



UGANDA CHRISTIAN UNIVERSITY

A Centre of Excellence in the Heart of Africa

eLearning Policy

Schedule

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Preamble:-

Uganda Christian University (UCU) is a private, not-for-profit University, established by the Anglican Church of Uganda in 1997. In 2004, the University was chartered as the first private University in the country. The Main Campus of Uganda Christian University is situated at Mukono. UCU operates 2 campuses (Arua, Kampala) and has two (2) constituent colleges at Bishop Barham University College in Kabale and Mbale University College. The Christian Identity of Uganda Christian University is espoused in the Instruments of Identity, and the House of Bishops is corporately and exclusively custodian of the Instruments of Identity.

Staff and Students are required to respect the Instruments of Identity and to observe the laid down rules and the Code of Conduct BOTH at the University and while away on official or authorized events.

MOTTO: *“Alpha and Omega: God the Beginning and the End”*

VISION: *“A Centre of Excellence in the Heart of Africa”*

MISSION: *“To Equip students for productive, holistic lives of Christian faith and service”*

CORE VALUES: *Christ-Centredness, Diligence, Integrity, Servanthood, Stewardship*

THEME: *“A Complete Education for A Complete Person”*

In its Strategic Plan (2012-2018), UCU aims at achieving the following objectives:

1. **Identity:** UCU’s identity as an authentic Christian institution.
2. **Governance and leadership:** Accountable leadership.
3. **Teaching and learning:** A high quality education with a diverse yet integrated curriculum.
4. **Targeted research:** Rigorous, relevant, focused and innovative research.
5. **Service to the Community:** Assisting communities to achieve holistic development.
6. **Student recruitment and development:** A diverse array of students.
7. **Staffing:** Attracts, recruits, and retains a staff noted for excellence in teaching, research, and praxis.

8. **Great campuses:** The physical infrastructure that meets the education, ICT, and administrative needs and standards while preserving campus history and beauty.

Definitions:

1. University - For the purpose of this policy the University means UCU
2. UCU - Uganda Christian University whose Main Campus is situated at Mukono.
3. LMS - Learning Management System
4. eLearning - is a mode of educational delivery. It is learning that utilizes electronic technologies to access education outside a traditional classroom.

1.0 Introduction and Background

UCU recognizes that all institutions of higher education worldwide are embracing Information and Communication Technologies (ICTs) as a way to improve efficiency and effectiveness in teaching, learning and research. The eLearning policy is intended to guide all users, both staff and students in using eLearning system fully and for the intended purpose.

1.1 Purpose of eLearning

The purpose of eLearning at UCU is to support and enhance student-centered learning. eLearning offers students a flexible learning environment, reduces costs, reaches a wider audience and uses the human resources optimally across all its campuses and constituent colleges. Furthermore, eLearning makes teaching and learning more engaging, grants UCU access to teachers and students all over the world, and enables students and staff to gain access to the most current eResources.

1.2 Goal of eLearning

To support an alternative mode of delivery that has the flexibility of location and time using ICTs, that reflects the University's mission and vision.

1.3 Objectives of eLearning

1. To develop blended and fully-fledged UCU eLearning programs ranging from full awards to informal and individual learning.
2. To develop human capital, physical and technological infrastructure that support a full range of flexible and independent learning experiences.
3. To review and develop targeted community engagements aimed at increasing participation by non-traditional and underrepresented learners.
4. To exploit new delivery mechanisms that include networked workplace intended to the benefit of a wider range of students (both on and off campus) at the various UCU campuses and constituent colleges.
5. To investigate and develop more radical forms of flexible learning, assessment, awards and recognitions of success to meet the demands of the new and diverse constituents.
6. To increase on UCU visibility globally for better University rating

2.0 Policy statement

UCU will use eLearning to help provide learner-centered learning experiences that are flexible, effective, and meet the needs of its students, staff and all other stakeholders. eLearning will be used to innovate both in learning and in its delivery. eLearning will make effective and efficient use of University resources while maintaining the quality standards the University is committed to.

Policy aspects pertaining to eLearning will, where relevant, be embedded in all University policies and procedures to ensure a consistent and corporate approach to associated systems, processes and responsibilities.

2.1 Policy Scope

This policy covers eLearning activities and courses of action that the University will take on all matters related to eLearning. The main purpose of this policy is to define the guidelines, regulations and procedures for eLearning stakeholders at UCU.

3.0 Online Courses and Programs

Online courses and programs shall follow the normal University programs' vetting and approval process.

4.0 Governance and Management

4.1 eLearning Committee

There shall be an eLearning Committee appointed by the Vice Chancellor which shall be responsible for oversight of this policy and its interpretation.

