

UWI TERTIARY LEVEL INSTITUTIONS UNIT

Submission to the Board for Non-Campus Countries and Distance Education (BNCC/DE),
September 26, 2005, Cayman Islands

ANNUAL REPORT FOR THE PERIOD AUGUST 01, 2004 TO JULY 31, 2005

UWI TLI UNIT
September 16, 2005

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**THE UNIVERSITY OF THE WEST INDIES
TERTIARY LEVEL INSTITUTIONS UNIT (TLIU)****ANNUAL REPORT
for the period
AUGUST 01, 2004 to JULY 31, 2005****INTRODUCTION**

The Mission of the Tertiary Level Institutions Unit (TLIU) is to promote enhanced and seamless access to quality tertiary education in the region by mobilizing the resources, programmes and services of the University towards the development of a collaborative network of tertiary education institutions in the region.

During the period under review, the Unit continued to consolidate its activities by facilitating, mediating and enabling several projects and activities. As a result, some new articulation arrangements were concluded and franchise arrangements initiated.

The TLI Unit is convinced that there is a need for a more accurate assessment of the human resource needs of the region to inform appropriate responses by the UWI. To this end, one of its main activities has been the launch of a regional Human Resource Needs Project which is expected to continue into the next academic year.

WORK OF THE UNIT**1. INITIATING AND ESTABLISHING COLLABORATIVE ARRANGEMENTS**

For the period under review, the Unit facilitated the completion of six new articulation arrangements between the UWI and TLIs in the Caribbean. Further, several franchise arrangements, traditional and non-traditional, were initiated. The details of these arrangements follow.

Articulation Arrangements Completed

During the academic year 2004/2005, six programmes were assessed and articulation arrangements approved by the Board for Non-Campus Countries & Distance Education (BNCC/DE) and the Board for Undergraduate Studies (BUS).

1.1 Eastern Caribbean Joint Board of Teacher Education (ECJBTE)

The Unit spearheaded the assessment for the articulation of the Associate Degree in Education administered by the Cave Hill Campus. It was agreed by UWI that students who complete the Associate Degree with a minimum GPA of 2.75 be:

- (1) accorded entry into all UWI Bachelor's in Education (B.Ed.) Degree Programmes;
- (2) awarded exemptions from and credit for the six (6) courses in the Cave Hill B.Ed.

Programme and the two (2) courses at the St. Augustine and Mona, as indicated in the following table.

#	ASSOCIATE DEGREE COURSES	EQUIVALENT UWI CAVE HILL COURSES	EQUIVALENT UWI ST. AUGUSTINE COURSES	EQUIVALENT UWI MONA COURSES
1	English and Communication I	FD10A: English for Academic Purposes (already approved)	✓	✓
2	English and Communication II	FD10B: Language Argument (already approved)	-	-
3	Educational Psychology	ED10C: Introduction to Educational Psychology	ED14A: Schooling, Personal and Social Development	ED10C: Psychological Issues in the Classroom
4	Introduction to Philosophy of Education	PH10C: Introduction to Philosophy		-
5	Sociology of Education	ED10X: Social Foundations of Education		-
6	An academic subject	Level I Discipline		

1.2 H. Lavity Stouff Community College (HLSCC)

The assessment of the Associate Degree in Education from the H. Lavity Stouff Community College was also conducted. It was agreed by UWI that:

- (1) students who complete the H. Lavity Stouff Community College's Associate Degree in Education with a minimum GPA of 2.75 be accepted into the St. Augustine programme and be awarded exemptions with credit from ED12A, ED20F, ED10E and ED11F or ED11M.

It was further recommended that:

- (2) students who complete the H. Lavity Stouff Community College's Associate Degree in Education with a GPA of 2.75 be admitted to the Cave Hill and Mona programmes and be accorded exemptions with credit from ED20F or ED22K.

