

BELLS UNIVERSITY OF TECHNOLOGY, OTA
KM 8, Idiroko Road, Ota, Ogun State Nigeria



POLICY STATEMENT

ON

E-LEARNING



Bells University of Technology E-Learning Policy

Bells University E-Learning Mission

The aim of the Bells University of Technology's E-Learning is to help students achieve their educational objectives by offering high-quality online instruction for accredited courses to promote blended learning and online courses. The E-Learning structure will be dedicated to ensuring that learners have access to high-quality online education and support services through a range of technological tools. The E-Learning coordinator will also strive to expand bells University of Technology's online study program offerings through E-Learning to the community and beyond.

Objectives:

- Promote and offer guidelines for training, incorporate e-learning courses into faculty workloads, and offer technical assistance to support and encourage the internal growth of the e-learning programs.
- Offer students taking online courses informational tools and support services.
- Recognize and address the requirements of academic staff and learners when conducting online instruction.
- Provide and promote the use of other technologies, including the Virtual Learning Environment (VLE), in both traditional and online learning settings.
- Inspire teachers to share successful technology-assisted teaching and learning strategies.
- To locate, offer, broaden, and organize the creation of high-quality classes and programs to satisfy the demands of e-learners.
- Periodically and thoroughly evaluate every aspect of the e-learning program, then use the findings to reorganize and enhance it.

E-Learning Development & Support Policy

The E-Learning Coordinator shall support members of faculty and other facilitators on content creation, upload of courses and online monitoring of tests and assignments.

The following are mandatory for the smooth running of the E-Learning Centre:

- The University shall:
- provide a dedicated office with state-of-the art facilities in support of E-Learning.
- provide required manpower to handle administration and technical support services
- allocate dedicated budget to ensure smooth running of the Centre



Guidelines for Lecturers/Facilitators

- To promote blended learning, course compact, lecturers upload course compact on the e-learning platform to give students early access to course materials
- In order to support successful practice in e-learning delivery, academics engaged must possess the necessary skills in the design and delivery of blended/online study-units or receive the necessary training and development.
- The University will coordinate pedagogical and technical training for online teaching, as well as provide financial assistance for such initiatives.
- Students should have access to online contacts of lecturers and facilitators in order to make necessary requests, clarifications and assistance; and receive constructive feedback on academic performance and authoritative guidance on their academic progression.
- The current structure of blended learning at Bells University of Technology restricts faculty to 80/20 approach. This implies that 20% of the lecture is through E-Learning while 80% is face-to-face.
- It should not be assumed that students have clear understanding of E-Learning platform, hence they should be enlightened through training and workshops to ensure that no students is shortchanged.
- Anonymous student evaluations are completed in all online courses. The results are used to guide course revisions and are given to the faculty member and department head. This is to ensure that faculty adhere to guidelines.

Course Delivery

The success of the students is based on a courseware that is well designed and effectively facilitated. A blended mode of course delivery shall be adopted. Hybrid approach combining use of technology for remote learning and classroom onsite lectures would be adopted. Adoption of cutting-edge technologies that align with practices for effective and efficient delivery remains sacrosanct. The following shall be adopted.

Technology Infrastructure: Scalable and secure internet technology infrastructure shall be adopted to facilitate the process of teaching and learning. The virtual classrooms shall be combined with audio/video facilities for the course delivery. Smart and mobile devices shall also be deployed with reduced internet access tariff.



Print Media: The E-Learning Instructional Design Format shall be adopted in preparing the courseware in order to facilitate access to needed information. The courseware materials shall prepare the learners for effective learning through the development of right skills and attitudes as well as guide the learners through the learning process and activities that will improve knowledge.

Interactive Multimedia: Digital media shall be used to facilitate the process of teaching and learning. The Learning Management System possibilities shall be employed to facilitate the open and distance learning education through the use of multimedia CDs, DVDs, audio, discussion fora and chats. The selection of media shall be based on accessibility, availability and appropriateness (in terms of pedagogy).

OPERATIONAL GUIDELINES FOR E-LEARNING AND TECHNOLOGY DEVELOPMENT

The e-learning policy shall promote a learner-centered experience in a flexible and effective way. E-learning shall be deployed as an efficient and effective resource for innovative learning and delivery. The university is expected to integrate its face-to-face model of learning with the deployment of E-Learning model to wider audiences.

The e-learning practice shall be driven by the following listed principles.

