



## **OPEN DISTANCE AND e-LEARNING**

**Flexible Education at Your Convenience**

### **POLICY**

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**REVISED**

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## **POLICY FORWARD**

Rongo University ODeL is committed to the generation and dissemination of knowledge and skills through ease access to high quality education offered by Rongo University. ODeL aims at enabling students to learn at the place and pace that satisfies their circumstances through modern technology for individual socio-economic development.

The ODeL Policy shall be implemented by the ODeL Directorate in coordination with the office of the Deputy Vice Chancellor, Academic and Student Affairs (A&SA).

RU ODeL shall teach Degree and Diploma programmes that are on offer at RU which are strongly anchored on practical orientation through more contact hours of class work, field-work and industrial attachment which are expected to give students a more holistic understanding of the environment in which they operate. In so doing, RU aims at producing students that are capable of self-employment and job creation rather than relying on formal employment only. This is in line with the Kenya Vision 2030 which emphasizes job creation and industrial growth through exploitation of national skills and human resources.

## **ABBREVIATIONS AND ACRONYMS**

<b>RU</b>	Rongo University
<b>ODeL</b>	Open, Distance and e-Learning
<b>MIT</b>	Moi Institute of Technology
<b>DVC - ASA</b>	Deputy Vice Chancellor, Academic and Student Affairs
<b>DVC - AFP</b>	Deputy Vice Chancellor, Administration, Finance and Planning
<b>HoD</b>	Heads of Department
<b>EWA</b>	Examination Without Attendance
<b>CAT's</b>	Continuous Assesment Tests
<b>CMS's</b>	Course Management Systems
<b>SLM</b>	Self Learning Material
<b>CD-ROM</b>	Compact Disk Read-Only- Memory
<b>ICT</b>	Information Communication Technology
<b>PhD</b>	Doctor of Philosophy
<b>PSSP</b>	Privately Sponsored Students Programme
<b>IT</b>	Information Technology
<b>SIS</b>	Student Information Services
<b>DLC's</b>	Distance Learning Centres

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# **1. BACKGROUND OF THE UNIVERSITY**

## **1.1 The Vision**

A world class technology driven University in learning and practice

## **1.2 The Mission**

To provide quality and innovative higher education through teaching, research and community service

## **1.3 Core Values**

1. Integrity
2. Professionalism
3. Innovation
4. Equity
5. Social responsibility

## **1.4 Mandate of the University**

The University derives its mandate from the Rongo University Charter of 7<sup>th</sup> October, 2016, which stipulates the objects and functions of the University as follows:

- a) Provide directly, or in collaboration with other institutions of higher learning, facilities for technological, professional, and scientific education;
- b) advance knowledge and its practical application by research and other means;
- c) disseminate the outcomes of research by various means and commercially exploit the results of such research;
- d) participate in scientific and technological innovation as well as in the generation, discovery, transmission and enhancement of knowledge and to stimulate the intellectual life in the economic, social, cultural, scientific, and technological development;
- e) contribute to scientific, technological and industrial development of society in collaboration with industry and other organizations;
- f) make proposals for new academic programmes culminating in degrees, diplomas and certificates;

- g) make proposals for the establishment of colleges, campuses, faculties, schools, institutes, directorates, departments, centres and other resource and administrative units as may be appropriate;
- h) inculcate a culture of innovation in technology, engineering and science amongst staff, students, and society;
- i) promote education in social dynamics, science and technology within the institution and society;
- j) develop an institution of excellence in teaching, training, scholarship, entrepreneurship, research, consultancy, community service, among other educational services and products;
- k) provide a multi-level system of education and training that is relevant to the needs of the local, national and global community covering a wide range of fields and levels with provision for recognition of prior learning and flexibility of transition between educational levels;
- l) play a leading role in the development and expansion of opportunities for socio-cultural, technological and vocational education and training;
- m) provide high quality educational, research, residential, commercial, cultural, social, recreational, sporting, and other facilities;
- n) facilitate student mobility between programmes of study at different accredited technical training institutions, polytechnics, and universities;
- o) promote critical enquiry, independence and creativity in education, training and research within the institution;
- p) participate in commercial ventures and activities that promote the objectives of the institution;
- q) foster the general welfare of students and staff;
- r) provide equal opportunity for development and further training for staff of the institution;
- s) develop and provide educational, cultural, professional, technical and vocational services to the community and, in particular, the fostering of corporate social responsibility;
- t) provide programmes, products, and services in ways that reflect the principles of equity and social justice;
- u) conduct examinations for, and grant such, academic awards as may be provided for in the Statutes, and to syndicate examinations for awards at other institutions as may be approved by the Senate;



v) generally, facilitate the development and provision of appropriate and accessible academic and other programmes.

## **2. RU ODeL**

The RU mission is to provide high quality education to all its students in all modes of study including Open, Distance and e-Learning (ODeL).

ODeL takes place when a lecturer and student(s) are separated by physical distance, and technology is used to bridge the instructional gap. ODeL mode shall reach learners who are disadvantaged by limited time, distance or physical disability, and update the knowledge base of workers at their places of employment.

The RU ODeL mode shall employ various forms of content delivery, including print, audio-visual or internet based electronic technology.

This policy outlines procedures which will be used in the RU ODeL mode of teaching. Procedures are congruent with other policies and procedures of RU.

### **2.1 Vision Statement of RU ODeL**

To become the leading mode of holistic quality education through Innovation, Efficiency and Client Satisfaction

### **2.2 Mission Statement of RU ODeL**

To expand access to high quality education offered by Rongo University through enabling students to learn at the place and pace that satisfies their circumstances through modern technology for individual socio-economic development.

### **2.3 Identity statement of RU ODeL**

The RU ODeL is committed to the generation and dissemination of knowledge, skills and cultivation of wisdom for the welfare of Society

### **2.4 Philosophy statement of RU ODeL**

Sensitivity, innovativeness and responsiveness to community needs and the right of every Individual to Education and Knowledge

## **2.5 Core Values of RU ODeL**

- a) Integrity and Quality
- b) Professionalism
- c) Innovation and Adaptability
- d) Equity
- e) Teamwork
- f) Social Responsibility
- g) Diversity and inclusiveness
- h) Efficiency and excellence in service delivery

## **2.6 Motto**

Flexible Education at Your Convenience

## **3.0 ADMINISTRATION**

The ODeL Program at RU shall be administered by a Directorate, whose Director shall be appointed by the Vice Chancellor in accordance with RU statutes and shall report directly to the Deputy Vice Chancellor in charge of Academic Affairs.

The ODeL Directorate shall be staffed by a Director, Administrative staff, Technical Officers, Student Advisors, and support staff. The function of the ODeL Directorate shall include administering course management systems, students' records, and examinations, maintaining a Student Information Service (SIS) or Help Desk, training lecturers on developing and teaching ODeL courses and marketing the programs.

### **3.1 Role of the Director**

- a) Co-ordination of SLM's development
- b) Co-ordination of teaching and tutorial sessions
- c) Co-ordination of examination from school and ensuring that all ODeL exams are taken back to respective schools for processing.
- d) Developing networks and linkages with other similar institutions with a view to adopt the best practices and enhance our competitiveness

- e) Providing supervisory and guidance in day to day running of the Directorate affairs including linking the Directorate with other Departments like Admissions, Finance, ICT and Schools
- f) Co-coordinating of the students field-trip, industrial attachment and teaching practice in accordance to the respective schools
- g) Provide Student support services
- h) Performing any other duty that may be assigned by the management

### **3.2 University Commitment**

### **3.3 Administrative Support**

RU shall ensure that the institution's administrative policies and procedures allow for an effective and efficient support to facilitate and maintain the quality of ODeL services.