1.3 H. Lavity Stouff Community College (HLSCC)

The Unit facilitated the assessment of the H. Lavity Stouff Associate Degree in Natural Sciences for matriculation to Medical Sciences. It was approved that H. Lavity Stouff Community College's Associate Degree graduates in Natural Sciences with a minimum GPA of 3.5 be accepted to the Faculty of Medical Sciences, provided that:

- (1) the Associate Degree includes majors/concentrations in Biology, Chemistry and one other approved subject;
- (2) the third subject is Physics or Mathematics or another approved subject, provided Physics and Mathematics are held at CXC or GCE O'Level;
- (3) the applicant submits satisfactory evidence of his/her involvement in approved non-academic pursuits as required in the general entry requirements.

1.4 Knox Community College

The Associate Degree in Environmental Studies delivered by the Council of Community Colleges of Jamaica (CCCJ) through its Knox Community College Campuses since September 1997 was approved for articulation with UWI Degree programmes by the relevant Boards. It was approved that individuals holding the Associate Degree in Environmental Studies with a GPA of 2.5 may be granted normal matriculation into Level I of Bachelor of Sciences majors in the Department of Geography and Geology, Faculty of Pure and Applied Sciences, University of the West Indies, Mona.

1.5 Trinidad & Tobago Hospitality & Tourism Institute (Tobago Campus)

Following on the 2001 assessment, a second assessment visit was made to the TTHTI Tobago Campus. It was endorsed that students who are holders of an Associate Degree in Hospitality and Tourism Management offered by TTHTI Tobago Campus may transfer to the Faculty of Social Sciences at St. Augustine Campus and/or Centre for Hotel and Tourism Management (CHTM) to complete a two-year programme of study leading to the Bachelor of Science Degree in Hospitality and Tourism Management.

1.6 Joint Board of Teacher Education Articulation (The Natural Sciences)

The Board for Non Campus Countries and Distance Education (BNCC/DE) and the Board for Undergraduate Studies approved the recommendations of UWI's team of assessors that students who have completed the Joint Board of Teacher Education's (JBTE) Diploma in Education with specialisations in Chemistry, Physics and Biology be eligible to enter UWI Natural Science Bachelor Degree programmes with identical majors at Level II.

The TLIU facilitated this project to articulate the JBTE Diploma in Secondary Science Education with Bachelor of Science (Pure & Applied) Degrees of UWI. This brings Secondary Science Teacher Education in line with holders of JBTE Diplomas in Teaching

for Early Childhood, Special, Primary and Secondary Education, whereby students holding these qualifications are exempt from all courses in the first year of the three-year Bachelor's in Education at the UWI.

2. COLLABORATIVE ARRANGEMENTS IN THE DEVELOPMENT PHASE

Franchise and articulation arrangements between UWI and other regional TLIs continue to be managed by the Unit and are at various stages of development. During the period under review the following arrangements were facilitated by the Unit:

Articulation Arrangements in Progress

BARBADOS

2.1 Centre for Management Studies (CMD)

The Centre for Management Development offers, among other programmes, an Executive Diploma in Management (EDM) and an Executive Development Programme (EDP). The CMD's Executive Diploma in Management is an adaptation of a Post-graduate Diploma which was delivered by the Faculty of Social Sciences, Cave Hill. CMD is requesting that the programme be assessed with a view to the award of Advanced Placement to the graduates of this programme.

The Executive Development Programme is compound of a 2-week module in Managing Change, a 10-week module in Project Management and a 2-week Module in Strategic Planning and Strategic Management.

Both programmes were assessed by the Faculty of Social Sciences Cave Hill and a meeting is being convened to discuss the preliminary findings with CMD.

2.2 Certified General Accountants Programme (CGA)

CGA Canada has existing articulation arrangements with Laurentian University, Canada and SAIT. These arrangements allow students to pursue a Bachelors degree simultaneously with the CGA through mutual recognition of courses by CGA and the Universities along with completion of other specific requirements of CGA and the Universities. As a first step, CGA requested that a number of courses be assessed for equivalence with UWI courses.

The paper assessment is concluded and a meeting is being convened to agree on a recommendation for submission to the Boards for NCC/DE and Undergraduate Studies.

