



ALUPE UNIVERSITY

TECHNOLOGY ENABLED LEARNING POLICY

MAY, 2023

Table of Contents

1.0	Background of the University	1
2.0	The Technology Enabled Learning (TEL) Policy	3
3.0	Teaching, Learning and Assessment	6
4.0	Technology and Infrastructure	7
5.0	Professional Development	8
6.0	Governance	10
7.0	Complementary Policies and Guidelines	11
8.0	Review	14

Title of the Policy	Technology-Enabled Learning Policy
Description of Policy	Provides a framework for strengthening technology-enabled learning in the university and envisage improvement in quality of teaching and learning by using technology and sharing educational resources.
Policy applies to:	<input checked="" type="checkbox"/> University-wide <input type="checkbox"/> Specific Location: _____ <input type="checkbox"/> Staff Only <input type="checkbox"/> Student Only <input checked="" type="checkbox"/> Staff and Students
Policy Status	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Revision of Existing Policy
Category	
Reference No	
Governing authority	Vice Chancellor
Responsible Officer	DVC, Academics Research and Student Affairs
Approval Date	
Effective Date	
Date of Last Revision	NA
Next Policy Review Date	-
Exceptions, if any	

Acronyms

ARSA	Academics Research and Student Affairs
AU	Ainupe University
CE	Conventional Education
CD	Chair of Department
DE	Distance Education
DODL	Directorate of Open and Distance Learning
FTE	Full Time Equivalent
ICT	Information and Communication Technology
KEMRI	Kenya Medical Research Institute
LTSS	Learner Technology Support Services
ODEL	Open and Distance electronic Learning
OER	Open Educational Resources
PAO	Principal Administrative Officer
PSP	Privately Sponsored Students Program
SLM	Self-Learning Material
TEL	Technology Enabled Learning
VC	Vice Chancellor

Glossary of Terms

Blended learning: This is judicious use of both face-to-face and online modes of learning in a course or programme.

Continuing Education: This is learning beyond the undergraduate level of education to provide regular updating about knowledge of lecturers and staff at the university.

Faculty: Lecturers

Learning Management System (LMS): Is a software application for the administration, documentation, tracking, and reporting of training programs, classroom and online events, E-learning programmes, and training content teaching and learning online.

Open Access Repository: An institutional online repository of full-text documents shared to be accessed freely and available with an open license.

Open Educational Resources (OER): Materials for teaching or learning that are either in the public domain or have been released under an open license that allows them to be freely used, modified and shared with others without the permission of the copyright holder.

Professional Development: It is the learning and unlearning enhancing building capacity, skills and professionalism of employees to enable them to contribute effectively to the University mission and strategic goals.

Technology Enabled Learning: The application of information and communication technologies to teaching and learning. This includes a range of technologies and applications and are also considered online learning, eLearning, Blended learning, etc.

1.0. Background of the University

1.1 Introduction

Alupe University is a public university in the republic of Kenya. It attained full University status on 2nd August 2022 upon Award of the Alupe University Charter and appointment of the Council on 5th August 2022 vide Gazette Notice 151. It was established through the Alupe University College Order 2015, Gazette Notice No 163 of 24th July 2015 with its Council being constituted vide special gazette notice No.136 of 7th November 2016.

It is a science focused university with a niche in the health, biomedical/biological, physical, information and agricultural sciences. It runs programmes in education sciences and business management sciences. It also offers courses in Education Arts, business management, hospitality and hotel management.

AU is strategically positioned right at the border of Uganda and supports the international students exchange programme across the border in training and research for the larger East African region. AU works in collaboration with other institutions' scientists among them: Kenya Medical Research Institute (KEMRI), Kenya Agricultural and Livestock Research Organization (KALRO) and Lake Basin Development Authority (LBDA) in promoting its teaching and research.

Students admitted to Alupe University have a practical approach to learning. The University applies the total process of learning including an interdisciplinary approach to learning and teaching. This eventually creates a practically trained and holistic graduate that is ready for the market in whatever field he/she has been trained.

The University is committed to provision of high-quality teaching, research and extension services to students and other clients. Its mission is to create, evaluate, apply, preserve and share knowledge in a free, open and inclusive environment of intellectual inquiry for the betterment of society.

