephen Dennis to brief members present of the initial vision For establishing SACOST. The day was preceded by science quiz competition and exhibition on November 9th, 2021, for students from five selected Junior High Schools within the Effutu Municipality.
- Celebration of World Environment Day, June 3, 2021. The WED is celebrated every 5th June each year to draw people's attention to the need to preserve the environment. Since, the WED was a big programme and could not be organized by SACOST alone, other organisations and departments of the University were brought on board as collaborators to support the efforts of SACOST. They included:
 - » Shape Attitude Ghana
 - » Ghana Education Service
 - » Office of the Dean of Student Affairs
 - » Department of Theatre Arts, and
 - » Department of Graphic Design

The day was observed on the 3rd June instead of 5th because it was Sunday. On the day for the celebration of WED, all the school pupils with their teachers from the ten selected schools numbering 100 led to the stream at North Campus, At the riverside, resource persons, in the persons of Mr. Emmanuel Kagye and Miss Rubby Yayra, took turns to brief the school pupils about the importance of water bodies to the lives of human beings and the need to preserve them. Both resource persons were graduate students on their M.Phil programmes in the Biology Department in the Science Faculty. In the lecture, they emphasized on aquatic live, the flora and fauna around the rivers that also preserve the water bodies. The pupils listened enthusiastically and asked questions for clarifications and also answered questions from the resource persons.

After this section, a procession begun from the traffic light through some of the principal streets with a brass band music to the IERIS. They danced to the brass band music as they displayed their placards which had various messages for the general public such as "Matters of the environment is everybody's business. So get involved"; "Keep your surrounding clean", among others.

The afternoon section was a round table discussion that took place at the conference room of IERIS at 3.00 pm. The panelist were; Mr. Wonderful Baisie Ghartey and Mrs. Susanna Martinson. The programme was covered live and hosted by one of the presenters of Radio Windy Bay.

INTERNATIONAL PARTNERSHIPS

SACOST-IERIS on November 5th, 2021, signed a memorandum of Partner Engagement with Prof. George Sefa Dei of University of Toronto, Canada. The two institutions went further to embark on a project titled: **The Global South Knowledge Hub for Race, Indigeneity and Social Justice Education**. The proposal was jointly submitted to Social Sciences and Humanities Research Council (SSHRC) for funding by Prof. George Sefa Dei on behalf of SACOST-UEW, CIARS, University of Toronto, Canada and RacismoMX, Mexico. This partnership is being formalized through Memorandum of Understanding (MOU). SACOST Research Agenda or plan prepared to guide the activities of the Centre.

COLLABORATIVE ACTIVITIES

SACOST in collaboration with the other centres in IERIS engaged in the following activities:

- SACOST collaborated with other centres of IERIS and Faculty of Social Science Education to develop a number of proposals on academic short courses for young scholars in sub-Saharan Africa under the VOLVO Foundations Mobility and Access in African Cities. At least one of the proposal was won.
- PhD Programme of IERIS. A doctor of Philosophy Degree (PhD) in Educational Policy, Innovation and Change (EPIC) Programme has been developed and submitted.

PUBLICATION

Kwegyir-Aggrey, P., Yelkpieri, D., Pajibo, E., Dziku, C.K., Dade-Ansah, S. and Asare, A. S. (2022). Beach school project: Baseline study of out-of-school youth along the Winneba Beach. **Education Research Journal**, 12, 4, pp.31-38.

STAFFING SITUATION OF SACOST AS A DEPARTMENT

SACOST currently has only permanent staff (HoD) and a driver.

The Department relied on National service persons who were posted to SACOST last year, September 2021. These service persons supported in SACOST in its secretarial services, material development and graphic multi-media designs and storage and management of research data.

The staffing at the SACOST is unacceptable for a research centre and some serious effort to recruit permanent staff 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 will be provided.

CENTRE FOR EDUCATIONAL POLICY STUDIES

ACTIVITIES

- In lieu of the University's strategic plan, the Center for Educational Policy Studies (CEPS) outlined its operational plan with the underlisted activities for the year under consideration:
 - » Undertook research projects
 - » Organised and took part in conferences
 - » Engaged and disseminated research papers
 - » Had in-house round table discussions on topical educational policies
- The key activities that CEPS embarked on during the period include:
 - » The institutional affiliation research.
 - » Baseline study of out-of-school youth along the Winneba beach (The Beach schools project).
 - » In house round-table discussion on the Free Senior High School

STAFFING

The staff strength at CEPS for the period stands as presented in the Table below:

Staff category	Females	Males	Total
1. Senior Members (Teaching)	0	6	6
2. Senior Members (Non-teaching)	0	0	0
3. Senior Staff	0	0	0
4. Junior Staff	1	0	1
Total	1	6	7

- **Staff on study leave:** There is currently no staff on study leave. The full staff strength has been at post and actively engaged.
- **Promotions:** One senior member was promoted to the rank of Associate Professor, and another two senior members were promoted to Senior research fellow and Senior lecturer ranks respectively during the year.
- **Staff requirements:** One statistician and one junior staff are required by the Center to support research fellows with the management of their research work.

ACHIEVEMENTS

- CEPS did collaborative research with NCRIBE and SARCOST
- CEPS has finalized the affiliation study and published the report in a manuscript
- Staffs of CEPS have published a total of seven (7) research articles in both local and international journals.

PROJECTIONS

- CEP hopes to engage a lot more experts in its roundtable discussions and disseminate the proceedings of these events in the year ahead.

- CEP intends puts all research conducted at the Center in its Ghana Education Provision Outlook (GEPO) publication for nation-wide dissemination.
- CEPS will intensify its in-house 'brown-bag' discussions. The intention is to hold these meetings bi-weekly in the ensuing year.
- By the end of the coming year, CEPS would have undertaken three major education policy research projects which will be disseminated nation-wide in the GEPO.

INTER-UNIVERSITY CONFERENCE FOR DOCTORIAL STUDIES (IUCDS)

BACKGROUND

The Inter-University Conference for Doctoral Studies (IUCDS) was officially established in September 2009 at the University of Education, Winneba, by seven (7) Higher Partner Institutions of Learning in West Africa who decided to institutionalize the IUCDS by setting up a permanent university framework for training academic staff, for exchange of students and for collaborative research among partner institutions as it has been outlined in Section II of the Memorandum of Understanding. The permanent Executive Secretariat of the Conference, established in May 2013, is located at the Institute for Educational Research and Innovation Studies (IERIS), Ground Floor, Room 07, with the email address iucds@uew.edu.gh.

Partner Institutions

The Partner Institutions are as follows:

- University of Education, Winneba - Ghana
- University of Ghana, Accra - Ghana
- Kwame Nkrumah University of Science and Technology, Kumasi - Ghana
- University of Cape Coast, Cape Coast - Ghana
- University of Lagos, Akoka - Lagos
- Université Charles Louis de Montesquieu, Abidjan, 08 - Côte d'Ivoire
- Université de Lomé, Lomé - Togo
- Centre for Internationale de Recherche et d'Etude de Langues, Lomé - Togo
- Université du Faso, Ouagadougou - Burkina Faso
- Kano University of Science and Technology, Kano - Nigeria
- Ignatius Ajuru University of Education, Port Harcourt - Nigeria
- University of Liberia, Monrovia - Liberia

University of Education, Winneba, accepted to host the permanent Executive Secretariat responsible for the overall coordination of the Conference, headed by Professor D. S. Y. Amuzu as the Executive Secretary, at the Plenary Session of the Conference at UEW, Winneba, on September 28, 2015, by providing the following facilities for running the Conference:

- Office for the Executive Secretary, to be well-equipped with a computer, a printer and internet/communication facilities.

- Permanent Office/Secretariat with an Administrative Officer (computer literate), to be well-equipped with a computer, a printer and internet/communication facilities.
- Centre for documentation, to be well-equipped with a conference table, shelves computers and internet/communication facilities to cater for the books/journals and other related materials relevant to PhD programmes offered to students accordingly.

The Scientific Unit, which is responsible for publication of research findings of the Conference with the creation of the **Journal of Inter-University Conference for Doctoral Studies (JoReFi)** is located at University of Lagos, Lagos, Nigeria, headed by Prof. Akanbi, M., Ilupeju. University of Education, Winneba, Printing Press, however, remains the Publishing House of the Journal.

OBJECTIVES

The objectives for setting up of the framework for the training of academic staff through an **Inter-University Conference for Doctoral Studies** as outlined in Section II of the MOU are as follows: To

- Set up of a framework for training and exchange programmes among African students through an **Inter-University Conference for Doctoral Studies**.
- Create multi-lingual Doctorate programmes under one umbrella.
- Create a system whereby students of member institutions are able to register and pursue doctoral degrees in any of the institutions concerned, while respecting the existing

regulations in each institution.

- Create a pool of experts for the supervision of doctoral theses/dissertations.
- Enhance staff development through the facilitation of movement of researchers from the various member institutions.
- Validate and recognize mutually certificates of member institutions.
- Have access to multi-disciplinary documentation.
- Organise academic forums (inter-university conferences, seminars and workshops) aimed at the development and review of teaching and research materials.
- Organise Inter-University Doctoral Open days.

COMPOSITION OF THE CONFERENCE

As it has been clearly spelt out in Section III of the MOU, the Conference is made up of the following, identifiable by Letters of Agreement:

Council of the Conference:

Vice Chancellors, Rectors/Principals and Heads of Partner Universities and Institutions.

Members of the Conference:

- Representative of Vice Chancellors, Rectors/Principals and Heads of Partner Universities and Institutions.
- Dean, School of Graduate Studies/ Postgraduate Studies of each partner institution.
- Executive Secretary, Permanent Secretariat, IUCDS.
- Head of Scientific Unit, IUCDS.

- Experts & Resource persons of PhD programmes.
- Coordinators of Graduate Studies programmes from partner institutions.
- Supervisors and Examiners of PhD students' theses.
- Members of the Editorial Board of IUCDS Journal.

Responsibilities

Prominence has been given to strategies outlined in the **Guidelines for Harmonizing Resources for Doctoral Research** and to activities carried out in every academic year. However, the Secretariat shall have the following responsibilities:

- Manage the supervision of theses.
- Coordinate the planning of seminars and training activities in partner institutions and make them available for PhD students.
- Ensure the follow-up training and movement for the PhD students.
- Manage the updating of the directory of experts, resource persons.
- Manage the registration/records of students on PhD programmes, by working in collaboration with the Coordinators of Graduate Studies programmes from partner institutions.
- Update the files of PhD students and theses.
- Solicit for funds.
- Coordinate projects agreed on by the Conference.
- Organise open doctoral days for reflection.