RU shall maintain a repository for ODeL program information and a support structure for the development and refinement of ODeL programs.

### **3.4 Quality Assurance**

RU shall ensure that the ODeL Program provides high quality educational services to learners.

To accomplish this objective, the following shall be done:

- a) The academic programs offered through ODeL will undergo the same academic review and scrutiny as those offered under RU's classroom based programs.
- b) The ODeL Directorate shall provide the same level of support services that lecturers and students receive under classroom based programs. The ODeL Directorate shall develop and maintain guidelines and policies for instruction, internet access, computers, and help desk services, access to and training in a variety of instructional media, library and other required resources including library support and technical support necessary to meet the needs of ODeL students.
- c) All ODeL courses and programs shall be assessed and evaluated on a regular basis. All ODeL lecturers shall support and assist with assessment procedures designed to evaluate academic rigour, educational effectiveness, and student satisfaction.
- d) RU shall remain committed to using its lecturers for the delivery of ODeL programs. However, RU shall engage external instructors with special expertise if they are needed

and if they meet the qualifications which are consistent with the criteria used in classroom based courses of the regular academic programs.

- e) Academic departments will retain control of lecturer selection for their courses.
- f) ODeL courses will carry the same weight as classroom based courses when a lecturer's workload is tabulated.

#### **4.0 ODeL MANAGEMENT STRUCTURE**

##### **4.1 ODeL Directorate**

The ODeL Directorate shall be responsible for the design, management and administration of all ODeL programs at RU in consultation with the Deans Committee and ODeL Board. In so doing, the Directorate shall adhere to all established RU policies, systems, procedures, rules and regulations regarding delivery of academic programs and general administration.

- a) The ODeL Directorate shall be under the direct supervision of a Director, who shall be appointed by the Vice Chancellor and shall report to the Deputy Vice Chancellor, Academic affairs.
- b) The Director shall also be the administrative head bearing responsibility for all resources under the ODeL program in consultation with the Academic Board
- c) The ODeL Director shall be in office in accordance with the terms of service of RU

##### **4.2 The ODeL Board**

- a) There shall be established Board that shall be composed of:
  - 1. Deputy Vice Chancellor – ASA chairperson of the Board;
  - 2. The ODeL Director, who will be secretary to the board;
  - 3. Director of the Privately Sponsored Students (PSSP) ;
  - 4. School representative from each of the schools appointed by the Dean;
  - 5. One representative from the finance department;
  - 6. The Dean of students' affairs.
  - 7. The Dean of School of Graduate Studies
  - 8. The Librarian.
  - 9. Representative from ICT appointed by the head of ICT
- b) The duration of Board members will be in accordance to RU statutes

### **4.3 Functions of the Board**

- i. Oversight on the design, development and delivery of academic programs offered under ODeL;
- ii. Development and review of ODeL policies;
- iii. Quality assurance and quality management of the academic programs, including material development, instructional delivery, examinations and program assessment and evaluation.

### **4.4 Learning Centers**

The ODeL Director shall, in consultation with the ODeL Board and the RU Management Board, set up Distance Learning Centers (DLC's) in strategic locations.

The learning centers shall facilitate the delivery of ODeL programs including:

- a) Provision of learning materials to students;
- b) Provision of learner support services;
- c) Facilitation of feedback communication between learners, lecturers, the ODeL Directorate and the University College in general.

## **5. RU ODeL COURSES**

Content delivery for ODeL course content shall vary depending on the convenience of the students. In some cases, the instructor will place 100% of the content in:

- i. Print form
- ii. Online (Internet)
- iii. Face to face

The students shall be required to converge at the main campus at the beginning of a semester and at graduation and any other time as may be required.

### **5.1 Mounting of Courses**

- a) The decision to use the ODeL mode shall be made by the ODeL Board, in consultation with respective schools, on a course-by-course basis, with consideration given to the content of the course, the needs of the learners, and the flexibility of the delivery system
- b) In all circumstances, the content of ODeL courses shall be appropriate for and the level of students being taught.

## **5.2 Courses Offered**

- a) Courses delivered via ODeL shall be regular RU academic courses approved through the usual curriculum approval processes as defined by the appropriate University regulations and policy.
- b) There shall be no distinction in quality or standards of excellence between courses offered through ODeL and those offered through the classroom based mode.
- c) Courses offered via ODeL shall have the same rigor and expected outcomes as classroom based courses.

## **5.3 Course Approvals**

When a course is reconfigured for delivery via ODeL, it shall be reviewed by the appropriate curriculum review procedures, outlined by the specific Department and School, and by the Academic Board.

## **5.4 Course Evaluation and Maintenance**

- a) ODeL courses shall be evaluated according to the course evaluation procedures in effect for classroom based courses.
- b) Additional items to be evaluated shall include the effectiveness and efficiency of:
  - i. Delivery systems;
  - ii. Academic resources;
  - iii. Student services, and
  - iv. Access to lecturers.
- c) Records of evaluations and the analyses shall be kept on file, as well as documentation of results for enhancement of course offerings.

## **5.5 Procedures for Scheduling Distance Education Courses**

Departments shall evaluate ODeL course proposals for appropriateness and only proposals demonstrating content that is comparable to classroom based courses; with sufficient rigor, shall be approved for delivery via ODeL.

Proposals for all new programmes must include the following information and be forwarded to the ODeL board.

- a) Justification for the proposed ODeL course.
- b) A full syllabus, in the same format as for a classroom based course, outlining the objectives, expected outcomes, topics to be covered in the course and how contact hours will be addressed.
- c) Description of the delivery mechanism to be used

All RU ODeL course(s) shall be taught through a blended learning mode of delivery (A mixture of face to face interaction and e-learning). In each case, the course material(s) used may either be in a single media or a multimedia format.

d) Assessment Method

A variety of methods of content delivery may be used such as tests, quizzes, class participation, market research, projects, portfolio development, demonstrations, workshop practices, writing assignments, simulation activities, peer and self-evaluation and independent study. Lecturers /courses are responsible for the relevant latest text books/e-books, journals/e-journals, newspapers, internet search and magazines for the modules.

- e) Interaction methods: The course syllabus will describe how lecturers will interact with students and how students will interact with each other.
- f) Sources of course materials include text-books, journals, e-books and e-journals. Course materials will be listed in the course syllabus and, a description of them will be provided.
- g) Proposed class size with rationale.

To encourage high quality courses, proposals for new ODeL courses shall be approved prior to the delivery of the course

Once the course has been recommended at the department and school levels, and by the ODeL Board, it shall then be submitted to the chairperson of the Academic Board.

When the course has been submitted to the Chairperson of the Academic Board, the course lecturer shall complete the ODeL Course Fact Sheet giving basic information about the course. Lecturers shall clearly state the course requirements as well as minimum requirements for hardware and software. Further information on the course such as a syllabus, textbooks, or other web pages created by the lecturer should be included in the Fact Sheet.



