



UNIVERSITY OF CAPE COAST

**SCHEDULE OF MEETINGS
2016/2017 ACADEMIC YEAR**

AUGUST, 2016

PUBLISHED BY AUTHORITY

INTRODUCTION

The importance of internal communication can never be over-emphasized. It has been researched and proven that effective internal communication adds significant values to an organization at all levels. This is particularly relevant in public universities which are governed by a large committee system.

There are 10 Statutory Committees of Council and 29 Statutory Committees of the Academic Board. The Colleges and Faculties/Schools also have their respective Boards/Committees.

Other important committees include: Management Committee, Management/TEWU-FUSSAG Consultative Committee, Management/Students Consultative Committee, among others.

The focus of this booklet -'Schedule of Meetings 2016/2017 academic year' is to indicate available committees, the dates, venues and times of their meetings in a well-coordinated manner.

Dear reader, much information relevant to members of the University Community is in the form of decisions of boards/committees. We therefore wish to make a special appeal to all Chairmen/Secretaries to send to us any decision of general interest from their meetings, for dissemination to our cherished University Community.(Please refer to Statute 52, Article 52.2, page 53).

Please remember that effective communication is a shared responsibility and as such we need your co-operation to discharge our mandate better.

We count on your unflinching support in this direction.

Please send all information to

The Junior Assistant Registrar
Documentation & Information Section
U.C.C.

E-mail: documentation@ucc.edu.gh

Thank You.

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CALENDAR FOR 2016/2017 ACADEMIC YEAR

FIRST SEMESTER

<u>PROGRAMAME</u>	<u>DATE OF COMMENCEMENT</u>	<u>CLOSING DATE</u>
Fresh Students Report	Saturday, August 13, 2016	
Orientation	Monday, August 15, 2016	Friday, August 19, 2016
Continuing Students Report	Saturday, August 20, 2016	
Registration of all Students	Monday, August 22, 2016	Friday, August 26, 2016
Lectures Begin	Monday, August 29, 2016	
Adding & Dropping of Courses	Monday, September 12, 2016	Friday, Sept. 16, 2016
Matriculation	Saturday, September 17, 2016	
Congregation	Thursday, September 29	Saturday, October 1, 2016
Lectures End	Friday, November 18, 2016	
Revision Period	Monday, November 21, 2016	Friday, Nov. 25, 2016
Semester Exams.	Monday, November 28, 2016	Friday, Dec. 16, 2016
Students Go Down	Saturday, December 17, 2016	
Inter Semester Break <u>(13 Teaching Weeks)</u>	Saturday, December 17, 2016	Friday, January 20, 2017

CALENDAR FOR 2016/2017 ACADEMIC YEAR

SECOND SEMESTER

<u>PROGRAMAME</u>	<u>DATE OF COMMENCEMENT</u>	<u>CLOSING DATE</u>
Students Arrive	Saturday, January 21, 2017	
Registration of Courses	Monday, January 23, 2017	Friday, January 27, 2017
Lectures Begin	Monday, January 30, 2017	
Adding & Dropping of Courses	Monday, February 13, 2017	Friday, February 17, 2017
Lectures End	Friday, April 28, 2017	
Revision Period	Monday, May 1, 2017	Friday, May 5, 2017
Semester Exams	Monday, May 8, 2017	Friday, May 26, 2017
Students Go Down	Saturday, May 27, 2017	
<u>(13 Teaching Weeks)</u>		
Sandwich Programmes	Beginning of June, 2017	End of July, 2017
External Moderations	Monday, June 26, 2017	Friday, June 30, 2017
Long Vacation Break	Saturday, May 27, 2017	Friday, August 4, 2017

STATUTORY COMMITTEES OF COUNCIL

UNIVERSITY COUNCIL (4)

DATE	TIME	VENUE
Thursday, August 25, 2016	9:00	Council Chamber
Friday, November 25, 2016	9:00	Council Chamber
Friday, February 24, 2017	9:00	Council Chamber
Friday, May 19, 2017	9:00	Council Chamber

FINANCE COMMITTEE (4)

Wednesday, August 24, 2016	9:00	Council Chamber
Thursday, November 24, 2016	9:00	Council Chamber
Thursday, February 23, 2017	9:00	Council Chamber
Thursday, May 18, 2017	9:00	Council Chamber

DEVELOPMENT COMMITTEE (4)

Tuesday, August 23, 2016	9:00	Council Chamber
Tuesday, November 15, 2016	9:00	Council Chamber
Tuesday, February 7, 2017	9:00	Council Chamber
Tuesday, May 9, 2017	9:00	Council Chamber

DATE	TIME	VENUE
ENTITY TENDER COMMITTEE (10)		
Thursday, August 4, 2016	9:00 a.m.	Council Chamber
Thursday, September 8, 2016	9:00 a.m.	Council Chamber
Thursday, September 29, 2016	9:00 a.m.	Council Chamber
Thursday, October 27, 2016	9:00 a.m.	Council Chamber
Thursday, November 24, 2016	9:00 a.m.	Council Chamber
Thursday, January 26, 2017	9:00 a.m.	Council Chamber
Friday, February 17, 2017	9:00 a.m.	Council Chamber
Thursday, March 23, 2017	9:00 a.m.	Council Chamber
Wednesday, April 26, 2017	9:00 a.m.	Council Chamber
Thursday, May 25, 2017	9:00 a.m.	Council Chamber

AUDIT REPORT AND IMPLEMENTATION COMMITTEE(ARIC)

Friday, October 28, 2016	9:00 a.m.	T&D Conf. Room
Monday, January 30, 2017	9:00 a.m.	T&D Conf. Room
Tuesday, April 11, 2017	9:00 a.m.	T&D Conf. Room