Main Line of Activities

- Act as principal contacts for individual and for group activities; plan and coordinate all activities of the Conference within the host institution as well as with the partner institutions.
 - » Make available to each partner institution, information about facilities for research, publications, library materials and educational resources of the other institutions.
 - » Meet periodically to review and evaluate activities and to work out new ideas for future cooperative agreements.
 - » Plan and coordinate PhD programmes within as well as with partner institutions.
- Motivate members of the Conference to conduct research and present research findings.
 - » Facilitate publication of research works by PhD students, lecturers, and experts.
 - » Organise national and international, conferences, workshops, and working sessions for members of the Conference and students to update their academic and professional competence and support them to attend such conferences, workshops and working sessions.
 - » Organise academic forums/inter-university seminars to develop and review teaching and research materials.
 - » Organise Inter-University Doctoral open days.
- Create a pool of experts for the supervision of doctoral theses/ dissertations.

- » Facilitate movement of researchers from various member institutions through sabbatical leave appointment.
- » Provide the list of researchers capable of supervising thesis/dissertations of Doctoral Studies students.
- Equip the Centre for Documentation with internet/communication facilities.
 - » Provide office for the Secretariat, well-equipped with desktop, computers, UPS, laptop computers, scanner, printer, fax machine, steel cabinets, notice board (for dissemination of information, bookshelves, tabletop fridge, and internet/communication facilities for all the administrative and secretarial duties.
 - » Stock the Centre for Documentation with recommended books and journals relevant to PhD (French) programmes in partner institutions (List is provided).
 - » Assist students to have access to multi-disciplinary documentation.
- Coordinate activities in the various Departments offering PhD Programmes to students.
 - » Facilitate mutual validation and recognition of certificates of member institutions.
 - » Encourage students of member institutions to register and pursue doctoral degree programmes in any of the institutions concerned while respecting the regulations in each institution.
- Prepare annual budget to cover activities to be undertaken.
 - » Solicit support for funding of activities within and outside the University.

- » Write proposal for funding to cover specific activities of the year.
- Coordinate projects agreed to by the Conference.
- Organise open doctoral days for reflection.

Services Provided

- Attracting and harnessing human resources through exchange of lecturers from Departments of French in various West African universities in strengthening the staffing position of the Department of French Education, UEW, namely: University of Cape Coast, Cape Coast, Kwame Nkrumah University of Science and Technology, Kumasi, Centre Internationale de Recherche et d'Etudes de Langue, Village du Benin, Lome, Togo, Université Charles Louis de Montesquieu, Abidjan, Côte d'Ivoire, Université d'Abomey Calavy, Cotonou, Benin and Université de Ouagadougou, Ouagadougou, University of Lagos, Nigeria and Université des Sciences Humaines de Strasbourg II, France, Université de Savoie, Chambéry, France.
- Introducing cost sharing **Intensive French and English for Immersion** programmes to students reading French or a major subject area in the Department of French Education with the aim of creating a Francophone everyday language situation for students. The programme, organised by the Department of French Education, working in collaboration with Université Charles Louis de Montesquieu, Abidjan, Côte d'Ivoire,

has enable students especially the weak ones, to improve their communication skills, using spoken French, and to reinforce their proficiency skills already acquired in understanding French.

- The Conference also served as a facilitator in bringing students from Université Charles Louis de Montesquieu, Abidjan, Côte d'Ivoire to the University of Education, Winneba, to enable them to undergo English Proficiency programme organized by the Department of English Education.
- Signing of a Memorandum of Understanding among the partner Institutions.
- Promoting cordial working relations between staff and students in all the Partner Institutions.
- Sustaining the quality of training and increasing the quantity of PhD students.
- Strengthening and expanding the scope of logistic support that the Department of French Education received from the French government through the French Embassy.

Summary of the Achievements of the Conference

- Permanent Secretariat of the conference established at UEW, Winneba, and located at the Institute of Educational Research and Innovation Studies (IERIS).
- Consortium made up of about thirty (30) experts/resource persons, thesis, supervisors and assessors constituted. Through their efforts and services, supervision and assessment of PhD thesis became much easier. Their expertise was put at the disposal of

PhD students during national and international academic forum, seminars and conferences.

- Conference and working sessions were held in some partner institutions.
- Increase in the number of PhD graduates in French in Partner Universities, especially in Ghana, through the efforts of the Conference.
- Exchange of ideas, fruitful discussions between examiners and lecturers during defence of PhD proposals, theses viva and open forums at Inter-university seminars and conferences.
- Inter-University Collaboration has been strengthened. The following activities which are almost always ongoing among the various Partner Institutions: Supervision, assessment and oral examination of graduate students' theses involving UEW, UCC, KNUST, UG on one hand, UEW, UCLM, UNILAG, UL and CIREL on the other, where the expertise and experience of a good number of resource persons recommended by the Conference were used.

CHALLENGES CONFRONTING THE IUCDS

- Time management challenges for PhD students who are virtually working on full time basis.
- Lack of funding for scheduled activities of IUCDS.
- High tuition fees paid by students including those on staff development programme.
- Overloaded teaching schedules of PhD student-lecturers.
- Permanent office for the Administrative

Staff IUCDS in the University of Education, Winneba.

NEW DEVELOPMENTS

The conference wish to indicate that services and activities of the Conference now cover the needs of all students who are on PhD programmes in the University of Education, Winneba. The breakdown of PhD students per faculty and department is provided in table 1.

Table 1: Departments offering PhD Programmes & the Corresponding Number of Students

FACULTY/SCHOOL	DEPARTMENT	TOTAL NUMBER
Faculty of Foreign Languages and Education	Applied Linguistics	21
	English Education	19
	French	6
School of Communication and Media Studies	Journalism and Media Studies	6
	Communication Instruction	3
	Development Communication	6
	Strategic Communication	5
Faculty of Educational Studies	Special Education	12
	Educational Leadership	31
	Counselling Psychology	24
School of Creative Arts	Music	7
	Art and Culture	26
Faculty of Social Sciences Education	Social Studies Education	32
Faculty of Science Education	Mathematics Education	18
	Science Education	42
GRAND TOTAL		258

STAFFING

The Inter-university Conference for Doctoral Studies Unit has a total of two (2) staff in UEW as provided in table 2.

Table 2: Staffing

Sn	Name	Rank	Status
1.	Prof. Dominic Setsoafia Yawo Amuzu	Executive Secretary	Part-Time
2.	Samuel Ebenezer Armah	Junior Assistant Registrar	Permanent

WHAT IS NEEDED NOW

The focus of services and activities of the Conference was formerly limited to specialized areas of PhD students in the Department of French Education, UEW. For effective implementation of the services and activities of IUCDS to cover the needs of all students who are on PhD programmes or shall be admitted into PhD Programmes in the various departments in UEW, the following measures should be put into consideration.

Building of Consortium of Resource Persons/Experts

- Building a consortium of experts/ resource persons should begin by each Department running PhD programmes.
- Each Department should submit to the Secretariat a list of persons capable of supervising doctoral theses to create a pool of experts and resource persons.
- Prevailing criteria recommended by the School Graduate Studies, UEW, for selecting supervisors and Examiners for PhD theses should be adopted.
- Names of experts and resource persons for PhD programmes within and outside UEW shall be included to complement the list.

Material and Financial Implications

- Two sources of funding are suggested for the doctoral studies consortium: Internal sources and External sources.
- The internal sources would include contributions from each department running PhD programmes through annual budget allocations.
- Annual budget allocated to services and activities implemented by the Secretariat of the conference should be increased.
- External sources of funding should include writing of proposal to solicit funds from donor's agencies for running specific activities of the Conference, such bodies as AAU, AUF, etc.

Budget, Sources and Modes of finance

- The need for experts to study and cost all activities of the project over a period, five (5) years for example.
- Graduate Coordinators in each Department shall work in collaboration with the Secretariat to prepare and submit to their Heads of Departments appropriate annual budgets for activities of the **Inter-University Conference for Doctoral Studies**.

Creation of an account for financial transactions of the Conference

- An account for all transactions involving foreign income and expenditure returns including yearly seed money of two thousand US dollars (U\$2,000.00) agreed on to be paid by each partner institution.

- An account for all transactions relating to local income and expenditure returns in each partner institutions: e.g., budget allocations.

What is the Way Forward?

- There is the need for the Conference to focus eventually on the preparation of a Five-Year Strategic Plan accompanying the MOU which is bringing the Partner Institution together. A Centralized Strategic plan could be adopted by the Conference with a Vision and a Mission, based on specific prevailing needs of PhD students and Lecturers in the Partner Institutions. The SWOT format could be adopted indicating not only the Strengths, Weaknesses, Opportunities and Threats of the Conference, but also Strategies, activities and Expected Outcomes that relate to the various objectives identified.
- Each activity shall be supported by corresponding funding sourced from PhD students, Conference Accounts, by special request from Partner Institutions or from donor agencies.
- Mention should be made of activities such as Collaborative research by lecturers in Partner Institutions, funding of articles, research findings of lecturers and PhD students submitted to the Journal of IUCDS for publication, Conference proceedings, Reports on Working Sessions also submitted for publication.
- The Conference should be able to envisage Split doctoral programmes offered concurrently by two Partner Institutions.

CONCLUSION

On behalf of the Conference, we wish to express our sincere thanks to the Vice Chancellor of UEW, Pro-Vice Chancellor, UEW, the Registrar, UEW, and the Finance Officer, for the financial and material support given to the Conference till date.

We are also grateful to the Principal of the College of Languages Education, both the current and the former, the Dean of Graduate Studies, UEW, for their efforts in making sure that the needed funding, equipment, and facilities for the Conference are provided. The Conference is equally grateful to all Deans and Heads of Departments as well as graduate coordinators for their collaboration and members of staff for their support and active participations in activities organised.

We express our sincere thanks to the newly appointed Director and the Deputy Director, IERIS, the Deputy Registrar, IERIS, all the Resource Persons and the Administrative Staff of IERIS, for the various services rendered to the Conference.

Submitted by:

Prof D.S. Y. Amuzu (PhD)

Executive Secretary
Inter-University Conference for Doctoral Studies
Institute for Educational Research and
Innovation Studies (IERIS)
University of Education, Winneba

Mr. Samuel Ebenezer Armah

Junior Assistant Registrar
Inter-University Conference for Doctoral Studies
Institute for Educational Research and
Innovation Studies (IERIS)
University of Education, Winneba

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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 the status of a Directorate to enhance efficiency and full coverage of all the 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 the Vice-Chancellor, and all Deans of the various Faculties and Schools.

NOTEWORTHY DEVELOPMENTS

STAFFING

The Directorate's staff strength increased from two (2) permanent staff and one (1) casual staff before the period under review to five (5) permanent staff from June 2021 to June 2022. Below are the details of the Staff of the Directorate:

S/N	Name	Position / Rank
	Prof. Emmanuel Obed Acquah	Director
	Dr. Robert Ghanney	Deputy Director
	Mrs. Shiella Appiah Kubi	Junior Assistant Registrar
	Miss Anastacia Ocran	Senior Administrative Assistant
	Mr. Ebenezer Adams	Senior Administrative Assistant

ACHIEVEMENTS

Formation of the Quality Assurance Associates and its Maiden Meeting

The Vice-Chancellor ensured the approval of the Directorate's request for faculty quality assurance representatives as part of QAD's vision to decentralize quality assurance mechanisms and ensure robust quality assurance structures and systems in the operations of the University.

