



UNIVERSITY of GUYANA



CoETaL

The Office of the Vice Chancellor through the Centre of Excellence for Teaching and Learning (CoETaL) and the Personnel Division presents

New Lecturers' Orientation Schedule 2023

Dates & Times:

Tuesday 26th September, 2023

10:00 hrs to 14:15 hrs

Wednesday 27th September, 2023

10:00 hrs to 14:00 hrs

Friday 29th September, 2023

10:00 hrs to 14:10 hrs

JOIN VIA ZOOM

MEETING ID: 961 4605 6032

PASSCODE: 984316



PROGRAMME OF EVENTS

Day 1: Tuesday, 26th September, 2023 | 10:00 hrs - 14:15 hrs

Chairperson: Ms. Bonita Hunter, Assistant Dean, Faculty of Education and Humanities

10:00 - 10:05	National Pledge Welcome to Day 1
10:05 - 10:15	Introduction to Orientation Session Dr. Charmaine Bissessar, Director, CoETaL
10:15 - 10:45	Welcome and Orientation to the University of Guyana's Culture and Ethic with Focus on Blueprint 2040 and Citizen Success Professor Paloma Mohamed Martin, Vice-Chancellor, XI
10:45 - 11:00	Question and Answer Segment Ms. Bonita Hunter
11:00 - 11:20	The University's Governance, Acts and Statutes Dr. Juneann Garnett, Deputy Registrar (ag), Registry
11:20 - 11:25	Question and Answer Segment Ms. Bonita Hunter
11:25 - 11:35	Introduction to Finance and Administration Dr. Diana Gobin, Deputy Vice-Chancellor - Administration and Finance
11:35 - 11:40	Question and Answer Segment Ms. Bonita Hunter
11:40 - 12:00	Introduction to the Personnel Division Ms. Marcellin D'Aguiar, Personnel Officer (Ag.), Personnel Division
12:00 - 12:05	Question and Answer Segment Ms. Bonita Hunter
12:05 - 12:25	Introduction to the University's Financial Procedures Ms. Holda Poonai, Bursar and Ms. Yasoda Matabadal, Chief Accountant, Bursary
12:25 - 12:30	Question and Answer Segment Ms. Bonita Hunter
12:30 - 12:40	Break
12:40 - 13:00	What does the University expect of a new Lecturer? Prof. Emanuel Cummings, Deputy Vice-Chancellor - Academic Engagement
13:05 - 13:10	Question and Answer Segment Ms. Bonita Hunter
13:10 - 13:30	Teaching to Diverse Populations & Introduction to UoG's Inclusion Policy Dr. Lidon Lashley, Director, University of Guyana Early Childhood Centre of Excellence (UG-ECCE)
13:30 - 13:35	Question and Answer Segment Ms. Bonita Hunter
13:35 - 13:55	Library Use in Teaching and Learning Ms. Clyden Harris, Head, Readers' Services Division, University of Guyana Library
13:55 - 14:00	Question and Answer Segment Ms. Bonita Hunter
14:00 - 14:05	Mentimeter Evaluation Dr. Charmaine Bissessar, Director, CoETaL
14:05 - 14:15	Closing Remarks Dr. Cecil Boston, Head, Committee of Deans

End of Day 1



PROGRAMME OF EVENTS

Day 2: Wednesday, 27 September, 2023 | 10:00 hrs - 14:00 hrs

Chairperson: Prof. Leyland Lucas, Dean, School of Entrepreneurship and Business Innovation (SEBI)