2.3 MJM Management Systems Inc.

MJM prepares students to sit the Cambridge International Diploma in Management, formerly known as the Cambridge Management Awards.

Students pursue the following tracks:

- (1) Cambridge Diploma in Management at Professional Level.
- (2) Cambridge Diploma in Management at Higher Professional Level.
- (3) Cambridge Career Awards in Business or Travel & Tourism (Advanced Level).

The paper assessment is in progress and a meeting is being convened to finalize the recommendations.

COMMONWEALTH OF DOMINICA**2.4 Dominica State College (DSC)**

The Dominica State College has revised some existing Associate Degree programmes and developed some new ones. They have submitted to UWI for assessment approximately 14 Associate Degree programmes covering the areas of Humanities, Natural and Social Sciences. Examination papers and scripts are being awaited for the majority of these programmes before the assessment can be started.

JAMAICA**2.5 School of Continuing Studies (SCS)**

The TLI Unit was requested to conduct an assessment exercise to establish equivalencies between SOCS Associate Degrees and UWI Faculty of Social Sciences courses. The paper assessment is in its final stages.

TRINIDAD**2.6 Trinidad & Tobago Hospitality & Tourism Institute (TTHTI)**

The TTHTI submitted its Associate Degree in Sports Tourism for assessment. The Unit is facilitating the assessment process which is expected to be completed in the 2005-2006 academic year.

2.7 College of Science, Technology & Applied Arts of Trinidad & Tobago (COSTAATT)

The Unit continued discussion with the leadership of COSTAATT to facilitate the

articulation of the Associate Degree programmes in Information Technology and Business. During the review period, the institution was undergoing major restructuring and was unable to undertake the articulation process. The Unit has been given the assurance that the articulation will be pursued during the 2005-2006 academic year.

2.8 Cipriani College of Labour & Cooperative Studies (CCLCS)

The assessment of the CCLCS to deliver the UWI Level I Social Sciences Programme by franchise was conducted and a recommendation was submitted to the BNCC/DE in May 2004. The approval is awaiting specified conditions which are to be addressed by the Institution.

Franchise arrangements in Progress

JAMAICA

2.10 B&B Institute of Business

The B&B Institute of Business, which currently delivers the UWI Certificate programmes in Management Studies and Public Administration, continued to express an interest in delivering the BSc in Management Studies through a similar franchise arrangement. During the academic year 2004/2005, the TLIU facilitated discussions among various stakeholders in an effort to bring closure to this long-standing issue.

The Faculty of Social Sciences, Mona has indicated that because of human resource constraints, they are unable to entertain the request at this time.

2.11 Jamaica Constabulary Staff College

The Jamaica Constabulary Staff College (JCSC), which now delivers the UWI's CPA (special) through a franchise arrangement, has requested to deliver Level I of the UWI's Bachelor of Science Degree in Public Administration. The TLIU has commenced consultations with the relevant stakeholders with a view to conduct an assessment of the JCSC to ascertain its capacity to deliver this programme. The TLIU also continues to provide guidance on institutional strengthening issues as part of the overall developmental approach.

2.12 Knox Community College Baccalaureate Nursing Programme

Knox Community College has formally indicated an interest in delivering the Bachelor of Science Degree in Nursing Education programme through a franchise arrangement commencing academic year 2006/2007. Consequently, the Tertiary Level Institutions Unit

is coordinating this process and has commenced assessment of the Knox Community College's capacity to deliver the programme. In this regard a number of stakeholders were brought together for an assessment of the facilities that Knox Community College has proposed to use in the delivery of the programme. These include resources of Knox Community College's main and Cobbla campuses, and the hospitals and clinics to be used in the practicum. A preliminary report was prepared outlining the relevant areas of strength and those requiring improvement. Knox has already started incorporating some of the suggested changes.

