

Appendices

Appendix I: Research Instruments

Survey Instrument

Questionnaire Number.....

Survey of Student Involvement in University Governance in Kenya

Dear Respondent,

This questionnaire is part of a CODESRIA funded research that is designed to gain a better understanding of student involvement in university governance in Kenya. Your contribution to this project is very important. You are in a unique position to provide information that will enable us to understand the nature, role and state of student involvement in university governance in Kenya and to draw appropriate conclusions and make fitting recommendations. By completing this survey you will help identify what may facilitate more democratic governance of our institutions of higher learning.

Though participation in this study is voluntary and one is at liberty to withdraw at any stage, you are strongly encouraged to participate because the study is for an educational purpose. The information you will provide will be kept confidential. Answers to all questions will be used only in combination with the responses from other participants and no names or any information that could be used to identify particular respondents will be employed in reporting the research findings. All surveys will be destroyed at the end of the study. The results will be disseminated through a publication available the public and other channels such as journals, seminars and workshops.

Request for further clarifications can be channeled through any of the following:

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Instructions for Completing the Survey

I would appreciate if you could take some time to respond to the questions on the following pages of the questionnaire. Most questions require that you simply check the appropriate box for the response that most accurately represents your present work situation. Please use a pencil and ensure that your answer marks are heavy enough to distinguish them from any erased answer marks. The survey should take between 20 to 25 minutes to complete and you are encouraged to complete it all at once. Please answer the questions in order without skipping around. Be sure to read each question carefully.

A number of questions you are asked to respond to seem repetitious. Don't worry about this. It is not a trick. Rather, it is a deliberate methodological safety net. That is, it will facilitate the researcher to assess the validity and reliability of the measures. The assessment of these two attributes is a methodological necessity whenever variables are measured using scales like is the case in this study.

There are no "right" or "wrong" answers to any of the questions. However, you should be as candid as possible and also ensure that responses to closely related questions *are not contradictory*.

I want to thank you in advance for your time and cooperation.

- ©.....
- ©.....
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- ©.....

I. Institutional Policy on Student Involvement in Governance

Q1. The following questions are designed to collect information on your awareness of institutional policies on student involvement in University governance. Respond by selecting from the following scale to indicate awareness or lack of awareness with respect to the following statements [Only one answer should be selected for each statement].

| 1 Agree | 2 Disagree | |
|--|------------|---|
| | 1 | 2 |
| 1. The statutes governing my university makes reference to student involvement in the governance process | | |
| 2. My university has a published policy on student involvement in governance | | |
| 3. My university's strategic plan has 'student involvement in governance as one of its priority action areas. | | |
| 4. My university communicates the importance of student involvement in governance to all members of the university community | | |
| 5. My university has put in place mechanisms for the implementation and enforcement of policies on student involvement in governance | | |
| 6. My university provides opportunities for public debate /discussion of matters affecting student involvement in governance | | |
| 7. My university makes necessary amendments and revisions of policies on student involvement in governance | | |
| 8. In my university student involvement in the variou9s governance structures and in decision making is a matter of policy | | |
| 9. My university's policy on student involvement in governance has a constitutional and legal basis. | | |

II. Involvement in Governance Structures and Decision Making

Q2. The following questions are designed to collect information on the overall involvement by students in University governance. Respond by selecting from the following scale to indicate your agreement or disagreement with the following statements [Only one answer should be selected for each statement].

| 1 Strongly Agree | 2 Agree | 3 Disagree | Strongly Disagree | | | |
|--|------------|---------------|----------------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| My university considers students participation in governance to be mandatory | | | | | | |
| Students in my university have sufficient role in university governance | | | | | | |
| Students in my university are involved in policy formulation | | | | | | |
| Students in my university are involved in policy implementation | | | | | | |
| My university has effective policies for student involvement in the decision making process | | | | | | |
| In my university students constitute valuable sources of information on decision issues | | | | | | |
| In my university students wield very strong influence on management decision making | | | | | | |
| Students in my university exercise a sufficient voice in university policies, planning and budgeting | | | | | | |
| In my university students have effective mechanisms for providing input into all decisions | | | | | | |

Q3. The following questions are designed to assess the level of student involvement in various governance structures and in the making specific decision in your university. Respond by selecting from the following scale to indicate your rating of that involvement [Only one answer should be selected for each statement].

| 1 Not involved at all | 2 Low Involvement | 3 High Involvement | 4 Very High Involvement | | | |
|---|-------------------------|--------------------------|-------------------------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| Involvement in Governance Structures | | | | | | |
| 1. University Council/ Board of trustees | | | | | | |
| 2. Management Council | | | | | | |
| 3. Senate | | | | | | |
| 4. All university wide committee | | | | | | |

| | | | | |
|---|--|--|--|--|
| 5. Deans' committee | | | | |
| 6. All faculty-/ School-wide committees | | | | |
| 7. All departmental-/ programs-wide committees | | | | |
| Involvement in Decision Making Activities | | | | |
| 1. Formulation of university vision and missions | | | | |
| 2. Strategic planning | | | | |
| 3. Academic planning | | | | |
| 4. Formulation of policies | | | | |
| 5. Admission of new students | | | | |
| 6. Orientation of new students | | | | |
| 7. Curriculum design | | | | |
| 8. Curriculum approvals | | | | |
| 9. Program reviews | | | | |
| 10. Curriculum development | | | | |
| 11. Quality assurance | | | | |
| 12. Student assessment | | | | |
| 13. Student evaluation | | | | |
| 14. Grading policy | | | | |
| 15. Recruitment of faculty and staff | | | | |
| 16. Faculty appraisal and promotions | | | | |
| 17. Dispute resolution | | | | |
| 18. Graduation planning | | | | |
| 19. Disciplinary matters | | | | |
| 20. Student support and advising committees | | | | |
| 21. Procurements | | | | |
| 22. Support services committees (e.g. library, ICT) | | | | |
| 23. Closure and opening of the university | | | | |
| 24. Increment of tuition and other fees | | | | |
| 25. Other [Specify] | | | | |
| • | | | | |
| • | | | | |