COMMITTEE ON UNIVERSITY LANDED PROPERTIES (4)

Tuesday, October 18, 2016	9:00 a.m.	FAMU Conf. Room
Monday, January 16, 2017	9:00 a.m.	T&D Conf. Room
Wednesday, March 1, 2017	9:00 a.m.	CIE Conf. Room
Thursday, April 6, 2017	9:00 a.m.	CIE Conf. Room

DATE	TIME	VENUE
APPOINTMENTS & PROMOTIONS BOARD-SENIOR MEMBERS (7)		
Friday, September 9,2016	9:00a.m.	Council Chamber
Monday, November 14,2016	9:00a.m.	Council Chamber
Wednesday, January 11,2017	9:00a.m.	Council Chamber
Thursday, February 9,2017	9:00a.m.	Council Chamber
Wednesday, February 22,2017	9:00a.m.	Council Chamber
Friday, March 17,2017	9:00a.m.	Council Chamber
Tuesday, May 23,2017	9:00a.m.	Council Chamber

APPOINTMENTS & PROMOTIONS COMMITTEE-SENIOR STAFF (12)		
Monday, August 29, 2016	9:00a.m.	T & D Conf. Room
Tuesday, September 27,2016	9:00 a.m.	FAMU Conf. Room
Wednesday, November 9,2016	9:00a.m.	T & D Conf. Room
Monday, November 21,2016	9:00a.m.	T & D Conf. Room
Wednesday, December 7, 2016	9:00a.m.	T & D Conf. Room
Tuesday, January 10,2017	9:00a.m.	T & D Conf. Room
Wednesday, February 1,2017	9:00a.m.	T & D Conf. Room
Tuesday, February 21,2017	9:00a.m.	T & D Conf. Room
Wednesday, March 22,2017	9:00a.m.	FAMU Conf. Room
Wednesday, April 26, 2017	9:00a.m.	T & D Conf. Room
Tuesday, May 9, 2017	9:00a.m.	FAMU Conf. Room
Friday, May 26, 2017	9:00a.m.	T & D Conf. Room

DATE	TIME	VENUE
APPOINTMENTS AND PROMOTIONS COMMITTEE- JUNIOR STAFF (8)		
Tuesday, September 13,2016	9:00a.m.	FAMU Conf. Room
Wednesday, October 19,2016	9:00a.m.	T&D Conf. Room
Monday, November 7, 2016	9:00a.m.	T&D Conf. Room
Wednesday, November 30,2016	9:00a.m.	T&D Conf. Room
Friday, January 20,2017	9:00a.m.	T&D Conf. Room
Thursday, February 16,2017	9:00a.m.	FAMU Conf. Room
Monday, April 3,2017	9:00a.m.	FAMU Conf. Room
Friday, April 28 , 2017	9:00a.m.	FAMU Conf. Room
ADMINISTRATION APPOINTMENTS AND PROMOTIONS COMMITTEE (3)		
Wednesday, November 2,2016	9:00a.m.	Council Chamber
Tuesday, March 7,2017	9:00a.m.	Council Chamber
Friday, May 12,2017	9:00a.m.	Council Chamber
GUSSS MANAGEMENT COMMITTEE (4)		
Wednesday, August 10, 2016	9:00am	Council Chamber
Thursday, November 10,2016	9:00a.m.	Council Chamber
Wednesday, February 8 ,2017	9:00a.m.	Council Chamber
Thursday, May 11,2017	9:00a.m.	Council Chamber

ACADEMIC BOARD AND ITS STATUTORY COMMITTEES

DATE	TIME	VENUE
ACADEMIC BOARD (4)		
Wednesday, August 10,2016	9:00a.m.	Academic Board Chamber
Wednesday, December 7,2016	9:00a.m.	Academic Board Chamber
Friday, February 3,2017	9:00a.m.	Academic Board Chamber
Thursday, April 27,2017	9:00a.m.	Academic Board Chamber
EXECUTIVE COMMITTEE (4)		
Friday, August 5,2016	9:00a.m.	Council Chamber
Thursday, October 27,2016	9:00a.m.	Council Chamber
Monday, January 2,2017	9:00a.m.	Council Chamber
Friday, April 14, 2017	9:00a.m.	Council Chamber
PLANNING AND RESOURCES COMMITTEE (4)		
Thursday, August 18,2016	9:00am.	Academic Board Chamber
Wednesday, November16,2016	9:00am.	Academic Board Chamber
Tuesday, February 28,2017	9:00am.	Academic Board Chamber
Monday, April 24, 2017	9:00am.	Academic Board Chamber

DATE	TIME	VENUE
LIBRARY COMMITTEE(4)		
Monday, October 17,2016	9:00a.m.	Academic Board Chamber
Tuesday, February 21,2017	9:00a.m.	Academic Board Chamber
Friday, May 5,2017	9:00a.m.	Academic Board Chamber
Tuesday, May 16, 2017	9:00a.m.	Academic Board Chamber

UNIVERSITY PRACTICE SENIOR HIGH SCHOOL BOARD OF GOVERNORS (2)

Monday, January 9,2017	9:00a.m.	UPSS Conf. Room
Tuesday, May 2,2017	9:00a.m.	UPSS Conf. Room

JOINT ADMISSIONS BOARD WITH COMMITTEE OF HEADS OF HALLS (2)

Tuesday, August, 9,2016	9:00am.	FAMU Conf. Room
Thursday, September 15,2016	9:00am.	FAMU Conf. Room

RESIDENCE COMMITTEE(4)