## **5.6 Institutional Accommodation**

- a) Unless otherwise stated, all RU Policies, standards, and guidelines for on-and off-campus instruction shall apply to ODeL.
- b) All academic units of the college have an opportunity to participate in providing ODeL programs and are encouraged to provide courses through ODeL.
- c) Current programmatic and administrative procedures exist to accommodate persons who may not have easy access to classroom-based study at RU due to constraints of time, distance, disability, and personal and professional issues.
- d) All programs, services, and activities offered by RU must be accessible to and usable by persons with documented disabilities who have met the technical and academic standards for admission.
- e) The ODeL program shall contribute the RU's commitment to ensuring an equitable academic experience for students with disabilities and will be responsive to requests for reasonable accommodations, regardless of the type of instructional delivery system being utilized.

## **6. ODeL STUDENTS THRESHOLD AND PROGRAMS**

- A. The student's threshold number shall be in line with the RU PSSP admission Policy.
- B. The programmes to be offered on the ODeL platform shall include: Certificate, Diploma Undergraduate and Master Degree programs
  - a) There shall be no distinctions in content between programs offered through ODeL and those offered through the classroom based mode.
  - b) Only approved programs offered on campus shall be offered via ODeL. Department, School and ODeL Board.
  - c) Each program shall be coherent and complete and shall result in learning outcomes appropriate to the rigor and breadth of the certificate awarded.
  - d) Prior to implementation, proposed ODeL programs are to be reviewed and approved in accordance with the RU academic policies, processes and procedures.

### **6.1 Program Approval and Accreditation**

Programmes shall be approved by the senate and accredited by the Commission for University Education.

## **6.2 Program Maintenance and Continuation**

Once implemented, the Departments, Schools, ODeL Directorate and the RU commits to ongoing support and to the continuation of the program for a period sufficient to enable students to complete the program.

## **6.3 Preparation of Self-Learning Material**

The ODeL Board shall perform an oversight role over the design, development and production of self learning material. However, the respective departments and schools shall have the responsibility of appointing the lecturers to prepare course material.

In consultation with the respective schools and departments, the ODeL Board shall exercise oversight over:

- a) Periodic review of the course material developed. The review period shall not exceed four calendar years.
- b) Production of the course material

## **6.4 Curriculum Development**

All lecturers involved in developing and delivering ODeL courses shall adhere to the curriculum development guidelines as stipulated in the RU academic Policy and the Kenya Commission of University Education Policy Guidelines.

# **7. ODeL FINANCIAL ADMINISTRATION**

## **7.1 General Policies**

The Policies governing financial operations of the ODeL Directorate shall be approved by the RU Management Board, and must be synchronized with the University financial policy. Specifically, the following shall apply:

1. ODeL shall be self-supporting.
2. RU shall maintain a Policy of allowing adequate revenue from an ODeL program to be distributed to the offering Department/School in order to cover course and program costs.
3. The maximum allowable tuition fees for ODeL courses may be changed each year based on the percentage change in tuition approved by the relevant RU stRUtures.

4. All program and course costs, excluding books and materials, shall be calculated as part of the total delivery costs and expressed as a single, per semester tuition fee.
5. Tuition and tuition refunds shall generally follow the classroom-based Policies unless different Policies are approved as part of the program proposal procedure.
6. The ODeL Board shall develop and periodically review regulations to guide the compensation scheme for lecturers who develop learning material.

## **7.2 Funding of Distance Education Courses**

Unless a specific exception has been made by the Office of Academic Affairs, the development and delivery of distance education courses are expected to be funded on a self-supporting basis from course revenues.

## **7.3 Budget Plan for each Course and/or Program**

There shall be developed budgets for each ODeL program

Budgets for ODeL courses must take into consideration both direct and indirect costs, as well as enrollment trends. This will include expenses for line items such as lecturers compensation for course development (where applicable), fringe benefits, if any, marketing, Help Desk costs, equipment maintenance, and course development and technical/administrative resources for lecturers and students provided through the ODeL Directorate.

The course approval process will be contingent on development of a satisfactory budget plan, including a contingency plan in the event that enrollments do not meet budget projections.

## **7.4 Tuition & Fees for ODeL Courses**

All fees for ODeL must be consistent with the RU Policies.

Any other fees to be charged in conjunction with ODeL courses must be approved in advance as part of the budget planning process for each course and must be consistent with RU policies and procedures.

## **7.5 Contingency Plan For Smaller-Than-Expected Enrollments**

If course enrollments are marginal and thus insufficient to cover program expenses outlined in the budget plan, efforts will still be made by the ODeL Directorate to avoid canceling the course or asking lecturers to take up the course at a reduced pay rate. However, in cases where

enrollments fall far short of expectations, or a pattern of marginal or low enrollments has developed over time, financial adjustments will have to be made or the course may be cancelled unless some form of external funding is available. A final decision will be made by the ODeL Director in consultation with the offering Department, School, ODeL Board, and RU management.

## **8. ACADEMIC STAFF**

### **8.1 Lecturer Rights, Roles and Responsibilities**

- a) Academic Board will retain the primary responsibility and authority for the academic management and oversight of ODeL courses.
- b) The assigned lecturer shall have full control of the content of the distance education course material.
- c) The lecturer shall be expected to deliver accurate and current information and shall not include in the content of the course anything which the he/she knows to constitute libel, invasion of privacy, infringement of copyright or other literary rights, or otherwise violate the legal rights of any persons.
- d) The assigned lecturer must respond to a student's email query within 24 hours.
- e) The assigned lecturer will have the responsibility to produce any revised or supplemental materials in order to maintain or enhance the accuracy and quality of the distance education course.
- f) The intellectual property rights of faculty shall be governed by the RU intellectual property policy.

### **8.2 Teaching Qualifications**

The lecturer assigned ODeL courses shall have the same qualification (expertise, experience, rank) as the faculty assigned to classroom based classes.

### **8.3 Teaching Support**

Faculty shall have appropriate services and resources to assure their effectiveness as distance educators and to assure an effective and efficient teaching and learning environment. The ODeL Directorate shall organize skills in training ODeL.

RU shall provide adequate equipment, software, and communications access to faculty to support interaction with students, cooperating institutions and other faculty for approved programs and courses.

The ODeL Directorate shall provide design consultation, and aid faculty members in the production of course materials, and provide support during course implementation and evaluation in order to allow faculty members to focus as much as possible on the content and delivery of instruction and on interaction with and assessment of the learning of the students.

In the event that a lecturer is absent from class and decides to use distance education technology to replace the face-to-face meeting, the lecturer must file a written form with the departmental head stating the reason for the absence and how the lost time will be made up.

#### **8.4 Approval to Mount a Programme**

Certification of distance education technology and methodology shall be verified by the ODeL Directorate before a course is mounted through ODeL.

#### **8.5 Faculty Orientation and Training**

The ODeL Directorate shall facilitate the orientation and training of faculty members who will be involved in the ODeL program. Where need be, the Directorate may outsource the services of experts/consultants to facilitate the orientation and training.

### **9. COURSE MANAGEMENT SYSTEMS AND TECHNICAL CONSIDERATIONS FOR DELIVERY OF ODeL COURSES**

#### **9.1 Course Management System Selection**

The ODeL Board, in consultation with respective Departments and Schools, shall determine which Course Management Systems (CMSs) will be applied for each course. Part-time external lecturers employed to teach or develop RU ODeL courses shall adhere to the same guidelines as full time lecturers regarding the selection and use of course management systems as well as minimum computer and connectivity requirements.

