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REGIONAL SEMINAR ON UNIVERSITY-LEVEL CONTINUING
EDUCATION FOR MANPOWER DEVELOPMENT IN AFRICA

Conjoined with the
FOURTH CONFERENCE OF THE AFRICAN ADULT EDUCATION ASSOCIATION

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In collaboration with

AFRICAN ADULT EDUCATION ASSOCIATION

INTERNATIONAL CONGRESS FOR UNIVERSITY ADULT EDUCATION

UNITED NATIONS EDUCATIONAL, SCIENTIFIC AND
CULTURAL ORGANIZATION

CASE STUDY

EXTRAMURAL STUDIES: UNIVERSITY OF LIBERIA

by

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I. GENERAL QUESTIONNAIRE

1. The Liberian Government's policy toward the training of the adult population for increased productivity is that every government employee who is a high school graduate is eligible for advanced training at the college level at Government's expense. Unfortunately, 60 per cent of the employees do not take advantage of this offer for varied reasons, among which are old age, lack of initiative, inadequate academic background and numerous family responsibilities and commitments.
2. Same as in number 1.
3. The main problems facing the manpower development programme are:
 - (a) Inadequate technical and vocational schools;
 - (b) A high rate of illiteracy;
 - (c) Inadequate salaries for instructors in the few adult and technical schools that do exist. This has led to an exodus of large numbers of qualified teachers to concessions in and out of Liberia;
 - (d) Not sufficient emphasis is placed on manpower training - in other words, it is not a priority item.
4. The existing training arrangements are most inadequate. The few training schools that do exist lack adequate budget, equipment and a trained staff. In order to offset this handicap, some of the concessions operate their own manpower training programme.

II. GUIDELINE - PARTICULAR.

5. Structure

Yes, the University of Liberia in 1966 established a Division of Extramural Studies whose aims and objectives are:

- (a) To serve as the Extension Arm of the University of Liberia, and as such shall receive full guidance and co-operation from all administrative heads, as need occasions;
- (b) That full standards maintenance and curriculum co-ordination, in all credit and remedial areas, shall be maintained through close guidance and co-operation with the colleges concerned;
- (c) That the Extramural Division is not a degree-granting branch of the University, and all courses taken for credit shall be recorded under the "Special Student" file in the Office of the Registrar. Acceptance of such courses for degree consideration shall be dependent upon the petitioning of the dean concerned for said credits;

- (d) That all instructors teaching credit courses shall either be regular faculty members of one of the colleges of the University, or shall be properly cleared by the Administration of the University;
- (e) That teaching in the Extramural Division, on the part of a faculty member of the various colleges, is completely voluntary and eligible for honorarium; and
- (f) That students dropped from the regular programme at the University shall be eligible to participate in any phase of the varied programme of non-credit courses, seminars, workshops and conferences offered by the Extramural Division. However, these students shall not be eligible for credit courses.

6. Target Groups

Our courses are currently aimed at adults who are high school or secondary school graduates and who are gainfully employed either with business houses, in concessions, in government offices, etc.

7. If we had adequate resources we would expand our offerings to attract people interested in becoming secretaries, accountants, bookkeepers, electronic engineers, etc.

8. Types of Courses and Curricula

A copy of our first semester 1973 course offerings is attached. With exception of a few sophomore courses, all of our subjects offered are on the Freshman (first year college) level. All of our courses are offered on the University campus during the evening hours from 4:30 to 9:15 p.m.

9. Accreditation and Certification

Yes, there are several fixed entrance requirements that all in-coming freshman students must meet. They are as follows:

- (a) An application blank must be completely filled and submitted to the office of the Registrar by 30 December of each year;
- (b) An application fee of \$3.00 must be paid to the University cashier and a receipt obtained;
- (c) An applicant must arrange to have a copy of his High School Transcript sent directly to the office of the Registrar;
- (d) Three letters of Recommendation must also be sent to the office of the Registrar;

