UNIVERSITY OF GHANA

Centre for Teaching and Learning Innovation (CTLI)

REPORT

Prof. Kwame Offei   **Prof. Samuel Agyei-Mensah**

MESSAGE
FROM PRINCIPAL INVESTIGATORS

The Centre for Teaching and Learning Innovation (CTLI), funded by the Andrew W. Mellon Foundation, was set up at the University of Ghana to promote excellence and innovation in teaching and learning with the goal of transforming student learning experiences. This is to be achieved by providing professional teaching development opportunities for faculty, graduate/teaching assistants and students. Its design is anchored on the strategic mission of the University of Ghana to create a learning environment that makes the University increasingly relevant through cutting edge research as well as high quality teaching and learning.

The Centre is to play a critical role in maintaining the quality and standards of learning opportunities for students and

ensure that programmes delivered are of the highest standard. At CTLI, we believe that effective teaching and learning is essential for the success of our students and the institution as a whole. That is why we are committed to providing a range of services and resources to help our community members develop their teaching skills, design engaging and effective learning experiences, and utilize innovative technologies and teaching approaches.

Our team of experienced professionals is committed to providing a range of services and resources to support the teaching and learning goals of our faculty, instructors, and students. We believe that teaching and learning are at the heart of any great institution and we are dedicated to promoting excellence in both areas.

CTLI is here to support you in all aspects of your teaching and learning journey. Whether you are looking to develop new skills, incorporate innovative technologies into your teaching, or enhance the overall effectiveness of your courses, we have the resources and expertise to help you succeed.

We look forward to working with you to create a dynamic and engaging learning environment to make our students enjoy a truly transformative learning experience in line with the priority one of the University's strategic plan (2024-2029).

WHO WE ARE

The Centre for Teaching and Learning Innovation (CTLI) is dedicated to enhancing the quality of teaching and learning at the University of Ghana. The main goal of CTLI is to support faculty members, instructors, and students by providing resources, training, and services that promote effective teaching and learning practices.

The Centre offers a wide range of services such as instructional design and development, learning technologies support, innovative pedagogical approaches and writing support. It is structured to deliver core services through three key units namely: teaching excellence, writing support and technology support units.
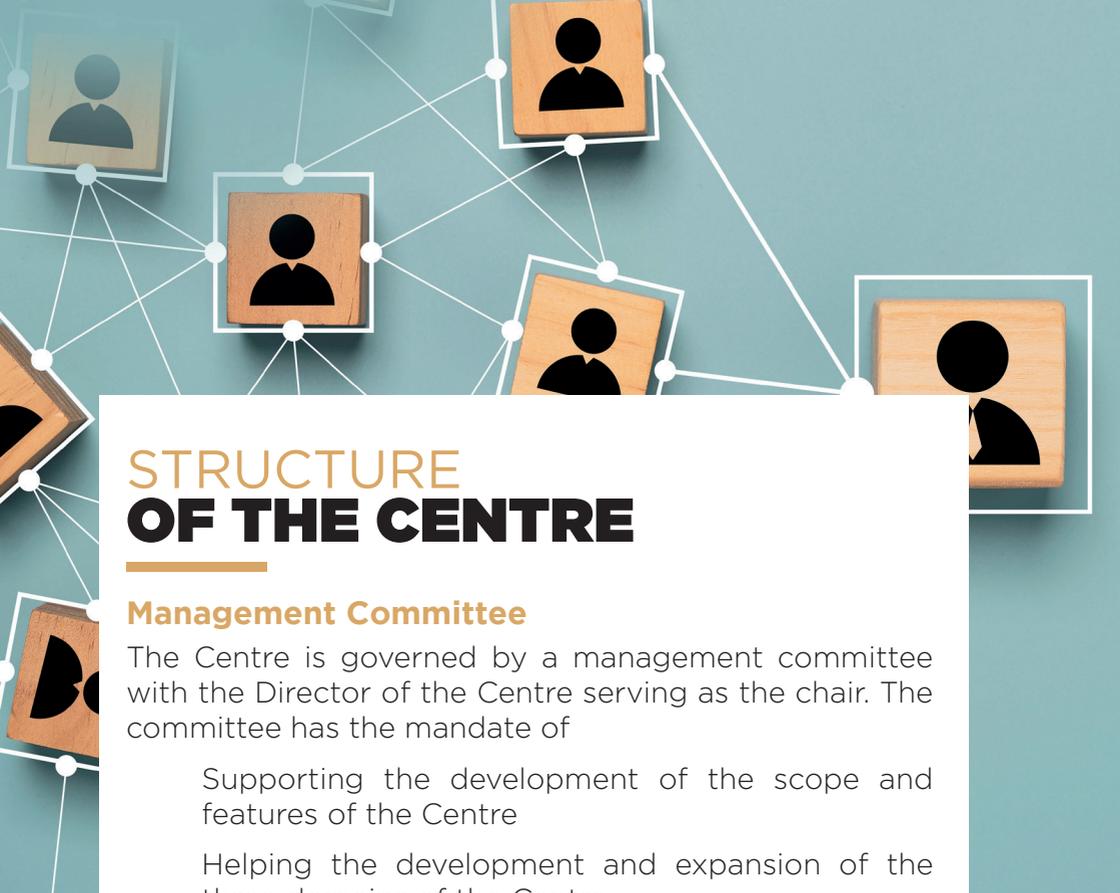
MISSION

The mission of the Centre for Teaching and Learning Innovation is to promote and support excellence in teaching and learning at the University of Ghana by:

1. Supporting the development and implementation of effective teaching strategies, pedagogical methods, and assessment practices.

