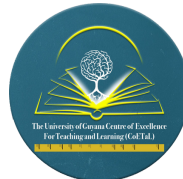




UNIVERSITY of GUYANA



CoETaL

Personnel Division-Office of the Vice-Chancellor
in collaboration with CoETaL
present

NEW LECTURERS' ORIENTATION SCHEDULE



29th - 31st August, 2022

9:00 hrs - 13:20 hrs

Please click below to register in advance

<https://zoom.us/meeting/register/tJMqf2vqzgsHtF5eWlISONmWK9gMZnT2TIs>



PROGRAMME OF EVENTS

Day 1: Monday, August 29

Chairperson: Dr. Jacqueline Murray, Director, IDCE and Member of Advisory Board - CoETaL

09:00 - 09:05

National Pledge

Welcome to Day 1

09:05 - 09:15

Introduction to Orientation Session | Dr. Charmaine Bissessar, Director, CoETaL

09:15 - 09:45

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

09:45 - 10:00

Question and Answer Segment | Dr. Jacqueline Murray

10:00 - 10:20

The University's Governance, Acts and Statutes | Dr. Nigel Gravesande, Registrar

10:20 - 10:25

Question and Answer Segment | Dr. Jacqueline Murray

10:25 - 10:45

Introduction to The Personnel Division | Ms. Marcellin D'Aguiar, Personnel Officer (A.g)

10:45 - 10:50

Question and Answer Segment | Dr. Jacqueline Murray

10:50 - 11:10

Introduction to the University's Financial Procedures | Ms. Holda Poonai, Bursar

11:10 - 11:15

Question and Answer Segment | Dr. Jacqueline Murray

11:15 - 11:30

What does the University expect of a new Lecturer? | Professor Emanuel Cummings, Deputy Vice-Chancellor (Academic Engagement)

11:30 - 11:35

Question and Answer Segment | Dr. Jacqueline Murray

11:35 - 11:55

Teaching to Diverse populations | Dr. Lidon Lashley, Director, Early Childhood Centre of Excellence

11:55 - 12:00

Question and Answer Segment | Dr. Jacqueline Murray

12:00 - 12:20

Library Use in Teaching and Learning | Ms. Donette Washington, Librarian, University Library and Member of CoETaL's Advisory Board

12:20 - 12:25

Question and Answer Segment | Dr. Jacqueline Murray

12:25 - 12:45

Introduction to Berbice Campus | Professor Gomathinayagam Subramanian, Director, Berbice Campus

12:45 - 12:50

Question and Answer Segment | Dr. Jacqueline Murray

12:50 - 12:55

Menti Map Evaluation | Dr. Charmaine Bissessar, Director, CoETaL

12:55 - 13:10

Closing Remarks | Dr. Lawrence Lewis, Dean, Faculty of Agriculture & Forestry

End of Day 1



PROGRAMME OF EVENTS

Day 2: Tuesday, August 30

Chairperson: Ms. Donette Washington, Librarian I,
University Library and Member of CoETaL's Advisory Board

09:00 - 09:05

National Pledge

Welcome to Day 2

09:05 - 09:25

Constructing Multiple Choice Test Items | Ms. Claudette Phoenix, Lecturer,
Faculty of Education & Humanities

09:25 - 09:30

Question and Answer Segment | Ms. Donette Washington

09:30 - 09:50

Course Assessments and Evaluations | Dr. Leyland Thompson,
Head of Research & Graduate Studies, Faculty of Education & Humanities

09:50 - 09:55

Question and Answer Segment | Ms. Donette Washington

09:55 - 10:15

Understanding Adult Learners | Ms. Bonita Hunter, Assistant Dean,
Faculty of Education & Humanities

10:15 - 10:20

Question and Answer Segment | Ms. Donette Washington

10:20 - 10:40

Student Welfare - Inclusion Unit, Inclusion Policy | Ms. Daniella King,
Assistant Registrar - Student Welfare Division

10:40 - 10:45

Question and Answer Segment | Ms. Donette Washington

10:45 - 11:45

Staff Success (What it looks like?): Benefits to Staff

- **Infectious Diseases (COVID-19/Monkeypox)**
Ms. Olivia Parris-Bowen, Director, OOHAS
- **Staff Benefits: Leave, Tuition waiver**
Ms. Debra Brathwaite, Assistant Personnel Officer (Leave and Training)
- **Help Desk and Other Support Services**
Mr. Evrard Semple, CCSES, TOS
- **Email Policy**
Mr. Orin Parris, SSETA, TOS

11:45 - 11:50

Question and Answer Segment | Ms. Donette Washington

11:50 - 12:10

Policy for Recording Instructional Activities | Ms. Feyona Paul,
Policy Developer, TOS

12:10 - 12:20

Question and Answer Segment | Ms. Donette Washington

12:20 - 12:40

Internal Review Process | Professor Emanuel Cummings, Deputy
Vice-Chancellor (Academic Engagement)

12:40 - 12:45

Question and Answer Segment | Ms. Donette Washington

12:45 - 12:50

Menti Map Evaluation | Dr. Charmaine Bissessar, Director, CoETaL

12:50 - 12:55

Closing Remarks | Dr. Roslin Khan, Dean, Faculty of Education and Humanities

End of Day 2



PROGRAMME OF EVENTS

Day 3: Wednesday, August 31

Chairperson: Dr. Charmaine Bissessar, Director, CoETaL

- 09:00 - 09:05 **National Pledge**
Welcome to Day 3
- 09:05 - 09:25 **Preparing to Teach Online** | Dr. Charmaine Bissessar
- 09:25 - 09:30 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 09:30 - 09:50 **Introduction to Moodle/Turnitin/Zoom** | Dr. Charmaine Bissessar
- 09:50 - 09:55 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 09:55 - 10:15 **Introduction to SRMS/ Moodle Gradebook/Course Back Up** |
Mr. Andrew Garnett, SSETA, TOS
- 10:15 - 10:30 **Introduction to HRMIS** | Mr. Stephanas Francis, SEETA, TOS
- 10:30 - 10:35 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 10:35 - 10:55 **Ethical Behaviour in the Workplace** | Dr. Paulette Bynoe, Deputy Dean,
UG School of Graduate Studies and Research (UGSGSR)
- 10:55 - 11:00 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 11:00 - 11:20 **Introduction to UoG's Menu of New Policies** | Dr. Mellissa Ifill, Deputy
Vice-Chancellor (Institutional Advancement)
- 11:20 - 11:25 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 11:25 - 11:40 **Introduction to the Institute of Distance and Continuing Education (IDCE)** |
Dr. Jacqueline Murray, Director, IDCE
- 11:40 - 11:45 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 11:45 - 12:05 **Intra/Inter Faculty Collaboration** | Professor Leyland Lucas, Dean, SEBI
- 12:05 - 12:10 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 12:10 - 12:30 **Role of the Union** | Professor Pat Francis, President, UA Staff Union
- 12:30 - 12:35 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 12:35 - 12:40 **Menti Map Evaluation** | Dr. Charmaine Bissessar, Director, CoETaL
- 12:40 - 12:55 **Closing Remarks** | Professor Paloma Mohamed Martin, Vice-Chancellor, XI

END

Please click on the link below to give your feedback:

<https://forms.gle/Jo1VBdqhRnvw4m2X6>