Wednesday, August 31, 2016	9:00am.	T&D Conf. Room
Thursday, November 3,2016	9:00am.	T&D Conf. Room
Thursday, January 19,2017	9:00am.	T&D Conf. Room
Thursday, March 23,2017	3:00a.m.	T&D Conf. Room

DATE	TIME	VENUE
UNIVERSITY BASIC SCHOOLS GOVERNING COMMITTEE (2)		
Friday, September 30,2016	9:00a.m.	Basic Educ. Conf. Rm.
Tuesday, April 25,2017	9:00a.m.	Basic Educ. Conf. Rm.
RESEARCH AND CONFERENCES COMMITTEE (3)		
Friday, November 11,2016	9:00a.m.	Council Chamber
Friday, January 27,2017	9:00a.m.	Council Chamber
Monday, April 24,2017	9:00a.m.	Council Chamber
TIME-TABLE COMMITTEE (4)		
Thursday, October 6,2016	3:00p.m.	Academic Board Chamber
Thursday, October 20,2016	9:00a.m.	Academic Board Chamber
Wednesday, April 19, 2017	9:00a.m.	Academic Board Chamber
Tuesday, May 9,2017	9:00a.m.	Academic Board Chamber
BOARD OF THE SCHOOL OF GRADUATE STUDIES(4)		
Monday, September 5,2016	9:00a.m.	Graduate Studies Conference Room
Thursday, November 17,2016	9:00a.m.	Graduate Studies Conference Room
Friday, March 3,2017	9:00a.m.	Graduate Studies Conference Room
Thursday, May 25,2017	9:00a.m.	Graduate Studies Conference Room

DATE	TIME	VENUE
ACADEMIC PLANNING & MANAGEMENT COMMITTEE (4)		
Friday, November 4,2016	9:00a.m.	Academic Board Chamber
Tuesday, January 31, 2017	9:00a.m.	Academic Board Chamber
Tuesday, April 25, 2017	9:00a.m.	Academic Board Chamber
Friday, May 19,2017	9:00a.m.	Academic Board Chamber
PUBLICATIONS BOARD (2)		
Wednesday, October 12,2016	9:00a.m.	Directorate of Finance Conf. Room
Monday, January 23,2017	9:00a.m.	Directorate of Finance Conf. Room
SEXUAL HARASSMENT COMMITTEE (3)		
Tuesday, September 6, 2016	9:00a.m.	CEGRAD Conf. Room
Friday, January 6, 2017	9:00a.m.	CEGRAD Conf. Room
Thursday, March 16, 2017	9:00a.m.	CEGRAD Conf. Room
DISCIPLINARY COMMITTEE (SENIOR MEMBERS) (4)		
Wednesday,September14, 2016	9:00a.m.	T&D Conf. Room
Monday, November 28, 2016	9:00a.m.	T&D Conf. Room
Monday, March 13, 2017	9:00a.m.	T&D Conf. Room
Tuesday, April 18, 2017	9:00a.m.	T&D Conf. Room

DATE	TIME	VENUE
DISCIPLINARY COMMITTEE (JUNIOR & SENIOR) (4)		
Friday, October 7,2016	9:00a.m.	T&D Conf. Room
Tuesday, November 8, 2016	9:00a.m.	T&D Conf. Room
Tuesday, January 24, 2017	9:00a.m.	T&D Conf. Room
Wednesday, May 3,2017	9:00a.m.	T&D Conf. Room
COMMITTEE ON INSTITUTIONAL AFFILIATION(CIA)(4)		
Friday, August 19, 2016	9:00.a.m.	IFCIA Conf. Room
Thursday, December 8, 2016	9:00.a.m.	IFCIA Conf. Room
Tuesday, March 21, 2017	9:00.a.m.	IFCIA Conf. Room
Tuesday, May 16, 2017	9:00.a.m.	IFCIA Conf. Room
TRAINING AND DEVELOPMENT COMMITTEE(4)		
Monday, September 26,2016	9:00a.m.	T&D Conf. Room
Wednesday, January 18,2017	9:00a.m.	T&D Conf. Room
Wednesday, March 1 ,2017	9:00a.m.	T&D Conf. Room
Monday, April 24, 2017	9:00a.m.	T&D Conf. Room
EDUCATION FAIR ORGANIZING COMMITTEE(2)		
Friday, August 26, 2016	9:00a.m.	CIE Conf. Room
Friday, April 14, 2017	9:00a.m.	CIE Conf. Room

DATE	TIME	VENUE
SPORTS AND RECREATION COMMITTEE (2)		
Tuesday, October 11,2016	9:00.a.m.	FAMU Conf. Room
Monday, January 23, 2017	9:00a.m.	FAMU Conf. Room
Friday, March 3,2017	9:00.a.m.	FAMU Conf. Room
COMMITTEE OF HEADS OF HALL(3)		
Tuesday, August 30,2016	9:00.a.m.	IEPA Conf. Room
Wednesday, November 23,2016	9:00.a.m.	IEPA Conf. Room
Monday, February 13,2017	9:00.a.m.	IEPA Conf. Room
CAMPUS SECURITY& SAFETY COMMITTEE (3)		
Thursday, September 8,2016	3:00p.m.	IEPA Conf. Room
Thursday, February 2,2017	3:00p.m.	IEPA Conf. Room
Thursday, May 25,2017	3:00p.m.	IEPA Conf. Room
CAMPUS RADIO STATIONS MANAGEMENT COMMITTEE(3)		
Monday, August 22, 2016	9:00a.m.	FAMU Conf. Room
Friday, November 25, 2016	9:00a.m.	FAMU Conf. Room
Tuesday, March 21,2017	9:00a.m.	FAMU Conf. Room
HOUSING COMMITTEE (3)		
Thursday, August 25,2016	9:00a.m.	CIE Conference Room
Tuesday, January 24,2017	9:00a.m.	CIE Conference Room
Wednesday May10,2017	9:00a.m.	CIE Conference Room