## **9.2 Use of Alternative CMS**

A lecturer requesting to use an alternative CMS other than one already approved by the Academic Board must obtain approval from the ODeL Directorate.

## **9.3 Minimum Computer Requirements and Internet Connectivity Requirements for ODeL Students**

Lecturers shall develop and deliver distance education courses which can be successfully implemented by utilizing the minimum computer requirements and minimum Internet connectivity requirements.

## **10. STUDENTS ADMISSION AND STUDENT SUPPORT SERVICES**

ODeL students shall have reasonable and adequate access to the range of student services appropriate to support their learning and successful graduation.

Services should include the following: admissions, accounts (payments, refunds, billing, among others.), course catalog, academic advising, technical assistance, registration, withdrawal from courses, transfers, deferrals, reinstatements, scholarships information, academic calendar, student records, library services, services for disabled students ,policies, procedures, and protocols for taking courses.

### **10.1 Information Distribution to ODeL Students**

- a) ODeL students shall receive procedural and Policy information which is consistent, reliable, and, where possible, tailored to meet their needs. Lecturers and departmental personnel involved in offering ODeL courses will provide information about course requirements and recommendations.
- b) Students shall receive from the lecturer clear, accurate, complete, and timely information on the curriculum, course requirements, nature of lecturer/student interaction, required technological competence, technical equipment requirements, availability of academic resources, availability of student services, program/course costs and payment Policies, dates, timeframes, academic Policies and appeal processes, disability accommodations and procedures for accessing these resources.

## **10.2 Help Desk Services**

RU shall provide a special Help Desk for ODeL students, designed to serve as a central point of contact for both technical and non-technical needs. When Help Desk personnel are not personally on duty, telephone and/or online service will be provided to assist students with their needs.

## **10.3 Advising Services**

RU ODeL students shall have access to experienced advisers through email and telephone services. Students will be referred to the appropriate adviser or department by the course lecturer. The advisor will be assigned by the Department chairperson.

## **10.4 Supplemental Course Materials**

Efforts will be made to ODeL education students with supplemental course materials. These materials may include special handouts developed by lecturers, orientation and procedural information, videotapes, audiotapes, CD ROMs, among others. ODeL Directorate staff will work closely with lecturers to help develop these resources and to assist with distribution to ODeL students.

## **10.5 Library Services and Resources**

- a) ODeL students shall access library resources as per the RU library policy
- b) A platform of resources shall be available at RU library for use by ODeL lecturers and students.
- c) ODeL Students shall be provided with RU library services information via a short handout, course materials, information regarding Web access to the university network.
- d) RU shall maintain an ODeL Librarian Liaison to promote and coordinate library services programs, agreements and Policies/procedures for ODeL students and lecturers.
- e) The university library shall retain statistical information regarding library usage by ODeL students, types of services requested and used, problems encountered, among others.

## **10.6 Course Registration**

Registration will be made available online for all students (ODeL students as well as on-campus students).

## **10.7 Student Orientation**

Orientation will be provided at the RU main campus for all ODeL students. The orientation is designed to familiarize new and prospective students with the ODeL environment. A prepared package will be available from the ODeL Directorate that can be distributed by respective lecturers. The package shall include but will not be limited to the following information:

- a) Basic skills on ODeL. These will include:
  - i. Reading skills
  - ii. Study skills
  - iii. Note taking skills
  - iv. Writing skills
  - v. Computer skills
- b) Academic orientation and socialization, including
  - i. Selection of courses and programs in relation to learner needs
  - ii. Instructional system and its requirements
  - iii. ODeL learners' challenges
- c) Course support after admission, including information on:
  - i. Material distribution processes and procedures
  - ii. Location of learning centers and services available at the centers
  - iii. Services offered by RU including organizations of practical's sessions, counseling, tutorials and student advising services.
  - iv. Time management tips and techniques
  - v. Academic information including information on assignments, examinations among others
  - vi. Feedback mechanisms
- d) Post course support services, including communication of results, career advice, and new prospects for graduates, and general alumni information.

## **10.8 Orientation of Non -Teaching Staff to Maintain Quality of Support Services**

All non-teaching staff of the ODeL Directorate shall be taken through an orientation upon their employment. Whenever necessary, the ODeL Directorate shall engage experts/consultant to facilitate the orientation. The orientation shall cover the following areas:

- a) The vision and mission of the program and RU



- b) ODeL Policy, systems, procedures, rules and regulations
- c) Strategies of operation
- d) Roles and contributions of the non-teaching staff in the program
- e) Customer care and public relations

### **10.9 Communication to Prospective Students Prior to Admission**

The ODeL Directorate shall make available, through the help desk and the University website, the following information:

- a) Admission requirements
- b) Program costs and financial aid options
- c) Curriculum and program design
- d) Available support services
- e) Criteria for assessment
- f) Graduation requirements
- g) Advisory services and technical assistance

## **11. LECTURERS' COMPENSATION AND COURSE OWNERSHIP**

The ODeL Academic Board will work out a comprehensive compensation package for teaching staff in line with the RU remuneration scheme, economic realities and best practices.

### **11.1 Letter of Agreement For SLM's Development**

Compensation, course ownership issues, and matters related to newly developed SLM will be delineated in a Letter of Agreement for module development initiated between the SLM developer and the University. In situations where a previously developed module is taught by someone other than the original developer, a brief Letter of Understanding for module delivery shall be used to clarify the terms of compensation and related matters.

### **11.2 Compensation for SLM Development**

The compensation rate is the amount of money paid and is fixed. Lecturers will be compensated for the SLM developed at the prevailing compensation rate as shown in the appendix III in line with the RU Policy.

### **11.3 Course Ownership**

Unless otherwise stated, all material developed for the RU ODeL program shall remain the property of RU.

### **11.4 Letter of Agreement for Course Tutorial**

Lecturers who develop SLM coordinated through ODeL in their academic departments will be required to sign a Letter of Agreement which addresses the following:

- i. Services to be provided by the lecturer and RU;
- ii. Course review and approval responsibilities,
- iii. Course assessment provisions;
- iv. Compensation agreements with the lecturer.

### **11.5 Non-Competition**

RU employees may not participate in activities that compete with RU for their personal gain or the gain of another. Therefore, lecturers who develop ODeL courses are not permitted to provide those courses to be offered by any other institutions or entities without the written approval of RU.

## **12. EVALUATION AND ASSESSMENT**

The ODeL Directorate will facilitate appropriate evaluation of the programs offered, student performance, student support services and staff performance in line with RU Policy on evaluation and assessment.

## **SECTION B**

### **RU ODeL EXAMINATIONS**

#### **1.0 UNIVERSITY EXAMINATION RULES SHALL APPLY**

- a) RU is committed to meeting the needs of ODeL students who for whatever reason are unable to sit for course examinations on campus.
- b) It is important that RU have Policies and procedures that addresses the administration of examinations for ODeL students
- c) All members of staff and RU administrators are bound by the provisions of this Policy and procedures document
- d) This ODeL examinations Policy and procedures document conforms to the rules and regulations of the RU examinations Policy.
- e) In order to ensure the credibility of all RU courses delivered through the ODeL program, it is critical that all examinations occur within a structured and secure environment.

The University shall conduct formal examinations in April, and in August and December, or at any such other times as the RU Senate decides, and in June (supplementary and special examinations).

