



UMass/UPIC Advanced Degree Activity



Year 3 Annual Workplan

12 June 2003 – 11 June 2004

Submitted to:

USAID/Malawi

Submitted by:

The Center for International Education
University of Massachusetts Amherst

July 15, 2003

Contract Number: 690-A-00-01-00143-00

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Document Name: **Year 3 Annual Workplan** (June 12, 2003 – June 11, 2004)

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Title: UMass/UPIC Advanced Degree Activity

Submitted by: Center for International Education
School of Education
285 Hills South
University of Massachusetts
Amherst, MA 01003
Phone: 413-545-0465
Fax: 413-545-1263
Email: cie@educ.umass.edu
Website: www.umass.edu/cie

Project Office: U.S. Agency for International Development/Malawi
Cognizant Technical Officer
USAID/Lilongwe
Department of State
2280 Lilongwe Place
Washington, D.C. 20521-2280

Authors: Dr. David R. Evans
Dr. Gretchen B. Rossman
Dr. Khehla Ndlovu
Mr. Dwaine E. Lee
Phone: 413-545-0465
Fax: 413-545-1263
Email: cie@educ.umass.edu

UMass/UPIC ADVANCED DEGREE ACTIVITY PROJECT

ADA WORKPLAN: YEAR THREE

June 12, 2003-June 11, 2004

Review of Year Two

The Year Two Workplan focused on continuing post-graduate degrees at UMass, capacity development at Chancellor College, and capacity development at MANEB. Ten participants in the M.Ed. programs completed their degrees in December 2002 with certificates awarded in February 2003. A graduation ceremony was held in Malawi on 19 June 2003 to honor these graduates. The four first-cohort Ed. D. participants completed all course work at UMass and successfully sat for their comprehensive exams in April and May 2003. They also completed and received approval for their dissertation proposals and fieldwork to be conducted in Malawi from June-December 2003. At the request of two partners – Chancellor College and the Planning Division of the Ministry – two of the first-cohort M.Ed. students were accepted into the doctoral program. They applied and were accepted through the standard UMass procedures. One will specialize in Policy & Leadership, the other in Testing & Measurement. Thus Year Two witnessed the graduation of 10 M.Ed. students and the augmentation of the doctoral cohort to a total of six participants. In addition, the second cohort of 8 M.Ed. participants was selected in June 2003. They will proceed to UMass in late August 2003 to commence their studies.

Capacity building at Chancellor College proceeded well with additional support from USAID/Malawi. Two study tours were conducted – to South Africa and Tanzania – for purposes of gathering information about other degrees in the Southern Africa region focusing on Policy and Planning. These study tours provided valuable information for the Policy, Planning & Leadership team. Development of course outlines for the new M.Ed. in Policy, Planning and Leadership proceeded well, as did review and updating of the existing M.Ed. in Testing and Measurement. Capacity-building workshops were held at Chancellor College and MANEB.

Year Two witnessed the resignation of Dr. Johnson Odharo as STA and the hiring of his replacement, Dr. S. Khehla Ndlovu from South Africa who served previously at the Ministry of Education in South Africa and, most recently, as Higher Education Team Leader for USAID/South Africa. Another highlight of Year Two included the ADA participants' raising monies to paint and refurbish the classrooms in the Faculty of Education. One ADA doctoral participant received a donation from Heifer International through his work with a primary school in Massachusetts. Working through the Zomba Rural DEM, a school in Zomba district has been identified to be the recipient of the training associated with the donation. In another humanitarian effort, colleagues and friends of one of the graduated M.Ed. students raised funds to help defray the costs of medical attention for his wife.

Major Objectives

The Advanced Degree Activity of UPIC has one primary goal and one secondary goal, each with associated results:

1. To build human resource and institutional capacity at Chancellor College to offer post-graduate degrees in Policy, Planning & Leadership and Testing & Measurement.
 - 1.1. Malawi educators will be trained in masters and doctoral degrees at the University of Massachusetts to become lecturers at Chancellor College.
 - 1.2. A new degree in Policy, Planning & Leadership will be designed and implemented.
 - 1.3. The existing degree in Testing & Measurement will be strengthened and more fully staffed.
2. To build human resource and institutional capacity in planning and testing and assessment in basic education.
 - 2.1. Malawi educators working at MANEB and the Planning Division of MOEST will be trained in advanced degrees at the University of Massachusetts.
 - 2.2. Short-term workshops and training will be offered to staff at MANEB and MOEST to provide professional development opportunities.

