EXTRACT OF DECISIONS TAKEN AT THE 103RD MEETING (EMERGENCY) OF SENATE HELD ON THURSDAY, 28TH JANUARY 2021/ 15 JUMĀDĀ II 1442 AH IN THE SENATE CHAMBER

Senate, at its 103rd meeting (emergency) held on Thursday, 28 January 2021 deliberated on

1. Low ranking of FUO in Webometrics report for January 2021,
2. Update on Courseware uploads and Hyperlinked CVs,
3. Payment to External Examiners,
4. Engagement of Adjunct Lecturers and Course Distribution patterns for all levels of lecturers.

After a careful and extensive deliberation, Senate took the following decisions:

1.0 Non -listing of FUO in Webometrics January 2021

Senate expressed concern over non-listing of FUO among the top 100 Universities in Nigeria on the latest Webometrics report. Senate therefore resolved that no efforts be spared to ensure listing in the April 2021 list. It therefore directed as follows:

i.   The ICT should fast-track the migration of the Staff official e-mail addresses from the old @fountainuniversity.edu.ng to . . . @fuo.edu.ng

ii.   All staff members, especially academic members should populate the university website with all their academic materials, such as courseware, publications, conference papers, reviews, assignments to students, theses and projects, approved examination questions, among others.

iii.   All staff members should ensure the functionality of their official/ institutional mail (@fuo.edu.ng mail) and use same frequently. The ICT was directed to send test mails to ALL staff members through their official mail addresses and harvest responses within 48 hours. Report on this to be made available by Monday, 1 February 2021.

iv.   The ICT should ensure the currency of items and profile of the University, as some old Management members are still listed as current.

v.   All academic staffers are to attend with their PC a CV-publications hyperlinking hand-on session on Monday, 1 February 2021 at 12 noon to get them onto Google Scholar platform, Researchgate, Academia.edu, ORCID, etc.

2.0 Update on Upload of Courseware

i.   A new deadline for a complete upload of courseware's for the 2020/2021 session was given to be **February 4, 2021**. It was originally made to be January 15, 2021. Both permanent and Adjunct lecturers are expected to comply. Visiting/Adjunct lecturers could upload in their own names or under the names of their HoDs.

ii.   Courseware should follow the Senate approved format and certified by HoDs and Deans. Each courseware must indicate Course code, Unit, Title, Session, and Lecturer(s).

iii.   Only courses/courseware for the current session are to be made visible for download by students. Course materials /courseware for the previous sessions should be archived.

iv.   The ICT is directed to update by **Friday, 5 February 2021** the VC, through the Deputy Registrar, VCs office the final report on level of compliance for necessary follow-up. The Senate affirmed that that there would be consequences for non-compliance in full.

3.0 Payment of External Examiners

i.   External Examiners' Reports in Senate Approved Template should be sent DIRECTLY to the VC, and not through any other official.

ii.   Any Department/Programme which has not fully followed the procedure in (i) for the current session should request their External Examiners to comply on or before Friday, 5 February 2021. The University will process the payments of only those whose Reports are in by that date.

iii.   Drs. H.S. Bolarinwa and O.F. Liadi were asked to review the current template for External Examiners; Report and submit a report to the VC by **4th February, 2021**

iv.   In processing payments to Adjunct/Visiting lecturers, the Bursary/Audit would need
   a. Evidence of engagement for the semester/session of claim,
   b. Students' Attendance Sheet/ICT Record of Lecture Delivery (for Virtual mode),
   c. ICT Confirmation of Courseware Upload.

4.0 Report on Allocation of Courses for 2020/2021 session

To ensure that academic staff are not overburdened with excessive workload and assist Assistant Lecturers to enjoy good mentorship and progress in doctorate studies and research training, Drs. O. F. Liadi and S.M. Ogunbode were nominated to join the Committee of Deans to review, using the following as **Terms of Reference:**

i.   Determine the level and number of courses (units) that the various categories of academic staff, especially Assistant Lecturers and professors should handle in a session.

ii.   Examine the additional demand of positions of responsibility, such as coordination/headship of departments or deanship of college.

iii.   Any other matters related to the engagement of Adjunct lecturers in terms of currency of engagement in a tertiary/research/related institution.

iv.   Submit its report by **15th of February, 2021.**

5.0 Annual/Senate Committee Reports 2019/2020

The Annual Report for the 2019/2020 session should be submitted to the Vice Chancellor's Office on or before the 28th of February, 2021.Similarly, all Senate Committees are expected to submit their Reports to the Registrar on or before the 28th of February, 2021.

6.0 Compliance with COVID-19 protocols

Staff members have been mandated to comply with the COVID -19 rules, especially the appropriate use of nose masks to serve as models to students.
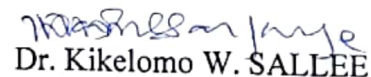
7.0 NIN Registration

Senate directed that the Registry makes University Community aware that GSM service providers have now been empowered to process the linking of NIN to phone numbers. The University should also explore the possibility of inviting service providers to the campus to reduce the current requests by students to go out of the campus for that purpose.

Prof. Amidu O. SANNI

Vice Chancellor & Chairman, Senate

4/3/2021

Dr. Kikelomo W. SALLEE

Registrar & Secretary, Senate