#### **1.1. Types of Examinations**

Examinations shall be held in all courses to assess the work done by students. These may take the form of written final examinations (online or paper-based examination) under invigilation conditions. As used in this document final examination describes the single examination for each course that is scheduled to be held during the December, April and August examination periods (or at such other times as may be decided by the RU Senate).

#### **1.2. Examination Periods**

Final examinations shall be held in December, April and August of every year, or at such other times as may be decided by the RU Senate.

### **1.3 Special Examinations**

A special final examination opportunity shall be granted on medical, compassionate, religious or other special grounds. They shall be scheduled by the ODeL Board in consultation with the RU Senate and Management as per the University examination rules

### **1.4 Continuous Assessment Tests**

Examinations which include a component outside invigilated conditions are permitted where a School and Department has decided on a sound practice and the examination has received the endorsement of the RU Senate.

All students must take at least two Continuous Assessment Tests (CATs) in line with RU examination Policy.

The setup and configuration of online examinations shall be done in consultation with the ODeL Board, and the respective School and Department in advance.

Due diligence shall be applied in considering to maintain integrity of RU online examinations.

## **2. PRESERVATION OF CONFIDENTIALITY AND SECURITY PRODUCTION OF EXAMINATIONS.**

Confidentiality of ODeL examinations shall be maintained in line with the common University regulations concerning examinations.

### **2.1 Identification at Examination's Venue**

Students are required to identify themselves at examination venues in line with the common University regulations concerning examinations.

### **2.2 Presence of Departmental Staff at Examinations**

Respective course lecturers shall be available during the sitting of their examinations in line with the common University regulations concerning examinations.

### **2.3 Electronic Devices: Use at Examinations**

The common University regulations concerning examinations shall apply in relation to the use of electronic devices at examinations.

## **2.4 Formula Sheets and other Printed Material**

The common University regulations concerning examinations shall apply in relation to the use of formula sheets and other printed material.

## **2.5 Examination Irregularity**

In the event that the University considers that dishonesty has occurred in any form of examination, the Examination Policy on irregularity shall apply.

## **2.6 Examinations Written in Languages other than English**

All examinations shall be written in the language of instruction for the specific course except where translation is specially required in the examination.

## **2.7 Application for the Remarking of Examination Results**

A candidate may apply for the examination result to be remarked. RU examination Policy for remarking shall apply.

## **2.8 The Retention of Examination Script**

The archiving of marked examination scripts shall be in line with the common University regulations concerning examinations

## **2.9 Field-Trip, Industrial attachment/Teaching Practice**

Student field-trip, industrial attachment/Teaching practice shall be in line with the various schools and Department's course programme and time frame. This shall be coordinated by the Directorate and the schools

## **3. EXAMINATION INVIGILATION**

The rules regarding invigilation shall be in line with the common University regulations concerning examinations

## **4. VENUES FOR EXAMINATIONS AND CATS:**

### **4.1 Fee Payment**

No student will be allowed to sit in examinations before clearing semester fees unless with authorized permission from the RU management.

## **4.2 Examinations Centres**

The Academic Board shall not permit examinations to be written away from the recognized RU learning centres. However, RU Senate may allow ODeL examinations to be written at a venue, or venues, elsewhere in Kenya, provided the ODeL Directorate undertakes to make the venues and invigilation arrangements for the examinations and that the Academic Board and Senate is satisfied that the venue and invigilation arrangements will ensure the integrity of the examination.

## **SECTION C:**

### **SELF LEARNING MATERIALS DEVELOPMENT**

#### **1. INTRODUCTION**

Considering the competitive nature of the education sector in Kenya, it is essential that the Rongo University ODeL program develop high quality products which will attract and retain clients.

The ODeL Board proposes the following Policy to guide the processes of developing Self-Learning Materials (SLMs) in order to consistently maintain a high standard of distance learning materials.

#### **1.2 Support for the Implementation of the Policy**

Support for the implementation of this policy will be provided by the ODeL Directorate, with the ODeL Board playing a supervisory role. Support resources that will be available to the Academic staff for materials development will include the University Library and an e-Library which will be developed and regularly updated. In relation to the development of Self-Learning Materials, the ODeL Directorate will provide the following services:

- I. Administrative support for the development of distance learning materials
- II. Facilitation of training seminars and workshops on material design and copyright issues
- III. Necessary documentation

#### **1.3 Policy Implementation**

The RU ODeL Board and ODeL Directorate shall be responsible for Quality Control and Quality Assurance of SLMs. The responsibility for the design and development of SLMs shall lie with the respective lecturers, Departments and Schools. Collectively, the ODeL Academic Board, the ODeL Directorate, lecturers, Schools and Departments shall be responsible for the implementation of this Policy.

## **2. THE PROCESS OF DEVELOPING THE SELF LEARNING MATERIALS**

### **2.1 Submission of Course Lists by Schools**

Each School shall submit to the ODeL Board a full list of all the academic programs that the school proposes to offer through the ODeL mode. Each proposed academic program shall include:

- a) A full list of ALL the Course Units, Course Codes and Course Titles

A complete syllabus for each course unit, which shall include the purpose, expected outcomes, course content, mode of delivery and method of examination/evaluation.

- b) The prescribed mode of delivery for each course unit, (hard copy/ electronic/teleconferencing), which may vary from one course unit to another.
- c) Admission requirements for the course.
- d) Other requirements for the successful completion of the course, if any.

The Course list shall be submitted at least six months before the planned admission of students into the course.

### **2.2 Evaluation of Course Lists**

Within two weeks of receiving the course list, the ODeL Board shall evaluate each course to determine its suitability under the distance learning program and present its report to the Senate.

### **2.3 Materials Development**

The ODeL course material shall be developed in line with SLM guidelines.

### **2.4 Nomination of Academic Staff to Develop SLMS**

Upon receiving approval from the ODeL Board, respective Schools shall ask the concerned Departments to initiate the process of material development. The H.O.Ds shall:

- a) Within one week of receiving the approval, identify lecturers who shall develop the requisite module.



- b) Identify a lecturer who will conduct an internal review of each module and through the School, present the list to the ODeL Board for recommendation.

## **2.5 Vetting, Training and Appointment**

- a) The Academic Board shall vet all individuals nominated by schools to develop and review SLMs. The Board shall then forward the final approved list to the ODeL Directorate for staff training and contracting.
- b) The ODeL Directorate shall, within two weeks of receiving the approved list of material developers, facilitate training of all approved staff. The Directorate shall identify suitable consultants within or out of RU, who shall conduct the training.
- c) Immediately after the training, the trained lecturer shall be contracted by RU to develop the SLM.

## **2.6. Drafting of SLM's**

Contracted lecturer shall submit to the ODeL Directorate a completed draft in hard and soft copies not later than two months after signing their contracts.

## **3. SLM's REVIEW**

- a) The ODeL Directorate shall immediately upon receipt of the draft SLMs, present the documents to the approved internal staff and external consultants who shall undertake their reviews simultaneously. The reviews shall be undertaken in line with RU ODeL materials review guidelines, which shall be contained in a template that shall be developed and periodically reviewed by the ODeL Academic Board.
- b) The reviewers shall return the document to the ODeL Directorate within two weeks of receiving it. The returned document shall be accompanied by a report in soft and hard copy, detailing their observations and recommendations.

### **3.1 Corrections to SLM'S**

The ODeL Directorate shall return the reviewed document and a copy of the review report to the respective developer, who shall incorporate the input of the reviewers.