DATE	TIME	VENUE
AUDIO-VISUAL AID COMMITTEE(2)		
Friday, October 7,2016	3:00p.m.	FAMU Conf. Room
Wednesday, April, 19,2017	3:00p.m.	FAMU Conf. Room
CHAPLAINCY COMMITTEE (2)		
Tuesday, September 20,2016	3:00p.m.	T&D Conf. Room
Wednesday, April 5,2017	3:00p.m.	T&D Conf. Room
CULTURAL ACTIVITIES COMMITTEE (2)		
Monday, October 10,2016	9:00a.m.	IEPA Conf. Room
Tuesday, January 17,2017	3:00p.m.	IEPA Conf. Room
ICT COMMITTEE (3)		
Tuesday, October 18, 2016	3:00p.m.	Academic Board Chamber
Thursday, March 2,2017	3:00p.m.	Academic Board Chamber
Wednesday, May 3,2017	3:00p.m.	Academic Board Chamber
SURVEY COMMITTEE (2)		
Tuesday, October 4,2016	9:00a.m.	T&D Conf. Room
Friday, April 7,2017	9:00a.m.	T&D Conf. Room

DATE	TIME	VENUE
BOARD FOR ACADEMIC PLANNING AND QUALITY ASSURANCE (3)		
Tuesday, November 1,2016	9:00a.m.	Academic Board Chamber
Thursday, January 26,2017	3:00p.m.	Academic Board Chamber
Friday, May 12,2017	3:00p.m.	Academic Board Chamber
UCC HEALTH SERVICES COMMITTEE (3)		
Wednesday, August 24,2016	9:00a.m.	Hospital Conf. Room
Thursday, January 5,2017	9:00a.m.	Hospital Conf. Room
Thursday, April 20,2017	9:00a.m.	Hospital Conf. Room
PUBLIC RELATIONS COMMITTEE (2)		
Monday, October 17,2016	3:00p.m.	IEPA Conf. Room
Friday, January 13,2017	3:00p.m.	IEPA Conf. Room
SENIOR COMMON ROOM COMMITTEE (3)		
Tuesday, September 20,2016	9:00a.m.	Senior Club House
Tuesday, January 3,2017	9:00a.m.	Senior Club House
Tuesday, February 28,2017	9:00a.m.	Senior Club House
TRANSPORT COMMITTEE(2)		
Monday, October 24,2016	3:00p.m.	FAMU Conf. Room
Wednesday, March 15,2017	3:00p.m.	FAMU Conf. Room

COLLEGE/FACULTY/SCHOOL BOARDS

COLLEGE OF AGRICULTURE & NATURAL SCIENCES

DATE	TIME	VENUE
COLLEGE OF AGRICULTURE & NATURAL SCIENCES BOARD(3)		
Monday, September 26, 2016	9:00a.m.	College Conf. Room
Monday, October 10, 2016	9:00a.m.	College Conf. Room
Monday, February 13, 2017	9:00a.m.	College Conf. Room

COLLEGE OF AGRICULTURE & NATURAL SCIENCES APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Friday, October 14, 2016	9:00a.m.	College Conf. Room
Thursday, March 16, 2017	9:00a.m.	College Conf. Room
Monday, May 8, 2017	9:00a.m.	College Conf. Room

SCHOOL OF AGRICULTURE BOARD (4)

Wednesday, October 5,2016	9:00a.m.	School of Agric. Conference Room
Tuesday, December 6,2016	9:00a.m.	School of Agric. Conference Room
Tuesday, February 14,2017	9:00a.m.	School of Agric. Conference Room
Wednesday, May 3,2017	9:00a.m.	School of Agric. Conference Room

SCHOOL OF AGRICULTURE APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Wednesday, September 21,2016	9:00a.m.	School of Agric. Conference Room
Friday, November 11, 2016	9:00a.m.	School of Agric. Conference Room
Wednesday, March 8, 2017	9:00a.m.	School of Agric. Conference Room

DATE	TIME	VENUE
SCHOOL OF BIOLOGICAL SCIENCES BOARD (4)		
Thursday, October 20,2016	9:00a.m.	Academic Board Chamber
Tuesday, February 7,2017	9:00a.m.	Academic Board Chamber
Tuesday, March 14,2017	9:00a.m.	Academic Board Chamber
Wednesday, May 10,2017	9:00a.m.	Academic Board Chamber

SCHOOL OF BIOLOGICAL SCIENCES APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Tuesday, October 11, 2016	9:00a.m.	Academic Board Chamber
Monday, February 20, 2017	9:00a.m.	Academic Board Chamber
Friday, April 7, 2017	9:00a.m.	Academic Board Chamber

SCHOOL OF PHYSICAL SCIENCES BOARD (3)

Wednesday, October 19,2016	9:00a.m.	Academic Board Chamber
Thursday, February 2,2017	9:00a.m.	Academic Board Chamber
Friday, March 10,2017	9:00a.m.	Academic Board Chamber

SCHOOL OF PHYSICAL SCIENCES APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Friday, October 21, 2016	9:00a.m.	School of Physical Sciences Conf. Room
Wednesday, December 14,2016	9:00a.m.	School of Physical Sciences Conf. Room
Monday, May 22, 2017	9:00a.m.	School of Physical Sciences Conf. Room