10:00 - 10:05	National Pledge Welcome to Day 2
10:05 - 10:25	Constructing Multiple Choice Test Items Ms. Claudette Phoenix, Lecturer, Faculty of Education & Humanities
10:25 - 10:30	Question and Answer Segment Professor Leyland Lucas
10:30 - 10:50	Course Assessments and Evaluations Dr. Leyland Thompson, Senior Lecturer, Faculty of Education & Humanities
10:50 - 10:55	Question and Answer Segment Professor Leyland Lucas
10:55 - 11:15	Understanding Adult Learning Ms. Bonita Hunter, Assistant Dean, Faculty of Education & Humanities
11:15 - 11:20	Question and Answer Segment Professor Leyland Lucas
11:20 - 11:40	Student Welfare Ms. Karen Wills, Programme Officer, Student Welfare Division, Registry
11:40 - 11:45	Question and Answer Segment Professor Leyland Lucas
11:45 - 11:55	Break
11:55 - 12:55	Staff Success (What it looks like?) : Benefits to Staff
11:55 - 12:10	• Infectious Diseases (COVID-19/Monkeypox/Dengue) Dr. Melisha Hanif, University Medical Centre
12:10 - 12:25	• Staff Benefits: Leave, Tuition Waiver Ms. Debra Brathwaite, Assistant Personnel Officer (Leave and Training), Personnel Division
12:25 - 12:40	• Help Desk and Other Support Services Mr. Rayman Khan, Director, Client Core Services & Enterprise Solutions Unit, Tactical Online Services (TOS)
12:40 - 12:55	• Email Policy Mr. Orin Parris, Senior ICT Engineer, Software Services & Educational Technology Applications Unit, Tactical Online Services (TOS)
12:55 - 13:05	Question and Answer Segment Professor Leyland Lucas
13:05 - 13:25	Policy for Recording Instructional Activities & Policy for Artificial Intelligence Mrs. Feyona Paul-Austin, Policy Developer, Tactical Online Services (TOS)
13:25 - 13:30	Question and Answer Segment Professor Leyland Lucas
13:30 - 13:45	Internal Review Process Professor Emanuel Cummings, Deputy Vice- Chancellor - Academic Engagement
13:45 - 13:50	Question and Answer Segment Professor Leyland Lucas
13:50 - 13:55	Mentimeter Evaluation Dr. Charmaine Bissessar, Director, CoETaL
13:55 - 14:00	Closing Remarks Dr. Roslin Khan, Dean, Faculty of Education and Humanities



PROGRAMME OF EVENTS

Day 3: Friday, 29 September, 2023 | 10:00 hrs - 13:25 hrs

Chairperson: Dr. Charmaine Bissessar, Director, Centre of Excellence for Teaching and Learning

10:00 - 10:05	National Pledge Welcome to Day 3
10:05 - 10:25	Introduction to the Institute of Distance and Continuing Education (IDCE) Dr. Jacqueline Murray, Director, IDCE
10:25 - 10:30	Question and Answer Segment Dr. Charmaine Bissessar
10:30 - 10:50	Introduction to Berbice Campus Professor Gomathinayagam Subramanian, Director, University of Guyana Berbice Campus (UGBC)
10:50 - 10:55	Question and Answer Segment Dr. Charmaine Bissessar
10:55 - 11:15	Introduction to the HRMIS System Mr. Stephanas Francis, Deputy Director, Software Services & Educational Technology Applications Unit, Tactical Online Services (TOS)
11:15 - 11:20	Question and Answer Segment Dr. Charmaine Bissessar
11:20 - 11:40	Introduction to Moodle/Turnitin/Zoom Dr. Charmaine Bissessar, Director, CoETaL
11:40 - 11:45	Question and Answer Segment Dr. Charmaine Bissessar
11:45 - 12:00	Introduction to SRMS/ Moodle Gradebook/Course Back Up Mr. Orin Parris, Senior ICT Engineer, Software Services & Educational Technology Applications Unit, Tactical Online Services (TOS)
12:00 - 12:05	Question and Answer Segment Dr. Charmaine Bissessar
12:05 - 12:20	Ethical Behaviour in the Workplace Dr. Paulette Bynoe, Dean, University of Guyana School of Graduate Studies and Research (UGSGSR)
12:20 - 12:25	Question and Answer Segment Dr. Charmaine Bissessar
12:25 - 12:35	Break
12:35 - 12:55	Introduction to the Policies from the Office of the DVC- Institutional Advancement Dr. Mellissa Ifill, DVC - Institutional Advancement
12:55 - 13:00	Question and Answer Segment Dr. Charmaine Bissessar
13:00 - 13:20	Intra/Inter Faculty Collaboration Professor Leyland Lucas, Dean, SEBI
13:20 - 13:25	Question and Answer Segment Dr. Charmaine Bissessar
13:25 - 13:45	Role of the Union Professor Patsy Francis, President, University of Guyana Senior Staff Association (UGSSA)
13:45 - 13:50	Question and Answer Segment Dr. Charmaine Bissessar
13:50 - 13:55	Mentimeter Evaluation Dr. Charmaine Bissessar, Director, CoETaL
13:55 - 14:10	Closing Remarks Professor Paloma Mohamed Martin, Vice-Chancellor, XI

END

Please click on the link below to give your feedback:

https://docs.google.com/forms/d/e/1FAIpQLSddXTBU_jT1Czj5svaV_VfTg3fixCkeWbPWogF7g-wx6yN8Kg/viewform?usp=pp_url