### **3.2 Submission of Final Draft of SLM'S**

- a) The developer shall submit the final SLMs document in soft and hard copies within two weeks of receiving the review report.
- b) The process of SLMs development and review shall be completed not later than one month before students are admitted into the course.

The completed and reviewed SLM shall be submitted to the ODeL Directorate not later than one month before admission of new students into the course or commencement of a new semester.

- c) The ODeL Academic Board shall exercise oversight of the entire process of SLMs development to ensure quality.

### **3.3 Quality Control and Quality Assurance**

The Rongo University ODeL program shall offer only those courses that have been approved by the University senate. All courses offered through ODeL shall comply with all of the standard practices, procedures, and criteria which have been established for traditional classroom courses.

### **3.4 Responsibility for Quality Control**

- a) While the ODeL Academic Board shall exercise oversight of all courses offered through distance learning, the RU Directorate of Quality Assurance shall be responsible for ensuring conformity to established course quality and relevance.
- b) Departments, through their schools, shall make recommendations on the desirable minimum and maximum class size.
- c) Departments, through their schools, shall be involved in the selection of qualified lecturer to develop course material and to teach the courses.

## **4. COPYRIGHT**

All SLM's produced under the arrangement outlined above shall be owned by Rongo University.

RU shall pay for the copyright in the manner that shall be agreed upon between RU and the SLM developers.

## **SECTION D**

### **1. FINANCIAL PAYMENTS**

The person developing the module shall be paid for the complete module at the rate determined by the RU management from time to time as attached in schedule III

The first installment shall be paid after the first draft is presented for review, with the second being made after the final draft has been received by the ODeL Directorate.

#### **1.1 Training for Teaching**

Prior to ODeL courses being taught, the ODeL Directorate shall facilitate appropriate technical and curricular training to lecturers. Any lecturer teaching a ODeL course for the first time shall receive training. If new technologies are added, further training will be offered. If the necessary training is not available on-campus, the ODeL Directorate shall arrange for and pay the costs of any special training required by the lecturer.

#### **1.2 Availability of Assistance**

RU shall provide adequate support services at both the sending and receiving site for all ODeL courses. Provisions shall be made for clerical, technical, and library support as needed. Where appropriate, the ODeL Directorate shall facilitate the availability of graduate assistants on a priority basis to support lecturers in the delivery of ODeL courses.

### **2. MISCELLANEOUS**

#### **2.1 Academic Honesty**

Students taking ODeL courses shall be held to the same requirements of academic honesty as students taking traditional courses.

## **2.2 Evaluation of Class & Member of Academic Staff**

The ODeL Directorate and Academic Board shall implement a process to ensure that students are able to evaluate the performance of each lecturer.

## **SECTION E**

### **ODeL PROGRAM EVALUATION**

1. RU shall provide timely and efficient services to all its students. This commitment shall not be compromised, even in the ODeL program, where students are off campuses. The RU ODeL Directorate shall undertake an evaluation exercise every academic year to assess the effectiveness of its academic programs. Data for each study shall be collected from ODeL students, lecturers and other stakeholders, and shall include an assessment of:
2. Contact between Students and Lecturers specifically, the Directorate shall seek to determine whether lecturers:
  - a) Respond to students mail, telephone calls SMS, among others and the speed with which they respond
  - b) Create opportunities for communication with students.
  - c) Are available and inform students of their availability.
3. Cooperation among students. The Directorate will establish if lecturers:
  - a) Create study groups and collaborative learning forums.
  - b) Create opportunities for class discussions of assignments and concepts.
4. Feedback Communication. The Directorate shall assess whether lecturers:
  - a) Give students prompt, constRutive and meaningful feedback.
  - b) Regularly monitor the students to ensure concerns are addressed.
5. Time and task allocation. In this respect, the Directorate shall evaluate:
  - a) The appropriateness of time allocated to complete tasks/assignments.
  - b) The flexibility of the course in relation to time and tasks
  - c) The extent to which students are guided towards other available resources.

6. Respect for diverse talents and ways of learning. The Directorate shall seek to establish if the teaching method:
  - a) Takes into account different methods of learning
  - b) Encourages self-reflection and self-evaluation.
  - c) Assesses student learning styles and tailors the teaching to satisfy the same.
  - d) Encourages student collaboration and group discussions.
  
7. Access and capacity to utilize ODeL technology. Specifically, the Directorate shall seek to establish:
  - a) Student and lecturers accessibility to computers and internet connection;
  - b) The capacity of ODeL students and lecturers to utilize the available technology.
  
8. The examinations system. Specifically, the Directorate shall evaluate:
  - a) The efficiency of ODeL in delivering examinations, in relation to
    - i. Timetable management (timeliness of publication, completeness of information, flexibility and strict adherence to the timetable);
    - ii. Examination invigilation;
    - iii. Management of examination irregularities;
  - b) Marking, in relation to timeliness and quality management;
  - c) Publication of results and management of complains.
  
9. The Directorate shall undertake an evaluation exercise every academic year to assess the effectiveness of its student support services. Data shall be collected from ODeL students for the purpose of assessing:
  
10. Library and Learning Resources. Specifically, the assessment shall include an analysis of:
  - a) The availability and capacity (appropriateness) of library and learning resources.
  - b) The access to appropriate library resources.
  - c) The patterns of use of library resources