2. Promoting the use of technology and other resources to enhance teaching and learning.

3. Facilitating collaboration and sharing of best practices among faculty members.

4. Supporting initiatives to promote diversity, equity, and inclusion in teaching and learning.

VISION

To be a recognized centre of excellence in teaching and learning at the University of Ghana.

STRUCTURE
OF THE CENTRE

Management Committee

The Centre is governed by a management committee with the Director of the Centre serving as the chair. The committee has the mandate of

Supporting the development of the scope and features of the Centre

Helping the development and expansion of the three domains of the Centre

Fostering collaboration with faculty and other stakeholders regarding the development and general operation of the Centre

Supporting digital initiatives for innovative teaching and learning

Helping the Centre to develop, implement and evaluate progress toward goals and objectives of the Centre

Supporting the preparation of grant applications to secure funding for the Centre.

Reviewing reports on all aspects of the Centre.

Helping the Centre to develop a project management schedule.

Prof Samuel Agyei-Mensah
Director/Chairman

Prof. Kwame Offei
Principal Investigator (ex-officio)

Prof. Yaw Oheneba-Sakyi
Head, Teaching
Excellence Unit

Prof. Helen Yitah
Writing Excellence Unit,
CTLI (2020-2023)

Prof. Gordon Adika
Head, Writing Excellence
Unit, CTLI (2024-Date)

Mr. Francis K. Boachie
CITO, ITD

Prof. Perpetua Dadzie
Rep, College of Education

Prof. John Effah
Rep, College of
Humanities

Dr. Comfort Freeman
Rep, College of Basic
and Applied Sciences

Dr Lawrence A.
Asamoah
Rep, College of Health
Sciences

Staff of the Centre

The Centre is headed by a Director, Prof Samuel Agyei-Mensah, who reports to the Pro Vice-Chancellor with responsibility for Academic and Students Affairs and has the following staff members:

Mr. Benedict Fosu Adjei
Administrator

Ms. Princess Brown
Administrative
Assistant

Ms. Barbara Acquah
Senior Administrative
Assistant

UNITS
OF THE CENTRE

Prof. Yaw Oheneba-Sakyi

Head, Teaching Excellence Unit

Teaching and Instructional Support Unit

The Teaching and Instructional Support Unit provides support and resources to instructors and faculty members to improve the quality of teaching and enhance the learning experience of students. The goal of the Unit is to provide a range of services and resources to help faculty develop and deliver effective and engaging courses.

The unit offers a variety of services, such as training and professional development faculty for graduate and teaching assistants, assistance with technology integration and use, and development of innovation in teaching, learning and student experience.

Prof. Helen Yitah   **Prof. Gordon Adika**

Writing Support Unit

The Writing Support unit provides writing assistance and resources to students, faculty, and staff. The goal of the writing excellence unit is to help individuals improve their writing skills, whether for academic or professional purposes.

The Unit offers a variety of services, such as one-on-one writing consultations, workshops on writing skills, writing groups or clubs, online writing resources, editing and proofreading services and tutorials on specific aspects of writing.

Overall, the purpose of a Unit is to help individuals become better writers and to support them in their writing endeavors, whether that be for academic papers, professional reports, or personal writing projects.
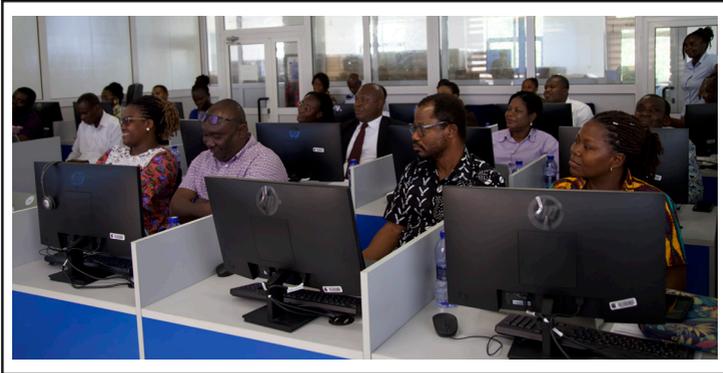
PROGRAMMES
AND SERVICES

Writing support

CTLI introduces an array of programmes and services to assist graduate students and faculty in the pursuit of writing and publishing. Among these are:

- Faculty support
- Students support

Faculty support

* Writing Support Team to assist early career faculty.