COLLEGE OF DISTANCE EDUCATION

DATE	TIME	VENUE
COLLEGE OF DISTANCE EDUCATION BOARD (3)		
Tuesday, October 25,2016	9:00a.m.	College Conf. Room
Tuesday, February 21,2017	9:00a.m.	College Conf. Room
Thursday, May 18,2017	9:00a.m.	College Conf. Room

COLLEGE OF DISTANCE EDUCATION APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Wednesday, October 5, 2016	9:00a.m.	College Conf. Room
Thursday, December 8, 2016	9:00a.m.	College Conf. Room
Wednesday, March 29, 2017	9:00a.m.	College Conf. Room

COLLEGE OF EDUCATION STUDIES

COLLEGE OF EDUCATION STUDIES BOARD(4)

Wednesday, September 7,2016	9:00a.m.	College Conf. Room
Wednesday, November 30,2016	9:00a.m.	College Conf. Room
Wednesday, March 22,2017	9:00a.m.	College Conf. Room
Wednesday, April 12,2017	9:00a.m.	College Conf. Room

COLLEGE OF EDUCATION STUDIES APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Thursday, December 15,2016	9:00a.m.	College Conf. Room
Friday, January 27, 2017	9:00a.m.	College Conf. Room
Wednesday, February 22, 2017	9:00a.m.	College Conf. Room

DATE	TIME	VENUE
INSTITUTE OF EDUCATION PROFESSIONAL BOARD (2)		
Thursday, November 17,2016	9:00a.m.	Academic Board Chamber
Thursday, January 26,2017	9:00a.m.	Academic Board Chamber

I.E.P.A. GOVERNING BOARD (3)

Thursday, October 13,2016	9:00a.m.	IEPA Conf. Room
Wednesday, February 8,2017	9:00a.m.	IEPA Conf. Room
Friday, March 31, 2017	9:00a.m.	IEPA Conf. Room

BASIC EDUCATION ADVISORY BOARD (3)

Friday, September 30,2016	3:00a.m.	Basic Education Conf. Room
Thursday, January 12,2017	9:00a.m.	Basic Education Conf. Room
Tuesday, March 28,2017	9:00a.m.	Basic Education Conf. Room

COLLEGE OF HEALTH AND ALLIED SCIENCES

COLLEGE OF HEALTH AND ALLIED SCIENCES BOARD (3)

Wednesday, October 26, 2016	9:00a.m.	College Conf. Room
Friday, December 16, 2016	9:00a.m.	College Conf. Room
Wednesday, March 22, 2017	9:00a.m.	College Conf. Room

DATE	TIME	VENUE
<u>COLLEGE OF HEALTH AND ALLIED SCIENCES APPOINTMENTS & PROMOTIONS COMMITTEE (3)</u>		
Thursday, November 24, 2016	9:00a.m.	College Conf. Room
Wednesday, January 25, 2017	9:00a.m.	College Conf. Room
Friday, May 5, 2017	9:00a.m.	College Conf. Room

SCHOOL OF MEDICAL SCIENCES BOARD(4)

Tuesday, August 16, 2016	9:00a.m.	School Conf. Room
Monday, November 7, 2016	9:00a.m.	School Conf. Room
Monday, January 30, 2017	9:00a.m.	School Conf. Room
Wednesday, March 29, 2017	9:00a.m.	School Conf. Room

SCHOOL OF MEDICAL SCIENCES APPOINTMENTS & PROMOTIONS COMMITTEE(3)

Monday, September 26, 2016	9:00a.m.	School Conf. Room
Friday, December 16, 2016	9:00a.m.	School Conf. Room
Monday, March 20, 2017	9:00a.m.	School Conf. Room

SCHOOL OF NURSING & MIDWIFERY BOARD(3)

Thursday, September 15, 2016	9:00a.m.	School Conf. Room
Wednesday, October 12, 2016	9:00a.m.	School Conf. Room
Wednesday, January 25, 2017	9:00a.m.	School Conf. Room

SCHOOL OF NURSING & MIDWIFERY APPOINTMENTS & PROMOTIONS COMMITTEE(3)

Friday, December 16, 2016	9:00a.m.	School Conf. Room
Friday, February 24, 2017	9:00a.m.	School Conf. Room
Thursday, April 20, 2017	9:00a.m.	School Conf. Room

COLLEGE OF HUMANITIES AND LEGAL STUDIES

DATE	TIME	VENUE
COLLEGE OF HUMANITIES AND LEGAL STUDIES BOARD(3)		
Wednesday, November 23, 2016	9:00a.m.	College Conf. Room
Thursday, January 19, 2017	9:00a.m.	College Conf. Room
Wednesday, April 19, 2017	9:00a.m.	College Conf. Room

COLLEGE OF HUMANITIES AND LEGAL STUDIES APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Thursday, December 1, 2016	9:00a.m.	College Conf. Room
Thursday, March 23, 2017	9:00a.m.	College Conf. Room
Thursday, May 11, 2017	9:00a.m.	College Conf. Room

FACULTY OF ARTS BOARD (4)

Wednesday, September 28, 2016	9:00a.m.	Faculty Conf. Room
Thursday, November 10, 2016	9:00a.m.	Faculty Conf. Room
Thursday March 2, 2017	9:00a.m.	Faculty Conf. Room
Thursday, April 13, 2017	9:00a.m.	Faculty Conf. Room

FACULTY OF ARTS APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Monday, December 5, 2016	9:00a.m.	Faculty Conf. Room
Friday, February 17, 2017	9:00a.m.	Faculty Conf. Room
Friday, April 21, 2017	9:00a.m.	Faculty Conf. Room