- ✓ **Flexibility:** Flexible and independent learning experiences shall be promoted, integrating both on-site and off-site learners and accommodating both blended e-learning courses.
- ✓ **Equity:** Equal opportunities shall be ensured for all learners through the e-learning mode in comparison to the face-to-face mode. The recruitment, administrative and other support procedures to the needs of the e-learners shall be ensured.
- ✓ **Interoperability of system:** Both manual and electronic system shall be interoperated in order to provide learners with an effective and individualized learning environment.
- ✓ **Partnership:** Appropriate partnership/collaboration shall be pursued in order to ensure that appropriate, adequate and cost-effective solutions are obtained.
- ✓ **Accessibility:** Access shall be provided to both facilitators' and learners' e-learning content, University Resources, and web-based resources from the point of need.
- ✓ **Quality Assurance:** In line with the University policy, E-Learning Centre shall institute a quality process that ensures that learning resources are engaging and interactive and of best-practice. The quality assurance measures shall cut across all operations of the Centre, including course material development, course delivery and assessment, etc.
- ✓ **Pedagogy:** Provide appropriate environment for creativity and innovation in e-learning pedagogy in order to meet the needs of a diverse range of learners.



- ✓ **Evaluation:** The learners' e-learning experiences shall be monitored and evaluated by the Centre in order to ensure that practice, policy and strategy are responsive and no impediment towards effective e-learning.

TECHNOLOGY POLICY

The Centre shall pursue the following strategies:

- ✓ Creation of appropriate and adequate IT infrastructure as well as connectivity to support effective learning, earth-breaking research and community-friendly services.
- ✓ Availability and accessibility of the facilities for training and massification of IT skills among learners, facilitators and administrative staff.
- ✓ Ensuring efficient and effective use of infrastructure and prevent misuse and abuse of the facilities, while intellectual property rights, patents and trademarks are protected in the process of implementation and monitoring of IT.

Specific Initiatives

- ✓ Install dedicated internet bandwidth
- ✓ Develop a robust Local Area Network Intranet
- ✓ Encourage a Close User Group mobile phone facility and infrastructure to support mobile learning and communication.
- ✓ Integration of social networks on the portal to serve as learning tools for the learners.
- ✓ Learning resources shall be digitalized and made available online as text, and MP3 audio files.
- ✓ Develop podcasting capacity.
- ✓ Broadcast lectures via radio and stream audio files for students outside broadcast range online.
- ✓ Convert learning resources to Braille format to promote access to visually impaired students.
- ✓ Ensure the computer literacy of all the students of the Centre.
- ✓ The IT policy shall leverage upon outsourcing opportunities in the areas of infrastructure provision and software development.

ICT Infrastructure

Appropriate ICT infrastructures shall be provided in order to support flexible delivery, interactive and engaging learning. Thus, the following shall be put in place:

- ✓ A robust dedicated portal.
- ✓ A well-equipped Computer Based Resource Centre.
- ✓ A Closed User Group mobile telephone facility.
- ✓ Radio station with online broadcast enablement.



- ✓ Multimedia Learning Resources production facility

E-LEARNING RESOURCES (ER)

The E-Learning Resources are materials for teaching, learning or research that are freely available online for adoption and use by educators such as: Learning objects, Curriculum, Audio/Audiovisual lectures, Images, Sounds and music, E-books.

- ❖ E-Learning Centre shall ensure that its learners and facilitators alike acknowledge and certify all materials sourced from E-Learning Resources, in accordance with the existing practice and law guiding copyright and plagiarism.
- ❖ The current global best practice shall be adopted as criterion for selection of E-Learning Resources materials for use.
- ❖ The learning materials of the Centre shall be tailor-made to suit its local environment and also be made available for E-Learning Resources adaptation.
- ❖ E-learning Centre shall make use of its own instructional and learning materials which has been tailor-made by its course experts.

LEARNERS SUPPORT

The Learner Support Unit shall supervise the processes of learner support in compliance with best practices. Necessary support services and resources shall be given by E-Learning Centre to help learners succeed in their studies.

The supports shall be directed to the following areas:

❖ **Pre-programme**

- Provide necessary assistance and advice to prospective learners
- Provide career counselling, guidance, and information that will help prospective learners plan for the future.

❖ **During programme**

- Help desk officers shall be available to help and support the learners as applicable.
- Ensure effective service delivery and quality management support services.
- Provide timely referral as at when required.
- Provide continuous support on assessment monitoring and submission within the stipulated time/period.
- Provide Counselors and programme specific Information, Advice and Guidance (IA&G) for each academic programme to help learners plan for the post-programme
- Provide feedback opportunity for learners on the Centre operations.



❖ **Post-programme**

- Support individuals to identify possible after-programme learning opportunities and how to access them.
- Provide for prompt response to graduate requests for documents and employer's request for confidential reports on graduates of the Centre.

❖ **Monitoring and Impact Assessment**

- The effectiveness of the support for learners shall be subjected to continuous monitoring and necessary review by appropriate organ(s) of the Centre.
- Annual monitoring of the effectiveness of the support systems against retention and achievement data for learners who receive additional learning support shall be used as an impact measurement tool.
- The impact of the supports shall be measured by the number of learners who access the various support systems available to them and the number of staff who attend development sessions on support for learners.