The Directorate organised the first meeting for the Quality Assurance Associates nominated to represent the various faculties on Tuesday, 15th June, 2021.

Monitoring of CoDeL Examinations

The Directorate monitored the 2020/2021 end of First Semester examinations which started on 5th June, 2021 and ended on 27th June, 2021. In all, 29 out of the 40 study centres of the College of Distance and e-Learning (CoDeL) located in 14 regions were covered during the exercise. The table presents the breakdown of the regions and study centres covered.

S/N	Region	Study Centre
	Bono East	Good Shepherd International JHS Mt Carmel R/C JHS Techiman SHS, IDeL study centre Techiman Atebubu College of Education
	Ashanti	AAMUSTED Mampong Campus Offinso College of Education Kumasi Islamic SHS AAMUSTED Kumasi Campus
	Eastern	Asamankese SHS Pope John SHS Nkawkaw SHS
	Bono	Twene Amanfo SHS
	Ahafo	St Joseph's College of Education
	North-ern	Bagabaga College of Education Northern School of Business
	Upper East	Gbewaa College of Education St. John Bosco's College of Education
	Upper West	N.J. Ahmadiyya College of Education
	Western	Manye Academy School
	Volta	Ho Technical University

S/N	Region	Study Centre
	Western North	Bia SHS Wiawso SHTS
	Oti	Dambai College of Education
	Central Region	IDeL UEW North Campus Cape Coast Technical University Gateway School Complex
	Greater Accra	Accra Academy Accra Wesley Girls SHS

The monitoring was aimed at identifying 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 the centres on time, monitoring Officers being vigilant on invigilators and candidates, and tidy and well-illuminated examination rooms being used. The other findings that need to be interrogated included overcrowding in examination rooms, question leakages, candidates' involvement in examination malpractices, students' ID cards not being issued, and complaints about late and inadequate supply of course modules. The report on the examination were submitted to both the University and CoDeL Managements.

Monitoring of the Examinations for Regular Programmes

Within the period under review, the QAD monitored the 2020/2021 End of First Semester and Second Semester examinations as well as the 2021/2022 end of first semester examinations for regular programmes at both the Winneba and Ajumako campuses of the University.

Aspects of the examinations which were considered during the monitoring activities included but are not limited to the examination environment, the attitude of candidates, invigilators and attendants, state of question papers, attendance, adherence to covid-19 safety protocols and security.

The report on the examination was submitted to the University Management whereas faculty-based reports were submitted to the deans.

Visit to Affiliate Colleges of Education

The Directorate within period has been involved in several activities of Colleges of Education affiliated with the University of Education, Winneba. The Quality Assurance Directorate has been part of the assessment of facilities for institutional accreditation of the colleges as well as re-accreditation of existing programmes and accreditation of new programmes. This exercise was conducted in December 2021.

Appraisal of Courses and Teaching

The Directorate in the later part of 2021 assessed thirty-five (35) Academic Staff and forty (40) academic courses in the various Departments of the University. This assessment covered both regular and weekend programmes. Though the Directorate aimed at assessing more Academic Staff, the UTAG and SSA-UoG strike actions became a hindrance. Reports on these assessments have been submitted for consideration. In 2022, the Directorate has assessed over one hundred (100) Academic Staff

and one hundred and eighteen (118) courses. The data inputting and analyses have been done. The Directorate is currently working on generating reports for these assessments.

Assessment of Courses and Teaching is a requirement for re-accreditation of programmes by the Ghana Tertiary Commission (GTEC) as well as a requirement for the promotion of Academic Staff.

Submission of World Data Ranking

The Directorate on behalf of the University successfully filled and submitted the questionnaire inviting UEW to join the 2021 GreenMetric World University Ranking on Sustainability. The Directorate also participated in the ranking ceremony which was held online. UEW placed first in Ghana and 893rd among 956 Universities worldwide.

Revision of Old Evaluation Instruments

The Directorate reviewed two old assessment instruments based on some findings from the administration of these instruments. They are:

- Students' Appraisal of Courses and Teaching Questionnaire (Regular)
- Lecturers' Appraisal of Students Learning Questionnaire (Regular)

Development of New Evaluation Instruments

The Directorate in consultation with some Offices has developed new assessment instruments for its operations.

The newly developed instruments are as listed below:

- Healthcare Services Survey Instrument
- Catering Services Survey Instrument
- Teaching Observation Checklist
- Examination Monitoring Checklist (all modes)
- Student's Appraisal of Thesis Supervisors Instrument
- Students' Appraisal of Courses and Teaching Instrument (CoDeL)

Resuscitation of the Quality Assurance Committee (QAC)

The Directorate with the support of the Pro-Vice-Chancellor has been able to resurge the Quality Assurance Committee which hitherto had been dormant since February, 2013. The Committee had its maiden meeting after the long break in January, 2022, and has scheduled its second meeting for 10th August, 2022.

Survey on Catering Services and Healthcare Delivery

As part of the QAD's mandate to ensure quality delivery in the operations of the University, the Directorate turned its evaluation focus to some non-academic Directorates and Units. Surveys were conducted on the services provided by the University Clinic and the Food Production Unit (FPU).

Among the findings from the University Clinic were: a majority of the Clinic's clients were employees of the University, and aged 40 years or more. Over 70% of the clients were found to be educated up to the tertiary level. The average waiting period at various service points was less than 30 minutes. Over 95% of the clients rated the overall service quality of the Clinic as good or excellent.

Concerning the findings of the FPU, 40% of the respondents rated the taste of food as poor whilst 80% of the respondents considered the temperature of served food and beverages as excellent. Up to 70% of the respondents indicated they would enthusiastically refer the FPU's products and services to others. A majority of the respondents (76%) expressed their satisfaction with the overall quality of services provided by the FPU.

The full reports of the surveys have been submitted to the Director of Health Services and the Dean of the Faculty of Home Economics Education. Copies of the reports were submitted to University Management.

Interaction with Library Staff

On 22nd February 2022, the Quality Assurance Directorate had an interaction with the Heads of Sections of the University Library. In attendance were the University Librarian, Sectional Heads, Faculty Librarians and the Library's Administrator.

The interaction brought to light some of the achievements of the University Library, namely the establishment of the Central Campus library, procurement of the plagiarism checker, and braille library set-up.

Some of the obstructions to the quality delivery of the University Library were mentioned as delays in requisition processes, inadequate support from Academic Staff, the need for a new ultra-modern university library, poor education on information literacy, non-usage of the Central Campus Library, dilapidated

bookshelves, inadequate Staff, and lack of adequate furniture.

Interaction with Staff of Estate Section

The Quality Assurance Directorate held another interaction with the Estate Officer and the Heads of Units of the Estate Section on 17th March, 2022.

The Directorate organized the meeting to get firsthand information from the Estate Section on their activities, accomplishments, challenges, and requirements.

Among the achievements of the Estate Section mentioned were the successful valuation of all bungalows of the University, success in carrying out its responsibilities in the organization of various significant University events such as matriculation, congregation, public lectures, etc. It was noted that the Estate Section always performs outstandingly before, during and after these ceremonies.

The challenges highlighted by the Estate Section include mobility challenges, inadequate office space and human resources, issues of overtime payment and inadequate imprest. Other issues raised which were noteworthy include the non-regularization of casual and part-time staff who have served the University for more than 10 years, and the excruciating retirement package for these same group of workers.

Familiarization Visit by the Finance Officer

The Director of the Quality Assurance Directorate and his team on 23rd May,

2022 met the Finance Officer during his familiarization visit to Deans and Director.

Issues deliberated during the meeting included budgetary constraints and means of overcoming challenges associated with the utilization of budgets.

Review of QAD's 2022 Operational Plan

The Directorate was tasked to review its 2022 Operational Plan by the Quality Assurance Committee. A sub-Committee was formed to review the document. The sub-Committee has successfully reviewed the Operational Plan pending acceptance by the Quality Assurance Committee (QAC).

Review of QAD's Policy Guidelines

The Policy Guidelines of the Quality Assurance Directorate, which expired in 2019 had been reviewed by a sub-Committee formed by the QAC.

The reviewed document is, however, yet to be discussed and approved by the QAC.

Time with Quality Assurance

The Office of the Registrar approved of a memo submitted to enable the 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 at Radio Windy Bay from 9:00 am to 9:30 am has so far been successful.

The following Facilitators have made time off their busy schedules to sensitize Staff and Students of the University. Below is the schedule used for the period under review:

S/N	Month	Topic	Facilitator
	February	Role of Quality Assurance	Prof. Emmanuel Obed Acquah (Director, QAD)
	March	Assessment of Teaching and Learning	Dr. Robert Ghanney (Deputy Director, QAD)
	May	Examinations	Dr. Yayra Dzakadzie (Vice Dean, Faculty of Educational Studies)
	June	Work Ethics	Mrs. Deborah Afful (Deputy Registrar, Division of Human Resource)

Assessment of Infrastructural Defects

In May 2022, the Department of French Education reported to the Quality Assurance Directorate some infrastructural defects identified at the Language Block and SRC Top which mainly served as its lecture venues. The Directorate visited these blocks to ascertain the damages and challenges the Department and others faced hosting lectures at the blocks. The report of findings was submitted to the appropriate Offices for redress.

Interaction with Departmental Graduate Coordinators

The Quality Assurance Directorate held a meeting with Graduate Coordinators of all Departments to discuss issues on graduate teaching and learning in the University on 5th May, 2022.

Improvement in Assets

Over the period, the Directorate has seen an increase in assets and this has helped improve the efficiency of work output by Staff. Notable among these assets are laptops, a desktop computer, an executive desk, orthopaedic chairs, a projector, a

book shelf, a scanner, printers and a vacuum cleaner.

Survey of Sanitation Facilities of Residential Halls

The Directorate assessed the sanitation facilities of the residential halls at the Winneba Campus of the University and examined the behaviour of students towards the sanitary facilities in the University. The study revealed that washrooms at the various halls of residence were generally in good condition, and most of the washrooms have a frequent flow of water.

Working Visit to Affiliate Institutions

At the instance of the Vice-Chancellor, The Quality Assurance Directorate in collaboration with the Office of the Pro-Vice-Chancellor and the Division of Academic Affairs paid a working visit to all twenty-one (21) affiliate institutions of the University. This visit was done to verify infrastructures, approve Staffing, and negotiate payment plans for bills outstanding and other affiliate issues. The Directorate was also involved in the follow-up visit to Affiliate Institutions

to verify and ensure that directives and guidance given during the previous visit in 2020 have been executed. The same team was to conduct a needs assessment for the annual workshop for both teaching and non-teaching staff of the affiliate institutions. The 2021 follow-up visit to Affiliate Institutions was done between 24th November, 2021 and 2nd December 2021. The report on the visit was submitted for Management's attention.