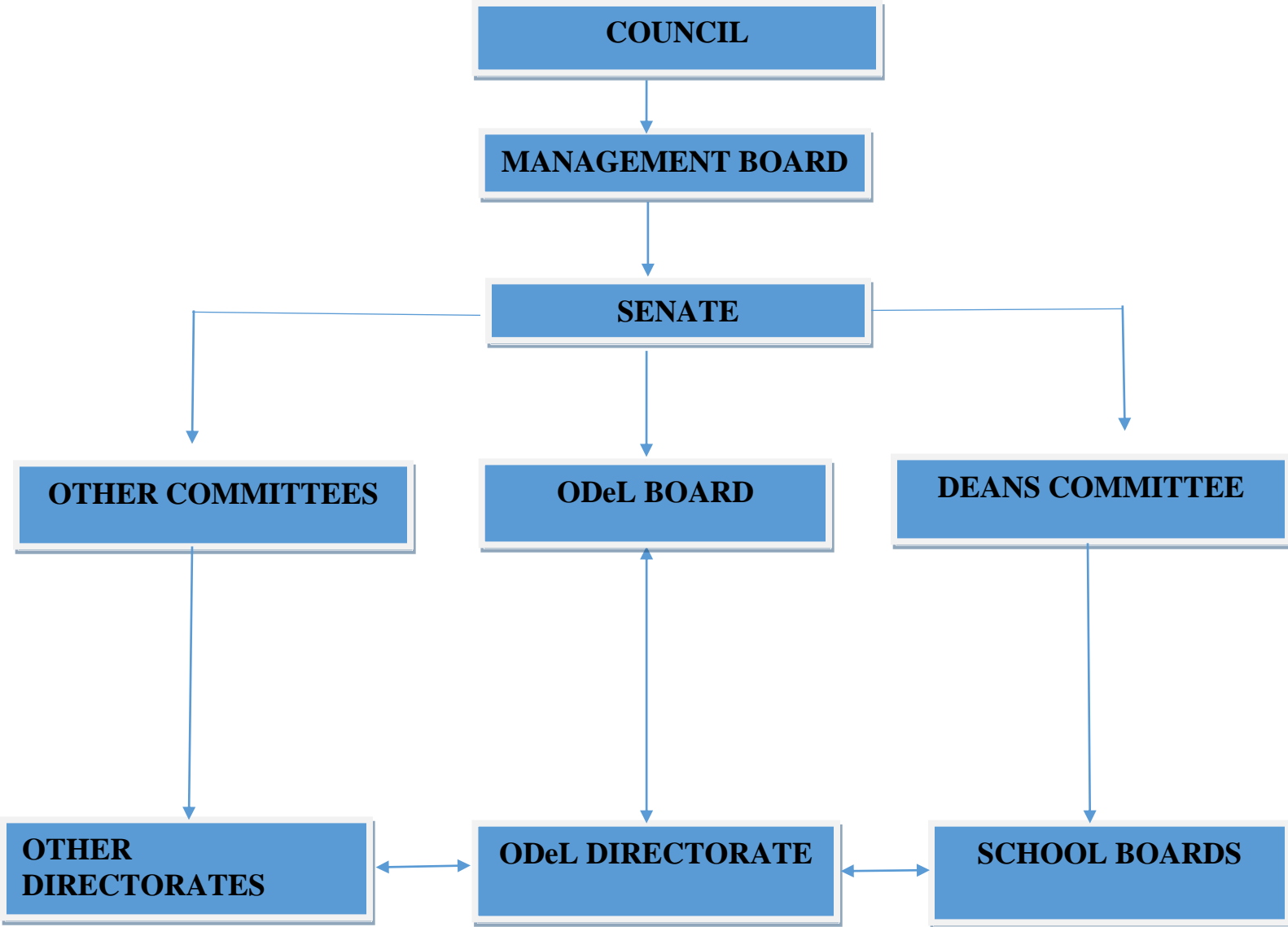
- 11. Students Admission Service.** Specifically, the Directorate shall evaluate the effectiveness in relation to:
- a) The time it takes to respond to enquiries and applications;
  - b) The information available to students who are making enquiries (whether such information is available, adequate and accurately represents the true picture);
  - c) The friendliness of admission staff;
  - d) Security of students' personal information.
- 12. Financial Aid** shall be assessed in relation to:
- a) Availability of and access to financial aid
  - b) Impartiality in the award of financial aid
- 13. Academic Advising** shall be assessed in relation to:
- a) Availability of student academic and career advisors
  - b) Competence of academic advisors
  - c) Timeliness, professionalism and friendliness of responses to enquiries
- 14. Delivery of Course Material** shall be assessed in relation to:
- a) Timeliness of the delivery of course material
  - b) Completeness and quality of course material
- 15. Resolution of Student Complaints,** shall be assessed in relation to:
- a) Complaints resolution channels and processes;
  - b) Timeliness of response/action.
- 16. Student Counseling** shall be assessed in relation to:
- a) Availability of student counselors;
  - b) Competence, professionalism and friendliness of student counselors.
- 17. Post-Graduation Placement** shall be assessed in relation to:

- a) Availability of placement service;
- b) Effectiveness and timeliness of placement service.

- 18.** The Directorate shall undertake an evaluation exercise every calendar year to assess the state of ODeL resources, including a human resource analysis (number of staff and workload, level of training, projected demand and supply); equipment (state and adequacy of equipment); the web resources; internet connectivity.
- 19.** Every three months, the ODeL Directorate shall evaluate its marketing strategy.
- 20.** Before undertaking any evaluation study, the ODeL Directorate shall develop a suitable research design and present it to the ODeL Academic Board for approval.
- 21.** Upon completion of each study, the Directorate shall present the evaluation report to the ODeL Board Members for appropriate action.
- 22.** In addition to the periodic evaluation studies, the Directorate shall design an appropriate system, continuously collect data from students, lecturers and other stakeholders for the purpose of monitoring the program. The data collected shall then be summarized and a monthly report presented to the Academic Board.

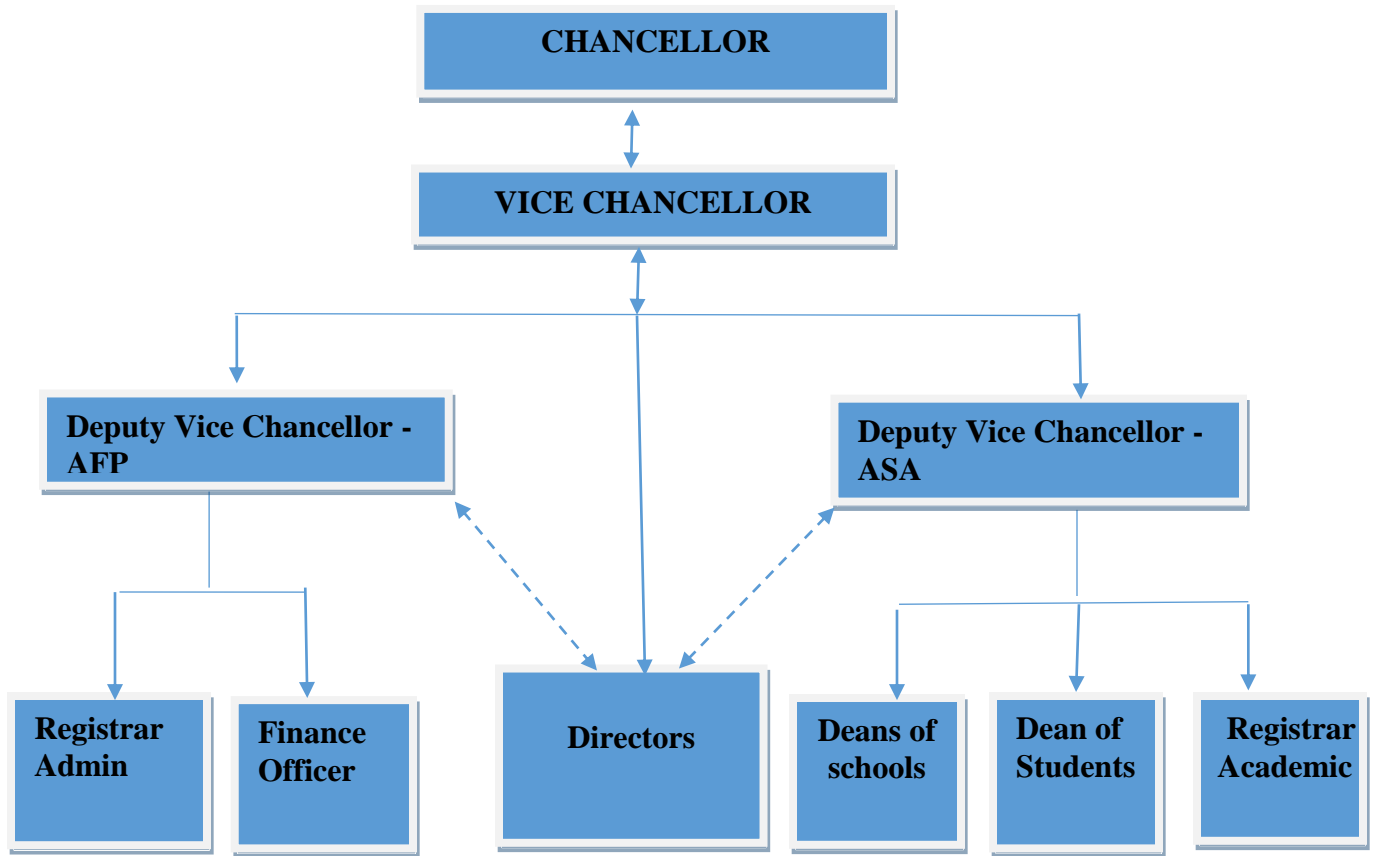


**APPENDIX I: ODeL GOVERNANCE ORGANOGRAM**



**\*Governance makes recommendations and formulates policy**

**APPENDIX II: PROPOSED ADMINISTRATIVE ORGANOGRAM**



**\*Administrative organs execute the recommendations and policy of governance organs**

### APPENDIX III: PROPOSED FINANCIAL COMPENSATION SCHEME

#### a) SLM Development compensation

ITEM	UNIT	RATE IN KSHS	VERIFIABLE BY DIRECTOR
Development of Self Learning Material	Sum	Kshs 70,000	Self-Learning Manual
Peer Review of Self Learning Material by Internal Staff	Sum	Kshs 5,000	Review Report

