

# College of Education and External Studies

## School of Education and External Studies

### Vision

To be a leading centre of excellence in human capital development in the education sector for sustainable development.

### Mission

To provide quality Education and maintain a leadership role in human capital development; generation of new knowledge, ideas and innovative pedagogical skills, involvement in research, consultancy and service leading to enhancement of quality of life for humanity.

### Foreword

The College of Education and External Studies (CEES) is one of the six Colleges that constitute the University of Nairobi. It is situated near Kikuyu town, about 25 Km West of Nairobi. Presently it has a student population of approximately 7,000, enrolled and in residence in both the undergraduate and postgraduate programmes.

The College meets the expectations of its stakeholders by: ensuring that the programmes offered meet the national and international requirements for teacher preparation; ensuring that the curricula are reviewed from time to time. In addition, the programmes are demand-driven and they meet the market needs. The College has established linkages and collaborations with similar institutions in various parts of the world thus providing a conducive working environment and ensuring good relations with the outside community. These linkages and collaborations benefit the College in the development of programmes to meet the needs of stakeholders; enhance capacity building, facilitate research and publication, promote staff and student exchange programmes, and improve infrastructural facilities and benchmark academic programmes to ensure quality.

The College focuses on market-driven programmes (ranging from diploma to degree) in education and sports sciences, using different modes of instructional delivery, though the face-to-face mode is predominant. The College has a pool of qualified and competent teaching and non-teaching staff, sufficient infrastructure and a well-co-ordinated transport service.

The School of Education is the only school in the University of Nairobi with the mandate of offering quality Education in the teaching profession in support of academic pursuits. The school has been the Education arm of the University of Nairobi extending services to not only students but also other departments of the university through pedagogical trainings.

### Strategic Objectives

Strategic issues are key challenges facing an organization and that need to be addressed if the organization is to improve its performance and realize its mandate. In the current strategic plan period, the activities of the College revolve around seven strategic issues:

### Governance, Leadership and Culture

1. Resources, Facilities and Infrastructure
2. Teaching and Learning
3. Research, Innovation and Technology
4. Competitiveness and Image of the College
5. Collaboration and Partnerships
6. Schools, Institutes, Centers, Departments and Programmes

**Arising from the strategic issues, the following seven strategic objectives will be pursued during the plan period:**

1. To manage the School efficiently.
2. To expand the School resource base and enhance productivity
3. To produce quality and holistic graduates.
4. To contribute to the development of society through educational research, innovation and technology.
5. To enhance the competitiveness and image of the College.
6. To enhance value-adding partnerships and collaborations.
7. To create new schools, departments and programmes

## Structure of the School

The School has a branch in Kenya Science Campus offering Science educational courses

The School of Education has four departments, namely,

- i) Department of Educational Planning and Administration
- ii) Department of Educational Foundations
- iii) Department of Educational Communication and Technology
- iv) Department of Physical Education and Sport

Additionally, the department of psychology in the Faculty of Arts offer courses in Educational Psychology.

School of Education has established rich programmes in the following areas:

1. Bachelor of Education Arts
2. Bachelor of Education Science
3. Bachelor of Education ICT
4. Bachelor of Education Early Childhood
5. Bachelor of Education Physical Education
6. Diploma in Early Childhood Education
7. Enhancement programme

## Collaboration

The School of Education collaborates with the following schools to support teaching in subjects content.