2.13 Radiology School

The School of Medical Radiation Technology (SMRT), a school of the University Hospital of the West Indies (UHWI) which offers the Caribbean Diploma in Diagnostic Radiography as its highest level programme, has designed and wishes to deliver a Bachelor of Science Degree in Diagnostic Radiography in affiliation with the UWI. While development and approval of the Bachelor Degree programme does not fall under the purview of the TLIU, the TLI Unit has been approached by the School for some guidance which has been provided over the past academic year. During the academic year 2004/2005, newly designed course outlines along with a proposal for the programme were submitted to the Academic Quality Assurance Committee (AQAC) for consideration.

2.14 Shortwood Teachers' College

A proposal for the delivery of The University of the West Indies Bachelor of Science Degree in Human Ecology by Shortwood Teachers' College was submitted by the Faculty of Science and Agriculture, UWI St. Augustine, and approved by the Board for Undergraduate Studies without the input of Tertiary Level Institutions Unit (TLIU). The proposal was subsequently, forwarded to the TLIU for scrutiny and comments. The TLIU evaluated the proposal and submitted its findings and recommendations for the Board for Non-campus Countries (BNCC/DE) to consider and forward to the BUS.

2.15 St. Vincent & The Grenadines Community College (SVGCC)

Since 1997, UWI approved the franchise of Level 1 programmes to the newly established SVGCC. Certain conditions were spelt out including the upgrading of staff and improvement of the Library. Both conditions have been addressed. The College has indicated an interest in franchising the Social Sciences programmes commencing September 2006 and the TLI Unit is assisting the College in preparing for this franchise.

2.16 Holy Childhood Institute of Professional and Career Development

The Holy Childhood Institute of Professional and Career Development has indicated its

interest in the franchise of Level I of the Bachelor's Programme from the Faculties of Humanities/Arts & Education and Social Sciences, as well as the delivery of the Certificate Programmes in Business Administration and Management Studies. The request will be forwarded to the Board.

3. CONSOLIDATING ARRANGEMENTS

Franchised UWI Programmes

3.1 Jamaica Constabulary Staff College: CPA (Special)

The first batch of students of the Certificate in Public Administration (Special) delivered by (JCSC) under the franchise arrangement graduated in the academic year 2004/2005. The TLIU and other members of academic, political and business communities were represented at the graduation ceremony on the premises of the Jamaica Constabulary Force.

3.2 TLIs in Jamaica & The Bahamas

Tertiary Level Institutions in Jamaica and the Bahamas continued to deliver UWI programmes at the Certificate and Bachelor Degree levels through a franchised arrangement during academic year 2004/2005. The enrolment result is as follows:

Franchised UWI Bachelor Degree Programmes: Enrolment figures for Academic Year 2004/2005. <i>(Figures as at 2005.03.01)</i>				
Institution	Programme	Returning Students	New Students	Totals
Brown's Town Community College	BSc. Nursing Education	55	40	95
Excelsior Community College	BSc. Nursing Education	0	66	66
Management for National Development (Kingston)	BSc. Public Administration: Levels I & II	86	51	137
		141	157	298

Franchised UWI Certificate Programmes: (Preliminary) enrolment figures for Academic Year 2004/2005. <i>(Figures as at 2005.03.01)</i>				
Institution	Programme	Returning Students	New Students	Totals
B & B Institute of Business	CMS	34	35	69
	CPA	13	9	22
Bahamas Baptist Community College	CMS	0	9	9
Jamaica Constabulary Staff College	CPA	22	28	50
	(Special CSS)	1	0	1
Management Institute for National Development (Mandeville)	CMS	6	0	6
	CPA	8	0	8
Management for National Development (Kingston)	CMS	37	27	64
	CPA	42	40	82
Moneague College	CMS	1	3	4
	CPA	1	0	1
	CSS	4	4	8
Montego Bay Community College	CMS	3	0	3
Portmore Community College	CMS	9	0	9
	CPA	10	5	15
	CSS	11	18	29
Social Welfare Training Centre	CSS	15	50	65
		217	228	445

Source: ASC, CFBC & SALCC

3.3 Delivery of UWI Levels I & II and Bachelor's in Education Programme

The delivery of UWI Levels I, II and the Bachelor's in Education programmes continued in three OECS TLIs during the year under review. The Table below shows the enrolment at the Antigua State College (ASC), Clarence Fitzroy Bryant College (CFBC), St. Kitts/Nevis and Sir Arthur Lewis Community College (SALCC), St. Lucia.