Q4. The following questions are designed to gauge the importance (value) you attach to student involvement in governance structures and in the making of specific decision in your university. Select from the following scale to indicate the *importance* you attach to each of the provided items. [Only one answer should be selected for each statement].

| 1 Not important at all | 2 Of little importance | 3 Important | 4 Very important | | | |
|---|------------------------------|----------------|------------------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| Involvement in Governance Structures | | | | | | |
| 1. University Council/ Board of Trustees | | | | | | |
| 2. Management Council | | | | | | |
| 3. Senate | | | | | | |
| 4. All university wide committee | | | | | | |
| 5. Deans' committee | | | | | | |
| 6. All faculty-/ School-wide committees | | | | | | |
| 7. All departmental-/ programs-wide committees | | | | | | |
| Involvement in Decision Making Activities | | | | | | |
| 1. Formulation of university vision and missions | | | | | | |
| 2. Strategic planning | | | | | | |
| 3. Academic planning | | | | | | |
| 4. Formulation of policies | | | | | | |
| 5. Admission of new students | | | | | | |
| 6. Orientation of new students | | | | | | |
| 7. Curriculum design | | | | | | |
| 8. Curriculum approvals | | | | | | |
| 9. Program reviews | | | | | | |
| 10. Curriculum development | | | | | | |
| 11. Quality assurance | | | | | | |
| 12. Student assessment | | | | | | |
| 13. Student evaluation | | | | | | |
| 14. Grading policy | | | | | | |
| 15. Recruitment of faculty and staff | | | | | | |
| 16. Faculty appraisal and promotions | | | | | | |
| 17. Dispute resolution | | | | | | |
| 18. Graduation planning | | | | | | |
| 19. Disciplinary matters | | | | | | |
| 20. Student support and advising committees | | | | | | |
| 21. Procurements | | | | | | |
| 22. Support services committees (e.g. library, ICT) | | | | | | |
| 23. Closure and opening of the university | | | | | | |
| 24. Increment of tuition and other fees | | | | | | |

Q5. The following items are designed to measure your level of satisfaction with student involvement in various governance structures and involvement in the specific decision making activities in your university. Respond by selecting from the following scale to indicate your level of satisfaction [Only one answer should be selected for each statement].

| 1 Very Dissatisfied | 2. Dissatisfied | 3. Satisfied | 4 Very Satisfied | | | |
|---|-----------------|--------------|------------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| Involvement in Governance Structures | | | | | | |
| 1. University Council/ Board of Trustees | | | | | | |
| 2. Management Council | | | | | | |
| 3. Senate | | | | | | |
| 4. All university wide committee | | | | | | |
| 5. Deans' committee | | | | | | |
| 6. All faculty-/ School-wide committees | | | | | | |
| 7. All departmental-/ programs-wide committees | | | | | | |
| Involvement in Decision Making Activities | | | | | | |
| 1. Formulation of university vision and missions | | | | | | |
| 2. Strategic planning | | | | | | |
| 3. Academic planning | | | | | | |
| 4. Formulation of academic and other university-wide policies | | | | | | |
| 5. Admission of new students | | | | | | |
| 6. Orientation of new students | | | | | | |
| 7. Curriculum design | | | | | | |
| 8. Curriculum approvals | | | | | | |
| 9. Program reviews | | | | | | |
| 10. Curriculum development | | | | | | |
| 11. Quality assurance | | | | | | |
| 12. Student assessment | | | | | | |
| 13. Student evaluation | | | | | | |
| 14. Grading policy | | | | | | |
| 15. Recruitment of faculty and staff | | | | | | |
| 16. Faculty appraisal and promotions | | | | | | |
| 17. Dispute resolution | | | | | | |
| 18. Graduation planning | | | | | | |
| 19. Disciplinary matters | | | | | | |
| 20. Student support and advising committees | | | | | | |
| 21. Procurements | | | | | | |
| 22. Support services committees (e.g. library, ICT) | | | | | | |
| 23. Closure and opening of the university | | | | | | |
| 24. Increment of tuition and other fees | | | | | | |
| 25. Other [Specify] | | | | | | |
| • | | | | | | |
| • | | | | | | |

- Q6.** The following questions are designed to capture the adequacy of involvement by student leadership (or representation) in different aspects of the university governance process. You are requested to select from the following scale to rate that adequacy [Only one answer should be selected for each statement].

| 1 Inadequate | | 2 Adequate | |
|--------------|--|------------|---|
| | | 1 | 2 |
| 1. | Attendance in meetings | | |
| 1. | Input/ contributions during meetings | | |
| 1. | Representation of student issues | | |
| 1. | Voting power | | |
| 1. | Ability to influence decision making | | |
| 1. | Capacity to contribute solutions to problems faced by students | | |
| 1. | Feedback to students | | |

- Q7.** Please indicate your satisfaction with the involvement of student leadership (or representation) in the enumerated aspects of university governance processes [Only one answer should be selected for each statement].

| 1 Very Dissatisfied | 2 Dissatisfied | 3 Satisfied | 4 Very Satisfied | | | |
|---------------------|--|-------------|------------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 1. | Attendance in meetings | | | | | |
| 2. | Input/ contributions during meetings | | | | | |
| 3. | Representation of student issues | | | | | |
| 4. | Voting power | | | | | |
| 5. | Ability to influence decision making | | | | | |
| 6. | Capacity to contribute to the solution of problems faced by students | | | | | |
| 7. | Feedback to students | | | | | |