Quarter 1: Planned Activities for June 12 – September 11, 2003

At the beginning of this quarter, UMass representatives traveled to Malawi to attend the research conference and graduation ceremony; continue development of the new M.Ed. degree with Chancellor College faculty; deliver books and other materials (including two PowerPoint projectors) purchased through the capacity-building grant provided to Chancellor College by USAID; and participate in the orientation of the new cohort of UMass M.Ed. students.

UMass Degree Programs

A research conference and graduation ceremony for the 10 M.Ed. students were held on 19 June. At the research conference, the graduated M.Ed. students presented the research conducted for their Master's Projects. Events were attended by senior officials of both Government of Malawi and the US, including the Deputy Minister of Education, the USAID Mission Director, and several senior officials from MoEST. The graduation ceremony was presided over by the Vice Chancellor of the University of Malawi and Professor Gretchen Rossman, representing the University of Massachusetts Chancellor. Also in attendance were the continuing doctoral students and the newly-selected 8 M.Ed. students. An orientation for the new M.Ed. students was held on 20 June, conducted by UMass with a representative from the Ministry of Education.

The four first-cohort Doctoral candidates will continue their degree programs during this quarter, conducting field research for their dissertations in Malawi; the two second-cohort doctoral candidates will also be in Malawi for this quarter, returning to UMass in late August.

The newly-selected second cohort of 8 M.Ed. students will proceed to UMass in late August. Five will pursue degrees in Policy, Planning & Leadership; three in Testing & Measurement. Those selected represent MANEB (2), Chancellor College (1), Domasi College (1), District Education Managers (2),

Division Methods Advisor (1), and MoEST (1). During this quarter they will complete visa applications and receive orientation by USAID and UMass on 20 June 2003.

The returning second-cohort Doctoral candidates and the 8 M.Ed. participants will proceed to UMass in late August. They will be assisted with transport from the airport to campus, settling into dorm rooms, and beginning classes on 3 September 2003. The new students will receive four days of orientation provided by the UMass International Programs Office and the Center for International Education.

Capacity Building at Chancellor College & Development of the Master's Degree Programs at Chancellor College

The Chancellor College Policy, Planning & Leadership team held a meeting on 12 June to plan for the PP&L workshop for review of course outlines set for 18 June. The UMass STA Dr. Ndlovu, Project Coordinator Lee, and Professor Rossman attended this meeting. Over this quarter, course development will be finalized and the entire program will be submitted to Chancellor College committees for review and approval. In addition, this quarter will witness the following:

1. Preparing a staffing plan
2. Continuing to organize and develop teaching materials and resources
3. Developing course information package
4. Developing a marketing plan for the new degree

In addition, 20 students were selected to begin the re-vitalized Chancellor College M.Ed. in Testing & Measurement in September; two of these are officers at MANEB.

Capacity Building at MANEB

Capacity building at MANEB for this quarter will focus on re-visiting the needs assessment conducted by Dr. Odharo for up-dating and refinement, given emerging needs. The needs identified in that document will be reviewed and revised, and a new plan of action will be developed. Dr. Ndlovu will work with the MANEB Executive Director and core planning team in this activity. Capacity-building at MANEB will be augmented by an additional amount of funds provided in the UMass revised budget. In all capacity-building initiatives, substantial efforts will be made to include local consultants.

Capacity Building at the Planning Division of MoEST

The revised UMass budget includes funds for capacity building with the staff of the Planning Division at MoEST. During this quarter, a needs assessment will be conducted by Dr. Ash Harwell who will be in country in July. Based on this needs assessment, plans will be developed to utilize these funds. In all capacity-building initiatives, substantial efforts will be made to include local consultants.

Budget Revision

Approval was received early this quarter from the USAID Contracts Office in Botswana for the UMass revised budget. After deliberations between USAID/Malawi, UMass Office of Grants and Contracts, and ADA project staff, this revised budget contains funds for capacity-building grants for MANEB,

capacity building at the Planning Division of MoEST, and a slightly revised base budget based on actual costs of participant training and to reflect the addition of two new doctoral students.

Quarter 2: Planned Activities for September 12 - December 11, 2003

UMass Degree Programs

At UMass, the 8 new Master's degree candidates will participate in coursework for this quarter. They will return to Malawi in late December and participate in courses offered in Malawi during the remaining quarters of Year Three.

