

THE ROLE OF THE ACADEMIC PLANNING UNIT IN THE UNIVERSITY OF LAGOS

BY

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The Academic Planning Unit

Office of the Vice Chancellor

The Academic Planning Unit – Office of the Vice Chancellor

- ❑ **The Academic Planning is a Unit in the Office of the Vice Chancellor and derives its function through the Vice Chancellor, from the University of Lagos, Act of Establishment, 1967:**

First Schedule

Subsection 4

“Powers of the University, and their exercise

(1) For carrying out its objects as specified in section 1 of this Act, the University shall have power-

(a) to establish such colleges, faculties, institutes, schools, extra-mural departments and other teaching units within the University as may from time to time seem necessary or desirable”

WHAT IS ACADEMIC PLANNING?

- ❑ Charting a university's overall academic goals and prescribing how those goals will be realised;
- ❑ One of the key functions is to identify long and short terms purposes – and match the mission of the university with the needs of the students;

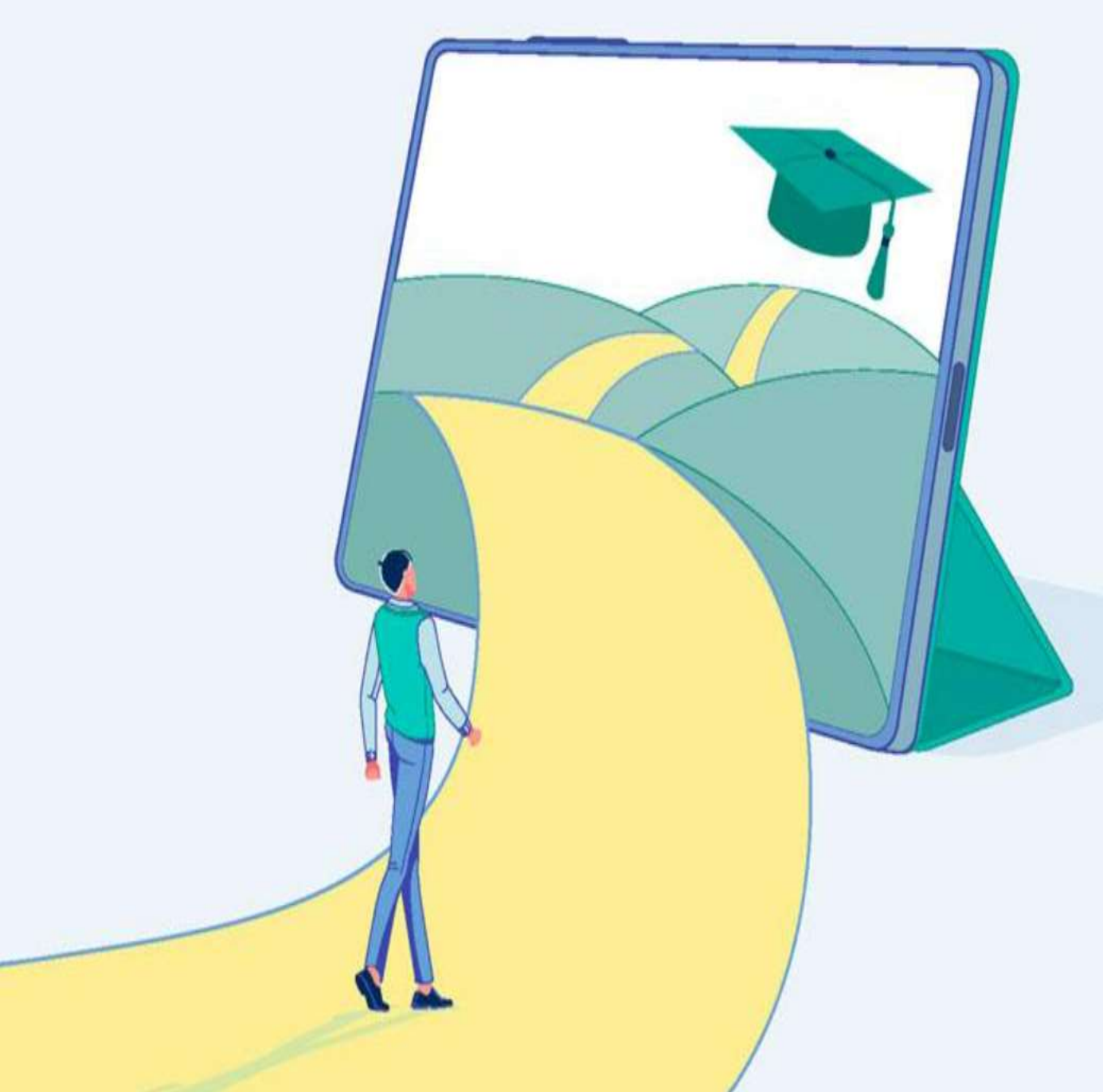
Our Mission

“To provide a **conducive environment** for **teaching, learning, research and development**, where *staff and students* will interact and *compete effectively* with other counterparts *globally*.”