- Q8.** Indicate who you consider to be the major “players” in decision making in your university by rank ordering the following from the most important to the least important, (where 1 = most important and 11 = least important).

| Player | Rank |
|----------------------------|------|
| 1. Deans | |
| 2. University Council | |
| 3. Regular Students | |
| 4. Vice-Chancellor | |
| 5. Deputy Vice-chancellors | |

| | |
|------------------------------------|--|
| 6. Registrars | |
| 7. University senate | |
| 8. Student Representative | |
| 9. Faculty | |
| 10. Government/ state | |
| 11. Heads of Departments/ Programs | |

- Q9.** To what extent are you satisfied with student involvement in the governance of your university?
1. Very dissatisfied
 2. Dissatisfied
 3. Satisfied
 4. Very satisfied

III. Services for Support of Student Involvement in Governance

Q10. Select from among the following to rate the support services that your university has put in place to enhance student involvement in university governance? [Answer by circling all applicable support services]

| | 1 Not at all | 2 Sometimes | 3 Often | 4 Always | | | |
|---|-----------------|----------------|------------|-------------|---|---|---|
| | | | | 1 | 2 | 3 | 4 |
| 1. Legal/ policy frameworks | | | | | | | |
| 2. Provision of facilities (e.g. office space) | | | | | | | |
| 3. Special office to coordinate student involvement in governance | | | | | | | |
| 4. Periodic democratic elections | | | | | | | |
| 5. Institutionalized channels of communication at all levels | | | | | | | |
| 6. Formal appeal and complaints structures | | | | | | | |
| 7. Existence of student self-governance structures; i.e. clubs and associations | | | | | x | | |
| 8. Allowances | | | | | | | |
| 9. Tuition waivers | | | | | | | |
| 10. Free meals | | | | | | | |
| 11. Free accommodation | | | | | | | |
| 12. Free transport | | | | | | | |
| 13. Leadership training | | | | | | | |
| 14. Mainstreaming of governance issues in the curriculum and other activities | | | | | | | x |
| 15. Short and long refresher courses | | | | | | | |

| | | | | |
|---------------------------------|--|--|--|--|
| 16. Retreats | | | | |
| 17. Public addresses/symposiums | | | | |
| 18. Invited guest speakers | | | | |
| 19. Other [Specify] | | | | |
| • | | | | |
| • | | | | |

IV. Student Involvement in Self-Governance

The following questions are designed to collect information on the nature and process of student self-government governance in universities.

Q11. Select from among the following to indicate the different student self-governance organizations in your university:

1. Sports clubs
2. Professional/ subject related clubs
3. National association
4. Ethnic associations
5. Recreational associations
6. Student government/ councils
7. Other [Specify]:

.....

.....

.....

Q12. What are specific mandates of the student self-governance organizations (bodies)? [Answer by circling all applicable mandates]

1. Student welfare
2. Academic issues
3. Recruitment of staff
4. Moderating management and other organs of decision making
5. Quality assurance of student programs, services and institutions
6. Other [Specify]

.....

.....

.....

Q13. Which of the following are selection and appointment criteria for membership to student self-governance organizations? [Respond by circling all appropriate criteria]

1. Predetermined qualities (area of study, ethnicity, disability etc.)
 2. Voluntary
 3. Other [specify]
-
-

Q14. What are the minimum criteria for being an official in student self-governance bodies? [Respond by circling all applicable criteria]

1. Academic performance
 2. Personality
 3. Popularity/democratically elected
 4. Leadership skills
 5. Program of study
 6. Seniority
 7. Age
 8. Gender
 9. Disability
 10. Other [specify]
-
-

Q15. Use the provided scale to indicate the extent to which the following aspects of the student governance processes are influenced by national politics and political parties [Only one answer should be selected for each aspect]:

| 1 Not influenced at all | 2 Sometimes influenced | 3 Often influence | 4 Always influenced | | | |
|-------------------------|---|-------------------|---------------------|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| a. | Formulation of constitutions and other legal frameworks | | | | | |
| b. | Clubs/societies/ associations meetings and activities | | | | | |
| c. | Nomination process for elections | | | | | |
| d. | Campaign for elections | | | | | |
| e. | Actual elections | | | | | |
| f. | Set up of governance structure | | | | | |
| g. | Student <i>barazas/ kamukunjis</i> | | | | | |
| h. | Representation of student grievances | | | | | |
| i. | Agenda for public discussion, debates and fora | | | | | |
| j. | Invited guests | | | | | |
| k. | Social activities | | | | | |
| l. | Personal matters | | | | | |

V. Impediments to Student Involvement in Governance

Questions in this section focus on the impediments to effective student involvement in university governance processes from the perspective of different stakeholders.

Q16. List up to five (5) positive consequences of student involvement in university governance?

.....
.....

Q17. List up to five (5) negative consequences of student involvement in university governance?

.....
.....

Q18. Give suggestions of how the negative outcomes can be addressed

.....
.....

Q19. Indicate the major challenges that undermine effective student involvement at different levels of university governance [Respond by circling all applicable challenges]:

1. Lack of adequate recognition of the role of students in governance
2. Lack of constitutional basis for participation
3. Lack of leadership capacity among students
4. Mistrust of student leaders among the student body
5. Being compromised by management
6. Fear of victimization by management
7. Student apathy
8. Lack of financial, physical and other supportive resources
9. Lack of opportunities for complaints and appeals
10. Limited power and authority among students
11. Intimidation of student leadership by top management
12. Lack of awareness of student needs
13. Affiliation with political parties
14. Tendency for management to impose decisions while ignoring student contributions
15. Low moral
16. Non-conducive university environment

17. External interference
 18. Internal manipulation
 19. Poor communication
 20. Poor implementation of involvement policies and strategies
 21. Inadequate feedback mechanisms
 22. Excessive bureaucracy
 23. Lack of adequate information
 24. Poor enforcement of involvement policies and strategies
 25. No voting power
 26. Students leaders not being in a position to effectively represent the interest of their groups
 27. Lack of transparency and consultative democratic processes in governance process
 28. Lack of amendments /revision of policy to make them current
 29. Any others (specify)
-
-

Q20. Suggest ways that can be used to overcome the above challenges?