Student Registration in UWI Programmes at ASC, CFBC & SALCC 2004/2005				
PROGRAMME	INSTITUTION			TOTALS
	ASC	CFBC	SALCC	
Humanities				
Level I	3	3	9	15
Level II	-	-	-	-
Bachelor's in Education	-	-	27	27
<i>Sub-Total</i>	3	3	36	42
Pure & Applied Sciences				
Level I	5	0	4	9
Level II	1	-	-	1
<i>Sub-Total</i>	6	0	4	10
Social Sciences				
Level I	20	11	38	69
Level II	18	-	32	50
<i>Sub-Total</i>	38	11	70	119
TOTALS	47	14	110	171

4. LIAISING WITH NATIONAL, SUB-REGIONAL, REGIONAL ORGANISATIONS INVOLVED IN TERTIARY EDUCATION

The Unit continued to liaise and collaborate with several professional bodies, agencies and institutions to ensure the most efficient and effective use of available resources for widening access to tertiary education in the region. Among these entities with which the Unit collaborated are:

1. Association of Caribbean Tertiary Institutions (ACTI) / Association of Tertiary Level Institutions in the Bahamas (ATLIB)
2. British Council Caribbean (BCC)
3. Council of Community Colleges of Jamaica (CCCJ)
4. Human Employment and Resource Training/National Training Agency (HEART/NTA)
5. Jamaica Association for Training and Development (JATAD)
6. Jamaica Conference of Trade Unions (JCTU)
7. Jamaica Employers Federation (JEF)
8. Joint Board of Teacher Education (JBTE)

9. Joint Committee on Tertiary Education (JCTE)
10. Ministry of Education (Tertiary Unit)
11. Ministry of Health (Jamaica)
12. Nursing Council of Jamaica
13. Private Sector Organisation of Jamaica (PSOJ)
14. Regional Nursing Body
15. Organisation of Eastern Caribbean States (OECS)
16. Ministries of Education in the OECS Member States
17. Organisation of American States (OAS).

Monitoring Visits to Sub-regional TLIs - OECS

The Table below gives details of monitoring visits organised by the Unit for UWI lecturers to ASC, CFBC and SALCC. As part of the arrangements for the delivery of franchised programmes in the OECS, staff of the UWI faculties are expected to visit the colleges periodically to hold discussions with students and staff of the respective college and to provide enabling supports.

Monitoring Visits to Sub-regional TLIs - OECS				
Institution	UWI Faculties			Total
	Humanities & Education	Social Sciences	Pure & Applied Sciences	
Antigua State College	4	6	0	10
Clarence Fitzroy Bryant College	9	3	0	12
Sir Arthur Lewis Community College	4	2	0	6
Total	17	11	0	28

5. TECHNICAL ASSISTANCE/PROMOTING TLI INSTITUTIONAL DEVELOPMENT

5.1 Workshop for Teachers of Foundation Language Courses

The Unit assisted/facilitated attendance of teachers from the Antigua State College & the Clarence Fitzroy Bryant College during the period January 13-15, 2005. The workshop was organised by the Department of Language, Linguistics & Literature at the Cave Hill Campus.

5.2 Web CT Training

The Unit facilitated the visit of Mrs. Patricia Atherley to the Antigua State College to

conduct training in Web CT for teachers and students at the College during the period February 3-5, 2005.

5.3 Group Session & Luncheon

The Unit held a Group Session and Luncheon on April 1, 2005 for UWI Cave Hill lecturers and Administrative, Technical and Support Staff in the faculties of Humanities & Education, Pure & Applied Sciences and Social Sciences involved in the delivery of UWI courses to the Antigua State College, Clarence Fitzroy Bryant College and the Sir Arthur Lewis Community College.