The two second-cohort doctoral candidates will also pursue coursework at UMass during this quarter. They will stay at UMass for coursework in the remaining quarters, returning to Malawi in May 2004. The four first-cohort doctoral candidates will be in Malawi during this quarter, conducting field research for their dissertations. They will meet monthly with the STA, Dr. Ndlovu, who will provide on-going consultation about the conduct and progress of their research.

Capacity Building at Chancellor College & Development of the Master's Degree Programs at Chancellor College

For development of the new degree in Policy, Planning & Leadership, the following activities will take place during this quarter:

1. Advertise the new M.Ed. program in Malawi and Southern Africa
2. Solicit applications for the new degree; select participants
3. Finalize staffing, sequencing, and delivery modes for courses
4. Finalize course materials development
5. Plan for co-teaching courses

In addition, Chancellor College will begin its re-vitalized M.Ed. in Testing & Measurement during this quarter. Courses are expected to begin in September.

Capacity Building at MANEB

With approval of its revised budget, UMass has committed 30,000USD to MANEB for capacity building activities and it is expected that some of those funds will be utilized during the quarter for workshops or other activities. Among the activities under consideration are:

1. Educational study tour to ETS in Princeton, NJ
2. Continued training in test development
3. Continued training in item response theory
4. Continued training in SPSS

Dr. Eugene Gonzalez is expected to be available for some of these activities. Dr. Anil Kanjee, a South African with assessment expertise, will be on sabbatical at UMass for this academic year; it is likely that he too can be utilized for capacity-building workshops at MANEB. In all capacity-building initiatives, substantial efforts will be made to include local consultants.

In addition, two officers from MANEB will enroll in the re-vitalized M.Ed. in Testing & Measurement offered by Chancellor College.

Capacity Building at the Planning Division

Based on the needs assessment conducted during the first quarter, it is anticipated that one or two training activities will take place with Planning Division staff during this quarter. In all capacity-building initiatives, substantial efforts will be made to include local consultants.

Quarter 3: Planned Activities for December 12, 2003 – March 11, 2004

Mid-term Evaluation

A mid-term evaluation will be conducted during this quarter, in early January. Participants will be from UMass and USAID/Malawi. The timing of this evaluation is to take advantage of the presence in country of the 8 second-cohort M.Ed. students and four of the six doctoral candidates. The purpose of this review will be to determine progress towards results based on the UMass Monitoring & Evaluation Plan.

UMass Degree Programs

The second cohort of Master's candidates will return to Malawi in late December and participate in courses offered in Malawi during this quarter. Upon the suggestion of the Dean of the Faculty of Education at Chancellor College, every attempt will be made to dove-tail courses offered by UMass faculty with those offered for the new M.Ed. in Policy, Planning & Leadership at Chancellor College which is planned to commence in January. Preliminary plans call for co-teaching of some courses by UMass and Chancellor College faculty. Logistics will be worked out during the second quarter.

The two second-cohort doctoral candidates will continue their coursework at UMass during the quarter and will begin preparing for their comprehensive examinations. During January one or two special field trips or training activities will be provided. Faculty and staff will advise the candidates on any relevant professional development activities that might be beneficial for them to participate in. In late January, the four first-cohort doctoral candidates will return to UMass to continue writing their dissertations under the direct supervision of their faculty advisors.

Capacity Building at Chancellor College & Development of the Master's Degree Programs at Chancellor College

The M.Ed. in Testing & Measurement will continue at Chancellor College during this quarter. In addition, the new degree in Policy, Planning & Leadership will be launched.

Capacity Development at MANEB

It is anticipated that capacity development will continue at MANEB during this quarter. The STA will work with the Executive Director and his planning team to continue to design and conduct useful, relevant training activities. Dr. Eugene Gonzalez will continue to be available for some activities as will Dr. Anil Kanjee. For these initiatives, substantial efforts will be made to include local consultants.

Capacity Building at the Planning Division

Based on the needs assessment conducted during the first quarter, it is anticipated that one or two training activities will take place with Planning Division staff during this quarter. For these initiatives, substantial efforts will be made to include local consultants.

Quarter 4: Planned Activities for March 12 – June 11, 2004

UMass Degree Programs

The 8 second-cohort M.Ed. students will continue to take courses in Malawi during this quarter. It is anticipated that some courses will be offered in conjunction with the new similar degree at Chancellor College.

The four first-cohort doctoral candidates will complete the writing and revisions of their dissertations during this quarter and will sit for their dissertation defenses. Assuming their success in this process, they will attend the UMass graduation in late May where they will be individually acknowledged and receive their doctoral hoods from University officials. They will return to Malawi to take up their professional duties in late May.