ACADEMIC PLANNING'S BASIC QUESTION? - WWWWW?

- Who are the prospective students?
- What are the programmes and services that are adequate, appropriate and needed to serve the interest of the community?
- What image, culture or brand does the university wishes to project to the student and the community?
- What will the university measure to know that it is truly successful?





GENERAL ACTIVITIES IN THE ACADEMIC PLANNING UNIT

COMPONENTS OF A FORMAL ACADEMIC PLAN

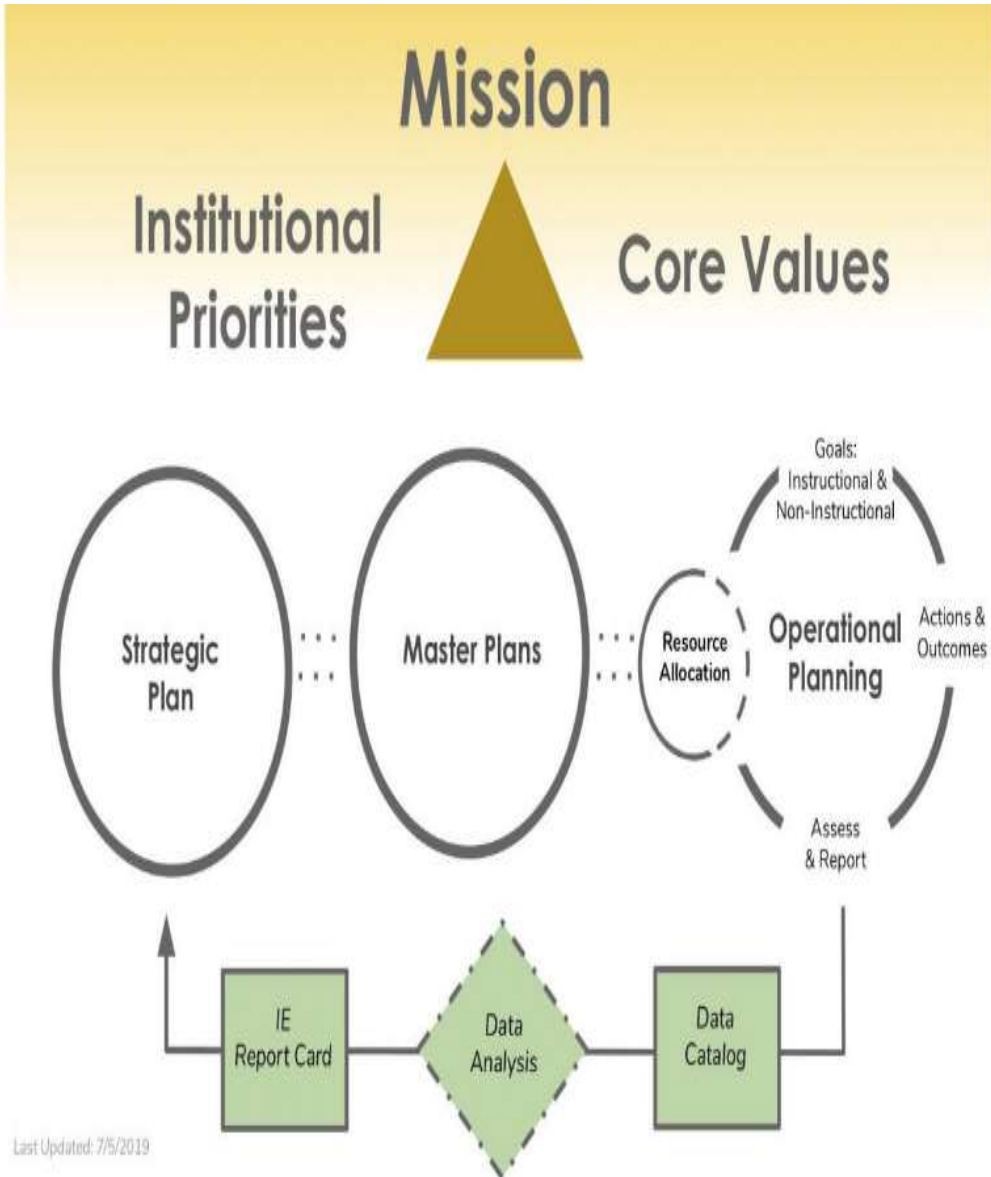
- . Institution's Academic Policy;**
- . Academic development, growth & direction;**
- . Steps for the establishment of new degree programmes;**
- . Policies on maintaining a healthy and relevant existing degree programmes;**
- . Establishing research priorities and policies to guide excellence in research;**
- . Staff and students' development;**
- . Assessment of programmes' performance and planning towards greater efficiency;**
- . Academic structure and content (curriculum), implementation, update & upgrade;**
- . Institution-wide learning outcomes or competencies;**
- . Development of Faculty, Departmental and programmes goals.**