5.4 National Annual Education Conference

The Unit participated in the National Annual Education Conference through its Senior Programme Officer, Dr. Vivienne Roberts who was the Featured Speaker. The Conference was held on April 7, 2005 in St. Vincent & The Grenadines. The title of the presentation was '*Expanding Access: Improving Quality for Better Living and Production*'.

5.5 Cross-Campus Registration

A paper was submitted to and approved by BUS to address cross-Campus registration issues raised by UWI St. Augustine in relation to students registering at one Campus and pursuing courses at another.

5.6 Caribbean Tertiary Level Personnel Association (CTLPA) Annual Conference

The Unit facilitated the participation of two Antigua State College's staff members (Ms. Denise Gardiner and Mrs. Eloise Hamilton) to the Caribbean Tertiary Level Personnel Association (CTLPA) 8th Annual Conference held in Barbados during the period June 14-17, 2005.

5.7 HRD Needs Assessment Project

The first phase of the proposed Human Resource Needs Assessment Project for CARICOM countries was operationalised through a Workshop held April 25-27, 2005 in Kingston, Jamaica. The workshop facilitated the participation of a wide representation of tertiary education stakeholders, including students (past, present and prospective), employers (public and private sectors), heads of tertiary level institutions and government policy makers.

The central purpose of the Workshop was to identify regional development goals, assess current and projected demands and advance ideas for closing existent gaps. An adaptation

of the 'Delphi Technique' - which facilitates information-gathering for problem-solving, planning and decision-making from expert-groups - was used as a central research strategy. As a precursor to the workshop, questionnaires were sent to various stakeholder groups to gather information. This information was subsequently collated and summarized. At the workshop the participants were separated into small focus-groups and given the collated information for their perusal, comments and adjustments. Their final task was to prioritize and rank particular issues related to national needs.

The panel discussion entitled, 'Partnering in Tertiary Education for Human Resource Development', formed a central part of the Jamaica Workshop in the project. The panel discussion provided the opportunity for a diverse and representative group of national development stakeholders to present their views on the merits of partnerships in advancing and improving the role of tertiary education in national development. The panel consisted of representatives of the employee federations, private sector organizations, training and human resource development associations, teacher training colleges and the UWI.

The second workshop was conducted in Trinidad and Tobago during the period June 27-29, 2005 using the same procedure as mentioned above for the Jamaica Workshop.

Reports of these two activities are being submitted to the BNCC /DE.

5.8 Annual Country Visits

Annual Country visits were conducted in Antigua & Barbuda, St. Kitts & Nevis, St. Lucia, Grenada, St. Vincent & The Grenadines, The Bahamas and Trinidad.

6. DATA COLLECTION AND RESEARCH

6.1 Research Day 2004/05

TLIU-Mona participated in UWI-Mona's Annual Research Day 2004/2005 where information was provided on the work of the Unit as well as on research conducted by staff.

6.2 Tracer Study

The TLIU updated tracer studies to ascertain the number of students who matriculated to the UWI Bachelors Degree programmes via UWI Certificate programmes which were franchised to TLIs in Jamaica and the Bahamas in 1998. Statistics on UWI programmes franchised to TLIs were also compiled for the academic year 2004/2005. The following tables present a Summary of Findings.

Academic Year 1999/2000												
	EXCED	Mon College	MIND	IMP	Mobay	Portmore	Social	Windsor	Bethlehem	B& B In	Trinidad	TOTAL
CMS	2	0	0	0	0	0	0	0	0	0	0	2
CPA	0	0	0	0	0	0	0	0	0	0	0	0
CSS	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL											2	
Academic Year 2000/2001												
CMS	1	0	8	3	0	0	0	1	1	1		15
CPA	0	1	14	0	2	1	0	0	0	2		20
CSS	1	0	0	0	0	1	6	0	0	0		8
TOTAL											43	

