

MINUTES OF MEETING OF PROJECT STAFF OF AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE (ACECoR) AND ACADEMIC STAFF OF DEPARTMENT OF FISHERIES AND AQUATICS SCIENCES (DFAS) HELD ON FRIDAY, NOVEMBER 29, 2019 AT DFAS LIBRARY

PRESENT

| | | |
|------------------------|---|-----------|
| Prof. Denis W. Aheto | Director, ACECoR | Chairman |
| Prof. Kobina Yankson | Dept. of Fisheries and Aquatic Sciences | Member |
| Prof. John Blay | Dept. of Fisheries and Aquatic Sciences | Member |
| Prof. Edward Obodai | Dept. of Fisheries and Aquatic Sciences | Member |
| Dr. Isaac Okyere | Academic Coordinator, ACECoR | Member |
| Dr. Samuel Tulashie | Applied Research Coordinator, | Member |
| Dr. Noble Kwame Asare | SLO ACECoR/HoD, DFAS | Member |
| Dr. Michael Miyittah | Theme Lead, ES & B, ACECoR | Member |
| Dr. Samuel Aglorti | Theme Lead, DRM & M, ACECoR | Member |
| Dr. Donatus Angnuureng | Theme Lead, CEG, ACECoR | Member |
| Dr. Paul Mensah | Lecturer, DFAS | Member |
| Dr. Kwadwo Mireku | Lecturer, DFAS | Member |
| Mr. Joshua Adotey | M & E Officer, ACECoR | Member |
| Ms. Elizabeth Effah | Theme Lead, CCA&M, ACECoR | Member |
| Ms. Ivy Akuoko | Theme Lead, BEGS, ACECoR | Member |
| Mr. Ernest Chuku | Communications Team | Member |
| Mrs. Sika Abrokwah | Grants Manager, ACECoR | Member |
| Mr. Ekow A. Prah | Administrator, ACECoR | Secretary |

ABSENT WITH APOLOGY

| | |
|-------------------------------|-----------------------------------|
| Dr. Precious Agbeko D. Mattah | Deputy Director, ACECoR |
| Dr. Emmanuel Acheampong | DH & ISM, ACECoR |
| Mr. Ernest A. Afrifa | ESSO, ACECoR |
| Ms. Esinam Attipoe | Communications Manager, ACECoR |
| Mr. Moses Setiga | Head of ICT and Logistics, ACECoR |

| | |
|--------------------------|-----------------------------------|
| Mrs. Elizabeth Obsese | Financial Management Co-ordinator |
| Mr. Eric Agyenim-Boateng | Accountant, ACECoR |
| Mr. Nicholas Ampofo | Procurement Officer, ACECoR |

1.0 OPENING

The Chairman welcomed the members to the meeting. Dr. Donatus Angnuureng gave the opening prayer to start the meeting at 9:10 a.m. The Chairman commended members for their contributions and sacrifices for the ACECoR Project, especially in the area of teaching and field trips embarked on for the Semester. He added that so far all was going on with the project and the students were happy.

2.0 NEW BUSINESS

2.1 Students' Registration

The Chairman informed members that some students had registration issues and the Centre was working to address these issues. The Administrator of the Project informed members that he went to the Directorate of Academic Affairs to discuss the way forward to address these registration issues. He stated that the Directorate of Academic Affairs requested that students who want to register courses should indicate their names, registration numbers, and the courses they want to register.

The Academic Co-ordinator informed members that he would request the information needed from the students for onward submit to the Directorate of Academic Affairs.

2.2 Proposed Supervisors for PhD/M.Phil Students

The Academic Co-ordinator of the Project said that supervisors were assigned to PhD students but two (2) who reported late were yet to be assigned with supervisors. These students were Mr. Charles Abimbola Faseyi and Mr. Houangninan Emmanuel Calèbe Midinoudewa. The Academic Co-ordinator informed members that these students had proposed their co-supervisor and members agreed to it. Mr. Charles Abimbola Faseyi was assigned to Dr. Michael Miyittah

(Principal Supervisor). Mr. Houangninan Emmanuel Calèbe Midinoudewa was also assigned to Prof. John Blay (Principal Supervisor).

The Head, DFAS informed members that his Office received a letter from the School of Graduate Studies that M.Phil students should be assigned one (1) supervisor and not two (2). Members said that this new directive by the School of Graduate Studies may be a challenge on the Project. Members decided that a team should meet the Dean, School of Graduate Studies for discussion on this issue.

Members also agreed that the M.Phil students should be given some additional days for them to prepare and submit their thesis topics, as the course work they are doing was are giving them refined and better topics of interest. The students were to submit their thesis topics by December 16, 2019. Therefore members postponed the assignment of supervisors to the M.Phil. students.