1. School of Physical and Biological Sciences offer teaching in Bachelor of Education Sciences.
2. School of Computing and Information Sciences offering teaching in Bachelor of Education Information Communication Technology
3. School of Business offers teaching in education for students taking Business and Economics
4. Faculty of Arts offers teaching in arts based teaching subjects

## Staff Portfolio

Grades	Dean's office	Dept. Com. Tech	Dept. Educ. Foundations	Dept. Educ. Admin and Planning	Dept. P.E & Sport
Professor & Equivalent	1	2	2	2	0
Associate Professor & Equivalent	1	4	2	3	0
Senior Lecturer		7	3	0	0
Lecturer & Equivalent	1	9	9	16	6

Tutorial Fellow	0	1	0	0	0
EF	0	1	0	0	0
CD	2	1	0	0	0
A	1	0	0	0	0
AB	0	1	0	0	0
IV	2	0	1	1	0
III/IV	0	0	1	1	3
III	1	1	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>27</b>	<b>18</b>	<b>23</b>	<b>9</b>

## Achievements and Challenges

The School has made the following achievements:

Date	Item	Comment
	Joint/dual Degree programmes	Yet to be implemented in the School.
11/10/2020 to 22/12/2020	Online Thesis defense	4 PhD Students defended successfully. 10 Master Students defended successfully
3/9/2020	Criteria for academic staff recruitment and promotion	Proposed criteria for academic staff was circulated to staff on 22/10/2020
15/4/2020	Mainstreaming of online teaching and learning	B. Ed and Masters teaching programmes were carried out from April 2020 and still on to date.
15/4/2020	Online solutions for university business	Students' issues are received through Dean's email and responses given to students and stakeholders through the same.
11/7/2020	Online examinations	The first online exam were done as follow: Supplementary/special exams July/August 2020; Year one to year four main exams July/August 2020
11/11/2020	Online student appeals	Two students in the BEd. programme appealed for remarking of exams.
18\11/2020	Online UNSA elections, 2020	Was successfully held online and the following post were filled: 1. Chairman - Mudibo Bwire 2. Vice Chair - Yegon Mercy 3. Secretary General - Orina Maneno 4. Treasurer - Wainaina Jacqueline 5. Sports and Social Welfare - Ouma Kelvin Otieno
25/9/2020	Virtual 63 <sup>rd</sup>	Graduated students during the 63 <sup>rd</sup> graduation as follows: BEd Arts - 186                      BEd (ICT) - 10 ECD - 27                              Masters - 27 BEd (P.E) - 8

Date	Item	Comment
11/12/2020	64 <sup>th</sup> Graduations	Graduated students during the 64 <sup>th</sup> graduation Masters - 34 ECD - 22 BEd (Arts) - 226 BEd (ICT) - 7 BEd (Science) - 98 Diploma in ECE - 1
10/12/2020	Virtual UoN @ 50 Celebrations	Five staff of the School were given awards during December 2020 celebrations
31/9/2020	Online Registrations of 1 <sup>st</sup> year students	BEd Science registered - 202 BEd Arts registered 511 students.
1/7/2020	Appointment of Emeritus Professor	Guideline for appointment was developed and approved in July 2020.
1/9/2020	Student progression	Only students who have passed are progressed to the next level.
2/12/2020	Pardon of expelled students	Three students were pardoned and reinstated.
3/12/2020	Online training of staff on Pedagogy	One training was held in December 2020 through virtual platform.
	Over 50 webinars	<ul style="list-style-type: none"> <li>- Dec 3rd Webinar 1: Boosting 21<sup>st</sup> Century Skills – Invention Pedagogy and Collaboration</li> <li>- Dec 15-16 Webinar 2 Trends in Higher Education pedagogy Centre for Pedagogy and Andragogy (CEPA) University</li> <li>- The school successfully held an international conference on “Decolonizing Education” with participants from UK on 16<sup>th</sup> January 2020</li> </ul>
11/2/2020	Online staff recruitment and Promotion	The University of Nairobi Senate approved criteria for conducting
8/8/2020	Anchoring the pivotal role of the course leader, in examination process	Chairmen delegate their role to a leader in the specialized areas in the department.