.....

.....

VI . Inclusivity of Involvement in Governance Structures

Q21. Select from the following scale to indicate your agreement or disagreement with the following areas [Only one answer should be selected for each statement].

| 1 Strongly disagree | | 2 Disagree | | 3 Agree | | 4 Strongly Agree | |
|---------------------|--|------------|--|---------|---|------------------|---|
| | | | | 1 | 2 | 3 | 4 |
| 1. | It is university policy to observe diversity in the representative of students in various structures of governance | | | | | | |
| 2. | The election of student representatives to university governance structures caters for the diversity of the study body | | | | | | |
| 3. | The following aspects of diversity must be observed in the representation of students in overall university governance and student self-governance structures: | | | | | | |
| | i. Age | | | | | | |
| | ii. Gender | | | | | | |
| | iii. Ethnicity | | | | | | |

| | | | | |
|------------------------|--|--|--|--|
| iv. Nationality | | | | |
| v. Study Program | | | | |
| vi. Year of Study | | | | |
| vii. Mode of study | | | | |
| viii. Disability | | | | |
| ix. Sexual orientation | | | | |

VII. Respondents’ Demographic Characteristics

Q22. Which of the following best describes you?

1. Full-time student
2. Part-time student
3. School based student
4. Open learning student
5. Evening/ Saturday student
6. Other [Specify]

.....

Q23. In which faculty/school is your program of study housed?

.....

Q24. What is your year of study?

1. First year
2. Second year
3. Third year
4. Fourth year
5. Postgraduate

Q25. What is your gender?

1. Male
2. Female

Q26. What is your age?

- | | |
|-------------------|----------------|
| 1. Below 21 | 5. 36-40 years |
| 2. 21 to 25 years | 6. 41-50 yeas |
| 3. 26- 30 years | 7. 51+years |
| 4. 31- 35 years | |

Q27. What is your marital status?

- | | |
|---------------------------|-----------------|
| 1. Single (never married) | 4. Separated |
| 2. Married | 5. Cohabitation |
| 3. Divorced | 6. Widowed |

Q28. Indicate your nationality: ..

.....
.....

Q29. Please indicate your ethnic background:

.....
.....

Q30. Do have any of the following challenges [tick as appropriate]:

- 1. Physical
 - 2. Visual
 - 3. Hearing
 - 4. Other [Specify]
-
.....

Thank you very much for your cooperation

Interview Guide: In-Depth Interviews

University Administrators:

a) Policy

1. How do the key governance statements of the university (Mission, vision policy) make reference to student governance?

Probe for:

- Details in terms of dissemination/communication
- Enforcement and feedback mechanisms
- Implementation strategies

2. Does the university have a published policy on student involvement in governance?

Probe for:

- The document it is contained in (statutes, strategic plan, hand book etc.)
- If it involves all levels of university governance
- Whether internally or externally driven
- Awareness of policy
- How they interpret it and use it
- Amendments and revisions of policy and why
- Constitutional and legal basis of policies

3. What mechanisms are in place to ensure to ensure full implementation and enforcement of these policies?

Probe for:

- Offices
- Resources
- Facilities
- Opportunities for appeals
- Expression of unpopular and descending view

4. Does the university provide opportunities for public debate /discussion of matters affecting students?

Probes:

- Nature of opportunities
- How they impact on student impressions of processes of university governance, Regulation mechanisms.

5. Comment on the involvement of the public and other stakeholders in the governance of the university?

Probe for involvement of:

- Alumni
- Government
- Bodies regulating higher education

b) University Organizational Structures:

6. How is university governance structured?

Probe for

- Role/functions of each level
- Student involvement in various levels
- Student roles in various levels
- The specific issues at each level that require the approval of student leadership (e.g. program development/review, disciplinary matters/expulsion, closure and opening of universities, increments of tuition and other fees etc.).

7. In what ways are students involved in curriculum design?

Probe for:

- Student involvement in school and university committees;
- Issues of course content
- Grading policy
- Recruitment of faculty
- Program development reviews
- Appraisal of faculty (courses and instruments)
- Formulation of university missions and visions

c) Nature and Role of Student Involvement in Self-governance:

8. What organizations exist within the university to facilitate student self-governance?

Probe for:

- Clubs
- Societies
- Associations

9. What are the specific mandates of the student governance bodies?
Probe for:
 - Student welfare
 - Academic issues
 - Recruitment of staff
 - Moderating management and other organs of decision making
 - Quality assurance of student programs, services and institutions

10. What are the criteria for general members and selection of officials?
Probe for:
 - Pre-determined qualities
 - Voluntary

11. What are the minimum criteria for being an official in student governance bodies?
Probe for:
 - Academic performance
 - Personality
 - Popularity
 - Program of study
 - Seniority
 - Age
 - Gender etc.