Review of GTEC's New Standards

The Director of Quality Assurance was part of the team tasked with the

revision of standards and norms for tertiary education institutions in Ghana undertaken by the Ghana Tertiary Education Commission (GTEC) in collaboration with Education Sub-Saharan Africa (ESSA) on 21st April, 2022.

The report has been submitted to the Vice-Chancellor.

CONFERENCES, WORKSHOPS AND SEMINARS ATTENDED

The Directorate was privileged to have approval for its staff to attend the under-listed conferences and workshops within the period under review:

S/N	Conference / Workshop	Participant	Organised by	Venue	Date
	Data Analysis and Management	Ebenezer Adams	ISSER	University of Ghana, Legon	27 th June - 8 th July, 2022
	Creative Arts Conference	Prof. Emmanuel Obed Acquah (Guest Speaker) Mrs. Shiella Appiah Kubi	School of Creative Arts and Centre for Research, Culture and Creative Arts (CeRCCA)	School of Creative Arts Theatre, Central Campus, UEW	28 th -30 th June, 2022
	Continuous Professional Development	Mrs. Shiella Appiah Kubi	Ghana Association of University Administrators (GAUA), UEW	Jophus Anamuah-Mensah Conference Centre, UEW	23 rd February, 2022
	Faculty of Science Education Retreat	Prof. Emmanuel Obed Acquah (Guest Speaker)	Faculty of Science Education, UEW	Elmina Beach Resort	27 th August, 2021
	DRID Research Funding and Grantmanship Conference	Prof. Emmanuel Obed Acquah (Guest Speaker)	Directorate of Research, Innovation and Development	Jophus Anamuah-Mensah Conference Centre, UEW	19 th August, 2021
	Women in Leadership Seminar	Prof. Emmanuel Obed Acquah (Guest Speaker) Mrs. Shiella Appiah Kubi	UEW Gender Mainstreaming Directorate & SRC	North Assembly Hall, UEW	28 th July, 2021

S/N	Conference / Workshop	Participant	Organised by	Venue	Date
	GRASAG International Multidisciplinary Conference for Postgraduate Students	Prof. Emmanuel Obed Acquah	GRASAG, UEW	Jophus Anamuah-Mensah Conference Centre, UEW	15 th -16 th July, 2021
	Quality Assurance in African Higher & Tertiary Education Institutions - Current State and the Way Forward	Ebenezer Adams	Association of African Universities (AAU)	Virtual	14 th July, 2021
	Department of Geography Week Celebration	Prof. Emmanuel Obed Acquah (Guest Speaker)	Department of Geography Education, UEW	Jophus Anamuah-Mensah Conference Centre, UEW	14 th July, 2021

PROJECTIONS

Expansion of the Directorate Office Space

The Directorate requires more space since its activities keep expanding on daily basis. More space is needed for additional staff, national service persons, files and equipment. It will also foster the establishment of some new critical administrative structures.

Creation of Quality Assurance Unit in Ajumako Campus

The Directorate needs a Quality Assurance Unit on the Ajumako Campus to oversee quality assurance issues. The Unit shall require a Coordinator and an Administrator supported by a National Service Person for effective operation.

Increase in Staff Strength

There is a need to increase the staff strength of the Directorate to enable it to undertake several activities which will impact positively the growth and image of the University.

Appraisal of Courses on the ITS

The Directorate has taken steps to digitize the evaluation of courses and teaching. The QAC has approved the digitization and a memo has been submitted through the Office of the Registrar to the Acting Director of IT Services. It is hoped that the digitisation process is completed before the end of the 2021/2022 academic year.

DIVISION OF HUMAN RESOURCE

INTRODUCTION

The Division of Human Resource (DHR) contributes to the growth and productivity of the University by bringing together a pool of qualified trained human resource.

The Division seeks to ensure that the established boards and committees are in line with University's laid down policies. The Division can boast of qualified employees that are committed to the mandate of the University.

The Division also ensures that employment, fringe benefits, training and development, performance evaluation, disciplinary measures, wage and salary administration are effectively and efficiently implemented.

STAFFING SITUATION

The current staffing situation at the Division stands at nineteen (19) staff. The distributeion is presented in the table below:

Category of staff	Female	Male	Total
Senior members	3	5	8
Senior staff	5	3	8
Junior staff	1	2	3
Total	9	10	19

ACHIEVEMENTS

National Service/Industrial Attachment and Nation Builders Corps (NABCO)

The Division during the period under review deployed the services of personnel on National Service, Industrial Attachment and Nation Builders Corps (NABCO) to various Departments and Units of the University. In all, the University absorbed and worked with Four hundred and two (402) National Service Personnel and Seventy- Three (73) NABCO and Internship persons.

Promotions

The Division facilitated promotions of qualified and deserving staff in the University during the period under review. The period witnessed the promotion of various categories of staff to various ranks. In all ninety- five (95) staff were promoted. The breakdown is as follows:

Categories of staff	Total
Senior Members Academic	19
Senior Members Administrative	2
Senior Staff	38
Junior Staff	36
Total	95

Confirmation of Appointment

The Division facilitated confirmation of the appointment of various categories of staff in the university. In all, One Hundred and thirty-eight (138) appointments were confirmed. The distribution is as follows:

Categories of staff	Total
Senior Members Academic	39
Senior Members Administrative	2
Senior Staff	79
Junior Staff	18
Total	138

Redesignation

There were nine (9) Academic Senior Members and two (2) Junior Staff whose appointments were redesignated.

Casual appointments

Casual appointments of forty (40) Junior Staff and twelve (12) Senior Staff were offered.

Renewal of Causal Appointment

During the period, the casual appointments of one hundred and eighty-five (185) staff were renewed. The distribution is as follows:

Renewal of Casual Appointment	Total
Estate Section	93
Radio Windy Bay	9
College of Languages Education, Ajumako	39
Health And Sanitation Section	44
Total	185

In-Service Training

The Division of Human Resource remained committed to its pursuit of staff development. The Division with other departments organized eight (8) training workshops to build staff capacity. They are as listed below:

Workshop Title	Date/Schedule	Venue	Participants
Training workshop on ITS and accreditation issues	10 th -14 th May, 2021	FES Computer Lab, ICT Main	IT Staff, Planning Staff
Workshop for Security Guard	5 th -9 th July, 2021 19 th -23 th July, 2021	North Assembly Hall	UEW Security Guards
Orientation for Graduate Coordinators and Examination Officers	11 th October, 2021	ICT LAB. South Campus	Graduate Coordinators and Examination Officers
Training Workshop on ITS Integrator ERP Software	29 th October, 2021	Finance Conference Room, North Campus	All Departmental Administrator
A day's Orientation of Academic Counselors	23 rd to 30 th October 2021	Winneba and Ajumko Campuses	Academic Counsellors
Three-Day Orientation Workshop For 2022 Retirees	15 th June, 2021	Registrars Conference Room	Retirees
Workshop for Estate staff	24 th November, 2021	Jophus Anamuah Mensah Auditorium	Estate staff
Orientation for National Service Personnel	21 st December, 2021	Jophus Anamuah Mensah Auditorium	Service Personnel

Study Leave/Study Leave with Pay

Thirty- Six (36) staff received approvals for study leave to both local and international tertiary institutions. The distributions were as follows: the University of Cape Coast, Ten (10), University of Ghana, Legon, five (5), University of Education, Winneba, fourteen (14), University of East London, United Kingdom, two (2), Kenyatta University, Kenya, one (1), Kwame Nkrumah University of Science and Technology, three (3) the University of Energy and Natural Resource, one (1)

Staff Welfare Matters

Retirement

The University gracefully organized a send-off party for forty- two (42) staff who had gallantly served the University. Activities regarding their send-off party were successfully coordinated by the Division. During the send-off party, the retirees were presented with parting gifts and citations. The Division organized seminars for the retirees, the following topics were facilitated by experienced persons:

- Preparing for retirement
- Life in retirement
- Managing health in retirement

- Retirement and Medication
- Managing retirement benefits and
- Calculation of SSNIT/Superannuation benefit

Workman Compensation

Seven (7) staff who got injured in their line of duty had workman compensation claims facilitated for them.

Staff Records Management

Our commitment remained focused on improving efficiency by updating the Human Resource Information Systems (HRIS). All staff in the University have been captured on the Integrator ERP system.

CONCLUSION

We wish to indicate that the above achievement has been possible because of the support provided by the University Management to the Division. It is our hope that succeeding Vice-Chancellors and Management would build on the feat chalked by the current Vice-Chancellor. The division extends its appreciation to the university Management for the continuous support it receives. Thank you.

PLANNING UNIT

INTRODUCTION

The Planning Unit 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 Unit fall under three main categories: Statistics and Records Management; Accreditation Matters; and Strategic Planning and Monitoring.

In brief, the current 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 to fine-tune 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 Unit has a total of seven (7) staff as provided in the table.

S/N.	Name	Rank	Status
1	Mr. Prince Asiedu	Senior Asst. Registrar (Ag. Planning Officer)	Permanent
2	Mrs. Patricia Ananga, PhD	Senior Asst. Registrar (Head, Accreditation)	Permanent
3	Clement Ntiamoah-Asare	Jnr. Assistant Registrar	Permanent
4	Mr. Godfrey Mensah	Principal Admin. Asst.	Permanent
5	Ms. Habiba Seidu Barry	Senior Admin. Asst.	Permanent
6	Mr. Aaron Gyansah Ghartey	Senior Admin. Asst.	Permanent
7	Mr. Ebenezer Kofi Narh Adinku	Senior Asst. Registrar	Part-time

SUMMARY OF STUDENTS ENROLMENT STATISTICS – 2021/2022 ACADEMIC YEAR

The Planning Unit compiled enrolment statistics for the 2021/2022 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 2021/2022 academic year is given below:

Full-time	-	38,931
Distance	-	25,376
Sandwich	-	2,044
Total	-	66,351

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. Even though the Strategic Plan Monitoring Committee was not very active during the 2021/2022 academic year, the Secretariat ensured that all departments prepare appropriate Operational Plans for 2022 and implement them. The Office was also able to interact with some faculties and departments for a discussion of their Operational Plans and implementation reports for 2021.

Programme Accreditation Matters

It is worthy of notice that during the year under review, several new academic programmes documents were fine-tuned and submitted to GTEC for approval and accreditation. Specifically, the Office submitted a total of 181 academic programme documents to GTEC on various accreditation matters from April to August, 2022. This consisted of 86 undergraduate programme documents and 95 postgraduate documents. Here is the breakdown by document type:

Type of document	Number
Assessment response	34
First Accreditation	61
Re-accreditation	62
Distance Education programme	16
Response to initial comments	8
Total	181

The Office also ensured that all correspondences received from GTEC got the necessary attention and appropriate responses sent. Be as it may, the University of Education, Winneba continues to follow the guidelines, rules, regulations and directives of GTEC.