* Support/guidance with manuscript review, revision, restructuring and editing.

Students support

* Workshopping series which focus on coaching on specific sections of a writing project (introduction, literature review, analysis and discussion of results, and conclusions)

* Peer to Peer (P2P) Writing Support Programme for PhD and research masters students in their thesis writing phase.

* Writing Support Team to assist graduate students

• Faculty Development

CTLI offers a variety of services and programmes designed to assist faculty in developing skills and knowledge necessary to carry out their functions in teaching, conducting assessments, supervision and handling of conflict of interest situations. Among some of the activities carried out in the past four years are,

- Orientations for Newly Appointed faculty

- Faculty Online Teaching and Learning Pedagogical Training

- Professional Development Training for Graduates and Teaching Assistants

- Learner-Centered Online Teaching Methodologies for Faculty

- Workshop on Writing to Publish for Early Career Faculty

- Outreach programmes to other institutions

• Academic / Learning Advancement.

CTLI provides services and programmes designed to improve learners' attributes, knowledge, ability, skills and potential in their academic excellence.

- Sakai LMS Training for Undergraduate Students
- Sakai LMS Training for Graduate Students
- Workshop on Writing to Publish for Doctoral and Research Masters Students

- **Technology integration.**

CTLI introduces programmes designed to integrate modern technology into teaching and learning.

- Training in Sakai Learning Management System (LMS)
- Technologies for Online Teaching and Learning Programme

Specific programme highlights

Specific programme highlights

- **Online Teaching and Learning Training Programme for Faculty (October 2020).**

  To respond to the emergent covid-19 situation, CTLI organised Online Teaching and Learning Training Workshops for faculty of the University of Ghana. Certificates of completion were awarded for the training, which was conducted for three different levels of faculty (Beginners, Intermediate, and Advanced). The workshop explored the theoretical underpinnings and efficient methods of online teaching and learning. It also aided faculty with developing a practical understanding

of effective online teaching techniques that they may use in their own practices. The themes that determine the relationship between online teaching and learning were explored. The specific topics covered included:

- 21st Century Education in Perspective
- Emerging Technologies for Online Teaching and Learning
- Course Design and Development for Online Teaching and Learning
- Online Facilitation
- Online Assessment

- ### E-Learning and Sakai LMS Hands-On Training Programme for Graduate and Teaching Assistants (January 2021).

The programme was designed to introduce Teaching Assistants (TAs) and Graduate Assistants (GAs) to the theory and best practices of online teaching and learning. The training's goal was to give TAs and GAs the information and skills they need to carry out their duties and obligations in the areas of teaching, administering assessments and exams, and handling conflicts of interest situations. It also examined themes that shape online teaching/learning relationship to help TAs/GAs to develop a working understanding of successful online teaching and facilitation strategies, tools and resources that they could apply in their own practices. With links to ZOOM, UG Library Systems, and other external web applications, the training was delivered virtually through specially created Course Sites at the University of Ghana's Sakai Learning Management System (LMS). The following topics were covered:

- • Roles and Responsibilities of TAs/Gas
- • Online Facilitation
- • Emerging Technologies for Online Teaching & Learning

- **University of Ghana Undergraduate Students Sakai Training (February 2021).**

  The Centre organized a two-week training session for University undergraduate students in order to assist students, particularly those who may not have had any prior experience using online teaching and learning approaches. In order to carry out this program, a self-paced tutorial course site with the course code "STUDENTS SAKAI TRAINING" was created for students in Sakai LMS.

- **Training Workshop for Newly Appointed Lecturers, University of Ghana (January 2021).**

  CTLI in collaboration with the Academic Quality Assurance Unit (AQAU) of the University of Ghana organised the training programme for Newly Appointed Lecturers in January 2021. The training was meant to provide faculty members a better grasp on how to take advantage of the opportunities and challenges that come with such a position. The AQAU has been running this programme annually, but with the Centre's support, the programme acquired greater traction as more resources were made available to support the training, particularly tools for online teaching and learning.

- **University of Ghana Collaborate with Partnership for Pedagogical Leadership in Africa (Pedal) (September to October 2021).**

  CTLI has been selected to facilitate the institutionalisation of the PedaL teaching and learning methodologies at the University of Ghana. The Centre organized the online

workshop between September 6 to October 8, 2021 on the theme Technology for Transformative Pedagogy and involved all the universities in the consortia. In all, about 170 faculty drawn from universities in Africa participated. Forty of the faculty members from the University of Ghana, mobilised by the Centre from the four colleges of the University, took part in this online training workshop. The workshop, which was held in blended mode (asynchronous and synchronous) covered the following broad topics:

- Online Course Design,

- Online Facilitation

- Innovative Assessment

- Teaching tools such as case studies, simulations, and concept maps

- Pedagogical approaches to teaching such as inquiry-based teaching, reflective, Constructivist, collaborative, and integrative, etc.