ACADEMIC POLICIES

- . **Academic Honesty/Dishonesty, Leave of Absence;**
- . **Probation and Suspension, Academic Standing;**
- . **Attendance Policy, Course Auditing;**
- . **Award of Posthumous Degree, Commencement Policy;**
- . **Course Numbering Policy, Course Repetition;**
- . **Credit Hour, Credit Transfer;**
- . **Cumulative Grade Point Average (GPA), Enrolment Status;**
- . **Grade Appeals, Grading System, Graduation Honours;**
- . **Graduation Requirements, Course Withdrawal;**

SIGNIFICANT ACTIONS OF ACADEMIC PLANNING ALLOWS THE UNIVERSITY TO :



- Package academic programmes to the **needs of the learners**;
- Identify the most pressing problem of the community and prioritise solving it through research;
- Ensure **sustainable success**, growth, advancement and increased prominence in all areas of interests and for the future;
- Maintain consistent increases in programme delivery efficiencies in the short and long term;
- Obtain data on the **employability of the graduates** produced and seek ways of improving it progressively;

THE IMPORTANCE OF INTEGRATED PLANNING



□ Units are supposed to be integrated to ensure that decisions made are harvested for analysis and used in planning for:

- budget,
- Information Technology facilities;
- Infrastructural projection and development;
- Utility.

The above must align with the academic plan.

THE IMPORTANCE OF INTEGRATED PLANNING

- ❑ Academic planning requests for data to ensure that adequate preparations are made towards:
 - Student services – Hostels, Transportation, Financial Assistance;
 - Enrolment – Number of students admitted and admission criteria must be dynamic;
 - Career services – Information on employment, support towards meeting requirements of the employers are part of what must be periodically updated;
 - Libraries – Adequacy of library stocks for different specialties and ease of availability;
 - Curriculum development & Accreditation of programmes – Inputs from industry and professional bodies;
- ❑ By linking HRMD, Faculties, QAA, RMO, CILPU, Admission & Registration, Students Records, Students Affairs, Works & PP and incorporating industrial and community/**stakeholders points of view into the planning process**, then academic plans will be responsive to the **needs of learners**.



- ☐ We anticipate the delivery of a software that will integrate units in the university;
- ☐ Needed data from units will be mined and analyzed;
- ☐ Such will be presented for interpretation and used in academic planning processes.

MODUS OPERANDI IN ACADEMIC PLANNING

- ❑ Academic Planning function through **Committee System** – which can vary in size and composition;
- ❑ Stakeholders in the committees include:
 - Provost
 - Deans
 - Sub-Deans
 - HODs
 - Students
 - External interests – industrial, professional & community
- ❑ **Approvals**
 - The Vice Chancellor
 - The Senate
 - The Governing Council
 - The NUC
 - The TETFund
 - The Federal Ministry of Education



HOW ACADEMIC PLANNING BEGINS!

