



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

The University's Senior Administrative Leadership On-Boarding Seminar 2023

Dates & Times:

2nd October, 2023 (10:00 hrs - 12:00 hrs)

16th October, 2023 (10:00 hrs - 11:45 hrs)

23rd October, 2023 (10:00 hrs - 12:35 hrs)

30th October, 2023 (10:00 hrs - 13:00 hrs)

JOIN VIA ZOOM

[https://zoom.us/j/99258741049?
pwd=RWZaVFdpTldEUklFN3hmM3RWUXhPUT09](https://zoom.us/j/99258741049?pwd=RWZaVFdpTldEUklFN3hmM3RWUXhPUT09)

Meeting ID: 992 5874 1049 Passcode: 741867

PROGRAMME

WEEK 1: 2ND OCTOBER, 2023 10:00 HRS - 12:00 HRS

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



- 10:00 - 10:05** *National Anthem*
- 10:05 - 10:10** *Welcome Remarks: Prof. Emanuel Cummings, Deputy Vice-Chancellor, Academic Engagement, University of Guyana*
- 10:10 - 10:40** *Orienting Presentation: Professor Paloma Mohamed Martin, Vice Chancellor XI, University of Guyana*
- 10:40 - 10:50** *Questions and Answers*
- 10:50 - 11:00** *Operations in Academic Engagement: Prof. Emanuel Cummings, Deputy Vice-Chancellor, Academic Engagement, University of Guyana*
- 11:00 - 11:10** *Questions and Answers*
- 11:10- 11:25** *Operations in Administration and Finance: Dr. Diana Gobin, Deputy Vice-Chancellor, Administration & Finance, University of Guyana*
- 11:25- 11:35** *Questions and Answers*
- 11:35 - 11:50** *Operating the Bursary: Ms. Holda Poonai/ Ms. Yasoda Matabadal, Bursar, Chief Accountant, University of Guyana*
- 11:50 - 12:00** *Questions and Answers*

End of Week 1



WEEK 2: 16TH OCTOBER, 2023 10:00 HRS - 11:45 HRS

Chairperson: Dr. Jacqueline Murray, Director, Institute of Distance & Continuing Education (IDCE)

- 10:00 - 10:05** *National Anthem*
- 10:05 - 10:20** *Operations Personnel: Ms. Marcellin D'Aguiar, Personnel Officer (Ag.), University of Guyana*
- 10:20 - 10:30** *Questions and Answers*
- 10:30 - 10:45** *Student Welfare- Inclusion Unit, Inclusion Policy: Dr. Daniella King, Assistant Registrar - Students' Welfare, Registry, University of Guyana*
- 10:45 - 10:55** *Questions and Answers*
- 10:55 - 11:10** *Operating the Tactical Online Services (TOS) Unit: Mr. Malcolm Williams, Director, Tactical Online Services (TOS), University of Guyana*
- 11:10 - 11:20** *Questions and Answers*

PROGRAMME



WEEK 2: 16TH OCTOBER, 2023 10:00 HRS - 11:45 HRS

Chairperson: Dr. Jacqueline Murray, Director, Institute of Distance & Continuing Education (IDCE)

11:20 - 11:35

Operating the Department of Projects: Ms. Nikki Cole,
Director, Procurement, Planning and Monitoring (PPM), University of Guyana

11:35 - 11:45

Questions and Answers

End of Week 2



WEEK 3: 23RD OCTOBER, 2023 10:00 HRS - 12:35 HRS

Chairperson: Ms. Camanie Khedaroo, Lecturer I, Division of Education & Humanities, UGBC

10:00 - 10:05

National Anthem

10:05 - 10:20

Operating Estates and Maintenance: Mr. Orin Porter,
Deputy Director, Estates and Maintenance, University of Guyana

10:20 - 10:30

Questions and Answers

10:30 - 10:45

Operations in Security: Mr. Terry Benn,
Security Manager, Security, University of Guyana

10:45 - 10:55

Questions and Answers

10:55 - 11:10

Operating the Department of Events, Conferences & Communications (DECC): Mr. Jainarine Deonauth, Director, DECC, University of Guyana

11:10 - 11:20

Questions and Answers

11:20 - 11:35

Policy for Artificial Intelligence (AI): Mrs. Feyona Austin- Paul, Policy Developer, TOS

11:35 - 11:45

Questions and Answers

11:45 - 12:00

Operating Philanthropy, Alumni & Civic Engagement (PACE): Professor Paloma Mohamed Martin, Vice Chancellor XI, University of Guyana

12:00 - 12:10

Questions and Answers

12:10 - 12:25

Operating the Registry: Dr. Juneann Garnett, Assistant Registrar - Committees & Archives, Registry, University of Guyana

12:25 - 12:35

Questions and Answers

End of Week 3



PROGRAMME



WEEK 4: 30TH OCTOBER, 2023

10:00 HRS - 13:00 HRS

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

10:00- 10:05	<i>National Anthem</i>
10:05- 10:35	<i>Operations in Institutional Advancement / Revised Promotion Criteria for Academic staff: Dr. Mellissa Ifill, Deputy Vice-Chancellor, Institutional Advancement, University of Guyana</i>
10:35 - 10:45	<i>Questions and Answers</i>
10:45 - 11:00	<i>Operating University of Guyana Berbice Campus (UGBC): Prof. Gomathinayagam Subramanian, Director, UGBC, University of Guyana</i>
11:00 - 11:10	<i>Questions and Answers</i>
11:10 - 11:25	<i>Operating the Institute of Distance & Continuing Education (IDCE): Dr. Jacqueline Murray, Director, IDCE, University of Guyana</i>
11:25 - 11:35	<i>Questions and Answers</i>
11:35- 11:50	<i>Operating Occupational Health and Safety (OOHAS): Mrs. Olivia Parris-Bowen, Director, OOHAS, University of Guyana</i>
11:50- 12:00	<i>Questions and Answers</i>
12:00 - 12:15	<i>Updates on Students Records Management System (SRMS): Dr. Theodosius Velloza, Deputy Registrar, University of Guyana</i>
12:15 - 12:25	<i>Questions and Answers</i>
12:25 - 12:40	<i>Self-Care and Conflict Resolution: Dr. Katija Khan, Dean, College of Behavioural Science and Research</i>
12:40 - 12:50	<i>Questions and Answers</i>
12:50 - 13:00	<i>Closing Remarks: Professor Paloma Mohamed Martin, Vice Chancellor XI, University of Guyana</i>

Please click on the link below to give your feedback:

https://docs.google.com/forms/d/e/1FAIpQLSccpnqDv6tSZM8NHKyTvMtqBM42Ya5jSQ0VrzPqI-0a6fZHdA/viewform?usp=pp_url

End