12. How would you rate the adequacy of student involvement in the governance process in your university?
Probe for:
 - Attendance of meetings
 - Input in decision making
 - Representation of student issues
 - Voting power
 - Feedback to students

13. How does national politics including diversity in political parties influence student involvement in governance processes?
Probe for:
 - Campaign rallies for student elections
 - Nomination process

- Actual election
 - Set up (structure)
 - Student government
14. Comment on the quality of student involvement in governance:
Probe for:
- Trust and satisfaction by students, administration

d) Impediments

15. What challenges (e.g., capacity, financial, motivation etc) undermine the effective involvement of students in governance through the student governance body?
Probe for:
- Challenges at different levels(financial, capacity, motivation)
16. What limitations (set boundaries) have been placed on student involvement in the governance of universities in general?
Probe for:
- Specific limitations
 - Rationale for placing limitations
 - Acceptance by students
 - Overall impact
 - Limitations on student involvement in governance of university

e) Support Systems

17. What support services are put in place to address the challenges of involving students in university governance?
Probe for:
- Infrastructure
 - Allowances
 - Leadership training
 - Mainstreaming of governance issues in the curriculum and other activities
 - Short and long courses
 - Retreats

- Public addresses/symposiums,
- Guest speakers

18. What mechanisms exist to allow students staff and faculty to raise governance issues with management?

Probe for:

- Actual channels of communication
- Responsible persons
- Feedback mechanisms
- Appeal channels, procedures for due process

f) **Inclusivity**

19. How does the representation in the student governance body cater for the diverse needs of the students?

Probe for:

- Age
- Gender
- Ethnicity
- Nationality
- Study program
- Year of study
- Mode of study
- Disability

Student Government Officials

a) **Policy**

1. How do the key governance statements of the university (mission, vision policy) make reference to student governance?

Probe for:

- Awareness of the details of this statements
- Details in terms of dissemination/communication
- Enforcement and feedback mechanisms
- Implementation strategies.

2. Does the university have a published policy on student involvement in governance?

Probe for:

- Awareness of the details of this statements
- The document it is contained in (statues, strategic plan, hand book etc.)
- If it involves all levels of university governance
- Whether internally or externally driven
- Awareness of policy
- How they interpret it and use it
- Amendments and revisions of policy and why
- Constitutional and legal basis of policies

3. What mechanisms are in place to ensure to ensure full implementation and enforcement of these policies?

Probe for:

- Offices
- Resources
- Facilities
- Opportunities for appeals
- Expression of unpopular and descending view

4. Does the university provide opportunities for public debate /discussion of matters affecting students?

Probes for:

- Nature of opportunities
- How they impact on student impressions of processes of university governance, Regulation mechanisms

5. Comment on the involvement of the public and other stakeholders in the governance of the university?

Probe for involvement of:

- Alumni
- Government
- Bodies regulating higher education

b) University Organizational Structures:

6. How is university governance structured?

Probe for

- Role/functions of each level
- Student involvement in various levels
- Student roles in various levels
- The specific issues at each level that require the approval of student leadership (e.g. program development/review, disciplinary matters/expulsion, closure and opening of universities, increments of tuition and other fees etc.).

7. In what ways are students involved in curriculum design?

Probe for:

- Student involvement in school and university committees,
- Issues of course content,
- Grading policy
- Recruitment of faculty
- Program development reviews
- Appraisal of faculty (courses and instruments)
- Formulation of university missions and visions.

c) Nature and Role of Student Involvement in Self-governance

8. What organizations exist within the university to facilitate student self-governance?

Probe for:

- Clubs
- Societies
- Associations

9. What are the specific mandates of the student governance bodies?

Probe for:

- Student welfare
- Academic issues
- Recruitment of staff

- Moderating management and other organs of decision making
 - Quality assurance of student programs, services and institutions
10. What are the criteria for general members and selection of officials?
Probe for:
- Pre-determined qualities
 - Voluntary
11. What are the minimum criteria for being an official in student governance bodies?
Probe for:
- Academic performance,
 - Personality
 - Popularity
 - Program of study
 - Seniority
 - Age
 - Gender etc.
12. How would you rate the adequacy of student involvement in the governance process in your university?
Probe for:
- Attendance of meetings
 - Input in decision making
 - Representation of student issues
 - Voting power
 - Feedback to students
13. How does national politics including diversity in political parties influence student involvement in governance processes?
Probe for:
- Campaign rallies for student elections,
 - Nomination process
 - Actual election
 - Set up (structure)
 - Student government

14. Comment on the quality of student involvement in governance:

Probe for:

- Trust and satisfaction by students, administration

d) Impediments

15. What challenges (e.g., capacity, financial, motivation etc.) undermine the effective involvement of students in governance through the student governance body?

Probe for:

- Challenges at different levels (financial, capacity, motivation)

16. What limitations (set boundaries) have been placed on student involvement in the governance of universities in general?

Probe for:

- Specific limitations,
- Rationale for placing limitations
- Acceptance by students
- Overall impact
- Limitations on student involvement in governance of university

e) Support Systems

17. What support services are put in place to address the challenges of involving students in university governance?

Probe for:

- Infrastructure
- Allowances
- Leadership training
- Mainstreaming of governance issues in the curriculum and other activities
- Short and long courses
- Retreats
- Public addresses/symposiums
- Guest speakers

18. What mechanisms exist to allow students staff and faculty to raise governance issues with management?

Probe for:

- Actual channels of communication
- Responsible persons
- Feedback mechanisms
- Appeal channels, procedures for due process

f) Inclusivity

19. How does the representation in the student governance body cater for the diverse needs of the students?

Probe for:

- Age
- Gender
- Ethnicity
- Nationality
- Study program
- Year of study
- Mode of study
- Disability

Guide for Focused Group Discussions

a) Policy

1. How do the key governance statements of the university (Mission, vision policy) make reference to student governance?

Probe for awareness of the details of this statement

- Details in terms of dissemination/communication
- Enforcement and feedback mechanisms
- Implementation strategies.

2. Does the university have a published policy on student involvement in governance?

Probe for awareness of the details of this statement

- The document it is contained in (statutes, strategic plan, hand book etc.)

