AL MUHIBBAH OPEN UNIVERSITY (AOU), ABUJA

Teaching Method Policy

Ratified by Senate of AOU, Abuja

July, 2024

Table of Contents

PART A

INTRODUCTION

Al Muhibbah Open University (AOU) is committed to providing high-quality education through innovative teaching methodologies that align with the Core Curriculum Minimum Academic Standards (CCMAS) and all AOU policies. This policy outlines the comprehensive teaching methodologies adopted by AOU to ensure that students are equipped with the skills and knowledge necessary to thrive in the 21st century.

TEACHING METHODOLOGY OVERVIEW

AOU adopts a student-centered approach that emphasizes flexibility, engagement, and accessibility. Our teaching methodologies are designed to cater to diverse learning styles and schedules, ensuring that all students have the opportunity to succeed.

WAY OF DISSEMINATION

a. Live Sessions
- ➢ Interactive Live Classes:
  - i. Online Sessions: AOU conducts live online sessions using video conferencing tools, allowing students to engage with instructors and peers in real-time. These sessions are designed to be interactive and foster active learning.
  - ii. Scheduled Timetable: Live sessions are scheduled in advance, and students receive a timetable at the beginning of each semester. This helps students plan their study schedules effectively.
  - iii. Virtual Office Hours: Instructors hold virtual office hours to provide additional support and answer students' questions. These one-on-one interactions enhance understanding and address individual learning needs.

b. Recorded Sessions
- ➢ Lecture Recordings:
  - i. Accessibility: All live sessions are recorded and made available to students through the AOU learning management system (LMS). This ensures that students who are unable to attend live sessions can still access the course content at their convenience.
  - ii. Revision: Recorded lectures can be re-watched for revision purposes, providing flexibility in learning and aiding in the retention of information.
  - iii. Supplementary Video Content:
  - iv. Additional Resources: Instructors may create supplementary recorded videos to explain complex concepts, provide demonstrations, or offer additional insights into the course material. This enhances understanding and supports diverse learning needs.

c. Blended Learning
- ➢ Combination of Live and Recorded Sessions:
  - i. Flexible Learning: AOU adopts a blended learning approach that combines live interactive sessions with recorded lectures and

supplementary materials. This approach caters to different learning styles and schedules, providing a comprehensive and flexible learning experience.

f. Attendance and Participation Rules

- Attendance Requirements
  i. Live Session Attendance:
     - Encouraged but Not Mandatory: While live session attendance is highly encouraged to benefit from real-time interaction and immediate feedback, it is not mandatory. Students who cannot attend live sessions can rely on the recorded lectures.
     - Course-Specific Requirements: In some courses, participation in live sessions may be a component of the final grade. Students will be informed of such requirements at the start of the course.
  ii. Physical Attendance
     - No Mandatory Physical Attendance:
  iii. Open and Distance Learning:
     - AOU operates primarily as an open and distance learning institution, with no mandatory requirements for physical attendance at the campus.
     - Exceptions: Certain programs or specific components, such as practical labs or examinations, may require physical presence. In such cases, students will be informed well in advance and provided with necessary support and options.

g. Participation and Engagement

- Active Participation:
  i. Students are expected to actively participate in all aspects of their courses, including discussions, forums, group work, and assignments, whether conducted live or asynchronously.
  ii. Participation in online discussions and forums is often part of the course assessment, emphasizing the importance of engagement in the learning process.

h. Technology and Support

- Learning Management System (LMS): The AOU LMS serves as a centralized platform for course materials, lecture recordings, discussion forums, and assessments. It provides seamless access to all learning resources.
- Technical Support: AOU offers 24/7 technical support to ensure that students and faculty can resolve any technical issues promptly.
- Comprehensive training resources and guides are available to help students and faculty navigate the LMS and other digital tools effectively.

i. Faculty Training and Development

- Ongoing Training: AOU provides ongoing professional development opportunities for faculty to enhance their teaching skills and stay updated with the latest educational technologies and methodologies.

- ➢ Regular workshops and seminars are conducted to share best practices and innovative teaching strategies.
- ➢ Monitoring and Evaluation: AOU conducts regular reviews of teaching methodologies and course content to ensure they meet the highest standards of quality and relevance.
- ➢ Robust feedback mechanisms are in place to gather input from students and faculty, which is used to continuously improve the teaching and learning experience.

j. Student Feedback and Engagement
- ➢ Feedback Channels:
  - i. Regular surveys and course evaluations are conducted to gather student feedback on teaching methodologies and course content.
  - ii. Focus groups and student forums provide additional avenues for students to share their experiences and suggestions.
- ➢ Student Support Services:
  - i. AOU offers counseling and academic advising services to support students' academic and personal development.
  - ii. Peer mentoring programs are available to help students navigate their academic journey and enhance their learning experience.

k. Alignment with CCMAS and AOU Policies
- ➢ AOU's teaching methodologies are fully compliant with the Core Curriculum Minimum Academic Standards (CCMAS) and all relevant AOU policies.
- ➢ AOU's commitment to quality assurance ensures that all teaching practices meet national and international standards, producing graduates who are well-prepared for the 21st-century workforce.