1.2 Mandate of the University

AU's mandate is:

- i. To provide directly, or in collaboration with other institutions of higher learning, facilities for university education (including technology, scientific and professional education), integration of teaching, research and effective application of knowledge and skills to the life, work and welfare of the citizens of Kenya.
- ii. To participate in the discovery, transmission and preservation and enhancement of knowledge and to stimulate the intellectual participation of students in the economic, social, scientific, technological and cultural development of Kenya.
- iii. To provide and advance university education and training to appropriately qualified candidates leading to the conferment of degrees and award of diplomas and certificates and such other qualifications as the Council and the senate may from time to time determine and in so doing, contribute to the manpower needs.
- iv. To conduct examinations for such academic awards as may be provided in the statutes of the University.
- v. To examine and make proposals for new faculties, schools, institutes, departments, resource and research centres, degree courses and subjects of study.
- vi. To play a leading role in the development and expansion of the opportunities for higher education and research.
- vii. To contribute to industrial and technological development through innovations and technology transfer.
- viii. To develop as an institution of excellence in teaching, training, scholarship, entrepreneurship, innovations, research, and consultancy services.
- ix. Participate in commercial ventures and other activities for the benefit of the University, the community and stakeholders.
- x. Contribute to agriculture, industrial and technological development of Kenya in collaboration with industrial and other institutions through the transfer of appropriate technology.
- xi. Develop and provide educational, cultural, professional, technical and vocational services to the community and in particular foster corporate social responsibility and the practical arts.

provide programmes, products and services, in ways that reflect the principles of equity and social justice.

- xii. To facilitate student mobility between different programmes at different technical training institutions, universities and industry.
- xiii. To foster the general welfare of all staff and students.

1.3 AU Vision

To be a world-class University that is committed to achieving scientific excellence, integrity and quality research.

1.4 AU Mission

To create, evaluate, apply, preserve and share knowledge in a free, open and inclusive environment of intellectual inquiry, for the betterment of society.

1.5 AU Core Values

Alupe University is anchored in the following core values:

- Professionalism
- Creativity and Innovation
- Excellence
- Good Corporate Governance
- Customer focus
- Teamwork

2.0 The Technology Enabled Learning (TEL) Policy

The TEL policy at AU will create an enabling environment for the effective use of technologies to facilitate student learning and support all students and lecturers to adopt discipline-specific advanced learning technologies. Technology-Enabled Learning at Alupe University will transform students

and faculty to be informed participants in digital culture, to teach and learn in diverse ways and to connect with communities locally and globally.

2.1 TEL Vision

To enhance the quality of teaching and learning at AU through effective integration of technology and become a leader in the use of TEL in Kenya.

2.2 TEL Mission

To spearhead the utilization of innovative technological and pedagogical approaches through various models of TEL, such as distance, online, and blended modes of education within AU.

2.3 Motto

Convenient and continuing education for all.

2.4 TEL Policy Goals

The Goals of the TEL policy is to:

- Commit AU to a continual and responsive adoption to the current and emerging trends in the use of technology in teaching and learning.
- Uphold a practice that adopts and uses technology in teaching and learning so as to respond to the needs of the 21st Century educational needs of learners.
- To enable AU produce graduate students who are ICT compliant in their respective professions.

2.5 Scope of the TEL Policy

This policy applies to the use of technology in teaching and learning among the faculty and students of AU.

2.6 AU Commitment on TEL

AU is committed to:

- Promote TEL among faculty through building their capacity, incentives and creating a conducive environment for the use of technology in teaching.
- Carry out participatory research on programme specific teaching and learning technologies.

- Adopt a learner centered approach in responding to the student's technology needs in learning by deploying the appropriate technologies with a focus on innovative practices.
- Develop an evaluation process to support the TEL practices with a focus to ensure sustainability of TEL at AU.

2.8 TEL Guiding Principles

- **Equity:** The use of TEL to ensure better reach of students at AU and potential learners while taking care of various barriers using technology.
- **Innovative:** The use of emerging technologies that fosters new and advanced methods of teaching and learning.
- **Inclusivity:** Adapt the use of various technologies in teaching and learning that accommodate all learners, especially support learners with disabilities.
- **Sustainable:** Adapt best practice in TEL by following low-cost and sustainable technologies for the university.
- **Learning Centered:** Focus on students' need and priorities for learning while deciding on specific tools and technology use.