- ## Workshop On Writing to Publish for Third- And Fourth-Year Doctoral Students (October 2020).

  The Centre in collaboration with the University of Ghana School of Graduate Studies organised a three day workshop for third- and fourth-year PhD students to provide them with guidelines for scholarly writing, and to familiarize participants with practices that can help to avoid many of the obstacles along the writing and publishing path.

- ## Workshop On Writing to Publish for Early Career Faculty (February 2021).

  The Centre organised a three-day workshop tailored for early career faculty of the University of Ghana. The workshop aimed at developing their capacity to

write publishable scholarly papers for high impact international journals/publishing houses and to enhance their understanding of the culture, environment and process of publishing. It was structured to help participants maximise success in scholarly writing and publishing, increase the international visibility of their research and achieve their potential as researchers. Interdisciplinary in nature, the workshop offered training and practical workshopping sessions, with time built in for questions and answers. Participants were taken through the following modules:

- PART I: Enhancing the Publishability of Scholarly Papers

- PART II: Matters of Language, Style and Ethics

- PART III: Publishing Process and Practices

- **Appointment of Faculty E-Learning Ambassadors in Pedagogy and Innovative Delivery Strategies (August 2021).**
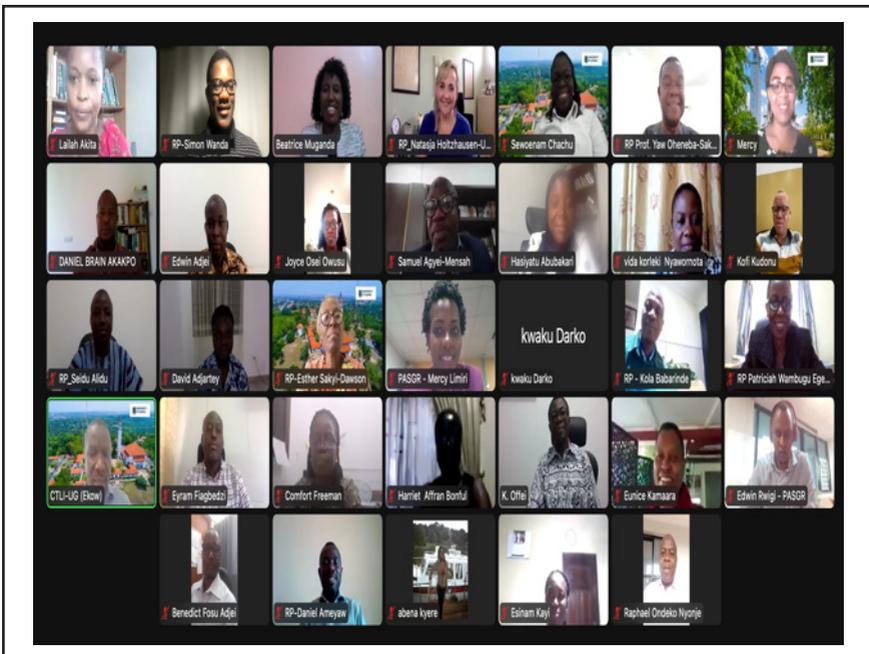
  The Centre facilitated the appointment of Faculty as E-Learning Ambassadors in their respective schools/institutes/centres following their training and certification in the Online Teaching and Learning Training Workshops for faculty. They were to serve as frontline support and provide direction to their colleagues, especially, the less technologically equipped ones in the delivery of online teaching and learning services.

- **Workshopping Series- No. 1 Thesis Introduction (August to November 2021).**

  Following the online workshops that offered support for scholarly writing, the Centre in collaboration with the University of Ghana-Carnegie project introduced an in-person Workshopping Series for graduate students of the University in their thesis year. It focused on

face-to-face coaching on specific sections of a writing project: introduction, literature review, analysis and discussion of results, and conclusions. Following the online workshops that provided guidelines for scholarly writing, these workshopping sessions delivered hands-on training for participants to work through various stages of their draft manuscripts, in this case, the chapter on Introduction of the thesis.

- **Workshop on Course Design, Innovative Teaching and Assessment Methodologies (December 2021 to January 2022).**

The Centre for Teaching and Learning Innovation (CTLI), in collaboration with the Pedagogical Leadership in Africa (PedaL) project, organized a training workshop on "Course Design, Innovative Teaching and Assessment

Methodologies" for faculty of the University of Ghana. The workshop aimed at strengthening staff capacity in relevant innovative teaching and learning methodologies needed to enhance students' learning experiences. The training programme, which was blended learning (combining asynchronous and synchronous) run from December, 2021 to January 17, 2022 and was conducted via Zoom and Sakai LMS and facilitated by professors from the University of Ghana and some of the consortia universities.

