



UNIVERSITY of GUYANA



Office of the Vice-Chancellor
in collaboration with
CoETaL *present*

NEW LECTURERS' ORIENTATION SCHEDULE

September 29 - 30 and October 4, 2021
09:00 hrs - 14:45 hrs (daily)

Please register in advance,
[click here.](#)

DAY 1

September 29

Chairperson: Ms. Kara Lord,
Member of Advisory Board -
CoETaL

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- 09:00 - 09:05 **National Pledge**
- 09:05 - 09:15 **Introduction to CoETaL**
Dr. Charmaine Bissessar, Director, CoETaL (Ag)
- 09:15 - 09:45 **Welcome and Orientation to the University of Guyana's Blue Print 2040 and Management Structures**
Prof. Paloma Mohamed Martin, Vice-Chancellor, XI
- 09:45 - 10:00 **Question and Answer Segment** | Ms. Kara Lord
- 10:00 - 10:20 **The University's Governance, Acts and Statutes**
Ms. June-Anne Garnett, Deputy Registrar (Ag)
- 10:20 - 10:25 **Question and Answer Segment** | Ms. Kara Lord
- 10:25 - 10:45 **Introduction to Personnel**
Ms. Marcellin D'Aguiar, Personnel Officer (Ag)
- 10:45 - 10:55 **Question and Answer Segment** | Ms. Kara Lord
- 10:55 - 11:15 **Introduction to the University's Financial Procedures**
Ms. Holda Poonai, Bursar
- 11:15 - 11:20 **Question and Answer Segment** | Ms. Kara Lord
- 11:20 - 11:50 **Student success (What it looks like? What it means?)**
Dr. Mellissa Ifill, DVC - Institutional Advancement
Ms. June Ann Garnett, Deputy Registrar (Ag)
- 11:50 - 11:55 **Question and Answer Segment** | Ms. Kara Lord
- 11:55 - 12:15 **What does the University expect of a new lecturer?**
Dr. Emanuel Cummings, DVC - Academic Engagement
- 12:15 - 12:20 **Question and Answer Segment** | Ms. Kara Lord
- 12:20 - 12:45 **Teaching to diverse populations**
Dr. Lidon Lashley, Lecturer
Faculty of Education and Humanities
- 12:45 - 12:50 **Question and Answer Segment** | Ms. Kara Lord
- 12:50 - 13:05 **LUNCH**

DAY 1

September 29

Chairperson: Ms. Kara Lord,
Member of Advisory Board -
CoETaL

- 13:05 -13:50 **Panel Presentation**
- **Introduction to UoG's Sexual Harassment Policy**
Dr. Mellissa Ifill, DVC - Institutional Advancement
 - **Introduction to UoG's Inclusion Policy**
Dr. Lidon Lashley, Lecturer,
Faculty of Education and Humanities
 - **Introduction to UoG's Mental Health Policy**
Ms. Kara Lord, Lecturer,
Faculty of Education and Humanities
- 13:50 - 14:05 **Question and Answer Segment** | Dr. Charmaine Bissessar
- 14:05 - 14:25 **Library Use in Teaching and Learning**
Ms. Donette Washington, University Library &
CoETaL- Advisory Board University of Guyana
- 14:25 - 14:30 **Question and Answer Segment** | Ms. Kara Lord
- 14:30 - 14:35 **Menti Map Evaluation**
Dr. Charmaine Bissessar, Director, CoETaL (Ag)
- 14:35 - 14:45 **Closing Remarks**
Dr. Roslin Khan, Dean
Faculty of Education and Humanities

DAY 2

September 30

Chairperson:
Mr. Lenandlar Singh,
Member of Advisory Board -
CoETaL

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- 09:00 - 09:05 **National Pledge**
- Welcome to Day 2**
- 09:05 - 09:25 **Technology Enhanced Learning**
Dr. Volda Elliot, Lecturer
Faculty of Education and Humanities
- 09:25 - 09:30 **Question and Answer Segment** | Mr. Lenandlar Singh
- 09:30 - 09:50 **Course Assessments and Evaluations**
Dr. Leyland Thompson & Rajkumar Sookraj, Lecturers
Faculty of Education and Humanities
- 09:50 - 10:00 **Question and Answer Segment** | Mr. Lenandlar Singh
- 10:00 - 10:20 **Flexible Learning and Disruptive Environments**
Dr. Paulette Henry, Dean
Faculty of Social Sciences

DAY 2

September 30

Chairperson:

Mr. Lenandlar Singh,
Member of Advisory Board -
CoETaL

- 10:20 - 10:25 **Question and Answer Segment** | Mr. Lenandlar Singh
- 10:25 - 10:45 **The Role of the Registry in Teaching and Learning**
Ms. Daniella King, Assistant Registrar
Student Welfare
- 10:45 - 10:50 **Question and Answer Segment** | Mr. Lenandlar Singh
- 10:50 - 12:30 **Staff Success (What it looks like?)
Benefits to Staff**
- **COVID-19 (Benefits to Staff in dealing with it)**
Mrs. Olivia Parris-Bowen, Director, OOHAS
 - **Access to Scholarship**
Dr. Gyanpriya Maharaj, Director,
Centre for the Study of Biological Diversity
 - **Staff Benefits: Leave, Tuition waiver**
Ms. Debra Brathwaite, Assistant Personnel Officer II
(Leave and Training)
 - **Frandec**
Nathalie Persaud, Manager
(Frandec and Company Insurance Inc.)
 - **Email and Laptop Rental Policies**
Mr. Malcolm Williams, Director, TOS Unit
- 12:30 - 12:50 **Question and Answer Segment** | Mr. Lenandlar Singh
- 12:50 - 13:05 **LUNCH**
- 13:05 - 14:05 **Technical Support Services in Teaching Online**
Mr. Malcolm Williams, Director, TOS Unit
Mr. Fidel Captain, Manager, Infrastructure & IT Services (CIT)
Mr. Sekhar Mallampati, Manager, Software Services and
Educational Technology Applications (SSETA)
Mr. Rayman Khan, Manager, Client, Core Services and
Enterprise and Library Support (CCSEUSu)
- 14:05 - 14:25 **Question and Answer Segment** | Mr. Lenandlar Singh
- 14:25 - 14:30 **Menti Map Evaluation**
Dr. Charmaine Bissessar, Director, CoETaL (Ag)
- 14:30 - 14:40 **Closing Remarks**
Dr. Troy Thomas, Dean
Faculty Natural Sciences

DAY 3

October 4

Chairperson:

Dr. Jacqueline Murray
Director, IDCE & Member of
Advisory Board - CoETaL

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- 09:00 - 09:05 **National Pledge**
- Welcome to Day 3**
- 09:05 - 09:20 **Public Speaking and Online Delivery**
Dr. Tajirani Rampersaud, Director, Broadcasting - DECC (a.i)
- 09:20 - 09:25 **Question and Answer Segment** | Dr. Jacqueline Murray
- 09:25 - 09:45 **Quality Assurance and Higher Education**
Dr. Winifred James-Kippins, Lecturer
Faculty of Education and Humanities
- 09:45 - 09:50 **Question and Answer Segment** | Dr. Jacqueline Murray
- 09:50 - 10:10 **Preparing to Teach Online**
Dr. Charmaine Bissessar, Director, CoETaL (Ag)
- 10:10 - 10:15 **Question and Answer Segment** | Dr. Jacqueline Murray
- 10:15 - 10:35 **Introduction to the HRMIS System**
Mr. Stephanas Francis, SSETA-TOS
- 10:35 - 10:40 **Question and Answer Segment** | Dr. Jacqueline Murray
- 10:40 - 11:00 **Introduction to Moodle/Turnitin/Zoom**
Dr. Charmaine Bissessar, Director, CoETaL (Ag)
- 11:00 - 11:05 **Question and Answer Segment** | Dr. Jacqueline Murray
- 11:05 - 11:25 **Introduction to SRMS**
Andrew Garnett, SSETA-TOS
- 11:25 - 11:30 **Question and Answer Segment** | Dr. Jacqueline Murray
- 12:20 - 12:40 **Intra-Faculty Protocols**
Prof. Leyland Lucas, Dean, SEBI
- 12:40 - 12:50 **Question and Answer Segment** | Dr. Jacqueline Murray
- 12:50 - 13:05 **LUNCH**
- 13:05 - 13:25 **Ethical Research**
Dr. Paulette Bynoe, Lecturer
Faculty of Earth and Environmental Sciences
- 13:25 - 13:30 **Question and Answer Segment** | Dr. Jacqueline Murray
- 13:30 - 13:35 **Menti Map Evaluation**
Dr. Charmaine Bissessar, Director, CoETaL (Ag)
- 13:35 - 13:50 **Closing Remarks**
Prof. Paloma Mohamed Martin, Vice-Chancellor, XI