❑ Two models run side by side:

- ❑ In the **top-down approach**, *where the Vice Chancellor develops a plan* and then works it through the headship of the faculties and the departments/units to achieve unique visions and specific plans.
- ❑ In the **bottom-up approach**, *the Unit/Department/Faculty proposes a plan* and then works it through the approval organs up to the Vice Chancellor.

In either of the two approaches, academic planning requires:

- Putting together a *committee to guide the process*;
- Requesting for *input from concerned stakeholders*
- Critical review of the request and prospecting on how it will perform;
- *Exploring how the community will be affected by the plan during the implementation and proposing necessary forecasts for sustainability, greater efficiency and better result*;
- Defining *goals and writing tactics to achieve the goals*
- Formulating the *action plans*
- *Implementing, measuring, and modifying the plan as necessary*

DYNAMISM OF ACADEMIC PLANS

- ❑ Academic plans are typically proposed for a three-to-seven-year cycle and then it is due for updating.**
- ❑ It is important for the plans to be dynamic and able to respond to short-term changes, including:**
 - . Resource Verification and Accreditation of new programmes;**
 - . Re-accreditation of existing programmes at NUC and professional bodies instances;**
 - . Due and necessary input into curriculum;**
 - . University Overall Strategic Planning**
 - . Demands of the labour market**

SPECIFIC ACTIVITIES IN THE ACADEMIC PLANNING UNIT



THE ACADEMIC PLANNING UNIT (The APU)

- Promotes the quality of teaching and learning in the University;
- *Collates information on the conduct of research - RMO.*
- Prepares and revises the Academic Brief of the University;
- Evaluates proposals for new academic programmes for submission to the Academic planning Committee, Senate and the NUC;
- Maintains computer based-data-bank including enrolment statistics for use in planning, budgeting and other management requirements.

THE ACADEMIC PLANNING UNIT (The APU)

- The APU is the focal point of liaison with the National Universities Commission on institutional and national policies on higher education.**
- It is involved with the preparation of recurrent submission and planning for the University.**

MAJOR DIVISIONS IN THE ACADEMIC PLANNING UNITS

(i) Data Processing Section

The Data Processing Section

- Responsible for data collection and analyses of various facets of the University development, to cater for the needs of the University and of external *bodies*;**
- Collection and analysis of the research output of staff - RMO,**
- Documenting and storing information on the academic programmes as well as publication of University records and statistics.**

(ii) Academic Resource Planning Section

- 1) Provision of data-base information on University academic/material resource and University facilities;**
- 2) Periodic updating and analysis of data for the internal evaluation of the performance status of the University on all the programmes.**

3. Guidelines and annual updating, projection, analysis and interpretation of data for the planning and preparation of the University *budget for the subsequent resource allocation* within the ambit of the approved budget.

4. It also ensures that the University complies with and maintains standard, through passing necessary information to departments and the University at large, on *NUC's minimum academic standards*.

5. It participates in University **curricula revision and/or review activities as well as ensure that the University complies with procedures and guidelines on the establishment of new programmes;**

6. Producing and/or reviewing long-term, medium-term and short-term academic briefs and/or plans, modeling of such plans against reality and University goals.

(iii) Institutional Research Section - RMO

- ❖ **This section administers and co-ordinates research projects and programmes within the University;**
- ❖ **Prepares research materials/papers on the basis of a data supplied to it from the resource planning section and publishes research reports;**
- ❖ **This section monitors in process of research projects and the utilization of the funds after an allocation has been made through the analysis of progress reports and end of project reports;**
- ❖ **It provides guidance on Annual Research reports and Research Fund allocation and Utilization reports to the NUC.**

(iv) Secretarial Service Section

Secretarial Service Section undertakes:

- **Secretarial duties;**
- **Management of the General Office;**
- **Secretary of Academic Planning Committee;**
- **Secretary of the Development Committees.**

NUC Check List on Responsibilities and Expected Duties of Directors of Academic Planning in Nigerian Universities