2.9 TEL Policy Objectives

Key objectives of TEL Policy shall be to:

- offer continuing and concurrent learning opportunities through innovative teaching and learning technologies.
- pursue excellence through lecturers professional development in the use of technology in teaching, learning and research.
- carry out research on discipline specific innovative technologies for teaching, learning and research.
- deploy and manage technological innovations in teaching and learning.
- increase access to teaching and learning materials by producing and curating digital resources for the learners and the wider community.

3.0 Teaching, Learning and Assessment

Technology-based tools and processes can enhance teaching and learning by fostering student engagement and active learning, facilitating inclusive teaching strategies and improving access. The TEL teaching, learning and assessment strategy provides guidelines in the use of technology in the teaching and learning activities whose scope includes synchronous and asynchronous approaches and the use of technology in assessment of learning.

3.1 Teaching

1. Through the ICT directorate, Alape University academic programmes' learning content shall be integrated into the Learning management System (LMS) to enable the online component of the blended learning.
2. The ICT directorate shall provide support and facilities to Lecturers using various TEL Technologies to teach.
3. The ICT directorate in collaboration with the Schools shall facilitate needs assessment to establish the programme specific technology requirements for running the academic programmes using TEL.
4. The course lecturers shall be appointed by their respective Chair of Departments (CODs) for the development of the e-content and uploading of the same to the Alape University LMS.
5. Lecturers at AU shall be responsible to design and develop blended courses using the LMS of AU.
6. The Lecturers will be supported by the ICT directorate team to:
 - i. Develop learning content in line with the content development guidelines of AU.
 - ii. Upload the digital learning content on the institutional LMS.
 - iii. Design a course facilitation schedule and guidelines and communicate the same to the students taking up the course.
 - iv. Provide information on the required technology to students to facilitate their successful participation in the course.
 - v. Use learning analytics of student progress ethically and liaise with the learner support team to follow up on providing support to learners facing challenges in learning using technology.

3.2 Learning

1. The learner support shall be provided by the ICT directorate where required.
2. The ICT directorate shall coordinate the orientation of the new students in the use of the TEL technologies.
3. The course lecturer shall undertake regular monitoring and evaluation of the learner's use of the Alupe University TEL Technologies.

3.3 Assessment

1. The blended courses developed at AU shall include a variety of formative and summative assessment in line with the examination regulations and policy of AU.
2. Lecturers shall include innovative formative assessment (e.g., use of discussion forum, quizzes, term-papers, blog, group Wiki, etc.) through the LMS to provide interactive learning opportunities to the students.
3. The use of any online assessment for final course assessment shall be administered by the course lecturers supported by the ICT Directorate technical team.
4. The ICT directorate will ensure the required technologies to support processes such as proctoring in online assessments are deployed.
5. The learners shall evaluate the usage of TEL in their studies.
6. AU Exam rules and regulations will be followed when examinations are done on the online platform.

4.0 Technology and Infrastructure

The ICT directorate shall ensure the requisite technologies required for TEL are deployed and operating optimally, to this end they shall:

1. Ensure there is sufficient, reliable and secure bandwidth for teaching and learning.
2. Set up servers for the hosting the TEL learning platforms which include but not limited to the LMS and open access repository.
3. Review the deployed learning platforms in line with the ICT policy guidelines for security assessment for vulnerabilities.
4. Put in place security and redundancy measure to ensure minimal disruption of the TEL activities.

5. Carry out needs assessment in liaison with the various schools to establish discipline specific TEL technologies and put in place procurement procedures to acquire and deploy the technologies.
6. Optimize the performance of the deployed TEL technologies by carrying out enhancements on the technologies to meet the evolving TEL requirements.
7. Encourage students to have their own IT devices by reviewing the student admission policies so that they are aligned to TEL. Bring Your Own Device (BYOD) shall be encouraged.
8. A centralized content development center shall be created at the university to facilitate digital content development in variety of formats (e.g. video, audio, multimedia, HTML5, etc).