CONCLUSION

The year under review was quite a busy period for the Planning Unit, especially concerning accreditation matters. The Challenges notwithstanding, the Planning Unit continued to live up to expectations.

OFFICE FOR INSTITUTIONAL ADVANCEMENT (OIA)

INTRODUCTION

The Office for Institutional Advancement (OIA) was established in 2004 to support the University's mission and strategic priorities. It is charged with the responsibility of leading and implementing the strategic initiatives of the University to spearhead its development and advancement

Vision Statement

The vision of the OIA is to become a well-resourced advancement outfit with the ability to efficiently manage stakeholder relationships and source for support to supplement the University's budget.

Services Provided

The Office for Institutional Advancement (OIA) is made up of the Alumni Relations Office and the Advancement Office which collaborate to perform the following functions:

- Positively position and enhance the image of the University in the public's mind,
- Promote a dynamic and sustained alumni involvement in the development and growth of the University,

- Facilitate the management and growth of the UEW Endowment Trust Fund,
- Diversify income stream through enhancement of gifts and donations, and resource solicitation to support teaching, learning and research, and
- Support the recruitment and retention of high-calibre staff with advancement potential to propel the development agenda of the University.

STAFFING

The staff strength of the OIA is as follows:

STAFF	F	M	NO.
Senior Members (Teaching)	1		1
Senior Members (Non-Teaching)		1	1
Senior Staff 1	1		1
Total	2	1	3

NOTEWORTHY DEVELOPMENTS

Among the significant events that occurred were as follows:

Institutionalisation of Official UEW Mascot

The Academic Board, at its meeting on January 24, 2022, approved that the Office for Institutional Advancement (OIA) could establish and institutionalise the official UEW Mascot at its meeting.

The mascot would, among other things, foster a unifying spirit among students, alumni, and members of the University Community, as well as brand the University both locally and globally.

The OIA is actively seeking suitable experts and institutions that may assist in the design and production of the mascot to fit the identity of the town in which the University is located.

Faculty Excellence Awards

Following Academic Board approval, the Office for Institutional Advancement (OIA) has submitted proposed guidelines to University Management for consideration and approval, paving the way for the implementation of the Faculty Excellence Awards Ceremony, which is scheduled to take place a week before the annual graduation.

The Academic Board reviewed the proposal and authorized it for implementation subject to the final formulation of guidelines and selection criteria by the Quality Assurance Directorate. The suggested implementation guidelines have been sent to the Academic Board for review and approval.

Institutionalization of Valedictory Address

The Office for Institutional Advancement (OIA) proposed institutionalising valedictory speeches to be delivered by Valedictorian as part of congregation ceremonies. This was in accordance with the best global standards for Congregation ceremonies in universities

and other higher educational institutions.

It is anticipated to assist in strengthening the University's institutional culture and image, as well as existing academic rules and standards. It is also intended to promote the principle of inclusiveness while creating an enabling atmosphere that offers graduates encouragement, inspiration, and optimism.

Service Recognition Wall and Photograph Posters

Management has given the Office for Institutional Advancement (OIA) permission to create and install Service Recognition Walls and Photograph Posters for selected key offices at the University of Education, Winneba. The offices of the Vice-Chancellor and the Registrar have been selected.

The Service Recognition Walls and Photograph Displays would aid in communicating the University's history, enhance the UEW brand, and promote institutional memory and a culture of recognition. It will also provide students, faculty, and other stakeholders who visit the University with information on the trajectory of leadership in the designated important positions. The design and manufacture of the Service Recognition Walls are completed awaiting few updates before exhibition.

PROJECTIONS

The projections of the OIA for the 2021/2022 academic year are outlined below:

- Plan and improve strategies to restructure the office's administrative

system in accordance with best practices and worldwide standards, making it more proactive and responsive to the demands of stakeholders.

- Ensure the seamless and effective administration of the Alumni Executive Elections.
- Revitalise networks among alumni, students, the University community, and other stakeholders to foster mutual partnerships that will work in tandem to mobilise resources and garner support for the University's operations.
- Increase and diversify solicitation

outlets, choices, and techniques to raise more funds to complement the University's operational budget.

CHALLENGES

The OIA was severely undermined by the following issues, which hampered the office's seamless functioning and day-to-day operations:

- Inadequate budgetary allocation
- Inadequate personnel
- Unavailability of office vehicles for official responsibilities

DIRECTORATE OF UNIVERSITY HEALTH SERVICES

INTRODUCTION

The Directorate of University Health Services is responsible for the preventive, curative, environmental and public health services in the University of Education, Winneba. The Directorate comprises the two University Clinics, the Health and Sanitation Unit, and the Audiology Clinic.

The University Clinics are accredited by Health Facilities Regulatory Agency (HEFRA) as required by the Health Institutions and Facilities Act, 2011 (Act 829) and the National Health Insurance Authority as a healthcare provider. The University clinics operate on out-patient basis.

STAFF STRENGTH

Staff	Winneba	Ajumako	Total
Doctors	2	1	3
Pharmacist	2	1	3
Administrators	2	1	3
Physician Assistants	1	1	2
Pharmacist Technicians	1	2	3
Nurses	11	5	16
Midwife	1	1	2
Community Health Nurse	2	1	3
Laboratory Technicians	3	2	5
Grand Total	25	15	40

ACTIVITIES

In pursuit of its responsibility of ensuring efficient and effective delivery of health services to members of the University and their families as well as providing advice and education on health matters, the Directorate undertook the following activities:

- Conducted medical examinations for fresh and continuing students for the 2021/2022 academic year.
- Saw a significant increase in OPD attendance.
- Provided first aid services at University official events.
- Introduced special clinic days on Tuesdays and Thursdays for diabetes and hypertension patients.
- Ensured continuous in-house production and supply of 80-100 gallons of alcohol-based hand sanitisers per week for use at the University Hospital.
- The Health Directorate has initiated the process of establishing a mental health unit after a proposal submitted for that effect had been approved by the Academic Board.
- The Winneba Clinic has created a five (5) bed recovery ward increasing the total number of beds in the Clinic to

fifteen (15) in preparation for review of the status of the facility to a hospital.

CLINICAL SERVICES (OPD)

Top ten OPD morbidity for the year 2022

Diseases	Frequency
Malaria	3886
Upper Respiratory Tract Infection	2916
Diarrhoea Diseases	1412
Arthritis	1222
Hypertension	895
Urinary Tract Infection	542
Anaemia	334
Skin Diseases	391
Eye Infections	297
Diabetes Mellitus	274
Typhoid Fever	246
Total OPD Attendance	20,069

CHALLENGES

- Inadequate cash imprest to run the Clinic.
- Inadequate space to accommodate new services.

- Inadequate medical and surgical facilities to operate with.
- Lack of in-house intercom and LAN in the various offices.
- Inadequate staff for the Records, Cleaning and Pharmacy, Laboratory and Nursing Departments.

PROJECTIONS

The Directorate plans to undertake the following:

- Move to the newly built hospital before January 2023.
- Introduce specialist services.
- Procure state of the art medical and surgical equipment.
- Operate a paperless system.
- Contribute to health education by introducing nursing training.
- Commence surgical operations by January, 2023.
- Commence twenty-four (24) hour service latest by January, 2023.
- Upgrade to hospital status by January, 2023

DIRECTORATE OF WORKS AND PHYSICAL DEVELOPMENT

VISION

To ensure high-quality physical development and maintenance services in the University

MISSION

To provide appropriate and adequate infrastructural facilities that would create the ideal environment for research, teaching, and learning. The Development Office will also collaborate with other bodies to ensure good maintenance culture in the university community.

LIST OF DEPARTMENTS

The following departments operate under the Directorate:

- Works and Physical Development
- Works and Maintenance
- Grounds and Gardens

ACTIVITIES

The following activities were to be performed by the Directorate as per the Operational Plan designed from the Cooperate Strategic Plan:

- Build large capacity ICT Centre/ Teaching Laboratories on all campuses
- Upgrade infrastructure and resources to comply with international standards for infrastructural works

- Complete all ongoing infrastructural works
- Expand student residential accommodation to cater for increasing student numbers
- Construct new academic and non-academic facilities to cater for increasing student and staff numbers
- Increase staff residential facilities on campuses
- Provide adequate office accommodation for staff
- Construct a new library complex at Winneba and Ajumako
- Complete the on-going University Hospital project in Winneba
- Build more infrastructure for clinical services on all campuses
- Install intercom and direct dial telephone service
- Renovate existing sporting facilities on all campuses to meet current trends
- Build state-of-the-art sports facilities on all campuses
- Expand the Directorate for effective planning and supervision of projects
- Provide regular skills development training for staff
- Develop and implement a routine maintenance plan for university infrastructure

- Procure up-to-date technical software and equipment
- Redesign existing infrastructure to make them disability friendly

STAFFING

S/N	Staff	F	M	No.
1	Senior Members	3	6	9
2	Senior Staff	1	14	15
3	Junior Staff	1	37	38
4	Casual Staff	-	83	83
	Total	5	140	145

Staff on Study Leave

- One Junior Staff from the Maintenance section has been granted study leave

Promotions

- One senior staff was promoted to the rank of Chief

Staff Requirement

- One Administrative Staff required to beef up the secretarial strength
- One Senior Member with Mechanical Engineering background required
- One Senior Member with Electrical Engineering background required

Noteworthy related to staff

- One Senior Member resigned in the reporting period

ACHIEVEMENTS

The Directorate achieved the following achievement during the reported period:

- Resumption of works on the construction of the Commercial Centre at North Campus
- Resumption of works on Lecturer's Office Complex at North Campus

- Resumption of works on Hostel Site 1 and 3 at North Campus
- Construction of the Graduate School Block at North Campus is on-going
- Final handing-over of the Water Production Factory at Ajumako
- Resumption of works on the construction of the University Hospital at North Campus
- Interim handing-over of the construction of a 3-story Building at Techniman-Tadieso
- Supply of furniture for CODEL study centre - on-going
- Rehabilitation of Demonstration Theatre at North Campus
- Rehabilitation of selected offices in the Administration Block
- Rehabilitation of the Vice-Chancellor's lodge
- Construction of Faculty Block, Ajumako (Sectional Completion)
- Construction of Lecture Block at South Campus
- Renovation of Pro-Vice-Chancellor's Bungalow
- Renovation of Flat No. 9, South Campus
- Renovation of Flat No. 10, South Campus
- Completion of Technology Block, Central Campus (final handing over)
- Renovation of Graduate Laboratory at Pecku Building, North Campus

PROJECTIONS

The Directorate hopes to embark on the activities below in the ensuing year

- Enhance the lighting situation on campus

- Complete all ongoing infrastructural works
- Provide adequate office accommodation for staff
- Expand student residential accommodation to cater to increasing student numbers
- Complete the ongoing University Hospital project in Winneba
- Provide regular skills development training for staff
- Redesign existing infrastructure to make them disability friendly
- Complete the construction of the Commercial Centre at the North Campus
- Complete the construction of GUSS Hostel Site 1, North Campus
- Install intercom and direct dial telephone service
- Build state-of-the-art sports facilities on all campuses
- Expand Directorate for effective planning and supervision of projects

- Complete the renovation of Osagyefo Library, South Campus
- Construct 2no. additional shuttle stop bay along the principal street at the North Campus
- Repair of passenger lift at the Faculty of Social Science Education Building, North Campus
- Re-development of the Road from the Catholic Church to the Tower of Excellence roundabout
- Re-roofing of New Block of Flats, South Campus

CHALLENGES

- Budgetary constraints, especially, in the Maintenance Section, which exhausts its budgetary allocation by the third quarter of the year
- Transportation
- Inadequate logistics to work with
- Delays in the procurement request



DIVISION OF PUBLICATIONS AND COMMUNICATION

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DEPARTMENT OF PUBLISHING AND WEB DEVELOPMENT

The Department of Publishing and Web Development is one of the Offices in the Division of Publications and Communication of the Registrar's Department. 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 comprises the following units:

- Web Development and Content Management
- Graphic Design Unit
- Editing and Documentation Unit and
- Audio-Visual Unit

The Department collaborates with other sections to gather information to produce marketing and communication materials to promote the vision, mission, and values of the University.