- If it involves all levels of university governance
 - Whether internally or externally driven
 - Awareness of policy
 - How they interpret it and use it
 - Amendments and revisions of policy and why
 - Constitutional and legal basis of policies
3. What mechanisms are in place to ensure to ensure full implementation and enforcement of these policies?
- Probe for:
- Offices
 - Resources
 - Facilities
 - Opportunities for appeals
 - Expression of unpopular and descending view
4. Does the university provide opportunities for public debate /discussion of matters affecting students?
- Probe for:
- Nature of opportunities
 - How they impact on student impressions of processes of university governance, Regulation mechanisms
5. Comment on the involvement of the public and other stakeholders in the governance of the university?
- Probe for involvement of:
- Alumni
 - Government
 - Bodies regulating higher education

b) University Organizational Structures

6. How is university governance structured?
- Probe for:
- Role/functions of each level
 - Student involvement in various levels
 - Student roles in various levels

- The specific issues at each level that require the approval of student leadership (e.g., program development/review, disciplinary matters/expulsion, closure and opening of universities, increments of tuition and other fees etc.)

7. In what ways are students involved in curriculum design?

Probe for:

- Student involvement in school and university committees
- Issues of course content
- Grading policy
- Recruitment of faculty
- Program development reviews
- Appraisal of faculty (courses and instruments)
- Formulation of university missions and visions

c) Nature and Role of Student Involvement in Self-governance

8. What organizations exist within the university to facilitate student self-governance?

Probe for:

- Clubs
- Societies
- Associations

9. What are the specific mandates of the student governance bodies?

Probe for:

- Student welfare
- Academic issues
- Recruitment of staff
- Moderating management and other organs of decision making
- Quality assurance of student programs, services and institutions

10. What are the criteria for general members and selection of officials?

Probe for:

- Pre-determined qualities
- Voluntary

11. What are the minimum criteria for being an official in student governance bodies?

Probe for:

- Academic performance
- Personality
- Popularity
- Program of study
- Seniority
- Age
- Gender etc

12. How would you rate the adequacy of student involvement in the governance process in your university?

Probe for:

- Attendance of meetings
- Input in decision making
- Representation of student issues
- Voting power
- Feedback to students

13. How does national politics including diversity in political parties influence student involvement in governance processes?

Probe for:

- Campaign rallies for student elections,
- Nomination process
- Actual election
- Set up (structure)
- Student government

14. Comment on the quality of student involvement in governance:

Probe for:

- Trust and satisfaction by students, administration

d) Impediments

15. What challenges (e.g., capacity, financial, motivation etc.) undermine the effective involvement of students in governance through the student governance body?

Probe for:

- Challenges at different levels(financial, capacity, motivation)

16. What limitations (set boundaries) have been placed on student involvement in the governance of universities in general?

Probe for:

- Specific limitations
- Rationale for placing limitations
- Acceptance by students
- Overall impact
- Limitations on student involvement in governance of university

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- Actual channels of communication
- Responsible persons
- Feedback mechanisms
- Appeal channels, procedures for due process

f) Inclusivity

19. How does the representation in the student governance body cater for the diverse needs of the students?

Probe for:

- Age
- Gender
- Ethnicity
- Nationality
- Study program
- Year of study
- Mode of study
- Disability

8.2 Appendix II: Cross-Tabulation Tables

Table A21: Cross University Differences in Policies and Practices on Student Involvement in Governance

| | Policy/ Practice | χ^2 Value | d.f. | p-value |
|---|---|----------------|------|---------|
| 1 | My university's policy on student involvement in governance has a constitutional and legal basis. | 27.197 | 2 | .000 |
| 2 | The statutes governing my university make reference to student involvement in the governance process | 5.429 | 2 | .066 |
| 3 | My university's strategic plan has 'student involvement in governance as one of its priority action areas. | 8.637 | 2 | .013 |
| 4 | In my university student involvement in the various governance structures and in decision making is a matter of policy | 25.936 | 2 | .000 |
| 5 | My university has a published policy on student involvement in governance | 8.083 | 2 | .018 |
| 6 | My university communicates the importance of student involvement in governance to all members of the university community | 7.092 | 2 | .029 |
| 7 | My university makes necessary amendments and revisions of policies on student involvement in governance | 5.971 | 2 | .050 |
| 8 | My university has put in place mechanisms for the implementation and enforcement of policies on student involvement in governance | 22.913 | 2 | .000 |
| 9 | My university provides opportunities for public debate of matters affecting student involvement in governance | 12.408 | 2 | .002 |

Table A 22: Cross University Differences in Opportunities for Involvement in Governance Structures and Decision Making

| | Governance Structure/Decision Making | χ^2 Value | d.f. | p-value |
|---|---|----------------|------|---------|
| 1 | My university offers sufficient avenues for university-wide communications for students | 12.978 | 3 | .005 |
| 2 | In my university students constitute valuable sources of information on decision issues | 3.002 | 3 | .391 |
| 3 | Students in my university are involved in policy implementation | 6.597 | 3 | .086 |
| 4 | My university considers students participation in governance is mandatory | 3.993 | 3 | .262 |

| | | | | |
|----|---|--------|---|------|
| 5 | Students in my university are involved in policy formulation | 21.941 | 3 | .000 |
| 6 | Students in my university have sufficient role in university governance | 5.675 | 3 | .129 |
| 7 | In my university students wield very strong influence on management decision making | 2.366 | 3 | .500 |
| 8 | In my university, policies for student involvement in the decision making process are effective | 4.200 | 3 | .241 |
| 9 | In my university students have effective mechanisms for providing input into all decisions | 5.365 | 3 | .147 |
| 10 | Students in my university exercise a sufficient voice in university policies, planning and budget | 1.882 | 3 | .597 |