5.0 Professional Development

Professional development broadens the capabilities of the employees in relation to their roles and responsibilities by preparing them for TEL. The role of the faculty in AU is paramount to TEL utilization efficiently and effectively. Faculty need capacity building to integrate innovative technology in their teaching and assessment practice. In this regard, the following shall guide professional staff development process.

5.1 Preparing Staff for TEL

The ICT Directorate will organize for staff training on the core areas of TEL that will equip them with sufficient skills, knowledge and values to enable them conduct teaching and learning activities that adhere to acceptable standards using various technologies deployed at AU. The training shall include but not limited to:

1. Digital content development;
2. Appropriate pedagogy for eLearning;
3. Use of the university LMS in place;
4. Instructional design and instructional multimedia;
5. Use of existing and emerging technologies for teaching;
6. Use of various assessment approaches using TEL.

7. Teaching/Facilitating courses using TEL.

5.2 Capacity building for Students

The ICT Directorate will organize for students training on the use of different technologies used for learning every Academic Year and when need arises. Emphasis will be put on the use of the LMS as it is the core digital platform used within the institution. The TEL training shall encompass:

1. Coordinating student training in the use of various TEL technologies during the student orientation phase when new students have been admitted to the university.
2. Organizing for student training when new discipline specific TEL technologies have been deployed.
3. Carrying out periodic student needs assessment in the use of TEL, and use the information to organize for student training and support sessions.

5.3 Capacity Building for Lecturers

The ICT Directorate in consultation with the Deans and CODs shall conduct TEL related trainings to AU staff every Academic Year and when need arises. The TEL training shall encompass different aspects:

1. The approaches for professional development shall include:
 - Training Workshops
 - Technical Assistance
 - Mentorship through partnerships between AU and other institutions utilizing TEL
 - Continuous evaluation of the instructors' courses and TEL practice and support them for improvement
2. This will include a variety of medium:
 - Online professional development Modules
 - Training Videos, Video clips/ podcasts
 - Links to e-Resources
 - Presentations through published and unpublished documents
3. The ICT Directorate shall establish a collaborative, comprehensive approach to lecturer professional development in the areas of technology-enabled learning, digital literacy and information literacy through:
 - Developing a model to increase availability of Continuing Studies courses in technology for lecturers.

- Creating video and online resources for lecturers in the use of TEL technologies.

5.4 Incentives for using TEL

The university management shall appreciate lecturers who have successfully developed digital learning content as a way of motivation.

1. Lecturers developing blended courses and integrating technology enabled learning shall be encouraged by instituting mechanisms to recognize best practices.
2. Expert lecturers shall be recognized as champions and facilitated to mentor others in the university.

5.5 Scholarly approach to TEL Implementation

Lecturers shall be recognized for the work they have developed.

1. Original authors/developers will receive scholarly recognition of their work just like any other scholarly publication/artifact.
2. Research related to TEL shall be considered for material and/or moral support from Directorate of research and other relevant research organs of the university. Lecturers will be encouraged to share their work in conferences and seminars online platforms.

5.6 Networking

The ICT directorate shall ensure networking takes place.

1. The ICT directorate at AU in liaison with other relevant institution organs, shall organize activities aimed at promoting TEL to upscale networking for linkages and collaborations as a way of augmenting quality TEL programs.
2. The ICT directorate shall ensure that the lecturers and learners have continuously trained on the use of TEL.

6.0 Governance

The ICT directorate shall oversee the implementation of TEL at AU until an ODeL Directorate is established. The function of the ICT Directorate shall include administering course management systems, maintaining an online Help Desk and training lecturers on digitizing their courses.

7.0 Complementary Policies and Guidelines

The policy will be read and applied in conjunction with the following AU policies:

1. AU Examination Rules and Regulations
2. Quality Assurance policy
3. Research policy
4. ICT policy
5. Student Admission Policy

8.0 Review

The Policy will be reviewed after every 3 Years or as need arises with the aim to enhance efficient delivery of effective outcomes.

Approval

This policy shall become effective upon approval by the AU Vice Chancellor.

Approved this 12th Day of May 2023



Vice Chancellor