PLANNED ACTIVITIES FOR THE YEAR UNDER REVIEW

- Dissemination of faculty research output through online publications.
- Increased usage of audio-visual facilities in teaching and learning by engaging other departments to use audio-visual facilities/studios in teaching and learning.
- Training of Faculty/Departmental representatives for updating the website

- Effectively used media platforms to enhance the brand of the University by doing the following:
 - » Upgraded and launched a website
 - » Set up online radio streaming
 - » Engaged faculties, departments, and offices for submission of contents

DOCUMENT PREPARATION AND PUBLICATIONS

Congregation Brochures

The Department of Publishing and Web Development designed and published the following brochures for the first session of the 26th Congregation:

- List of Graduating Students
- Vice-Chancellor's Annual Report
- Basic Statistics
- Research and Publications

The Department also designed the List of Graduating Students brochure for the Second Session of the 26th Congregation.

Matriculation Brochure

The Department designed the brochure for the Virtual Matriculation for Distance Education Students.

The Department also took coverage; both still pictures and videos. The Audio-Visual Unit in the Department in collaboration

with Radio Windy Bay streamed the programme live on UEW Website.

Documenter

The Department published and distributed the second, third, and fourth quarter edition of the 2021 Documenter and then the first and second quarters of the 2022 documenter.

PROCUREMENT OF 2022 CALENDARS AND DAIRIES

The department coordinated the designs, procurement, and distribution of the following to staff, offices, and stakeholders:

- Five thousand, six hundred and fifty (5,650) wall calendars
- Two thousand, three hundred, and fifty (2,350) desktop calendars
- Six hundred (1,600) executive diaries,
- Two thousand, four hundred and twenty (2,420) desktop dairies and.
- Two thousand, one hundred and eighty (2,180) pocket dairies.

THE AUDIO-VISUAL UNIT

The Audio-Visual Unit was involved in the scripting, shooting, and editing of a video documentary of the Chemistry festival at the Faculty of Science.

The Audio-Visual Unit in the Department in collaboration with Radio Windy Bay streamed the graduation ceremonies for the under review live on UEW Website.

In August, 2022, the Audio-Visual Unit in collaboration with the Student Records Office set up a photo shooting exercise for 1,600 fresh students for ID cards.

ELECTIONS

The Department conducted 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	1	0	1
National Service Persons	0	2	2
Total			10

ACHIEVEMENT

Resourced the Department and trained staff in the use of InDesign and other softwares.

PROJECTIONS

Facilitate the development and dissemination of an institutional communication policy.

DEPARTMENT OF UNIVERSITY RELATIONS AND MEDIA OFFICE

INTRODUCTION

The University Relations and Media Office is a strategic outfit that communicates the purpose and educational offerings of the University of Education, Winneba (UEW). The Department seeks to enhance the image of UEW by defining its identity and to communicate that identity to its various constituents consistently.

The objective of the Department is to help create an understanding, acceptance and a support for the University from its many varied constituents.

OBJECTIVE

The objective of the Department is to help create an understanding, acceptance and support for the University from its many and varied constituents.

FUNCTIONS

The Department engages in the following activities among others:

- coordinates all arrangement for official functions, events and /or ceremonies such as graduation/matriculation, lectures etc.
- initiate and implements public relations strategies for the University

to enable it to maintain cordial relations with its teeming publics;

- develops and oversees a comprehensive communications, marketing and public relations programmes that represent a cohesive and consistent image and message supporting the university mission and goals;
- keeps accurate and up-to-date data bank on all milestone activities, events and/or ceremonies, publications on higher education more especially on UEW, UEW press releases, speeches, video documentaries and other communication materials;
- monitors public opinion and to identify trends and measure public acceptability of the UEW's activities as well as identifying public concerns and expectation;
- liaises with important dignitaries on visits to the University;
- writes advertisements on requests and issues congratulatory and goodwill messages on behalf of the university;
- provides services on consular/immigration matters;

- Press Relations - Organises Press Conferences, interviews, radio/TV talks in collaboration with the Department of Media Relations (if the need arises);
- manages photographs-services, including arranging coverages of campus events and/or ceremonies and special functions, and maintaining photographic files in collaboration with the Department of Publishing and Web Development;
- leads the university's efforts to assess, monitor, manage and respond to issues that place the university in the public eye/domain; and
- works with appropriate campus officers to establish relations programme goals/objectives in support of the mission of UEW.

STAFFING

- Senior Members -3
- Chief Administrative Assistant -1
- Principal Administrative Assistant -2
- Senior Administrative Assistant-1
- Administrative assistant-1
- Departmental Assistant-1
- Junior Staff -
- Stewards -3
- Driver -1
- National Service Personnel- 3

ACTIVITIES

Within the year, the Department undertook the following activities:

- Successfully distributed the 2022 diaries and calendars to stakeholders/ partners and all the protocol contacts of the university
- The second session of the 25th congregation ceremonies was

successfully organized by the University Relations and Media Office. The ceremony took place on Tuesday, 26th April, 2022 to Saturday, 30th April, 2022 at the Jophus Anamuah Mensah Conference Center.

- Received guests from Charlottesville who were on a mobility programme with the Effutu Municipal Assembly. The delegation paid a courtesy call on the Vice-Chancellor. They were conducted around the university facilities.
- The 2022 ISSER road show was organized by the Faculty of Social Science Education in collaboration with the Institute of Statistical, Social and Economic Research College of Humanities, University of Ghana Legon and coordinated by the University Relations Office on the 11th May, 2022. The theme was **‘The State of Ghanaian Economy Report & Ghana’s Social Development outlook’**.
- Coordinated and facilitated a courtesy call made by University Management on the Atekyedo Chief of Winneba
- Coordinated the organization of two inter- denominational church services for the first and second semesters of the academic year.
- Coordinated the organization of the Youth in Tourism Festival (YOTOFEST) from 19th -24th July, 2022. This was a collaborative activity between the Ministry of Tourism, Shape Attitude - Ghana, the Winneba Municipal Education Service and other stakeholders.
- Provided hospitality services to over

30 newly recruited senior members

- Provided catering and hospitality services to staff and important dignitaries who were on official visits to the University;
- Provided and facilitated the provision of media coverage for all University functions and events for publication on the university website, print and radio and other official social media outlets. This activity complemented the Division's strategy and mandate to maintain the excellence brand of the university and as well market

University of Education, Winneba

- Facilitated the publication of advertisements on the 2022 UEW Admissions
- Facilitated local and international visits for Principal officers and other staff members of the University
- Facilitated travel passages and documentation for university management and staff.

CHALLENGES

Late submission of requests by staff for the provision of catering and hospitality services.

ESTATE SECTION

INTRODUCTION

The broader vision of the Estate Section is to ensure the provision of a sound ergonomic working environment and is poised to be the centre around which all university activities, academic (core functions) or administrative (non-core functions) revolve. In other words, the Estate Section shall play a central role in all activities and functions with a view to ensuring sound learning and a working environment in the University.

Vision

To create a suitable, conducive, and adequate environment with high standards that can support, stimulate and encourage learning, teaching, innovation and research activities.

Mission

The Section shall play a pivotal role in the actualization of the educational goals and objectives by satisfying the physical and emotional needs of the students and staff of the University.

FUNCTIONS/OPERATIONAL ACTIVITIES

The Estate Section's function is broadly categorised into five (4) operational activities as stated below:

- Estate Management Services
- Janitorial/Cleaning Services
- Events Organization
- Valuation Duties/Services

Estate Management Services

- Negotiation of rent in respect of residential units, office spaces etc. for tenancy agreements/contracts.
- Certifying rent, demand notices, utility bills, premises licences, ground rents and other statutory payments.
- To demand rent and apportion service charges to tenants (staff) in university facilities on campus.
- Liaise with Procurement Unit in furnishing offices and other facilities.
- Take inventory of office equipment, unserviceable items, plant and machinery etc. and ensure newly procured items are embossed for easy identification.
- Assist in the auctioning of disposable or unserviceable assets.

Janitorial/Cleaning Services

- The Section is charged with the cleaning of offices, lecture halls and theatre at the three campuses.
- Ensuring that all fixtures and fitting, glass louvre blades, window nets and blends etc. are well kept.

- Assist in tidying up residential bungalows allocated to staff for occupation.

Events organization

- Preparation of venues for university official functions such as congregation, matriculation, sporting events, interdenominational church service etc.
- Provide and arrange furniture and equipment (canopies) for various programmes requested by departments, units, sections etc. (eg. retiree's send-off party, official funeral programmes etc.)
- Keeping inventory and storage of academic gowns.

Valuation Duties/Services

- Provide professional and technical advice on values of property either land or buildings in which the University has an interest.
- Verify the existence or otherwise of such property and advise on the title position.
- Provide professional and technical advice on the acquisition of landed properties by the University.
- Handle all valuation requests from Management for various purposes and coordinate the activities of all valuation firms whose services would be required.

ADMINISTRATIVE/STAFFING

The Estate Section has the following categories of staff in the execution of its task/mandate

STAFFING

S/N	Category	Male	Female	Total
1	Senior Member	2	-	2
2	Senior Staff	2	1	3
3	Junior Staff (Permanent)	10	10	20
4	Casuals	21	110	131
	Total	35	121	156

Job Rotation

- Mr. Albert Samuel Cromwell, Senior Accountant was transferred to the Estate Section while Mr. Enoch Bondzie was transferred to the Finance Section.
- Mr. Albert Dablu and Mr. Theophilus Donkoh have been transferred from the Estate Section to the Finance Officer's Secretariat and the Vice Chancellor's Residence respectively.