DATE	TIME	VENUE
FACULTY OF SOCIAL SCIENCES BOARD (4)		
Monday, October 3,2016	9:00a.m.	Faculty Conf. Room
Tuesday, November 15,2016	9:00a.m.	Faculty Conf. Room
Wednesday, February 15,2017	9:00a.m.	Faculty Conf. Room
Monday, March 20,2017	9:00a.m.	Faculty Conf. Room

FACULTY OF SOCIAL SCIENCES APPOINTMENT & PROMOTION COMMITTEE (3)

Friday, October 28, 2016	9:00a.m.	Faculty Conf. Room
Monday, December 12, 2016	9:00a.m.	Faculty Conf. Room
Thursday, March 2, 2017	9:00a.m.	Faculty Conf. Room

SCHOOL OF BUSINESS BOARD (4)

Wednesday, August 17, 2016	9:00a.m.	School Conf. Room
Friday, October 28, 2016	9:00a.m.	School Conf. Room
Friday, February 10, 2017	9:00a.m.	School Conf. Room
Tuesday, April 11, 2017	9:00a.m.	School Conf. Room

SCHOOL OF BUSINESS APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Tuesday, September 20, 2016	9:00a.m.	School Conf. Room
Thursday, November 3, 2016	9:00a.m.	School Conf. Room
Wednesday, March 15, 2017	9:00a.m.	School Conf. Room

DATE	TIME	VENUE
I. D.S. BOARD (3)		
Wednesday, September 14, 2016	9:00a.m.	IDS Conf. Room
Thursday, February 23, 2017	9:00a.m.	IDS Conf. Room
Wednesday, April 5, 2017	9:00a.m.	IDS Conf. Room

I. D.S. APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Tuesday, September 6, 2016	9:00a.m.	IDS Conf. Room
Tuesday, November 1, 2016	9:00a.m.	IDS Conf. Room
Monday, February 6, 2017	9:00a.m.	IDS Conf. Room

FACULTY OF LAW BOARD (3)

Friday, September 16, 2016	9:00a.m.	Faculty Conf. Room
Tuesday, December 13, 2016	9:00a.m.	Faculty Conf. Room
Friday, March 31, 2017	9:00a.m.	Faculty Conf. Room

FACULTY OF LAW APPOINTMENTS & PROMOTIONS COMMITTEE (3)

Wednesday, October 12, 2016	9:00a.m.	Faculty Conf. Room
Thursday, November 3, 2016	9:00a.m.	Faculty Conf. Room
Wednesday, March 15, 2017	9:00a.m.	Faculty Conf. Room

OTHER COMMITTEES

DATE	TIME	VENUE
UNIVERSITY PRINTING PRESS MANAGEMENT COMMITTEE(2)		
Thursday, September 1, 2016	9:00a.m.	Basic Educ. Conf. Rm.
Thursday, January 5, 2017	9:00a.m.	Basic Educ. Conf. Rm.
UCC BOARD OF TRUSTEES OF SAM JONAH ENDOWMENT FUND(2)		
Wednesday, October 26, 2016	9:00a.m.	Tesano Guest House
Wednesday, February 8, 2017	9:00a.m.	Tesano Guest House
SCHOLARSHIP COMMITTEE(SENIOR MEMBERS) (2)		
Monday, October 24,2016	9:00a.m.	T&D Conf. Room
Monday, May 15,2017	9:00a.m.	T&D Conf. Room
U.C.C. INSTITUTIONAL REVIEW BOARD (5)		
Wednesday, August 3, 2016	9:00a.m.	Graduate Studies Conference Room
Friday, October 21, 2016	9:00a.m.	Graduate Studies Conference Room
Monday, December 5, 2016	9:00a.m.	Graduate Studies Conference Room
Friday, January 27, 2017	9:00a.m.	Graduate Studies Conference Room
Tuesday, April 4, 2017	9:00a.m.	Graduate Studies Conference Room

DATE	TIME	VENUE
SCHOLARSHIP COMMITTEE (JUNIOR/SENIOR STAFF) (2)		
Tuesday, November 8,2016	9:00a.m.	T&D Conf. Room
Monday, May 8, 2017	9:00a.m.	T&D Conf. Room
ESTATE MANAGEMENT COMMITTEE(3)		
Monday, August 8, 2016	9:00a.m.	IEPA Conf. Room
Friday, October 14, 2016	9:00a.m.	IEPA Conf. Room
Thursday, March 30, 2017	9:00a.m.	IEPA Conf. Room
INSTITUTIONAL ADVANCEMENT BOARD(4)		
Thursday, September 22, 2016	9:00a.m.	IAO Conf. Room
Monday, November 28, 2016	9:00a.m.	IAO Conf. Room
Monday, March 13, 2017	9:00a.m.	IAO Conf. Room
Monday, May 22, 2017	9:00a.m.	IAO Conf. Room
FACULTY/STUDENTS CONSULTATIVE COMMITTEE(2)		
Thursday, September 29,2016	3:00p.m.	Academic Board Chamber
Friday, May 5,2017	3:00p.m.	Academic Board Chamber

DATE	TIME	VENUE
<u>MANAGEMENT-UNION CONSULTATIVE COMMITTEE (2)</u>		
Friday, November 4,2016	3:00p.m.	T & D Conf. Room
Tuesday, February 14,2017	3:00p.m.	T & D Conf. Room
<u>PROCUREMENT ADVISORY COMMITTEE (10)</u>		
Friday, September 2,2016	9:00a.m.	Directorate of Finance Conf. Room
Wednesday, September 28,2016	9:00a.m.	Directorate of Finance Conf. Room
Monday, October 31,2016	9:00a.m.	Directorate of Finance Conf. Room
Tuesday, November 22 ,2016	9:00a.m.	Directorate of Finance Conf. Room
Wednesday, January 4,2017	9:00a.m.	Directorate of Finance Conf. Room
Wednesday, February 8,2017	9:00a.m.	Directorate of Finance Conf. Room
Thursday, March 9,2017	9:00a.m.	Directorate of Finance Conf. Room
Tuesday, April 4 ,2017	9:00a.m.	Directorate of Finance Conf. Room
Tuesday, May 2,2017	9:00a.m.	Directorate of Finance Conf. Room
Monday, May 22,2017	9:00a.m.	Directorate of Finance Conf. Room