It was organized in three (3) sequential training modules: Online/Blended Course Design, Online/Blended Course Facilitation and Online/Blended Innovative Course Assessment.

- ### Workshop On Multiple Choice Assessment for Faculty (April 2022).

CTLI organized a three-day workshop on Multiple Choice Assessment for Faculty at the University of Ghana. The introductory workshop primarily targeted faculty at the University and was aimed at equipping faculty with the tenets of setting multiple choice questions. The workshop, which was facilitated by Prof. Boughey of Rhodes University, South Africa and a team from the University of Ghana Computing Systems, was organised to achieve the following specific objectives:

- To lead to a more advanced engagement with multiple choice as a form of assessment in subsequent workshops.

- To equip participants with the design of valid, reliable multiple and fair choice assessments.

- To address the need to test higher order learning.

- To help participants with the design of multiple choice tasks with feedback from other participants.

- ## Training of Newly Appointed Faculty on Sakai Learning Management System (June 2022).

    The Centre in collaboration with Academic Quality Assurance Unit (AQAU) and University of Ghana Computing System (UGCS) organized a three-day training for newly appointed faculty. The main objective of the training was to introduce these newly appointed faculty to the Sakai Learning Management System (Sakai LMS). They were introduced to using the Sakai LMS to administer and deliver online teaching as well as supporting face-to-face teaching with Sakai LMS as an online education tool for the University of Ghana. The three days training was to help these newly appointed faculty integrate Sakai into their daily teaching and learning activities, and to know the tools available, what they are used for and how they can be administered to support online teaching and learning.

- ## Orientation and Pedagogical Training Workshop for Newly Appointed Academic Staff (June 2022).

    The Academic Quality Assurance Unit (AQAU) of the University of Ghana in collaboration with the Centre for Teaching and Learning Innovation (CTLI) and the University of Ghana Computing Systems (UGCS) organized a pedagogical training for newly appointed faculty of the University. A special Sakai Project Site was created for this training. Reading materials and tasks for participants to engage with asynchronously before and after the live sessions were uploaded on the relevant Lessons tool pages in Sakai. Certificate of Completion was awarded to participants who completed the assigned tasks for each session. The objectives of the workshop were to:

- Provide training in pedagogy

- Orientate newly appointed faculty on the rubrics of teaching

- Educate newly appointed staff on their rights and responsibilities

- Create an environment for interaction with experienced Lecturers

- **Sakai Learning Management System (LMS) Hands-On Training for Faculty (June 2022).**

  In collaboration with the University of Ghana Computing Systems (UGCS) a 3-day Sakai Training was organized for UG faculty members who have not had any training in Sakai LMS and those who may have had training in selected topics but need refresher training. The training which was organized virtually via Microsoft Teams treated the following;

  - Getting started with Sakai LMS

  - Communication Tools & Assessment

  - Tools Assessment and Course Design Tools

- **Appointment and Training of UG Students E-Learning Champions (June 2022).**

  As part of the University's strategy to boost the impact of its online teaching and learning programme, Students E-Learning Champions were carefully selected (together with student leadership) and trained to represent their departments/schools. They were to complement the Faculty E-Learning Ambassadors and served as first line support to their colleagues who are less technologically equipped to be conversant with the online learning environment and the various features of

the Sakai LMS. As E-Learning Champions, the students were expected to;

- Provide peer mentoring support to students within their department/school

- Support students in utilizing the IT resources for enhanced online teaching

- Work closely with the Sakai team to be abreast with new developments in the LMS

- Assist with monitoring and evaluation and provide feedback to the Sakai team

- **Workshopping Series No. 2: Literature Review (May 2022).**

  The Workshopping Series, a face-to-face coaching program, was continued by the Centre's Writing Support Unit. After completing the tutorial on the thesis introduction section, the unit moved to the next session which focused on literature review. The goal was to help each participant produce a literature review that is evaluative in nature and establishes a clear context and

motivation for the thesis. Participants were guided to provide background information needed to understand the study; justify their choice of research question, theoretical or conceptual framework, and method; show readers that they are familiar with significant and/or up-to-date research relevant to the topic; and establish their study as one link in a chain of research that is developing knowledge in their field.

- **CTLI Support for the UG POET (February 2022).**

    The Centre supported the organization of a two-day workshop for the Vice-Chancellor's Taskforce called "University of Ghana Pursuit of Excellence Taskforce (UG-POET)" from 4-6th February 2022. The purpose of the workshop was to address both the proposed Faculty Teaching Certification Course and the draft Teaching and Learning Policy that was produced by the Committee appointed by the Director of CTLI. At the end of the program, the Committee's general opinion was that the Draft Policy was appropriate and would help the University streamline its teaching and learning goals.

- ## Support for the Vice-Chancellor's Student Digitalisation Initiative (January 2023).