DISPOSAL OF UNSERVICEABLE ITEMS

The Board of Survey together with the Disposal Team carried out the disposal of the unserviceable items on Friday, 26th November, 2021. The boarding process passed out successfully and the University got rid of such unserviceable items which were occupying storage spaces and creating congestion at various offices.

WASHING OF ACADEMIC GOWNS

The Estate Section were able to wash the University's Academic Gowns before the 2nd session of the 26th Congregation. The following are the quantities washed.

ACADEMIC GOWNS

TYPE OF GOWN	NUMBER OF GOWNS	NUMBER OF HOOD	NUMBER OF MORTAR BOARD
Under Graduate	2334	2334	2334
Masters	616	616	616
PhD	50	50	50
Grand Total	3000	3000	3000

UNRELIABLE VEHICLE FOR ESTATE DUTIES

The Estate Section is currently facing a huge challenge in attending to requests for the provision of services from various departments, sections, units, etc. due to the poor condition of the vehicle designated to the Section. This has adversely impacted the smooth execution of our mandate. A quick resolution of this vehicular problem will be very much appreciated.

OTHER CHALLENGES

- Lack of adequate space for storage of academic gowns
- Inadequate funds (Imprest) to run the section
- Lack of reliable office vehicle

ACHIEVEMENTS

- Providing timely cleaning services and promptly reporting defects on building infrastructure such as lecture halls, offices, and residential bungalows for remedial actions to be taken on them.
- Re-valuation of all residential premises situate at North and South Campuses per the directives of the University's Management.

- Valuation report and Memorandum of Understanding (MOU) on the University Bookshop between UEW and Kingdom Books and Stationery.
- Review of Memorandum of Understanding (MOU) on the ground rent between UEW and ATC Towers (Ghana) Limited.
- Valuation report for Food Court, North Campus.
- Valuation of students' canteen spaces, North Campus.
- Valuation report of lettable spaces within the Students Centre, North Campus.
- Successful organisation of congregations, matriculation programmes, end-of-semester and sandwich examination halls/centres.
- Auctioning of unserviceable items to the University community and the general public.

RECOMMENDATION

- Requires a bigger truck and minibus/pick-up truck for office work
- Fabrication of metal rears for academic gowns.
- Cladding of storage rooms for academic gowns (action has been initiated)
- Increment of Imprest for the Estate Section

GHARTEY HALL

INTRODUCTION

Ghartey Hall is a mixed Hall and it is made up of three blocks; A, B and C. Block 'B' accommodates both male and female students whilst block 'A' and 'C' accommodate only male students. The Hall provides good accommodation for students through constant maintenance of the Hall as well as a congenial environment for the total well-being of students.

Core Value

The core value of the Hall is to ensure a clean environment and excellent accommodation for students and other clients through constant maintenance of the facilities.

Vision of the Hall

Ghartey Hall shall become a highly regarded and a globally acknowledged Hall of residence that will provide state-of-the-art facilities and conducive environment for the total well-being of students.

ADMINISTRATION AND MANAGEMENT

Hall Administration

- Issues related to student welfare are managed at the Hall level (JCRC and Hall Manageress' Office).
- Activities of staff at the three Ghartey Hall Blocks (A, B and C) are supervised by Principal Hall Assistants who report

directly to the Hall Manageress. Other Hall Assistants report directly to the Principal Hall Assistant who in turn notifies the Hall Manageress of whatever problems there might be. In addition, the Principal Hall Assistant assists the Hall Manageress in the allocation of rooms and also helps with the issuance of items from the stores.

- There is also an Accounts Officer attached to the Hall to assist the Hall Manageress in managing the Hall Accounts and other related issues such as Budget Preparation and implementation.
- The Hall has elected and appointed executives. The Hall President is the leader of the Hall executives and he reports to the Manageress through the Principal Hall Assistant and in some cases, directly to the Manageress.

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
Attendance Book	To check staff attendance
Occurrence Book	To record day-to-day issues in the hall
Residential Book	To document the reporting and departure times of students at the beginning and the end of a given semester
Complaint Book	To inform the Hall administration of the occurrences of daily issues in and around the hall to be solved

STAFFING

Apart from the Hall Manageress, the Principal Accounts Officer and a Senior Administrative Assistant, we have a total of thirty-eight (37) workers as presented below:

Staff Distribution Table

BLOCKS	HALL ASSISTANTS			CLEANERS			SANITARY			CONSERVANCY			GRAND TOTAL
	M	F	T	M	F	T	M	F	T	M	F	T	
BLOCK 'A'	3	3	6	1	1	2	1	-	1	2	-	2	11
BLOCK 'B'	4	2	6	2	2	4	1	-	1	5	-	5	16
BLOCK 'C'	2	3	5	1	2	3	1	-	1	2	-	2	11
TOTAL	9	7	17	5	3	8	3	-	3	9	-	9	37

Student Statistics

BLOCKS	MALE	FEMALE	TOTAL
A	136	-	136
B	222	106	328
C	216	-	216
TOTAL	574	106	680

ACHIEVEMENTS

During the year under review, the hall was able to achieve the following:

- We undertook routine repairs and maintenance on regular bases subject to availability of materials and staff.
- Liaised with the J.C.R.C executives to put up a fitness centre.
- Regular repair works on plumbing, door locks, hinges as well as changing torn Mosquito nets in blocks.
- Construction of gutters in the washrooms of block 'A' and some washrooms in block 'B' to allow easy flow of waste water.
- Tiling and painting of block 'B' restroom
- We continued to educate students through Hall meetings and Hall Council meetings on the proper use of the facilities in the Hall

- Regular meetings of Hall Managers were held
- Regular meetings with the various categories of staff were held

CHALLENGES

- Careless Use of Facilities by Students:
- Students continue to put excessive load on electrical sockets through the use of a number of appliances at a time. The result has been the constant blowing of the main fuse-box.
- Inadequate Hall Assistants: Some of the Hall Assistants have retired, and others have vacated their post but have not been replaced and this makes it very difficult for the Hall to effectively run the shift system.
- Security situation: The Halls of Residence do not have security personnel attached. This makes it easy for thieves to break into students' rooms.
- Lack of Artisans: To promptly attend to students' complaints. The Hall relies on Artisans from the Maintenance Section of University to undertake routine maintenance of facilities in the

Hall. However, the Artisans are always not readily available to attend to the work in the Hall.

- Leakage in main store room as a result of the waste pipe lines that runs through the store.
- Broken metal bed pallets: Most the metal beds that were procured have weak pallets and have been broken, as a result some students who are affected are compelled to sleep on the floor with their mattresses.
- Procurement bottlenecks: Delays in the procurement of items to be used in the Hall is a major challenge.

Pending issues

- Diverting of sewage lines at block 'C' - Letter sent for a special advance
- Repair of broken metal bed pallets - Request sent to the Registrar through the Estate Officer
- Top up of Residential Facility User Fee (RFUF)
- Re-fixing of waste lines in block 'B'
- Construction of gutters in block B washrooms
- Leakage in store room at block 'A'
- Repairing of wardrobes in block 'C'
- Re - tiling of block 'A' toilet cubicles
- Fixing of toilet door in block 'C'
- Creating of store room for cleaners (Block 'C') to keep detergents and working tools
- Painting of block 'A' store room
- Interior and exterior painting of Ghartey block 'B'

- Spraying of block 'C' burglar proof
- Fixing of terrazzo in the rooms of blocks 'A' and 'B'
- Repairing of broken staircases in blocks 'B' and 'C'
- Repairing of leaking corridor sink in blocks 'A' and 'C'
- Procuring key holders.
- Leaking canopies at block 'A' anytime it rains
- Leaking expansion joints in the three blocks
- Replacement of board along the staircase in block 'B'
- Fixing of louvre blades and carriers at the ground floor of blocks 'A' and 'B'

Projections

- Creating of reading room in all the blocks (ABC) of the Hall.
- Request for recruitment of additional staff (Hall Assistants) by the Division of Human Resource.
- Computerize Hall management system to enhance effective record keeping, facilities and students' management
- To use electronic means to control the issuance of room keys to students

CONCLUSION

The Ghartey Hall, in spite of the challenges, has been tremendous in its strides in its mandate to provide a serene environment and comfortable accommodation for its clients.

KWEGYIR AGGREY HALL

INTRODUCTION

As our core mandate, Hall Management continues to provide a conducive environment and accommodation through constant maintenance and repairs of the Hall facilities.

Kwegyir Aggrey Hall is the only female Hall in the University of Education, Winneba, and is located at the South Campus, Winneba. The Hall has One Hundred and Sixty rooms to accommodate Three Hundred and Twenty-four (324) students.

ACTIVITIES

The activities carried out by the Hall was linked with "THEME TWO" of the University's Corporate Strategic Plan (Excellent academic standards in teaching and learning) and objective six and seven were adopted with the strategy to enhance Security and Emergency Response services for the University as well as improve sanitation services.

The major activities are as follows:

- Management has consulted the Directorate of Information and Communication Technology (ICT) to install CCTV cameras at both Block 'A' and 'B'.

- Management has contacted the Director of Health Services to organize a workshop on proper waste disposal management.
- Management sensitizes affiliates on proper disposal of waste through notices at vantage points and by use of the Hall's WhatsApp platform.

STAFFING:

Staff Statistics:

Category	Female	Male	Total
Senior Members	2		2
Senior Staff	3	2	5
Junior Staff	5	4	9
TOTAL	8	6	16

Promotion

The Principal Account Officer has been promoted to Chief Account Officer.

Staff Requirement

Management of the Hall needs (2) Hall Assistants to augment the shift system. In addition, two casual cleaners are needed to support the two cleaners handling Block 'A' and 'B'.

ACHIEVEMENTS

The Hall was able to achieve the under listed for the period under review:

- Resident affiliates for the 2021/2022 academic year were successfully accommodated into the Hall
- Management supervised the purchasing and fixing of polytank at Block 'A' by the JCRC executives to support with water supply when taps are not flowing.
- Management ensured all spoilt bulbs were replaced to improve lighting system in the Hall and its environs.
- Management ensured some of the damaged ceilings in the rooms were replaced.

PROJECTIONS

- Hall Management seeks to replace damaged ceilings in the rooms before the next academic year.
- We intend to fix Close Circuit Television (CCTV) at Block 'a' and 'B' to help solve some of the Hall security issues.
- We hope to have two (2) more Hall assistants to help run the shift system at the Hall.
- Management anticipates stationed Artisans at the Hall who would be readily available to address students' complaints

SIMPA HALL

INTRODUCTION

Simpa Hall was established out of five independent halls of the former Specialist Training College, now the University of Education, Winneba. It is located at the North Campus of the University. The former Halls were Simpa Hall, an entirely female Hall, Yankah, Eddie, Independence and Essah Halls, all male halls of residence.

In the 1996/97 academic year, the two halls were again merged into a single hall under its present name, Simpa Hall. In all, the Hall has five blocks namely, Blocks 'A', 'B', 'C', 'D', and 'E'.

Currently, the Simpa Hall accommodates 537 students which includes persons with disabilities.