- **Every new Director of Academic Planning (DAP) is supposed to undertake a familiarization visit to the National Universities Commission to acquaint himself/herself with the workings of the National Universities Commission (NUC) and his/her responsibilities as a DAP when relating to NUC.**
- **Requires deep *understanding of the university's management machinery* and its structures.**

- **Be familiar with the decisions and policies taken by the university and government organs on issues pertaining to admissions, higher education, staff remuneration, etc.**
- **Keep in touch with the NUC at all times with a view of advising the university management on current developments.**

➤ **Know the NUC standards and policies on:**

- **Curriculum,**
- **Admissions,**
- **Accreditation,**
- **Research,**
- **Staff development,**
- **Open and distance learning (ODL),**
- **Resource allocation,**
- **Establishment of new programmes,**
- **Performance indicators, etc.**

Keep up-to-date administrative records at all times on:

- ▶ **Admissions,**
- ▶ **Student enrolment,**
- ▶ **Graduate output,**
- ▶ **Staffing,**
- ▶ **and finance**


This assignment should be done in collaboration with the:

- **Registry**
- **CITS**
- **Bursary**
- **HRMD**

Ensure that all faculties departments and non-academic units in the university keep and update records on staff list (unit, status, rank, date of appointment, gender etc.), students list (faculty, department, programme, gender etc.), examination records, admission list, etc.

- **Collate, process, and produce University Statistics annually (using the NUC's approved formats) for submission to the NUC as and when requested;**
- **Produce statistical digest for the university annually. Produce in hard and soft copies;**
- **Prepare Vice Chancellor's Annual Report and submit same to the NUC using the NUC approved template.**

- **Understand the fundamental principle of Full Time Equivalent (FTE), its application in budgeting, resource planning and should have the knowledge of computing FTE for each programme (tool for resource planning).**
- **Ensure that the Recurrent Budget Estimates are produced in line with the NUC's approved formats and submitted to the Commission annually.**

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- **Understand and interpret the implications of the results of the performance of a university after the analysis of the university's submission on Recurrent Budget Estimates have been made;**
 - **Keep up to date records on the accreditation status of all academic programmes in their universities.**

- **Ensure that Self Study Forms for all academic programmes due for accreditation are completed correctly and all the necessary information required are provided.**
- **Be responsible for the preparation of Academic calendar for the University and ensuring that it is implemented and submitted to the NUC.**
- **Liaise with the SIWES coordinator to ensure the following are provided to the NUC:**

- * Particulars of university's current SIWES Coordinator (Name, Rank, Phone Number, and e-mail address); university to communicate change in Coordinators' particulars as and when due.**
- * Master and Placements Lists are to be compiled and submitted at different times (Master lists to precede placement lists).**
- * University to ensure strict adherence to the format for submission of Master and Placement Lists as well as comply with the nomenclature of programmes approved for SIWES.**

- **Ensure that only programmes with NUC's approved Benchmark Minimum Academic Standards (BMAS) are allowed to run in the university.**
- **Follow the necessary due diligence (due process) and request for the development of BMAS for programmes that do not have BMAS.**
- **Keep themselves abreast of the BMAS and raise issues for review as appropriate.**

- **Ensure that the BMAS for each discipline is made available to all faculties, departments and widely circulated among academic staff in the university for reference purposes.**
- **Keep themselves abreast of the Academic Brief and inform university management of its provisions and ensure strict compliance in the implementation of the Brief.**
- **Ensure that the university's Academic Brief is reviewed as and when due and submitted to the NUC for analysis.**

- **Insist that the university follows due process when applying for the establishment of new academic units and programmes in their universities and insure that approval is given by NUC before the commencement of any programme.**
- **Responsible for the completion and submission of application forms for the establishment of new units and academic programmes and splitting of programmes and units at all levels.**

- **Advise the university to constitute a strategic planning committee according to the NUC's guidelines and to draw up a Strategic Plan for the university and ensure compliance with the provisions of the plan.**
- **Forward the university's Strategic Plan to NUC for analysis as and when due (note: Strategic Plans should be developed every three to five years).**
- **Submit reports on the level of implementation of the university's Strategic Plan to the NUC annually.**



THANK YOU!