  The Vice-Chancellor, Prof. Nana Aba Appiah Amfo, is guiding the University of Ghana toward "creating a culture that promotes research, teaching and learning, administrative processes, and extension activities driven by technology and anchored in humanism" for the benefit of all stakeholders as part of the University's strategic vision to achieve world-class status. In this regard, the Centre supported in the renovation and modernization of the K. A. Busia lecture hall and the Great Hall by installing cutting-edge information technology (IT) tools and devices. The equipment were integrated into the UG Learning Management System on December 13th, 2022, with the goal of increasing both synchronous and asynchronous virtual teaching and learning. Additionally, this will allow for off-site learning and examinations to accommodate the large number of students and will create a suitable learning environment for in-person lectures.

- ## Draft UG Teaching and Learning Policy.

  Following the submission of a draft teaching and learning policy by the committee set up by the Director of the Centre, a university-level committee to develop

a final policy was set up by the Pro Vice-Chancellor responsible for Academic and Student Affairs. The draft policy, which was developed with the support of Prof. Christine Mary Boughey of the University of Rhodes, South Africa, clearly sets out the aim, policy principles and the teaching and learning process at the University of Ghana. The draft policy reinforces the fundamental role of the Centre to be responsible for supporting and developing the competency of faculty in teaching across the University. It also sets out the roles of other units of the University that promote and provide teaching and learning services, such as the Academic Quality Assurance Unit, the Academic Affairs Directorate, University of Ghana Computing Systems, the UG Library System, School/Institutes/Departments.

- ### School of Communications Studies Teaching Pedagogical Workshop (April 2023).

  The School of Information and Communication Studies (SICS), with funding from the Centre for Teaching and Learning Innovation organised a 2-day retreat on innovative methods of teaching and assessing large classes for selected faculty members of the School and a few from the Department of Sociology. It took place from Thursday, April 13, 2023, to Saturday, April 15, 2023 at the Hephzibah Christian Center in Aburi. Course facilitation, course design, and course assignment were among the subjects covered in the sessions. The workshop introduced faculty to innovative approaches to teaching and evaluating large class sizes, how to choose the best teaching strategy for each class, and a variety of assessment tools that participants can utilize to assist them quickly and effectively evaluate their students.

- ### Refurbishment of Graduate Reading Room Geography and Resource Development (August 2023).

  The Centre for Teaching and Learning Innovation supported the University's Department of Geography and Resource Development with supply of workstation and chairs to improve the facility of the department's MPhil reading room. The reading room was utilized more frequently as a result of this initiative, which improved student learning in the department.

- ### CTLI Engagement with GCTU (June 2023).

  As part of its outreach initiative, the Centre engaged Ghana Communication Technology University for a training workshop for Faculty on emerging trends in Teaching Pedagogy. The program was anticipated to offer an asynchronous and synchronous blended mode. Senior academics from the university's faculty and departments who are participating in the session will be guided through live sessions to address the following major topics: Course Design, Course Facilitation, Case Study/Microteaching and Assessment.

- ## SAKAI LMS Training for Graduate Students (February 2023).

  The School of Graduate Studies (SGS) in collaboration with the Centre for Teaching and Learning Innovation (CTLI) and the University of Ghana Computing Systems (UGCS) organized a half-day intensive Sakai Training Workshop for graduate students of the University. The main objective of the training was to introduce graduate students, especially, fresh students, to the Sakai Learning Management System (Sakai LMS). This training programme was meant to help students integrate Sakai into their learning activities, and to know the tools available and how they can be utilized for full online and blended teaching and learning tasks.

- ## Modernized Lecture Hall Training Workshop (January, February and June 2023).

  The Academic Quality Assurance Unit (AQAU), the Centre for Teaching and Learning Innovation (CTLI), and the University of Ghana Computing Systems (UGCS) conducted training for faculty members to increase their ability to use the recently renovated K. A. Busia lecture hall. The training workshop had a positive impact

on participants, thus, the Centre will continuously make efforts to improve the use of the facilities.

- ### 3-Day UG Faculty Training on SAKAI LMS (August 2023).

  The Centre in collaboration with Academic Quality Assurance Unit (AQAU) and University of Ghana Computing System (UGCS) organized a three-day training for newly appointed faculty. The main objective of the training was to introduce these newly appointed faculty to the Sakai Learning Management System (Sakai LMS). They were introduced to using the Sakai LMS to administer and deliver online teaching as well as supporting face-to-face teaching with Sakai LMS as an online education tool for the University of Ghana. The three days training was to help these newly appointed faculty integrate Sakai into their daily teaching and learning activities, and to know the tools available, what they are used for and how they can be administered to support online teaching and learning tasks.

- ### Training for Examiners (March, July 2023).

