



UNIVERSITY OF CAPE COAST

WORLD BANK ACE IMPACT III | ACECoR PROJECT

AFRICA CENTRE OF EXCELLENCE IN COASTAL RESILIENCE



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ACECoR TEAM MEETING ON SHORT COURSES AND BUDGET FOR PhD SUPERVISION FOR FIELD ASSISTANTS 30th JULY, 2020 AT DFAS LIBRARY

Meeting started at 10:23am

Opening prayer by Obeng Adu Asare.

Meeting is chaired by Prof. Aheto

ATTENDANCE

Prof. Denis Aheto	-	Director
Dr. Samuel Tulashie	-	Research Coordinator
Dr. Precious Mattah	-	Deputy Director
Mr. Ekow Prah	-	Assistant Registrar
Mr. Obeng Adu Asare	-	Administrative Assistant
Dr. Noble Asare	-	Head of Department, DFAS
Dr. Michael Miyittah	-	Theme Lead
Mr. Joshua Adotey	-	Monitoring and Evaluation Officer

Discussion on procedure to move students from SSNIT to Superannuation hall.

MAIN ITEM

Mr. Prah review

- ✓ Review on last week workshop.
- ✓ Planning on short courses
- ✓ Assessment of students.

UPDATE ON ACTION PLAN

Report on internships

Accreditation

Short courses

A Presentation by Joshua Adotey on Various DLI



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- DLI 3.1 and 3.2 Selection of students for enrollment of MPhil and PhD programs and short courses.
- DLI 5.2 Students Internships (Facilitate placement for students internship)
- DLI 4.1 Improvement of course and program accreditation
- DLI 4.2 Research Publication in 2020
- DLI 4.3 Teaching and research infrastructure 2020

Deliberation on various DLIs

Short courses

Commission of committee to implement short courses.

Dr. Asare's view (develop strict timelines for programs)

Prof. Aheto's view (there should be a remuneration to motivate those who will be commissioned into the committee)

Members of new committee for short committee

Dr. Noble Asare (Chairman),

Elizabeth Effah (member)

Ernest Chuku (Member)

Terms of reference for the committee

Modalities for planning new short courses

Modalities for running/organizing existing short courses within the next four months

Deadline for submission is 15th august 2020 (civil work)

Student Internships

- All student must go on internship
- Committee should be present at the organization to establish relationships before letters are sent.



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Accreditation

- ❖ Programs for national and international accreditation.
- ❖ Members of the committee

Dr. Mattah (Chairman)

Dr. Mireku (Member)

Dr. Noble Asare as support role,

Dr. Samuel Tulashi (member)

Dr. Michael Miyittah (member)

- ❖ (Timeline for international accreditation)

Terms of references

Reorganize/revise the existing programs to include core and elective courses

Work on program national and international accreditation

Research Publication

- Proposal to produce Publication
- If all publications are not approved by AAU/WB ACECoR will lose money.
- A proposal to submit more than 15 publications for 2020 reporting period
- Papers to be published by the end of October.

Committee should be formed and workshop organized to look through the USAID/other unpublished works, review it and submit it for publication.

Publishing with regional partners is very critical.

➤ Committee for publication

Dr. Samuel Tulashie (chairman)

Dr. Michael Miyittah (member)

Miss Elizabeth Effah (member)

Miss Ivy Akuoku (member)



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Dr. Samuel Agloti (member)

Terms of reference

Modalities for article publication

Meeting ended at 12:40pm

ACECoR TEAM MEETING ON REPORT FROM COMMITTEE ON SHORT COURSES, ACCREDITATION, PUBLICATION AND INTERSHIP 20th AUGUST, 2020 AT CCM CONFERENCE ROOM

Meeting started at 10:30am

Opening prayer by Ivy Akuoko.