2.3 Dual Degree Option for PhD Students

The Head of Department, DFAS informed members that eight (8) of the PhD students had shown interest in the Dual Degree programme with the University of Rhode Island (URI), USA. He added that some information were needed from these students which include proposal, concept, students bio, programme and others. He stated that these information should be submitted to URI, USA by February, 2020. He indicated these students must also be screen to know if they were capable of going through the Dual Degree Programme.

The following members were nominated to screen the students who had applied for the Dual Degree programme:

1. Dr. Noble Asare
2. Prof. Denis W. Aheto
3. Dr. Isaac Okyere
4. Administrator, DFAS - Secretary

The screening of these students was scheduled for Friday, December 13, 2019 at 9:00am at DFAS Library.

2.4 Module Co-ordinators

The Academic Co-ordinator informed members about that there was the need to have Module Co-ordinators for each module and he suggested co-ordinators for the First Semester Modules of the 2019/2020 academic year. Members accepted my suggested nominees for Module Co-ordinators.

A member suggested that there was the need to document the duties of the Module Co-ordinators.

2.5 Examinations Matters (Structure/Moderation/Marking) – First Semester, 2019/2020 Academic Year

The Academic Co-ordinator informed members that since different lecturers teach different units within a module, there was the need to structure the examination questions to reflect on all the units. Members agreed that lecturers should set questions for Section A and one (1) question for Section B for each Unit. Members agreed that students would answers all questions in Section A and they would have the option to select some question in Section B to answer.

Members agreed on the following Time-Table for the First Semester Examinations:

| Activity | Date |
|-------------------------------------|------------------------------|
| Submission of Examination Questions | Friday, December 6, 2019. |
| Moderation of Examination Questions | Tuesday, December 10, 2019. |
| Examinations – Ist Module | Monday, December 16, 2019 |
| 2 nd Module | Wednesday, December 18, 2019 |
| 3 rd Module | Friday, December 20, 2019. |

3. OTHER BUSINESS

3.1 Appointments

The Chairman informed members that ACECoR and DFAS were working to ensure that Part-time lecturers are appointed. He indicated that lecturers who are staff of the University of Cape Coast and were teaching on ACECoR would have to count it as part of their official teaching, but if they exceed their maximum teaching load, then they would be paid for extra-teaching load. He added

that there would be some form of motivation for all lecturers teaching on the project, both within the University of Cape Coast and external lecturers with part of the bench fees.

The Chairman also informed members that the ACECoR Project would appoint two (2) Professorial Fellows and the advert would be out next week. He added that the curriculum vitae of these applicants would be requested but there would be no interview.

3.2 WACA Project

The Chairman informed members that the WACA Project has more opportunities and members should make themselves ready for some of the opportunities that would be shared with the ACECoR Project. He cited the example of the Incubator Development for ACECoR and the need to get an expert to lead this project.

3.3 Internship for ACECoR Students

The Chairman said that the ACECoR students must embark on internship at Private Agencies or organizations and not the Public Sector. The Measurement and Evaluation Officer informed members that a list of the Private Agencies or organizations could be sent to the World Bank through Association of African Universities (AAU), so that students could go there and do their internships.

A member suggested that there was the need to get a Co-ordinator for Students' Internship and this was accepted by all the members.

3.4 ACECoR Website

A member of the Communication Team informed members that they are working on the web-site and some information need to be uploaded. He said that information about the students have been uploaded and others would be uploaded.

3.5 Classrooms/Offices for ACECoR Project

The Administrator for the Project informed members that the Contractor that was working on the classrooms and offices at the Sandwich Lecture Theatre had finished his work and through the

Directorate of Physical Development and Estate Management had handed over the classrooms and the offices to staff of ACECoR Project. He stated that photocopier machine and projectors had been received for use at the classrooms and offices. Members were informed that by the Second Semester of the 2019/2020 academic year the classrooms and the office would be ready for use.

Members were also informed that the ACECoR students had been given gas burners with cylinders and fridges for their use at their hostel.

3.6 Publications

Members were encouraged to submit their publications that were within the thematic areas of the ACECoR Project which was with the stated duration of the Project.

3.7 Curricula for ACECoR Project

Members were informed that the curricula for the ACECoR Project was ready and there was the need for it be sent to Academic Board for further action. The Head of Department, DFAS was requested to submit the document to the Academic Board through the appropriate offices.

3.8 Academic Writing for ACECoR Students

The Academic Co-ordinator said that the School of Biological Sciences had not developed it Academic Writing for Graduate Students. He added that ACECoR Project was to develop it for the School of Biological Sciences and also use it to teach it students.

3.9 End-of –Year Report for the ACECoR Project

The Measurement and Evaluation Officer informed members that he would be reporting to the World Bank through the Association of African Universities (AAU) on some indicators (students' enrollment, short courses and others) that were due.

4.0 CLOSING

The Chairman thanked members for their contributions for making the meeting a success.

Mr. Ekow A. Prah said the closing prayer to close the meeting at 11:25 am.

.....
PROF. DENIS W. AHETO
CHAIRMAN

.....
MR. EKOW A. PRAH
SECRETARY