Table A 23: Cross University Differences in Level of Involvement in Governance Structures and Decision Making Activities

| | Governance Structures | χ^2 Value | d.f. | p-value |
|-----------------------------------|---|----------------|------|---------|
| 1 | University Council/ Board of trustees | 3.082 | 3 | .379 |
| 2 | Board of Management/ Management Council | 2.835 | 3 | .418 |
| 3 | Senate | 7.034 | 3 | .071 |
| 4 | All university wide committee | 1.367 | 3 | .713 |
| 5 | Deans' committee | 6.361 | 3 | .095 |
| 6 | All School-wide committees | 6.404 | 3 | .094 |
| 7 | All departmental-/ program-wide committees | 6.041 | 3 | .110 |
| Decision Making Activities | | | | |
| 8 | Formulation of university vision and missions | 3.020 | 3 | .389 |
| 9 | Strategic planning | 3.964 | 3 | .265 |
| 10 | Academic planning | 0.397 | 3 | .941 |
| 11 | Formulation of policies | 6.830 | 3 | .078 |
| 12 | Admission of new students | 5.623 | 3 | .131 |
| 13 | Orientation of new students | 33.638 | 3 | .000 |
| 14 | Curriculum design | 3.825 | 3 | .281 |
| 15 | Curriculum approvals | 4.357 | 3 | .225 |
| 16 | Program reviews | 4.699 | 3 | .195 |
| 17 | Curriculum development | 0.732 | 3 | .866 |
| 18 | Quality assurance | 5.425 | 3 | .143 |
| 19 | Student assessment | 10.364 | 3 | .016 |
| 20 | Student evaluation | 5.659 | 3 | .129 |
| 21 | Grading policy | 2.724 | 3 | .436 |

| | | | | |
|----|---|--------|---|------|
| 22 | Recruitment of faculty and staff | 6.455 | 3 | .091 |
| 23 | Faculty appraisal and promotions | 15.430 | 3 | .001 |
| 24 | Dispute resolution | 4.678 | 3 | .197 |
| 25 | Graduation planning | 29.636 | 3 | .000 |
| 26 | Disciplinary matters | 3.116 | 3 | .374 |
| 27 | Student support and advising committees | 9.491 | 3 | .023 |
| 28 | Procurements | 3.116 | 3 | .374 |
| 29 | Support services committees (e.g. library, ICT) | 19.262 | 3 | .000 |
| 30 | Closure and opening of the university | 3.538 | 3 | .316 |
| 31 | Increment of tuition and other fees | 0.996 | 3 | .802 |

Table A 24: Cross University Differences in Importance Attached to Participation in Decision Making

| Governance Structures | | χ^2 Value | d.f. | p-value |
|----------------------------|---|----------------|------|---------|
| 1 | University Council/ Board of trustees | 3.491 | 3 | .322 |
| 2 | Board of Management/ Management Council | 6.777 | 3 | .079 |
| 3 | Senate | 7.823 | 3 | .050 |
| 4 | All university wide committee | 6.983 | 3 | .072 |
| 5 | Deans' committee | 4.984 | 3 | .173 |
| 6 | All School-wide committees | 3.841 | 3 | .279 |
| 7 | All departmental-/ program-wide committees | 7.872 | 3 | .049 |
| Decision Making Activities | | | | |
| 8 | Formulation of university vision and missions | 11.503 | 3 | .009 |
| 9 | Strategic planning | 12.690 | 3 | .005 |
| 10 | Academic planning | 15.033 | 3 | .002 |
| 11 | Formulation of policies | 1.485 | 3 | .686 |
| 12 | Admission of new students | 2.756 | 3 | .431 |
| 13 | Orientation of new students | 8.462 | 3 | .037 |
| 14 | Curriculum design | 4.367 | 3 | .225 |
| 15 | Curriculum approvals | 6.776 | 3 | .079 |
| 16 | Program reviews | 3.488 | 3 | .322 |
| 17 | Curriculum development | 11.171 | 3 | .011 |
| 18 | Quality assurance | 0.643 | 3 | .887 |
| 19 | Student assessment | 0.280 | 3 | .964 |
| 20 | Student evaluation | 3.403 | 3 | .334 |
| 21 | Grading policy | 2.246 | 3 | .523 |
| 22 | Recruitment of faculty and staff | 11.785 | 3 | .008 |
| 23 | Faculty appraisal and promotions | 9.430 | 3 | .024 |

| | | | | |
|----|---|--------|---|------|
| 24 | Dispute resolution | 13.228 | 3 | .004 |
| 25 | Graduation planning | 5.404 | 3 | .145 |
| 26 | Disciplinary matters | 10.947 | 3 | .012 |
| 27 | Student support and advising committees | 10.042 | 3 | .018 |
| 28 | Procurements | 5.832 | 3 | .120 |
| 29 | Support services committees (e.g. library, ICT) | 6.566 | 3 | .087 |
| 30 | Closure and opening of the university | 14.530 | 3 | .002 |
| 31 | Increment of tuition and other fees | 2.616 | 3 | .455 |

Table A25: Cross University Differences in Adequacy of Involvement in Decision Making Activities

| Decision Making Activity | | χ^2 Value | d.f. | p-value |
|--------------------------|--|----------------|------|---------|
| 1 | Attendance in meetings | 2.125 | 2 | .346 |
| 2 | Input /contributions during meetings | 13.094 | 2 | .001 |
| 3 | Representation of student issues | 9.788 | 2 | .007 |
| 4 | Voting power | 5.611 | 2 | .060 |
| 5 | Ability to influence decision making | 0.308 | 2 | .857 |
| 6 | Capacity to contribute to the solution of problems faced by students | 4.294 | 2 | .117 |
| 7 | Feedback to students | 3.119 | 2 | .210 |