The slogan for the Hall is "Custodians" and the response is "We Stand for Greatness".

ACTIVITIES

Management of the Hall with the guidance of the University's Strategic Plan operated on **THEME TWO** of the Universities Corporate Strategic Plan (**Pragmatic and purposeful administrative system**) and **OBJECTIVE ELEVEN** (**Ensure proactive and responsive administrative system**).

The following were some of the activities undertaken within the period under review:

- Tiling of Simpa Hall Manageress's office.
- Acquiring of two (2), thirteen thousand five hundred (13, 500) new capacity poly tanks for Simpa blocks 'A and E'.
- Routine maintenance of all facilities in the Hall.
- Replacement of 200 old mattresses with new ones.
- Replaced major spoilt carpentry items such as door locks, keys, louver blades, beds, and window nets.
- Renovation of male students JCR
- Renovation of Simpa Hall Mosque to be used by students.
- Creation of Simpa Hall Accommodation Management system (Data base)

STAFFING

Staff	F	M	Total
Senior Members (Non-Teaching)	1	1	2
Senior Staff	5	4	9
Junior Staff	6	6	12
Total	12	11	23

Simpa Hall has twenty-three (23) Staff, made up of one (1) Senior Assistant Registrar, one (1) Junior Assistant Registrar, fourteen (14) Hall Assistants, six (6) Cleaners, and one (1) Senior Administrative Assistant.

- **Staff Development Activities:** staff were trained on the use of Management Allocation System to enhance easy

room bookings and allocation process.

- **Promotions:** one Junior Staff was promoted to the rank of a Hall Assistant.
- **Staff Requirements:** on a whole, Simpa Hall requires Eleven (11) Hall Assistants to run the shift systems of the hall in the week but currently there is three (3) staff working for the day. There is the need for two (2) additional hall assistants to enhance effective running of the hall.

ACHIEVEMENT

Beautification of Environment

To create a conducive atmosphere for the students, Management of the Hall took advantage of this year's Greening Ghana, and planted 30 trees as a form of beautifying the environment and the frontage of block A.

Customized Key holders for the Halls

All rooms in the blocks have been given customised key holders with room numbers boldly embossed to enhance easy identification of keys at the hall assistant's lodge.

Tiling of Hall Manageress office

The Hall Manageress's office was given a face lift by replacing old worn-out carpet with floor tiles to create a conducive atmosphere for work.

Simpa Hall Management Allocation System

For easy access to student's records in times of emergency, easy detection of vacant room's debtors to the hall, etc the management of the hall created the

management allocation system to facilitate room allocation/booking processes in the hall.

Provision of reservoirs to store water

Two (2), thirteen thousand five hundred (13,500) capacity Polytank water reservoirs were purchased and placed at blocks A and E respectively to store water for use by the students.

Renovation of Simpa Hall Mosque

The hall renovated the Simpa Hall Mosque to be used by Muslim student's prayers.

PROJECTIONS

We anticipate achieving the following in the next academic year

- Re-wire all the five Blocks of the Hall.
- Routine maintenance of all facilities in the Hall
- Provide Closed - Circuit Television (CCTV) cameras at all the blocks.
- Provide trap doors to all the rooms at the grand floors of the hall.
- Resurface the environs of Simpa Blocks B-E to facilitate free movement of persons with disabilities resident in the hall.
- To renovate all the dilapidated wardrobes at the hall starting from block E
- To tile all the rooms of the hall starting from Block E.

CONCLUSION

We still depend on Management's support to help Simpa Hall to accomplish its vision of providing a conducive environment and excellent accommodation for students.

UNIVERSITY HALL

INTRODUCTION

The University Hall is a students' residential facility located at the northeastern part of the north campus, of the University of Education, Winneba. The Hall was established by the amalgamation of the GETFund Hostel (taken over by the University in August 2010), and the Graduate Hostel. In 2011, Management of the University decided

to convert the Amu Hall at the Central Campus to offices for lecturers. The staff and students of the Amu Hall were relocated to occupy the Graduates Hostel. The two residential facilities (GETFund and Graduate Hostels) were put together and re-named University Hall.

The Hall has three blocks (A, B and C) of four story each with facilities indicated below.

Block	Students Rooms	Offices	Hall Asst. Lodge	Store	Bath rooms	Toilets	Kitchens	Reading Room	Shops	Study Chalets
A	44	1	1	1	33	44	11	1	2	2
B	44	1	1	1	33	44	11	1	1	2
C	63	6	1	2	16	16	1*	2	1	4

The students' room occupancy ranges from one (1) to six (6). The single and double occupancy rooms are solely JCR/ GRASSAG executive rooms. The seating capacity of the study chalets (summer huts) ranges from four (4) to twenty (20) while the reading rooms has seating capacity of sixteen (block C) and twenty (block A and B) students.

At block C each room has a balcony attached where students cook.

ACTIVITIES

Room Allocation

During the year under review six hundred and twenty-eight students were admitted into residence. Five hundred and seventy-nine of them were fresh men and women. The allocation of room are indicated below:

Block	M	F	Total
A	133	63	196
B	136	63	199
C	74	159	233
Total	343	285	628

- Persons with special needs were given special consideration in the admission of students into the Hall.
- **Maintenance Works:** Routine repair and maintenance works undertaken during the period involved the following:
 - **Electricals:** Replacement of fittings such as sockets, bulbs, capacitors among others.
 - **Plumbing:** Replacement of flexible tubes, WC seats covers, WC pots, chocked pipes, taps etc.
 - **Carpentry:** fixing of faulty doors, beds, as well as replacement of mosquito nets etc.
 - **Grounds:** clearing of weeds, trimming of trees and grass among others.
 - Constant follow-ups were made to ensure students complaints were attended to within a reasonable time.
 - **Health and Sanitation:** The health and sanitation services undertaken involved sweeping and mopping of kitchenettes and corridors; scrubbing and mopping of washrooms and toilets; lifting of waste bins, scrubbing of gutters as well as picking of litters among others.
 - **General Services:** issuing and receiving of room keys, receiving and compiling student complaints, assisting artisans to fix broken down fittings and fixtures, organization of monthly meetings, counselling of students among others.
 - **Sensitisation Talks:** Three meetings were held with resident students one at each block. Students were educated on the need to keep their immediate surroundings clean. Students were admonished to take good care of the

facilities at the Hall.

STAFFING

S/N	Category of Staff	M	F	Total
1	Snr Members	1	-	1
2	Snr. Staff : Hall Assistants Accounts Officer	14	4	17
3	Jnr. Staff Jnr. Hall Asst. Conservancy/ Sanitary/Cleaners	2	3	5
		13	6	19
	Total	29	13	42

Promotions

Six members of staff were promoted to various grades at the Hall. Four of them were promoted within Hall Assistant category, while the other two were promoted to the rank of overseers within the Health and sanitation (sanitary/ cleaner) category.

Staff Requirement

Six (6) additional workers would be needed to replace staff who got retired/ passed on or transferred over the last couple of years. Three cleaners and three Hall Assistants would be needed to augment the current staff strength of the Hall. The workload on the existing cleaners had increased because of the shortage.

ACHIEVEMENTS

Over the period, the following achievements were made which had improved on the living conditions of students in line with the strategic plan of the Hall:

Construction and Repair and Maintenance Works

- A platform was erected to mount two additional water storage tanks for the maintenance of hygienic environment.
- Towards the end of 2021, we started the fixing of ceiling fans at students rooms at block C which either did not have fans. Twenty rooms are left to be fixed.
- Broken down doors and ceiling: spoilt ceiling at block C have been fixed. Material have been acquired for changing broken down door and window frames, wardrobes and doors. Work had started with the changing of doors and window frames.
- Two rooms were refurbished and commissioned on Friday, 6th May, 2022 for use as **reading rooms** at Block C which did not have a reading room. Each room has a seating capacity of sixteen students. This has improved on the halls learning facilities. The project was undertaken by the 2021/2022 JCRC with the support of the Management of the Hall.

Beautification Works

- Horticulture beautification which involved planting of green grass, hedges and bedding plants in front of blocks A and B was started and is in the process of completion.
- Two trips of 18cm quarry stone was bought by the 2021 JCRC and has been spread over inner portion of blocks A and B which has enhance the beauty of the internal environment of the hall.

Safety, Health and Sanitation

The following were undertaken to improve on health and sanitation at the hall:

- **COVID Protocols:** COVID protocols were put in place for the safety of workers and students. Sixteen (16) hand sanitizer dispensers were fixed at the entrance and other strategic locations of the Hall. Eight of the dispensers which broke down were replaced over the period. The dispensers were refilled from time to time when its content were used up.
- Adequate waste bins were provided for collection and disposal of waste
- A Total of 57 fire extinguishers were serviced to ensure the readiness of the hall to respond to any fire emergencies.
- The streetlights from the SSNIT Junction to block A and B which broke down during the construction of the University football field for the GUSSA games in 2016 was repaired in December, 2021. This has improved on safety and security of life and property both at the hall and adjoining facilities.
- In January this year we completed the renovated of 21 custom built sinks at block C. water has been connected to these sinks making water readily available at all the floors at block C.
- Two new water pumping machines were purchased and installed at blocks A and C. This has improved on availability of water which has greatly enhanced on health and sanitation at the Hall.
- The 2022 JCR bought six pieces of water storage barrels and placed them at washrooms on the top floors

of Blocks A and B. they have also changed all drying lines at blocks A, B and C.

- In October 2021, the JCRC bought three pieces of 450 litres deep freezers and placed them at vantage points of the three blocks for students communal use- store their foods.

PROJECTIONS

The Management of the Hall intend to deploy the intervention indicated below to enhance residential environment conducive for academic work and socialization

Work Attitude: The attitude of some staff towards work has been poor. Management of the Hall intends to adopt some key intervention to address poor work attitude. These include stricter monitoring regime, organization of at least two in-service training for staff as well as periodic meetings with targeted groups within the Hall's workforce.

Students Attitude: Attitude of majority of students towards the use of Hall facilities has been very bad. The careless use of facilities causes items to break down frequently. We intend to institute monthly meetings with JCR executives to brainstorm on the strategies (such as organizing the students in groups and educating them on the need to take good care of facilities and to keep the

environment clean) to deal with the problem.

Renovation Works: Major renovation particularly in respect of plumbing works at blocks A and B would be undertaken in order to enhance health and sanitation at the hall. This project would likely be constrained by inadequate funding since the Residential Facilities User Fee (RFUF) had been inadequate. We intend to engage more with the JCR executives to take up some of the maintenance works as project.

Procurement: Timely request for procurement of items as well as frequent follows ups would be made in order to get supply to the hall in good time.

CONCLUSION

The academic year saw a number of challenges relating to attitude of students and staff (artisans, cleanser, conservancy and Sanitary) and delays in the procurement process. However, there had been significant improvement in the management of the Hall in respect of delivery of services, repair and maintenance works as well as harmonious relationship between staff and students as well as students and Management of the University.



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