4.2 Proposed Terms of Reference for the eLearning Committee

1. To guide the development of eLearning through a process of identifying appropriate eLearning developments, policies, procedures, and roles to be played in the implementation of eLearning at UCU.
2. To explore innovation and best practices in the use of eLearning and incorporate them into UCU Academic Policies.
3. To advocate for and create awareness of key elements of eLearning and policy expectations.
4. To develop a comprehensive eLearning strategy that sets targets, timelines and roles, and report progress to management against the strategy.
5. To periodically review the eLearning Policy and guidelines relating to eLearning.
6. To undertake research and review of issues associated with eLearning, as the need may arise or as guided by the Deputy Vice Chancellor, Academic Affairs.
7. The Committee may invite any other ex-officio members on ad-hoc basis to assist the committee on technical matters that may arise from time to time.
8. To ensure adherence to Intellectual Property rights during the use of the eLearning platforms.

4.3 Lines of Report

The eLearning Committee shall report to the Deputy Vice Chancellor, Academic Affairs.

4.4 Membership

The membership of the Committee shall be composed of persons herein defined to include:

- a) There shall be a chairperson appointed by the Vice Chancellor. There shall also be a Vice Chairperson elected from within the membership.
- b) A representative from each Faculty
- c) A representative from University ICT Services (UIS)
- d) A representative from the University Library
- e) A representative from Academics Central
- f) The Manager eLearning (ex-officio and Secretariat)

The inaugural committee shall continue to serve as an interim committee for a period of one year from the date of passing this policy. Thereafter, the appointing authority shall reconstitute the committee according to the composition spelt out in this policy.

4.5 Term of Office

The Committee members shall serve for a term of two years which may be renewed upon satisfactory performance.

4.6 Meetings

The Secretary to the Committee shall call meetings with reasonable notice to members of at least 7 working days, the frequency of any such meetings being;

- i. At least twice a semester
- ii. Other ordinary meetings as requested by the Manager eLearning
- iii. The meetings shall be chaired by the Chairperson or the Deputy Chairperson, but in the absence of both, members may nominate one of their own to chair the meeting on ad-hoc basis.

4.7 Quorum at Meetings

- a) One half of the Membership plus one.

4.8 Absence from Meetings

Any member who may not be in position to attend the committee meetings may register their absence with the secretary to committee who will then communicate the same to the Committee for accountability purposes.

4.9 Administrative Setup

The Committee shall have two positions to steer its agenda namely;

a) The Chairperson;

- I. Shall chair the meetings of the committee.
- II. Shall liaise with the manager of eLearning to ensure proper management of the committee business.
- III. Shall engage with other relevant stakeholders within and without the University to achieve the vision of the committee and the university in eLearning.
- IV. Shall perform any other duties assigned by the Committee and other relevant stakeholders.

b) The Vice Chairperson;

- I. Shall chair the meetings of the committee in the absence of the Chairperson.
- II. Shall perform any other duties assigned by the Chairperson or the committee.

5. Amendment, Modification or Variation

This policy shall be reviewed after every three years and may be amended, varied or modified from time to time as need arises.

6. Responsibilities of Schools and Faculties

Success in the implementation of eLearning in the University shall depend on the full cooperation of schools and faculties. As such, schools and faculties shall be required to:

1. Develop fully-fledged online programs for both undergraduate and postgraduate levels.
2. Review existing curricula and update course materials in order to adapt them to blended learning approaches.
3. Each school or faculty shall constitute an eLearning sub-committee, appointed by the Dean, with representation from each academic department. The school or faculty's representative to the University's eLearning committee shall be a member to this sub-committee.

7. Responsibilities of Constituent Colleges

Each Constituent College and Campus shall constitute an eLearning sub-committee appointed by the College Principle or Campus Director to oversee eLearning processes.

8.0 Key Stakeholders

8.1 University ICT Services (UIS)

UIS is the backbone for eLearning. The Lecturers are able to transform their classroom practice to online learning if they have access to ICT resources, especially computers and other peripheral devices needed to effectively carry out all interactive activities. The UIS department will ensure that lecturers have access to computers in their offices, lecture rooms are well equipped with the necessary ICT's, and that student labs have adequate computers that will enable students to access online learning (tutorials/materials). In addition, the UIS department shall ensure that the campus-wide network has adequate functionality, security, performance and external connectivity that will enable students to access online learning from wherever they are. eLearning will follow the UIS policy on privacy and security.

8.2 University Library

There shall be a strong link between eLearning and the University Library so that all library services and resources can widely reach out to all University stakeholders especially those using eLearning.