## Department of Educational Foundations Achievements in 2020

Date	Item	Comment
16 <sup>th</sup> January 2020	International conference on “Decolonizing Education”	The departmental successfully held an international conference with participants from UK
March 2020	Training on online teaching and examinations	The staff were trained on the conducting of lectures and examination following the closure of the university for face to face teaching due to the COVID-19 Pandemic
April- June 2020	Online teaching	The department adopted on line teaching to ensure continuity of teaching

Date	Item	Comment
June – July 2020	Online examination	The departmental successfully conducted online examinations. This was in line with the senate guidelines on conducting online examinations
May – December 2020	Increase in PhD Student enrolment	The departmental registered an increase in the number of PhD applicants with a total of 8 new students were admitted

## Department of Physical Education and Sport Achievements in 2020

Date	Item	Comment
March 2020	Training on online teaching and examinations	The staff were trained on the conducting of lectures and examination following the closure of the university for face to face teaching due to the COVID-19 Pandemic
April - June 2020	Online teaching	The Department adopted on line teaching to ensure continuity of teaching
June - July 2020	Online examination	The Departmental successfully conducted online examinations. This was in line with the senate guidelines on conducting online examinations
20 <sup>th</sup> August 2020	BEd. Programme	The BEd (PE & Sports) programme was successfully reviewed and approved by Senate.
September 2020	Graduation	The Department processed and presented students during the online graduation ceremony.
November 2020	Workshop on the UNESCO International Charter	The Department held a two-day workshop on the UNESCO International Charter of Physical Education

## Technology

The School continued using IT to manage its activities:

- i) Students information management system - SMIS
- ii) Human Resources Management - HRMIS
- iii) Leave Processing - ALMIS
- iv) ISO Audit Reports - Q-PULSE
- v) Staff Performance appraisal - USPAS

## Performance Contracting

The School of Education continues to comply with the Performance Contract as a performance indicator between University Management and the School. The School has further cascaded the Performance Contract to the Departments

## ISO 9001:2015 Standards

The School continues to be audited by External and Internal Quality Auditors.

## Challenges

- i) Low level of funded research activity in the College
- ii) Low staff morale due to lack of appropriate Human Resource structures
- iii) Delayed disbursement of funds for practicum exercises
- iv) Lack of office space, equipment and internet connectivity for academic staff
- v) Inadequate Library Facilities in the regional centres and Kenya Science Campus
- vi) Inadequate student and staff welfare facilities and services
- vii) Inadequate power backup supply
- viii) Inadequate ICT infrastructure and connectivity at Kikuyu Campus and regional learning centres
- ix) Insufficient staffing
- x) Lack of an established educational psychology department in the School
- xi) Lack of an established early childhood education department in the college
- xii) Slow rate of writing and converting courses into e-Learning format
- xiii) Lack of support from servicing schools leading to failure to teach, failure to administer examinations and delays in submission of results.
- xiv) Students indiscipline
- xv) Lack of Water
- xvi) Erratic powerfully and lack of power generator
- xvii) Low staffing levels
- xviii) Slow procurement process

## Projections

- i) Re-branding, restructuring and re-engineering of the School of Education operations
- ii) Completion of water borehole
- iii) Installation of WIFI in common areas to enable students continue with online teaching and learning
- iv) Installation of Power generator
- v) Mounting new programmes in Diploma in Education emergencies and aligning syllabuses to CUE format.

# Department of Educational Administration and Planning

## Introduction

Welcome to the Department of Educational Administration and Planning, one of the departments in the School of Education. The department takes cognizance of the demand within the educational sector for:

- i) Effective educational administrators and managers
- ii) Educational planners and management specialists
- iii) Curriculum developers
- iv) Corporate governors in education
- v) Specialists in education in emergencies

## Programmes Offered

- i) Master of Education
- ii) Doctor of Philosophy (PhD)
- iii) Doctor of Education (EdD)