DATE	TIME	VENUE
UNIVERSITY/COMMUNITY CONSULTATIVE COMMITTEE(2)		
Monday, October 24,2016	3:00p.m.	T&D Conf. Room
Monday, April 10,2017	3:00p.m.	T&D Conf. Room
MANAGEMENT/STUDENTS CONSULTATIVE COMMITTEE(2)		
Monday, October 31,2016	3:00p.m.	Dean of Students Conference Room
Friday, March 10,2017	3:00p.m.	Dean of Students Conference Room
CONGREGATION PLANNING COMMITTEE (AS AND WHEN)		
JOINT ADMISSION BOARD (AS AND WHEN)		
CONVOCATION(2)		
Friday, December 9, 2016	10:00a.m.	Main Auditorium
Thursday, May 4, 2017	10:00a.m.	Main Auditorium

SECRETARIES TO STATUTORY BOARDS/COMMITTEES

We publish below the list of Secretaries to various Boards and Committees in the University:

STATUTORY COMMITTEES OF COUNCIL

NAME	OFFICE	BOARD/COMMITTEE
Mr. J.K. Nyan/ Ms. Elizabeth Yankah	Office of the Registrar	University Council
Mr. J.K. Nyan/ Ms. Elizabeth Yankah	Office of the Registrar	Finance Committee
Mr. Moses Abnory/ Junior Assistant Registrar	Directorate of Legal, Consular & General Services	Development Committee
Dr. K. Gyasi Badu/ Mr. E. Affreh Owusu	Directorate of Human Resource	Appointments and Promotions Board (Senior Members)
Ms. Elizabeth Yankah	Office of the Registrar	GUSS Management Committee
Mr. Solomon Faakye	DLC&GS	Entity Tender Committee
Mr. Ignatius P. K. Otsibu	DLC & G S	Committee on University Landed Properties
Rev. Isaac Baafi Sarheng	Training & Development	Audit Report Implementation Committee
Mrs. K. Florence Opare	Directorate of Human Resource	Administration Appointments & Promotions Committee

NAME	OFFICE	BOARD/COMMITTEE
Mr. Alfred Attafuah	Directorate of Human Resource	Appointments and Promotions Committee (Junior Staff)
Mr. Isaac Eliot Nyieku	Directorate of Human Resource	Appointments and Promotions Committee (Senior Staff)

ACADEMIC BOARD AND ITS STATUTORY COMMITTEES

NAME	OFFICE	BOARD/COMMITTEE
Mr. Jeff T. Onyame/ Mr. Eugene Hesse	Directorate of Academic Affairs	Academic Board
Mr. Jeff T. Onyame/ Mr. Eugene Hesse	Directorate of Academic Affairs	Executive Committee of Academic Board
Mr. J. C. Sefenu/ Mr. Isaac Adom Kunadu	SGS	Board of the School of Graduate Studies
Mr. Isaac Adom Kunadu	SGS	Board for Academic Quality Assurance
Major K. Baah Bentum	DPA	Education Fair Organising Committee
Assistant Registrar/ Junior Assistant Registrar	Library	Library Committee
Ms. Milan Ahema Tawiah	Teaching & Examination Section (DAA)	Academic Planning & Management Committee
Ms. Milan Ahema Tawiah	Teaching & Examination Section (DAA)	Time-Table Committee

NAME	OFFICE	BOARD/COMMITTEE
Mr. Eugene Hesse	Directorate of Academic Affairs	Joint Admissions Committee
Mr. Justice K. G. Agyenim Boateng	Directorate of Academic Affairs	Inter-Faculty Committee on Institutional Affiliation
Rev. Isaac Baafi Sarbeng	Training & Development Section	Research and Conferences Committee
Mr. Moses M. Abnory	Directorate of Legal, Consular & General Services	University Practice Secondary School Board of Governors
Mr. Oku-Afari Opoku	Office of the Vice-Chancellor	Planning and Resources Committee
Ms. Angela Afua Sarpong Ofori	Documentation & Information Section	Publications Board
Mr. E. Afreh Owusu	DHR	Disciplinary Committee (Senior Members)
Rev. Isaac Baafi Sarbeng	Training & Development Section	Training & Development Committee
Mrs. Betty Addo-Nkumah	IDS	IDS Advisory Board
Junior Assistant Registrar/Assistant Registrar	DLC&GS	University Basic Schools Governing Committee
Mrs. Alberta A. K. Owusu	CEGRAD	Sexual Harassment Committee

NAME	OFFICE	BOARD/COMMITTEE
Mr. Ignatius Peter Otsibu	DLC & G S	Survey Committee
Senior Assistant Registrar/Junior Assistant Registrar	Office of the Dean of Students	Disciplinary Committee of Students
Senior Assistant Registrar/Junior Assistant Registrar	Office of the Dean of Students	Management Students Consultative Committee
Assistant Registrar/Junior Assistant Registrar	Library	I.C.T. Committee
Senior Assistant Registrar/Junior Assistant Registrar	Office of the Dean of Students	Residence Committee of Students