  As part of the preparation towards the end of first semester 2023 academic year online/onsite examination, the Academic Affairs Directorate in collaboration with University of Ghana Computing

Systems and CTLI organised a hybrid mini training workshop and discussions on challenges and anomalies normally noticed during the examination on Sakai, for the examiners who have requested to write their exams online/onsite and online/offsite held on 30th March 2023 in a hybrid mode.
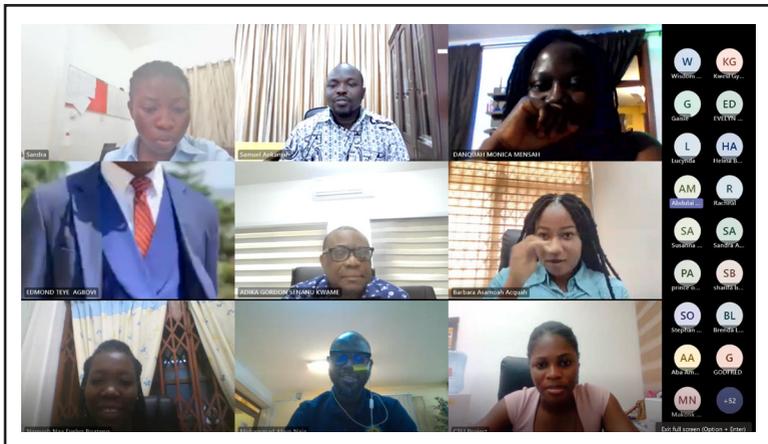
- ### Workshop on Online/Onsite Examination for Examiners (January 2023).

The Centre in collaboration with the Academic Affairs Directorate and the University of Ghana Computing Systems (UGCS), held a hybrid workshop to guide staff on online and onsite examinations for the 2023/2024 academic year. Ninety-seven participants, including lecturers, academic officers, and SAKAI LMS users, attended, with 78 joining virtually and 19 in person. The workshop introduced AI and machine learning techniques in assessment design, focusing on innovative use of SAKAI LMS for examinations. The session also presented Prep AI's Test Generator for enhanced question pool creation.

- ## Systematic/Scoping Review Workshop for Graduate Students organized (October 2023).

    To address graduate students' needs in literature review methodology, the Centre, alongside the Department of Information Studies and the UG Library System, offered virtual training on systematic and scoping reviews. Held via Microsoft Teams, the sessions targeted MPhil and PhD students, covering topics like off-campus access to library resources and advanced search techniques. A total of 156 students participated, gaining valuable skills for their thesis research.

- ## Workshopping Series No. 4: Writing the Results and Discussion Chapters (November 2023).

  The Writing Support Unit continued its targeted coaching series with hands-on sessions on the results and discussion chapters of academic theses. Graduate students nearing thesis completion participated, submitting draft chapters for review and revision. The workshop emphasized structuring findings and discussing them in an academically rigorous manner, helping students meet disciplinary standards and enhance academic engagement. Overall, students gained confidence in producing high-quality results and discussion chapters that aligned with both academic standards and their specific field's requirements.

- ## Developing Publishable Manuscripts Workshop (December 2023).

  In partnership with the University of Cape Town, the Centre held a two-day workshop aimed to empower graduate students at the University of Ghana with the skills needed to transform their thesis research into publishable manuscripts. With 63 students participating, the workshop provided them with the foundational

knowledge needed to navigate the publication process successfully. The workshop covered essential aspects of academic publishing including the importance of publication, manuscript development and overcoming common challenges in academic publishing.

•   **Pedagogical Training for Academic Staff (February 2024).**

  The Centre in partrnership with the Academic Quality Assurance Directorate (AQAD) and the School of Education and Social Work, University of Sussex, organized a four-day training focused on "Reflecting and Re-Imagining Transformative Pedagogy and Practice." Faculty from the University of Ghana and seven affiliated institutions engaged in workshops emphasizing learner-centered, hybrid teaching methods. Daily themes included;

•   critical reflections on professional learning

•   active and inclusive pedagogies

•   transformative digital technologies

•   creative pedagogical design

Resource persons from the University of Sussex and the University of Ghana led the sessions which hosted 43 participants who received certificates upon completion.

• **AI Training for Students and Staff (February & May 2024).**

The Centre, along with AQAD, UGCS, and the Department of Computer Sciences, hosted AI training sessions for faculty, administrative staff, and students. The training aimed to enhance skills in AI-supported research, teaching, and administrative tasks while promoting ethical AI use aligned with the revised Plagiarism Policy. Following a successful pilot organised in February, a second session was organised in May attracting 388 participants including 86 faculty members, 122 administrative and professional staff, and 180 graduate students.