Academic Year 2001/2002																
	EXCED	Mon College	MIND	IMP	Mobay	Portmore	Social	Windsor	Bethlehem	B& B In	Trinidad	TOTAL	Bahamas	TC	BAIS	St CC
CMS	0	0	12	8	0	5	0	11	2	0	4	3				45
CPA	0	0	47	4	0	7	0	0	1	0	0	0				59
CSS	1	0	0	0	0	4	6	0	0	1	1	0				13
TOTAL													117			

Academic Year 2001/2002														
CMS	2	1	10	9	2	6	0	1	10	0	1	12		54
CPA	3	0	15	8	0	2	0	0	0	1	0	1		30
CSS	2	0	0	0	0	9	0	0	0	0	0	0		11
TOTAL													95	

Summary of Annual Figures

	CMS	CPA	CSS	TOTAL
1999/2000	2	0	0	2
2000/2001	15	20	8	43
2001/2002	46	59	13	117
2001/2003	54	30	11	95
TOTAL				257

6.3 Tracking Study

The Unit initiated a tracking study of the performance of students who began their Bachelor's Degree studies in the franchise programmes in Antigua, St. Kitts and St. Lucia during the period 1998-2004.

7. STAFFING MATTERS

During the period under review there was one retirement and three new appointments among the Administrative, Service & Technical Staff of the Unit.

7.1 Retirement of Mrs. Kieran St. Rose

Mrs. Kieran St. Rose retired after 28 years of service to The University of the West Indies, Cave Hill Campus. Mrs. St. Rose served as Planning/Administrative Assistant in the Tertiary Level Institutions Unit (TLIU) since its inception in 1996. She has rendered yeoman service to the Unit and the University as a whole over the years, and we are of course grateful for the personal attention and professional contribution she has made to the Caribbean region over the years.

In her capacity as Planning/Administrative Assistant, Tertiary Level Institutions Unit, she

assisted the tertiary institutions in the Caribbean in general but particularly those in the OECS to accelerate their development and strengthen their ties with UWI.

A farewell luncheon was held by the Unit in appreciation of Mrs. St. Rose's sterling contribution to the UWI.

7.2 Appointment of Mrs. Janetha Long

Effective December 01, 2004, Mrs. Janetha Long formerly Secretary to the Unit assumed the position of Planning/Administrative Assistant in the Tertiary Level Institutions Unit (TLIU). Mrs. Long has worked with The University of the West Indies, Cave Hill Campus for the past 24 years and was a core member of the now defunct Office of University Services (OUS), the precursor to the TLIU which was established in August 1996. Mrs. Long brings a wealth of knowledge and experience to the position and is highly committed to the objectives of the University and the TLIU in particular.

7.3 Appointment of Ms. Sharon Estwick

Effective July 1, 2005, Ms. Sharon Estwick was appointed to the position of Stenographer/Clerk Grade I/Secretary in the Tertiary Level Institutions Unit (TLIU). Ms. Estwick has worked with The University of the West Indies for the past nine years and has been working with the TLI Unit for the past two years.

7.4 Appointment of Mrs. Helen Thomas-Williams

Effective September 1, 2005, Mrs. Helen Thomas-Williams was appointed to the position of Stenographer/Clerk Grade III/II in the Tertiary Level Institutions Unit (TLIU). Mrs. Thomas-Williams has worked in a temporary capacity in other departments of UWI.

8. STAFF ACTIVITIES

8.1 Public/University Service

Dr. Vivienne Roberts, Senior Programme Officer, Cave Hill

1. Served on the Programme Development Committee of ACTI.

Mrs. Jeanette R. Grant Woodham, Senior Programme Officer, Mona

1. Served as member, Excelsior Community College Academic Board.
2. Served as member, Council of Community Colleges of Jamaica (CCCJ) Franchise

Committee.