The two second-cohort doctoral candidates will complete their coursework and, pending successful progress, sit for their comprehensive exams during this quarter. They will return to Malawi in late May.

Capacity Building at Chancellor College & Development of the Master's Degree Programs at Chancellor College

The re-vitalized M.Ed. in Testing & Measurement will continue during this quarter. Participants will be readied for their research projects which will be conducted over the second year of this degree.

The new M.Ed. in Policy, Planning & Leadership will continue during this quarter with as much coordination with UMass courses offered as possible.

Capacity Building at MANEB

It is anticipated that capacity-building activities will continue at MANEB, jointly planned by the UMass STA, MANEB officers, and the Executive Director.

Capacity Building at the Planning Division

Based on the needs assessment conducted during the first quarter, it is anticipated that one or two training activities will take place with Planning Division staff during this quarter. For these initiatives, substantial efforts will be made to include local consultants.

Summary of Projected Travel during Year Three

During Year Three, the following trips are anticipated.

Table 1. Projected 2003-2004 Travel (Note: Excludes travel by degree candidates to/from UMass)

	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Totals
Admin/ Supervision	2 Participate in graduation ceremony; orientation for new cohort			1 Planning for implementation of new degree; coordination with UMass courses				1 or 2 Mid-term evaluation			1 Planning evaluation of new degree		5 or 6
Faculty						1 Workshop for MANEB		1 UMass	1 Workshop for MANEB	1 UMass	1 UMass	2 Workshop for MANEB; UMass	7
Consultants				1 Capacity building for Planning Division		1 Capacity building for Planning Division		1 UMass		1 UMass			4
Totals	2	0	0	2	0	2	0	3 or 4	1	2	2	2	16 or 17

Table 2. Annual Workplan - UPIC Advanced Degree Activity - June 12, 2003 – June 11, 2004

	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug
UMass Masters Program															
Cohort 2:															
Selection of eight candidates	xxx														
Candidates prepare for departure	xxx	xxx	xxx												
Take courses			t	xxx	xxx	xxx	xxx								
Return to Malawi							t								
Take courses in Malawi								xxx	xxx	xxx	xxx	xxx	xxx		
UMass Doctoral Program															
Cohort 1:															
Candidates do field research	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx							
Candidates travel to UMass								t							
Candidates write dissertations at UMass									xxx	xxx	xxx				
Candidates graduate												xxx			
Candidates return to Malawi												t			
Cohort 2:															
Candidates study/research in Malawi	xxx	xxx	xxx												
Candidates return to UMass			t												
Candidates study at UMass				xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx			
Candidates sit for comprehensive exams												xxx			
Candidates return to Malawi												t			
Develop Masters Programs at Chancellor College															
PP&L:															
Refine course outlines	xxx														
Develop detailed program of study, content, materials	xxx	xxx	xxx	xxx	xxx										
Chancellor College approval process			xxx	xxx	xxx	xxx									
Develop and begin marketing process				xxx	xxx	xxx									
Advertise and select first cohort						xxx	xxx								
Begin/offer classes								xxx	xxx	xxx	xxx	xxx	xxx	xxx	
T&M:															
Refine course outlines	xxx	xxx													
Select next cohort	xxx														
Begin/offer classes				xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx		
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug

	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	
Capacity Building																
MANEB Capacity Building																
Revise institutional development plan		xxx	xxx	xxx	xxx											
Staff development workshops						xxx			xxx			xxx				
Planning Division																
Conduct needs assessment	xxx	xxx														
Develop institutional plan		xxx	xxx													
Staff development workshops				xxx		xxx		xxx		xxx			xxx			
Planning/Review of Annual Workplan and Monitoring and Evaluation Plan with UPIC-ADA Steering Comm.																
Planning Meetings – 3 rd Year Work Plan	xxx															
Review of Progress & Revision of WP	xxx							xxx								
Prepare annual M&E report	xxx	xxx	xxx										xxx			
Planning for 4 th Year Work Plan													xxx			
Mid-term Evaluation																
Preparation				xxx	xxx	xxx										
Conduct								xxx								
Report writing									xxx							
International Travel (excluding student travel)																
Travel for instructional purposes						xxx		xxx	xxx	xxx	xxx	xxx	xxx			
Travel for international consultants				xxx		xxx		xxx		xxx						
Travel for admin/supervision/planning	xxx			xxx				xxx			xxx		xxx			
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	

"t" stands for travel of candidates to/from UMass