PART B

IMPLEMENTATION MECHANISM

INTRODUCTION

This implementation mechanism outlines the steps required to effectively deploy the Teaching Methodology Policy at Al Muhibbah Open University (AOU). The goal is to ensure a seamless integration of live sessions, recorded content, and blended learning approaches, aligned with the Core Curriculum Minimum Academic Standards (CCMAS) and AOU policies.

ESTABLISHMENT OF IMPLEMENTATION TEAM

1. Formation of Implementation Committee:
   a. Composition: Include representatives from the Vice-Chancellor's office, academic departments, IT department, and student services.
   b. Responsibilities: Oversee the implementation process, coordinate efforts across departments, and ensure adherence to the policy.
2. Project Manager Appointment:
   a. Appoint a project manager to lead the implementation process, manage timelines, and ensure all tasks are completed efficiently.

TECHNOLOGY INFRASTRUCTURE

1. Upgrade and Maintenance:
   a. Ensure the LMS is fully functional, secure, and capable of supporting live and recorded sessions
   b. Select and integrate reliable video conferencing tools that facilitate interactive live sessions and virtual office hours.
1. Technical Support:
   a. Establish a 24/7 helpdesk to provide technical support to students and faculty.
   b. Develop comprehensive training materials and guides for using the LMS and video conferencing tools.

FACULTY TRAINING AND DEVELOPMENT

1. Training Programs:
   a. Conduct workshops and seminars on innovative teaching strategies, using technology in teaching, and engaging students in online environments.
   b. Offer continuous professional development opportunities to keep faculty updated with the latest educational technologies and methodologies.
2. Peer Learning:
   a. Facilitate sessions where faculty members can share best practices and successful strategies in implementing the teaching methodology.

CURRICULUM INTEGRATION

1. Course Design:
   a. Blended Learning: Integrate live sessions, recorded lectures, and supplementary video content into course designs.
   b. Interactive Elements: Incorporate interactive elements such as discussions, forums, and group work into the curriculum to enhance student engagement.
2. Assessment Methods:
   a. Develop assessment methods that include participation in live sessions and online discussions as part of the overall grade.
   b. Implement mechanisms for continuous feedback to help students stay on track and improve their learning outcomes.

STUDENT SUPPORT SERVICES

1. Orientation Programs:
   a. Conduct orientation sessions for new students to familiarize them with the LMS, video conferencing tools, and other online resources
   b. Provide academic advising to help students plan their courses and manage their schedules effectively.
2. Counseling and Mentoring:
   a. Offer career counseling services to support students' career planning and professional development.
   b. Establish peer mentoring programs to provide additional support and guidance.

MONITORING AND EVALUATION

1. Feedback Mechanisms:

a. Conduct regular surveys to gather feedback from students on the effectiveness of teaching methodologies and identify areas for improvement.
   b. Collect feedback from faculty to assess the implementation process and make necessary adjustments.
2. Performance Metrics:
   a. Establish key performance indicators (KPIs) such as student satisfaction, engagement levels, and academic performance to measure the success of the implementation.
3. Continuous Improvement:
   a. Conduct regular reviews of the teaching methodology and implementation process to ensure continuous improvement and alignment with best practices.

COMMUNICATION PLAN

1. Internal Communication:
   a. Keep faculty, staff, and students informed about the implementation progress through regular updates and announcements.
   b. Establish clear channels for stakeholders to provide feedback and ask questions.
2. External Communication:
   a. Use the AOU website and social media platforms to communicate the new teaching methodologies to prospective students and the wider community.
   b. Engage with industry partners and other educational institutions to share insights and collaborate on best practices.

Action Plan

Monthe	Subject	Activities
Month 1	Preparation	a. Establish Implementation Committee and appoint Project Manager. b. Review and upgrade technology infrastructure. c. Develop training materials and guides.
Month 2		a. Conduct faculty training workshops and seminars. b. Begin curriculum integration for selected courses. c. Launch technical support helpdesk.
Month 3		a. Implement blended learning approach in all courses. b. Conduct orientation programs for students. c. Start regular feedback collection from students and faculty.
Month 4-6	Monitoring and Adjustment	a. Monitor implementation progress and collect performance data. b. Make necessary adjustments based on feedback and performance metrics.

		c. Continue faculty development and student support services.

....
Prof. Ahmed Salisu Garba
Ag.VC, AOU, Abuja