#### b) Tutorial compensation

Rates for tutorials, setting examination and marking examinations scripts and transport payment shall be in line with the RU Policy on part-time lecturing

**APPENDIX IV: SAMPLE LETTER OF AGREEMENT  
RONGO UNIVERSITY  
ODEL PROGRAM  
CONTRACT FOR COURSE DEVELOPMENT AND DELIVERY**

TO: \_\_\_\_\_ (Developer)  
Department of \_\_\_\_\_  
Rongo University

This letter of agreement, when signed by the materials Developer and the ODeL Director, is binding on both parties, and cannot be modified except by the written agreement of both parties. Copies of the signed agreement shall be retained by both parties for future reference.

The purpose of this agreement is to set forth the understanding of Rongo University (RU) and the materials Developer regarding their respective rights to the ODeL course identified below which has been or will be produced by the materials Developer. This agreement also applies to all supplementary course materials, both print and multi-media, developed for use with the ODeL course. By executing this agreement, the parties agree that they shall have the rights set forth herein.

**1. Description of Product and Instructional Services the Developer Will Provide.**

The product consists of a substantially complete conversion and/or original creation of the \_\_\_\_\_ (Certificate/Diploma/Degree) course entitled \_\_\_\_\_ to electronic/print format for delivery via the existing Course Management System (CMA) as approved for use with the Rongo University ODeL Program.

“Substantially complete” means complete except for those aspects of the course which the materials Developer, for instructional reasons, does not want to complete without student participation or feedback.

The “course” will contain a syllabus, student assignments, and a list of any required materials not available online to be sent to the students, as well as any supplementary course materials, both print and multi-media, developed for student use. ODeL Directorate staff will assist the materials developer with obtaining necessary copyright permissions if material which requires copyright permission can be identified by specific deadlines established for this purpose. However, it is the materials Developer’s responsibility to obtain written copyright permissions where such are needed.

Instructional services consist of teaching this course, if needed, at least once, upon completion of course development.

**2. Description of Services and Payment**

Rongo University ODeL Directorate Will Provide:

- i. Technical instruction and support in learning to develop self-learning materials;

- ii. Assistance with instructional design related to course development and/or conversion;
- iii. Limited scanning of text and graphic material for use online;
- iv. Ongoing, course-related technical support for the materials developer when the course is being delivered, including “fixes” for software problems;
- v. Assistance with course evaluation alternatives;
- vi. Staff assistance in obtaining required copyright permissions (contingent on deadlines being met for final identification of materials requiring copyright approvals);
- vii. Assistance with the production, duplication, and distribution of supplementary course materials, both print and multi-media (within agreed-on cost limits and deadlines); and
- viii. A wide range of support services to assist online students, including a Help Desk, technical support, orientation materials, advising services, streamlined admission and registration services, an administrative coordinator, and others.

Compensation will be in accordance with RU ODeL compensation policy, as follows:

The total payment for the substantially complete module shall be Kshs 70,000, which shall be paid in two equal instalments. The first instalment shall be paid upon the delivery of the first draft for review, with the final payment being made when the materials developer presents the completed document in soft and hard copy.

In addition, a statement acknowledging credit to the materials Developer for developing the original version of the SLM will be included with the course as follows,

“This module of (course name/course code: \_\_\_\_\_  
 was originally developed by \_\_\_\_\_ with resource assistance from  
 the RU ODeL Directorate and offered for the first time during the \_\_\_\_\_  
 Semester 20\_\_\_\_.”

### **3. Course Review and Approval**

Responsibility for the quality review and approval of RU ODeL courses resides with the H.O.D and the Dean of the School in which the course resides, the ODeL Board, the Academic Office and the University Senate.

### **4. Course Conduct and Assessment**

The materials Developer is expected to develop and teach his/her course in accordance with RU policy.

Since ODeL offers a variety of courses in different formats, ODeL Directorate staff, selected lecturers and administrators will need first-hand knowledge of each course offered to effectively assist materials developers in course review and assessment. The materials Developer shall, therefore, expect that all aspects of ODeL courses except private mail exchanges between students and the instructor, or students and students, may be observed. In addition, the materials developer shall be expected to support and assist with assessment procedures designed to evaluate the academic rigor, educational effectiveness, and student satisfaction of ODeL courses.

### **5. Licensing Agreement for the Course and Course Content**

Because you, as materials Developer, are choosing to utilize RU resources for the development and possible delivery of this course, RU reserves the right to use the course and course content.

The materials developer hereby agrees to not provide the developed course material for use in any other academic or educational setting.

In consideration of the compensation and support which have been provided by Rongo University, the Materials Developer hereby grants Rongo University and the appropriate academic department all rights for the course material which is being created under the terms of this agreement.

The parties agree that this letter of agreement is intended to constitute an agreement regarding creative works which involve some combination of individual initiatives and University support.

It is also understood that University employees may not participate in activities that compete with the University for their Personal Gain or the gain of another. Under the terms of the present agreement, it is therefore understood that you, as Faculty Developer, are not permitted to teach this course through other institutions or entities or to provide this course to other institutions or organizations for the purpose of being taught by a third party.

I have received and read a copy of this agreement, and understand that its provisions will cover my participation in the project identified above.

\_\_\_\_\_  
Materials Developer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title/Department

I have read a copy of this agreement and approve the project, including the compensation arrangements identified above. I also recognize the obligation to offer this ODeL course as scheduled.

\_\_\_\_\_  
H.O.D

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

**Approved/Not Approved**

\_\_\_\_\_  
Director, ODeL

\_\_\_\_\_  
Date

**Approved/Not Approved**

\_\_\_\_\_  
Deputy Vice Chancellor, Academic Affairs

\_\_\_\_\_  
Date

**APPENDIX V: LETTER OF UNDERSTANDING**  
**RONGO UNIVERSITY**  
**ODEL PROGRAM**  
**LETTER OF UNDERSTANDING**

This Letter of Understanding, when signed by the Course lecturer and the ODeL Director, is binding on both parties and cannot be modified except by the written agreement of both parties.

I, the undersigned, understand that I am delivering a course that was developed by someone else and is the property of Rongo University. As such, I agree that I will make no or only minor modifications to the course material unless I get written permission from the ODeL Director.

_____	_____
Signature of course lecturer	Date

**Approved/Not Approved**

_____	_____
Director, ODeL	Date

**Approved/Not Approved**

_____	_____
Deputy Vice Chancellor Academic Affairs	Date

_____	_____
Vice Chancellor	Date