The training equipped participants on the use of Artificial Intelligence (AI) support for;

• article and thesis writing

- teaching and learning
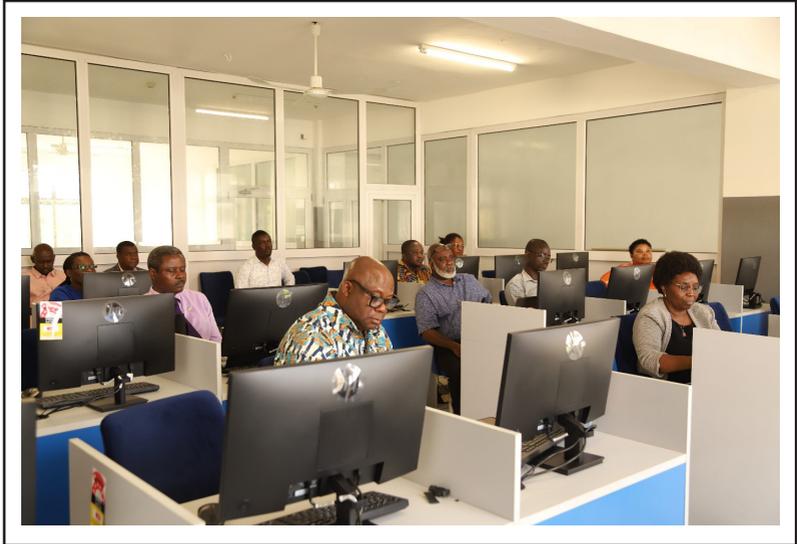- reports and minutes writing

AI tools such as ChatGPT, Chatpdf, Fathom, Notion AI, CoPilot, Magic School were explored during the training sessions. Attendees expressed strong satisfaction, advocating for continued AI skill development.

- **Training on Automatic Test and Quiz Generation Using PrepAI (May 2024).**

  In collaboration with University of Ghana's Computing Systems (UGCS) Instructional Design Unit, Academic Affairs Directorate (AAD), and Academic Quality Assurance Directorate (AQAD), the Centre conducted a faculty training session focused on PrepAI for generating diverse question formats and creating extensive question pools. Of the 136 initially interested participants, 56 attended the hands-on in-person training primarily from the College of Humanities. The session covered Prep AI's integration with SAKAI LMS,

enhancing assessment design efficiency. Feedback was overwhelmingly positive, with 93% satisfaction and 89% confidence in using Prep AI, leading to recommendations for extended sessions and increased practice opportunities.

- ## Writing to Publish Workshops for Early Career Faculty and Graduate Students (April & June 2024).

    Recognizing the unique challenges faced by early career faculty and PhD students in publishing, the Centre held workshops dedicated to building strong academic writing and publishing skills. Participants, including 35 faculty members and 62 doctoral students in their thesis year were provided with practical strategies to improve their writing quality and increase publishing success. The workshop provided a step-by-step guide to crafting journal articles, book chapters and conference papers with emphasis placed on ethical standards and citation practices. Participants were also introduced to the academic publishing landscape, building a supportive peer community for ongoing feedback.

- **Manuscript Review (August 2024).**

  In a follow-up to the Writing to Publish workshops, the Centre offered manuscript review services to participating students preparing journal articles or book chapters. Participants submitted their drafts for feedback, helping them refine their work for final submission.

SUMMARY OF ACTIVITIES

YEAR 1

1. Online teaching and learning program - 338 faculty received certs
2. E-learning and Sakai training for GAs &TAs - 139
3. Sakai training for undergraduates - 171
4. Training for newly appointed lecturers - 110 faculty
5. Pedal Training - 40 faculty from UG
6. Writing to Publish for students - 114 PhD students
7. Writing to Publish for early career faculty - average of 51 participated
8. Workshopping Series 1 - 89

YEAR 2

1. Workshop on Course design, teaching and assessment methodologies - 60 faculty
2. Workshop on Multiple Choice - 51
3. Training for newly appointed faculty (Sakai and orientation and pedagogy) - 146
4. Sakai training for faculty - 61
5. Workshopping Series 2 - 15

YEAR 3

1. Training program for faculty on newly installed teaching facility - 32
2. Workshop on Online/Onsite Exams - 29
3. Sakai training for graduates - 170 graduate students
4. Training for newly appointed faculty - 113
5. Microsoft 365 training for e-learning Champions - 46
6. Workshopping Series 3 - 34
7. Writing to Publish for students - 138 students

YEAR 4

1. Workshop on Online/Onsite Examination for Examiners – 97 faculty
2. Pedagogical Training for Academic Staff of University of Ghana and Its Affiliate Institutions – 43 faculty
3. Artificial Intelligence (Ai) Trainings for Students and Staff of the University of Ghana and Its Affiliates -388 participants
4. Training on Automatic Test and Quiz Generation Using Prep AI - 56 faculty
5. Workshop on Systematic/Scoping Review for Graduate Students – 156 graduates
6. Workshopping Series No. 4: Writing The Results And Discussion Chapters - 20
7. Workshop on Developing Publishable Manuscripts: Moving Your Research From Thesis To Publication -63
8. Workshops on Writing to Publish for Early Career Faculty And Graduate Students- 35 faculty and 62 students
9. Review of Manuscripts -83

CTLI ASSOCIATES

Team writing support - 6
E-learning Champions - 78
Resource Persons - 15

CTLI IN NUMBERS

Faculty trained = 1348
Students trained = 1397
Administrative/ Professional Staff trained = 122