COLLEGE/SCHOOL/FACULTY BOARDS/COMMITTEES

Dr. Alexis Akanson, College Registrar/ Mr. Ebenezer Aggrey	College of Distance Education	College of Distance Education Board, College Advisory Board, College Examinations Committee, Appointments & Promotions Committee, College Staff-Students Consultative Committee, College Ad-hoc Committees
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NAME	OFFICE	BOARD/COMMITTEE
Mr. David Dzonto Acting College Registrar /Junior Registrar Assistant	College of Education Studies	College of Education Studies Board, College Examinations Committee Appointments & Promotions Committee, College Staff-Students Consultative Committee, College Ad-hoc Committees, Basic Education Advisory Board
Mrs. Emma Atta- Quartey Acting College Registrar	College of Agriculture and Natural Sciences	College of Agriculture and Natural Sciences Board, College Examinations Committee Appointments & Promotions Committee, College Staff-Students Consultative Committee, College Ad-hoc Committees
Mr. Joseph Gordon Mensah, Acting College Registrar	College of Health and Allied Sciences	College of Health and Allied Sciences Board, College Examinations Committee/Appointments &Promotions Committee, College Staff-Students Consultative Committee, College Ad-hoc Committees

NAME	OFFICE	BOARD/COMMITTEE
Mr. Y. M. Anwhere Acting College Registrar	College of Humanities and Legal Studies	College of Humanities and Legal Studies Board, College Examinations Committee Appointments & Promotions Committee, College Staff-Students Consultative Committee, College Ad-hoc Committees
Faculty Officer	Institute of Education	Professional Board, Awards Committee
Mrs. Evelyn Nyan	IEPA	IEPA Governing Board/Examinations Committee
Faculty Officer	School of Agriculture	School of Agriculture Board, School Appointments & Promotions Committee, Examinations/ Staff-Students Consultative Committee
Faculty Officer	Faculty of Arts	Faculty of Arts Board (Faculty Appointments & Promotions Committee, Examinations/Staff-Students Consultative Committee

NAME	OFFICE	BOARD/COMMITTEE
Faculty Officer	Faculty of Social Sciences	Faculty of Social Sciences Board (Faculty Appointments & Promotions/Examinations Staff-Students Consultative Committee)
Faculty Officer	School of Physical Sciences	School of Physical Sciences Board, School Appointments & Promotions Committee, Examinations Committee, Staff-Students Consultative Committee
Faculty Officer	School of Medical Sciences	School of Medical Sciences Board, School Appointments & Promotions Committee, Assessment and Evaluation Committee, Staff-Students Consultative Committee, Ghana Health Service and UCC Joint Advisory Committee
Faculty Officer	School of Biological Sciences	School of Biological Sciences Board, (School Appointments & Promotions/ Examinations/ Staff-Students Consultative Committee)

NAME	OFFICE	BOARD/COMMITTEE
Faculty Officer	School of Nursing & Midwifery	School of Nursing & Midwifery Board, (School Appointments & Promotions/ Examinations/ Staff-Students Consultative Committee)
Faculty Officer	Faculty of Law	Faculty of Law Board, (Faculty Appointments & Promotions/ Examinations/ Staff-Students Consultative Committee)

OTHER COMMITTEES

NAME	OFFICE	BOARD/COMMITTEE
Capt. Thomas Y. Bediako Mensah	DLC & G S	Campus Security & Safety Committee
Mr. Solomon Faakye	DLC&GS	Transport Committee
Major K. Baah-Bentum	Public Relations/ Protocol (DPA)	Cultural Activities Committee
Mr. Eric B. K. Boro	Office of the Dean of Students	Sports & Recreation Committee
Mr. Eric B. K. Boro	Office of the Dean of Students	Committee of Heads of Hall
Mr. Kwabena Antwi Konadu	ATL FM	Campus Radio Station Management Committee

OTHER COMMITTEES(Cont.)

NAME	OFFICE	BOARD/COMMITTEE
Mrs. Priscilla Baaba Bansah	Institutional Advancement Office	Senior Common Room Management
Major K. Baah-Bentum	Public Relations/ Protocol (DPA)	Public Relations Committee
Major K. Baah-Bentum/ Mrs. Priscilla Baaba Bansah	DPA Institutional Advancement Office	UCC Sam Jonah Endowment Fund
Estate Officer	Estate Section	Housing Committee
Mr. Atta Yeboah Sarpong	Directorate of University Health Services	University Health Services Committee
Mr. Eric B. K. Boro	Office of the Dean of Students	Chaplaincy Committee
Ms. Angela Afua Sarpong Ofori	Documentation and Information Section	University Printing Press Management Committee
Mr. Jonas Yengnibeh	Estate Section	Estate Management Committee
Rev. Isaac Baafi Sarbeng/Assistant Registrar	T&D Section	Scholarship Committee (Senior Members)
Mrs. Rebecca Asiedu-Owusu	T&D Section	Scholarship Committee (Senior/Junior Staff)

NAME	OFFICE	BOARD/COMMITTEE
Mr. Elliot Nyieku/ Mrs. Rebecca Asiedu- Owusu	DHR	Disciplinary Committee (Senior/Junior Staff)
Mrs. K. Florence Opare	DHR	Welfare Committee
Mr. Solomon Faakye	DLC&GS/IAO	Procurement Advisory Committee
Mr. Kwabena Antwi- Konadu	ATL FM	Convocation
Mr. Ignatius P. K. Otsibu	DLC&GS	University/Community Consultative Committee
Mr. Emmanuel Aidoo	DAA	Management/TEWU- FUSSAG Consultative Committee
Ms. Gladys Attah- Gyamfi	Centre for International Education	UCC Institutional Review Board

