UNIVERSITY OF SWAZILAND

FACULTY OF EDUCATION

PART TIME DIPLOMA IN ADULT EDUCATION YEAR 2

MAIN EXAMINATION PAPER, DECEMBER, 2016

TITLE OF PAPER: ORGANISATION & MANAGEMENT OF DISTANCE EDUCATION AND OPEN LEARNING

COURSE CODE: AED 213

TIME ALLOWED: THREE (3) HOURS

INSTRUCTIONS:

1. ANSWER FOUR (4) OUT OF SIX (6) QUESTIONS

2. ANSWERS SHOULD BE WRITTEN IN THE ANSWER BOOKLETS PROVIDED.

3. PLEASE LEAVE SPACE AFTER YOU HAVE COMPLETED A QUESTION.

THIS PAPER SHOULD NOT BE OPENED UNTIL PERMISSION HAS BEEN GRANTED BY THE INVIGILATOR.

AED 213

QUESTION 1 – [25 marks]

a. Define Andragogy?
    [1 mark]

b. Outline what is meant by Active Learning and why it's the recommended teaching and learning approach for Adults?
    [2 marks]

c. Name 2 motivating factors which influence an adult learner to learn effectively.
    [2 marks]

d. List 5 key assumptions about the characteristics of adult learners according to Knowles (1985). Explain what each characteristic means and how it assists the adult learner learn meaningfully.
    [10 marks]

e. Describe what the constructivist theory entails. Then reflect and explain why it is suggested as one (amongst other learning theories) suitable for adult learners during the teaching and learning process.
    [10 marks]

QUESTION 2 [25 MARKS]

a. Using your own words, explain what is meant by 'Open' in open and distance learning.
    [1 mark]

b. What is your understanding of Distance Education?
    [2 marks]

c. Cite 2 evident similarities of Open Learning and Distance Education.
    [2 marks]

d. There are differences between Conventional Face- to-face (CF2F) and Open and Distance Learning (ODL) content delivery teaching and learning methods. Discuss what these contrasts are and also highlight the advantages and challenges both teaching and learning methods may present/encounter.
    [20 marks]

QUESTION 3 [25 MARKS]

a. What is the difference between e-learning and online learning?
    [2 marks]

b. Asynchronous and synchronous learning during DE teaching and learning process is used frequently in ODL. Clarify the difference between the two.
    [3 marks]

c. Exemplify your understanding of what is meant by 'blending learning' (such as the one practiced at UNISWA, IDE) by explaining what it is and why it is an advantageous teaching and learning system.
    [5 marks]

e. *ODL teaching and learning systems typically use technology to mediate learning.*

    Give 5 examples of different types of media/technology utilised in ODL to deliver subject content. Then explain how each is used in ODL.
    [10 marks]

f. From your personal experience summarise how 'Moodle' is used as a teaching and learning tool.
    [5 marks]

Question 4 [25 marks]

a. Stipulate and explain 3 critical principles of instructional design you need to consider at the initial stage of creating and or designing print ODL educational materials.
    [3 marks]

b. Give 2 reasons, why it's vital to have objectives in any DE unit you design.
    [2 marks]

    "ODL instructional materials must meet a certain criteria to be declared as well developed and quality educational materials. "

    Pretend you have been asked by a group of authors to deliver a paper focusing on how to ensure that DE print materials are well developed. Your presentation should emphasise the following:

i.   Explain, why design and layout is important when creating print self-instructional materials.

ii. Point out what is meant by making the learning materials 'accessible' and 'user friendly'.

ii. Mention no less than 10 critical 'access device tools' and explain the function of each.

[20 marks].

Question 5 [25 marks]

a.   Based on the IDE Motto: *'IDE Taking the University and Professional Programmes to the People'* – Explain in your own words what this means in relation to ODL.
     [2 marks]

b.   What is the difference between a dual and single mode institution? Do you think IDE is categorised as a dual or single mode institution?
     [2 marks].

c.   Management incorporates 'planning' and is the foundation of any good management. Expand in agreement or disagreement. Justify your answer
     [4 marks]

d.   *'Weak' management and organisation in a Distance Education Institution affects the success of the students learning. So, planning, management and administration are key functions in any ODL/DE institution.*

     Answer the following questions.

i.   Clearly define the three quoted (above) management concepts. Consider and then explain how these same three main management ideas connect to the preparation and efficient delivery of ODL/DE programmes.
     [5 marks]

iii. Why should the leadership/management of any DE institution continuously strive to ensure that 'good communication' is established and maintained, so that the ODL/DE programmes are produced and delivered successfully?
     [2 marks].

d. Review a list of some critical ODL/DE components (reflected below) to consider insofar as the management and delivery of DE specific programmes is concerned. You should explain how each component is managed and delivered in a DE institution.

1. Teaching and learning instructional materials.
2. Student support
3. Student Evaluation (assessment)
4. Individual consultation between instructor and DE student
5. Assignment(s) distribution and feedback
6. Library services
7. Study Space
8. Arranging examinations
9. General announcements
10. Printing and distribution of the print instructional materials

[10 marks]

Question 6 [25 marks]

a. Using IDE, UNISWA as a model, explain the role of each unit reflected below.
   Then clarify how each of the above mentioned IDE sections support the DE learner?
   i. Management
   ii. Materials Design and Development
   iii. Student Support Services

   [6 marks]

b. Reflect and give reason why are there face-to-face contact sessions at IDE, when the modules are viewed as the main instructors in DE?
   [2 marks]

c. Examine and reflect on the statements below. If you were the IDE Students Services Coordinator, how would you counsel and or respond to a DE student who came in with each of the problems cited.

   ❖ *I am strained by my place of employment – my supervisor expects me to work over the weekend, yet I have to attend classes at IDE.*
   ❖ *I have to pay school fees for my two children and one younger brother. This means I cannot enrol into IDE as I wished-for.*

❖ *I have to drop out. My In-laws don't understand why I have to attend classes and study instead of cooking and cleaning for the family each day.*

❖ *How do I catch up, because I was admitted in hospital for seven weeks? As a result I have missed numerous classes.*

❖ *My full time job as a teacher means I live in the rural parts of Swaziland and have no one to study with. I suffer from isolation and I find it difficult to study or understand the content.*

[5 marks]

d.   List and explain at least 3 or more key responsibilities of the IDE Assistant Registrar office (Administrator). Provide reasons why this office is an important part of the IDE management structure.

[6 marks]

d.   Open Educational Resources (OERs) can be viewed as another form of support for the DE learner.

    i.   Define Open Educational Resources

       [2 mark]

    ii.   Why are OERs helpful in the education sector, especially in ODL and particularly for the DE learners?

       [2 mark]

    iii.   OERs are said to be free and open – so why do they have licenses?

       [2 marks]