Meeting is chaired by Prof. Aheto



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ATTENDANCE

Prof. Denis Aheto	-	Director
Mr. Peter Aubyn	-	Lab Coordinator
Mr. Joshua Adotey	-	Monitoring and Evaluation Officer
Ms. Ivy Akuoko	-	Team Lead
Mrs. Sika Abrokwhah	-	Assistant Research Fellow
Mr. Isaac Okyere	-	Academic Coordinator
Dr. Precious Mattah	-	Deputy Director
Mr. Ekow Prah	-	Assistant Registrar
Thomas David	-	Principal Technician
Dr. Samuel Tulashie	-	Research Coordinator
Elizabeth Effah	-	Research Fellow
Dr. Noble Asare	-	Head of Department, DFAS
Mr. Obeng Adu Asare	-	Administrative Assistant
Mrs. Vera Kudjoe	-	Principal Admin. Assistant

MAIN ITEM

Overview on Short courses by Elizabeth Effah.

Terms of references

Modalities of running short courses

Outlines

- ✓ Relevance of short courses
- ✓ Timelines for new short courses
- ✓ Outline a roadmap
- ✓ Certification of short courses
- ✓ Advertisement on short courses
- ✓ Accommodation and venue for short courses
- ✓ Meeting again to finalize the number of institution to write to.



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Sustainability on short courses was also discussed at the meeting

The Centre must develop a proposal on a fee structure for short courses.

Prof Aheto suggested that, the Centre must contact the Bureau of integrated rural development to get information on how they introduced a fee structure on their short courses

How do the ACECoR project get regional students to participate in the short courses?

The type of advertisement that will be run (Either online or print media or both)

Running fee online short courses to gain more regional students.

Looking at having a full online programs being run for students.

Meeting with online resource personnel, ICT personnel, management the university to deliberate on how the online courses can be run. Meeting on 1st September, 2020.

Matters in relations to review of manuals.

Allowance for those who review the manual.

Revise the manual to be used for running online courses.

Documentation of what goes into running online short courses.

Dr. Asare review on running short courses. Having an online courses within the next month will be very challenging.

Encourage ACECoR regional students to do word-of-mouth to get their colleagues to participate in the online programs.

A letter should be written to the Pro Vice-Chancellor on the authorization of running short courses.

Report from Committee on publication

- A target of 25 publication for this year (2020)
- All lecturers and supervisors of ACECoR to take part in the publication.
- Indicate Affiliation (CCM/ACECoR papers)
- ISRR collaboration
- One papers will amount 50 point indicating 1 paper equals \$500
- Work with students to publish their work



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- Invite students on a workshop, define modalities on how publication will be done. (First week of November). Allow students to use virtual platform if they cannot be present.

Report from Committee of Internship

- Orientation has been done. Awaiting for approval from AAU.
- Assigning supervisors to students.
- Students will be given a subsidy of 500gh for their accommodation for a period of one month

Report from Committee on Accreditation

- There should be a program revision
- Possible courses that could be develop later for publication.
- Second week of October, the team will look through the program.
- Advertise for a consultant to aid the Centre to gain accreditation.
- Put all document together.

Any other matter

- ❖ Discussion on who pays the field engineers/technicians, driver etc as well as the process they have to go through to acquire their claims.
- ❖ Monday 24/08/2020 (10:00am)
- ❖ Follow up on the number of students who have applied so far.
- ❖ Lab logistics (Follow up on procurement issues)



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ACECoR TEAM MEETING ON CALL FOR APPLICATION ISSUES ON 27th AUGUST, 2020 AT CCM CONFERENCE ROOM

Meeting started at 11:36am

Meeting is chaired by Prof. Aheto

A prayer by Joshua

ATTENDANCE

Prof. Denis Aheto	-	Director
Mr. Joshua Adotey	-	Monitoring and Evaluation Officer
Mr. Isaac Okyere	-	Academic Coordinator
Dr. Precious Mattah	-	Deputy Director
Mr. Ekow Prah	-	Assistant Registrar
Moses Setiga	-	ICT/Logistics
Ernest Chuku	-	Communication team
Dr. Noble Asare	-	SLO/HoD, DFAS
Donatus Angnuureng	-	Team Lead (CEG)
Mr. Obeng Adu Asare	-	Administrative Assistant

At the beginning of the meeting, Prof. Aheto exercised his displeasure about students writing to the Centre to secure a bus for their project whiles a communicate has been issued to them to provide a bus on their own.

Members agreed that Prof. Aheto should write to them to clarify issues on transportation to the student.

The letter should include information about their budget for their project.