Table A 26: Cross University Differences in Satisfaction with Participation in Decision Making

| Governance Structures | | χ^2 Value | d.f. | p-value |
|----------------------------|---|----------------|------|---------|
| 1 | University Council/ Board of trustees | 12.413 | 3 | .006 |
| 2 | Board of Management/ Management Council | 3.252 | 3 | .354 |
| 3 | Senate | 8.667 | 3 | .034 |
| 4 | All university wide committee | 4.632 | 3 | .201 |
| 5 | Deans' committee | 3.048 | 3 | .384 |
| 6 | All School-wide committees | 3.218 | 3 | .359 |
| 7 | All departmental-/ program-wide committees | 8.196 | 3 | .042 |
| Decision Making Activities | | | | |
| 8 | Formulation of university vision and missions | 5.251 | 3 | .154 |
| 9 | Strategic planning | 1.970 | 3 | .579 |
| 10 | Academic planning | 5.167 | 3 | .160 |
| 11 | Formulation of policies | 0.539 | 3 | .910 |
| 12 | Admission of new students | 7.896 | 3 | .048 |

| | | | | |
|----|---|--------|---|------|
| 13 | Orientation of new students | 9.018 | 3 | .029 |
| 14 | Curriculum design | 3.802 | 3 | .284 |
| 15 | Curriculum approvals | 0.409 | 3 | .938 |
| 16 | Program reviews | 1.204 | 3 | .752 |
| 17 | Curriculum development | 0.673 | 3 | .879 |
| 18 | Quality assurance | 1.646 | 3 | .649 |
| 19 | Student assessment | 3.395 | 3 | .335 |
| 20 | Student evaluation | 3.139 | 3 | .371 |
| 21 | Grading policy | 1.894 | 3 | .595 |
| 22 | Recruitment of faculty and staff | 1.918 | 3 | .590 |
| 23 | Faculty appraisal and promotions | 4.941 | 3 | .176 |
| 24 | Dispute resolution | 5.041 | 3 | .169 |
| 25 | Graduation planning | 20.882 | 3 | .000 |
| 26 | Disciplinary matters | 9.555 | 3 | .023 |
| 27 | Student support and advising committees | 11.766 | 3 | .008 |
| 28 | Procurements | 9.966 | 3 | .019 |
| 29 | Support services committees (e.g. library, ICT) | 23.431 | 3 | .000 |
| 30 | Closure and opening of the university | 13.932 | 3 | .003 |
| 31 | Increment of tuition and other fees | 1.095 | 3 | .778 |

Table A27: Cross University Differences in Satisfaction with Student Leadership Involvement in Decision Making Activities

| Decision Making Activity | | χ^2 Value | d.f. | p-value |
|--------------------------|--|----------------|------|---------|
| 1 | Attendance in meetings | 3.806 | 3 | .283 |
| 2 | Input /contributions during meetings | 4.254 | 3 | .235 |
| 3 | Representation of student issues | 2.851 | 3 | .415 |
| 4 | Voting power | 6.328 | 3 | .097 |
| 5 | Ability to influence decision making | 0.034 | 3 | .998 |
| 6 | Capacity to contribute to the solution of problems faced by students | 1.040 | 3 | .792 |
| 7 | Feedback to students | 1.266 | 3 | .737 |

Table A 28: Differences in Support Services for Enhancing Student Involvement in Governance

| Support Services | | χ^2 Value | d.f. | p-value |
|------------------|--|----------------|------|---------|
| 1 | Legal/ policy frameworks | 2.179 | 3 | .536 |
| 2 | Provision of facilities (e.g. office space) | 3.023 | 3 | .388 |
| 3 | Special office to coordinate student involvement in governance | 13.404 | 3 | .004 |

| | | | | |
|----|--|--------|---|------|
| 4 | Periodic democratic elections | 11.331 | 3 | .010 |
| 5 | Institutionalized channels of communication at all levels | 12.555 | 3 | .006 |
| 6 | Formal appeal and complaints structures | 6.167 | 3 | .104 |
| 7 | Existence of student self-governance structures; i.e. clubs and associations | 74.548 | 3 | .000 |
| 8 | Allowances | 2.997 | 3 | .392 |
| 9 | Tuition waivers | 40.026 | 3 | .000 |
| 10 | Free meals | 18.390 | 3 | .000 |
| 11 | Free accommodation | 6.320 | 3 | .097 |
| 12 | Free transport | 14.123 | 3 | .003 |
| 13 | Leadership training | 19.362 | 3 | .000 |
| 14 | Mainstreaming of governance issues in the curriculum and other activities | 2.501 | 3 | .475 |
| 15 | Short and long refresher courses | 1.563 | 3 | .668 |
| 16 | Retreats | 3.158 | 3 | .368 |
| 17 | Public addresses/symposiums | 8.669 | 3 | .034 |
| 18 | Invited guest speakers | 12.205 | 3 | .007 |

Table A 29: Cross University Differences in External Political Influence

| Support Services | | χ^2 Value | d.f. | p-value |
|------------------|---|----------------|------|---------|
| 1 | Formulation of constitutions and other legal frameworks | 2.828 | 3 | .419 |
| 2 | Clubs/societies/associations meetings and activities | 8.087 | 3 | .044 |
| 3 | Nomination process for elections | 25.937 | 3 | .000 |
| 4 | Campaign for elections | 41.771 | 3 | .000 |
| 5 | Actual elections | 27.525 | 3 | .000 |
| 6 | Set up of governance structure | 25.195 | 3 | .000 |
| 7 | Student <i>barazas/kamukunjis</i> | 19.746 | 3 | .000 |
| 8 | Representation of student grievances | 4.059 | 3 | .255 |
| 9 | Agenda for public discussion, debates and fora | 14.399 | 3 | .002 |
| 10 | Invited guests | 0.385 | 3 | .943 |
| 11 | Social activities | 8.423 | 3 | .038 |
| 12 | Personal matters | 9.859 | 3 | .020 |