

# **COMMISSION FOR HIGHER EDUCATION**

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## **GUIDELINES FOR PREPARING SITE INSPECTION REPORT**

**for**

### **Verification of Academic Resources to Support Academic Programmes**

**March 2011**

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# COMMISSION FOR HIGHER EDUCATION

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## PREAMBLE

The Commission for Higher Education is mandated to accredit academic programmes offered by private universities in accordance with the Universities Act, 1985 and the Universities (Establishment of Universities) (Standardization, Accreditation and Supervision) Rules, 1989. One of the key processes of programme accreditation is site inspection of the institution proposing to offer the academic programme(s) leading to award of Bachelor's degree and above. The site inspection involves verification of academic resources to support academic programmes by use of peer reviewers who evaluated the curriculum of the proposed academic programme. The peer reviewers are expected to prepare a comprehensive report on the available academic resources to assist the Commission with making decision on approval of the academic programmes.

## GUIDELINES FOR PREPARING SITE INSPECTION REPORT (FOR RESOURCE PERSONS)

The site inspection **Report** should cover the following areas:

1. **General observations**
2. **Physical Facilities** (lecture theaters/rooms, library, ICT, laboratories, workshops etc).
  - (a) Available facilities in terms of numbers (see Table 1).
  - (b) Observations in terms of-
    - Adequacy in relation to student enrolment;
    - Quality of facilities; and
    - Appropriateness of facilities to the programme.
  - (c) Recommendations
    - Adequacy of facilities, i.e. for the 1<sup>st</sup> year only, for two years, for 3 years, 4 years or for the entire duration of the programme.
    - If inadequate give recommendation on additional facilities.

3. **Equipment and Learning Materials** (computers, projector, LCD, computer software, laboratory equipment, studio equipment, etc.) as appropriate to the programme.

**Table 1: Available facilities, equipment and learning materials in terms of numbers.**

S/N	Item	Number	Capacity	Specific to Programme	Shared with other Programmes
1	Conference Halls				
2	Lecture rooms Theatres				
3	Lectures' Offices				
4	Laboratories				
	4.1 Computer Labs.				
	4.2 Physics Lab.				
	4.3 Chemistry Lab.				
	4.4 Biological Lab.				
5	Internet Access				
6	Studios, Workshops etc.				

(a) Observations in terms of-

- Adequacy in relation to student enrolment;
- Quality of facilities; and
- Appropriateness of equipment and learning materials to the programme.

(b) Recommendations

- Adequacy of equipment and learning materials , i.e. for the 1<sup>st</sup> year only, for two years, for 3 years, 4 years or for the entire duration of the programme; and
- If inadequate give recommendation on additional equipment and learning materials.

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#### 4. **Core Texts and Journals**

(a) Available recommended tests, other texts and journals in the library

- Print texts and journals;
- E-books and e-journals;
- Access points for e-materials; and
- Computer software for the programme.

**Table 2: Core-text books and Journals for the Programme**

<b>S/N</b>	<b>Subject Area</b>	<b>No. of Titles</b>	<b>Volumes</b>	<b>Journal (Titles)</b>
1				
2				
3				
4				
5				
6				

(b) Observations in terms of

- Adequacy of texts and journals in numbers in relation to student enrolment;
- Coverage and appropriateness of texts and journals to the programme;
- Currency of texts and journals (editions); and
- Accessibility of e-materials.

(c) Recommendations

- Adequacy of core texts and journals, i.e. for the 1<sup>st</sup> year only, for two years, for 3 years, 4 years or for the entire duration of the programme.
- If inadequate in terms of numbers and coverage give recommendation on additional texts and journals

5. **Academic Staff** (Staffing levels, qualifications, ranks, research and publication and experience in university teaching).

(a) Available academic staff in terms of –

- Full-time and part-time academic staff;
- Full-time and part-time support staff (technical / technicians)
- Qualification (number of PhD, Masters, Bachelors and other qualifications);
- Experience in university teaching
- Research and publication.

**Table 3: Academic Staff for the Programme**

<b>Rank</b>	<b>Total</b>	<b>Full-Time</b>	<b>Part-Time</b>	<b>Qualification &amp; where Obtained</b>	<b>University experience</b>
Professors					
Associate Professors					
Senior Lecturers					
Lecturers					
Assistant Lecturers, etc.					
<b>GRAND TOTAL</b>					

(b) Observations

- Adequacy in relation to student enrolment;
- Adequate in terms of qualifications;
- Adequacy in terms coverage of different areas of the programme;
- Adequacy of staff in terms of supervision of students (Masters and PhD programmes); and
- Level of research and publication of staff;

(c) Recommendations

- Adequacy of staff to teach the programme, i.e. for the 1<sup>st</sup> year only, for two years, for 3 years, 4 years or for the entire duration of the programme.
- If inadequate in terms of numbers and coverage give recommendation on additional staff and their qualifications.

## 6. Conclusion

Opinion as to whether the programme can be launched with the available academic resources.