## Strategic Issues

1. To ensure 100% compliance with University of Nairobi Service Charter in teaching, learning and examination management processes in any given semester of an academic year.
2. To increase Lecturer publications by 0.1% annually for the next five years
3. To sign two Memorandums of Understanding with accredited and national and internationally reputable Universities for academic collaboration, research, student and staff exchanges
4. To conduct a minimum of two academic seminars annually for postgraduate Students (Master of Education, PhD and Doctor of Education) for the next five years
5. To institute efficiency in office operations by reduction of paper communication by 0.5% annually for the next five years
6. To ensure documentation and recording of operational procedures and activities for further reference and as a good governance procedures
7. Ensure response to customer requests and complaints within the required timelines according to the University, College, School and Departmental service charters

## Major Achievements in the Year 2020

1. A number of virtual staff meetings (18<sup>th</sup> June, 2020) and consultative meetings (with a Development partner (MDF, Netherlands) have been held to discuss matters that touch on the operations of the Department. The virtual meeting with the Development partner was particularly important because it led to discussion and winning of a training grant for the Department for training of refugee students online. The matter is in progress and the curriculum has been discussed in the Department and is awaiting discussion at the School Academic Board.
2. The Department conducted online teaching, examinations, holding staff meetings and conducted defenses.
3. There is an on-going review of Curriculum with new programmes (Master and PhD in Monitoring and Evaluation) and PhD in Corporate Governance in Education.
4. The Department had 23 numbers of graduands in September, 2020 and December, 2020.
5. There were 15 participants in African Universities Networks for Education in Emergencies.



6. Many Lecturers are External Examiners of Kenyatta University, Masinde Muliro University of Science and Technology, South Eastern Kenya University (SEKU) and Egerton University etc.
7. The department has a winning of Management for Development Foundation (MDF) grant, which will train Diploma Teachers in Education in Emergencies. Part of the achievement of the MDF training has to do with training Lecturers on refugee ready educators. MDF has provided 10 laptops for the Department of Educational Administration through the EiE Section

## Corporate and Community Outreach Activities

1. Lecturers, besides their teaching duties serve as members and Chairs of Boards of Management in Secondary Schools, Teachers Training Colleges, and Directors of Non-Profit Organizations.
2. There are Five thematic areas for consultants in the department which academic staff members champions namely:
  - a) Education Administration
  - b) Curriculum Studies
  - c) Education in Emergency
  - d) Educational Planning
  - e) Economics of Education
3. Other academic members Chair County Education Boards as well as being members of professional organizations such as the Education Society of Kenya, Society for Education Research, Kenya (SEREK).
4. Some academic staff members sit in steering committees at the National and global level for their areas of specialization (Dr Loise Gichuhi, Education in Emergencies and Dr Andrew Riechi, IIEP).

## Staff Portfolio

Position	No. of Staff
Professor	2
Associate Professor	4
Senior Lecturer	10
Lecturer	6
Ass. Lecturer	1
Senior Ass. Secretary	1
Records Clerk	1
<b>Total</b>	<b>25</b>

## Projections

Revenue and Expenditure Projections 2019/2020	
<b>Sources of Revenue</b>	
Tuition fees from Self Sponsored Students	24,153,263.00
Research Grants	41,716,598.49
<b>Total Revenue</b>	<b>65,869,861.49</b>
<b>Expenditure</b>	
Office and Teaching	45,528.70
Equipment & Furniture	36,317.61
<b>Total Expenditure</b>	<b>81,846.31</b>

## Any Other Pertinent Information/Issue in the Year 2020

The Department held a month long virtual research seminars for staff which commenced with an official opening by the Principal College of Education and External Studies Professor: Isaac Jumba (2<sup>nd</sup> September, 2020) and were officially closed by the Dean, School of Education; Professor Samson Gunga. The Theme of the seminar series was “*Rethinking Educational Research in the 21<sup>st</sup> Century; Implications and Perspectives on Sustainable Development*”. The purpose of this seminar was:

1. To provide a platform for the facilitators and participants to share their wealth of knowledge and research experience.
2. To interrogate the place and role of educational research in promoting sustainable development during COVID-19 pandemic and beyond.