MAIN ITEM

Dr. Mattah explained the reason for the meeting. (Call for application)

As of 26 August, 2020, only 29 applicant had completed their application.

Dr. Asare suggested that a thorough overview on why the number are low should be provided. The applications should be broken down to the number of Ghanaian and Regional students.

Members agreed to the;



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- Extension of deadline to 30th September, 2020.
- Extension of deadline for another month.

In general there should be enough time for application.

The project should acquire a Visa Card to Aid in running online adverts. (Prepaid Visa Card)

Information should be out by tomorrow on the extension of deadline.

A review of the whole academic calendar to match up with the new deadline.

ACECoR TEAM MEETING ON FOLLOW UP ON INTEGRATING A PAYMENT SYSTEM FOR ONLINE SHORT COURSES ON 28th AUGUST, 2020 AT CCM CONFERENCE ROOM

Meeting started at 10:30

Meeting was chaired by Dr. Noble Asare

ATTENDANCE

Dr. Noble Asare	-	Head of Department, DFAS
Mr. Joshua Adotey	-	Monitoring and Evaluation Officer
Mr. Isaac Okyere	-	Academic Coordinator
Dr. Precious Mattah	-	Deputy Director
Mr. Ekow Prah	-	Assistant Registrar
Elizabeth Effah	-	Research Fellow
Mr. Obeng Adu Asare	-	Administrative Assistant

MAIN ITEM



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How to integrate a payment system for online short courses.

A resource person from zenith bank made a presentation on their payment system.

Global Pay – A product for online program.

Payment on this system can be made through

- Visa Card
- Master Card
- MoMo
- Inter – Bank Transfer

Global pay is very secure.

Cost for setting up (signing up for the payment platform) is 1000gh.

2% commission on transfers

The payment system can be customize to suit the Centre's demands

Dr. Asare proposed that, the Centre wants to have a system where the funds will be directly linked to the Centre's account.

The global pay system is on real time basis.

Step in signing up. Fill a form (require two signatories)

To set up can be done possibly within a week or two.

ACECoR TEAM MEETING ON FOLLOW UP ON DESCRIPTION, STRUCTURE AND CONTENT OF ACECoR MODULAR PROGRAMME ON 24th SEPTEMBER, 2020 AT CCM CONFERENCE ROOM

Meeting started at 10:00am

Opening prayer by Joshua

Meeting was chaired by Dr. Mattah

ATTENDANCE

Dr. Precious Mattah

Deputy Director

Chairman

Samuel Tulashie

Applied Research Coordinator

Member



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Dr. Peter Obeng	HOD- Water and Sanitation	Member
Samuel Barnie	Lecturer (dept. W&S)	Member
Mr. Joshua Adotey	Monitoring and Evaluation Officer	Member
Dr. Donatus Angnuureng	Team Lead (CEG), ACECoR	Member
Mr. Ekow Prah	Administrator, ACECoR	Secretary
Mr. Obeng Adu Asare	Administrative Assistant	Recorder

1.0 OPENING

Description, Structure and Content of ACECoR Modular Programme.

2.0 MAIN ITEM.

The Meeting started with a deliberation by members on the core description for the ACECoR modular programme.

Dr. Peter Obeng suggested that, the possibility of running MSc programme running on a sandwich basis.

Members discussed the process/procedure student will need to go through i.e. from MCs to PhD.

PhD will be 4 years for students with non-research dissertation.

Use the NAB format to develop the program.

There should be a collaboration with CCM staff as the ‘Core’ for the programme.

Issues of additional staff for the programme will be discussed later.

Donatus suggested that programme should not be only based on ‘hard core’ engineering. The emphasis should not be on only training students to build structures but also learn the concepts and theories.

Dr. Obeng suggested that, the programme should be advertise to the MMDs along the coastal areas and also other organization to create a market for the students who will be enrolled.

The programme outline should be submitted to Ghana Engineer Association for them to review and give their input.

A meeting should be arranged by the team to meet the Engineer Association on next week Friday.



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MoU should be sent institutions around. GAPOHA, CCT, Hydrological Service Department (HSD), Ghana Navy.

3.0 CLOSING

Closing Prayer by Joshua.

Meeting ended at 11:54am