Dr. Louis Whittington, Programme Officer, Trinidad

1. Served as a member of the Advisory Committee of the UWI School of Continuing Studies (Barbados).

8.2 Conference/Workshops Attended

Dr. Bevis F. Peters, Director

1. Attended Technical Working Group Meeting on Accreditation in Georgetown Guyana, October 25, 2004.
2. Attended Annual Conference of the Association of the Caribbean Universities and Research Institutes, UNICA 2004 - 'Towards the Regionalisation of Higher Education in the Caribbean', Curacao, November 10-13, 2004.
3. Attended stakeholders meeting at the Mona Campus to discuss the Establishment of a Regional Accreditation Authority/Agency and the vital importance of this matter in the face of the General Agreement on Trade in Services (GATS) including Higher Education Services, Jamaica, March 9, 2005.

Dr. Vivienne Roberts, Senior Programme Officer, Cave Hill

1. Attended the Annual Conference of The Association of Caribbean Tertiary Institutions (ACTI) in Trinidad, November, 2004.
2. Attended the Conference of Council of Community Colleges of Jamaica, January, 2005.
3. Attended and Chaired a session at the Annual Conference of Association of Caribbean Higher Education Administrators (ACHEA), July 2, 2005.

Mrs. Jeanette R. Grant-Woodham, Senior Programme Officer, Mona

1. Attended Council of Community Colleges of Jamaica Conference, 'Strategic Positioning and Sustainability of Community Colleges through Professional development,' held in Jamaica, January 2005.
2. Attended 'Best Practices Conference' - HEART NTA

Dr. Louis Whittington, Programme Officer, Trinidad

1. Attended the Annual Conference of The Association of Caribbean Tertiary Institutions (ACTI) in Trinidad, November, 2004.

2. Attended ACTI's Articulation, Equivalence and Accreditation Sub-Committee meeting in Antigua, August, 2004.

Mr. Nigel Brissett, Administrative Officer, Mona

1. Conducted Exceptional Customer Care Workshops/training sessions for select UWI administrative staff.
2. Attended Council of Community Colleges of Jamaica Conference, 'Strategic Positioning and Sustainability of Community Colleges through Professional development', held in Jamaica, January 2005.

Ms. Marcia Reid, Administrative Secretary, Mona

1. Attended workshop on 'Protocol and Events Planning' facilitated by the UWI Public Relations Office.
2. Participated in the 'Fundamentals of English' course facilitated by the UWI Human Resource Management Division.

8.3 Papers presented at Conferences

Dr. Bevis F. Peters, Director

1. Delivered the 2nd Annual Dr. Alister Francis Memorial Lecture at the Antigua State College - 'Choice of Futures: Repositioning Tertiary Education in Antigua & Barbuda', Antigua & Barbuda, February 9, 2005.
2. Delivered lecture on 'Issues affecting the Tertiary Education Sector' at the Sir Arthur Lewis Community College, St. Lucia, June 10, 2005.

8.4 Papers written

Dr. Vivienne Roberts, Senior Programme Officer Cave Hill

1. Prepared paper titled 'Revisiting the 15% target for tertiary education enrolment in 15 Caribbean Countries' was done on tertiary education.
2. Co-authored paper entitled 'Is UWI pricing itself out of the Market?'

8.5 Articles Published

Dr. Bevis F. Peters, Director

Dr. Peters co-authored the article 'Enhancing Access to Tertiary Education in Barbados; Promises to Keep'. The article will appear in Volume 30, No.2, June 2005 of the Journal

of Eastern Caribbean Studies.

9. VISITORS AND INTERNATIONAL LINKS

- Ms. Lindy-Ann Alexander, French Lecturer, Sir Arthur Lewis Community College.
- Mr. Edson Buntin, French Lecturer, Antigua State College.
- Ms. Avis Pemberton, French Lecturer, Clarence Fitzroy Bryant College, St.Kitts/Nevis.
- Ms. Lorraine Alston, Grand Valley State University, United States of America.
- Ms. Peecheeta Spencer, Principal, Antigua State College.
- Dr. Roosevelt Williams, Principal, CIPRIANI College of Labour and Cooperative Studies, Trinidad.
- Mr. Balkaran, Aram Lodge, Walkers, St. George, Barbados.

UWI TLI Unit
September 8, 2005