- (e) A Health Certificate including X-ray result must also be submitted;
 - (f) An autobiography and three passport size photographs of the applicant must also be sent to the office of the Registrar;
 - (g) The applicant must sit an Entrance Examination in English and Mathematics.
10. Yes, we offer certificate and diplomas to students who enroll in short and long-term seminars and workshops. Students enrolled in credit courses may transfer their credits to a college of their choice, since our Division is not a degree-granting one. Credits earned or accumulated and certificates or diplomas received have definite effects on employment and/or promotion of employees.
11. Physical Resources
- All of our courses are held on the University Campus in the classrooms that are used by the regular daytime students.
12. All of our students make maximum use of the libraries in preparation for their various classes. Laboratories are used by those students enrolled in natural science courses, e.g. biology, chemistry, physics.
13. Financing of Courses
- The Extramural Division is an integral part of the University. Therefore, it has an annual budget on which it operates. Students, however, pay a tuition fee per course which varies. A student registered in a science course pays a little more tuition fee because of the equipment and chemical needed for that course. The total tuition intake is small in comparison to the monthly expenditures incurred.
14. Recruitment and Training of Staff
- Nine-tenths of our instructors are regular University faculty members from the various colleges of the University. Except in cases where an instructor for a particular course is not available on the current faculty, do we employ a lecturer or an instructor from a ministry of government or from some business establishment.
15. Those instructors who teach credit courses in our Division must possess at least an M.A. degree. Lecturers and instructors in the non-credit areas are employed on the basis of the expertise they have in a particular field and also on the merit of the credentials they submit to the Dean of Instruction of the University.

16. Methods and Techniques

The lecture method, group discussion method, panel discussion, forum, excursions etc. are some of the methods used in instruction.

17. Some courses employ audio-visual aids and laboratory equipment. Still other courses use these as well as flip charts, illustrations, diagrams, slides, and drawings. The use of audio-visual aids varies from course to course.

18. No, not at the present time. We are, however, looking into possibility of offering correspondence courses in 1974. Not many students own a radio or television set. Moreover, there is only one television station in the entire country. Therefore, offering courses by radio or television is almost impossible - at least for the next three years.

19. Evaluation

There are two Committees, the Curriculum Committee and the Committee of Deans which assess the effectiveness of our courses every year. If a course is found not to be in demand, it is deleted.

In other words, if a course will not contribute to the productivity of students and is not in the interest of nation-building, it is substituted by a more practical and relevant one.

20. Co-ordination

There are no arrangements as yet to co-ordinate the facilities of continuing education. We are hopeful that this will be done in 1974, based on one of the recommendations in my 1972 Annual Report.

21. Moager arrangements have been made to co-ordinate with such outside bodies as the Ministry of Labour and Youth, Ministry of Commerce, and the Institute of Adult Education, University of Ghana.

22. Constraints

Like in many other developing countries, the primary problem that my institution faces in mounting a programme of Continuing education is that of adequate budget to offer reasonable honoraria to prospective instructors and lecturers. Secondly, the problem of adequate classrooms has curtailed our plans for scheduling additional courses.

23. Ways and Means

If additional resources were made available, we could establish off-campus centers in each of the nine counties. Such a move would enhance the economic productivity of each of the counties. Also, we could broaden our course offerings on this campus to include vocational and technical courses. There is a great demand for technical, vocational as well as secretarial courses.

We could set up the vocational, technical and secretarial courses on a two-year basis and award diplomas.

There is a great and urgent need for trained manpower in Liberia. This need can be met by a diversified Adult Education Programme which entails adequate financing.

Annex: Extramural Division, First Semester Schedule, 1973

| Course | No. | Title | CR./HR. | Time | Room | Instructors |
|--------------------|-------|------------------------------|---------|-----------------|-------|-------------|
| English | 001 | Remedial English | 0 | T, TH 6-7:30 | TH-2 | Musgrove |
| English | 101 | Freshman English | 3 | T, TH 6-7:30 | TH-4 | Doe |
| English | 201 | Sophomore English | 3 | T, TH 6-7:30 | TH-6 | Jones |
| Math | 001 | Remedial Math | 0 | M, W 4:30-6 | TH-6 | Samuel |
| Math | 101 | Freshman Math | 3 | M, W 6-7:30 | TH-6 | Flahn |
| Biology | 101 | Freshman Biology | 4 | T, TH 4:30-6:30 | SB-5 | Johnson |
| Geography | 101 | Freshman Geography | 3 | M, W 6-7:30 | TH-25 | Amegashie |
| French | 101 | Freshman French | 3 | T, TH 6-7:30 | TH-9 | Staff |
| Sociology | 201 | Introduction to Sociology | 3 | M, W 6-7:30 | TH-4 | Staff |
| NON-CREDIT COURSES | | | | | | |
| English | EM037 | Eng. for non-speaking people | 0 | M, W 5:30-7 | TH-9 | Staff |
| Vai | EM050 | Written & spoken Vai | 0 | T, TH 6-7:30 | TH-7 | Staff |
| Passa | EM060 | Written & spoken Bassa | 0 | M, W 6-7:30 | TH-11 | Staff |
| Kpelle | EM070 | Written & spoken Kpelle | 0 | T, TH 6-7:30 | TH-12 | Staff |
| French | EM040 | Conversation French | 0 | T, TH 6-7:30 | TH-4 | Staff |