



THE UNIVERSITY
OF THE WEST INDIES
MONA, JAMAICA

The Register

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IMPORTANT DATES TO OBSERVE

Teaching ends

December 2, 2016

Exams begin

December 5, 2016

Exams end

December 21, 2016

Semester I ends

December 21, 2016

I am very pleased to bring you yet another edition of *The Register*!

As a Campus we demonstrated much resilience over the last year especially as we faced significant financial challenges. The Office of the Campus Registrar thanks all our dedicated staff members who stood with us and look forward to your continued support.

We have been off-line for more than a year, and so in our effort to ensure that you “catch up” with all our happenings since we last published, this edition captures OCR “happenings” dating back to August 1, 2015.

I am pleased to welcome our new Deputy Bursar, Mr. Howard Pearce who joined The UWI family earlier this year. We are confident that he will help to steer the Campus over the difficult terrains ahead. Welcome also to our new Deans, Professor Ian Boxill, Faculty of Social Sciences, and Dr. Leighton Jackson, Faculty of Law. We express our gratitude to our outgoing Deans, Professor Evan Duggan and Dr. Derrick McKoy for their sterling contributions to not only their respective Faculties, but also to the Mona Campus as a whole.

As we enter the final leg of our Strategic Plan 2012-2017, we think it is fitting to highlight in this Edition, the Strategy Map that has guided us over the last four years as well as some of our strategic achievements. This could not have been done without the efforts of the dedicated staff in the Office of the Campus Registrar. Our Strategy Map remains our guide as we work with the University and Campus to realize the goals for the 2012-2017 Strategic Plan.

Do enjoy reading!

We welcome your feedback.

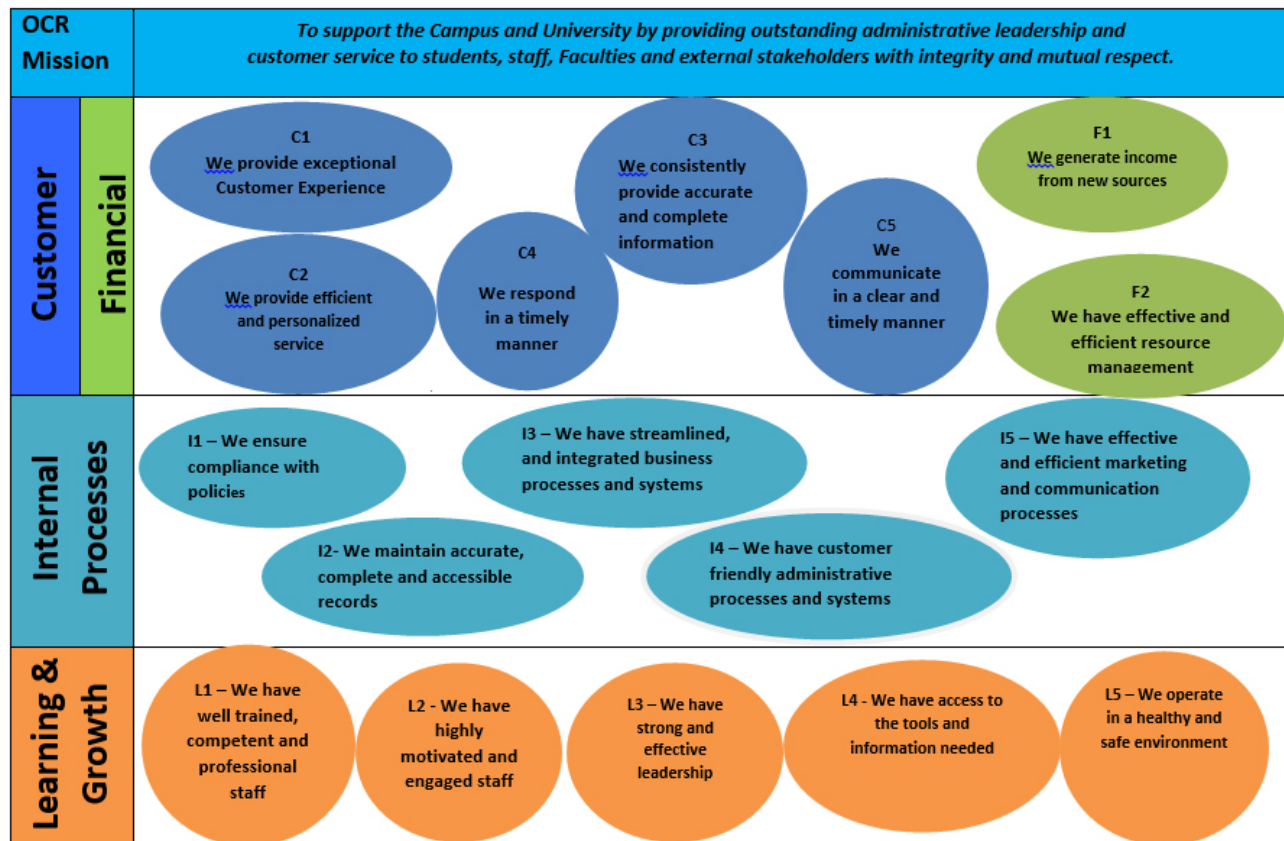
Camille Bell-Hutchinson
CAMPUS REGISTRAR



Our Strategy Map

A strategy map is a diagram that organizations or management teams use to show their primary strategic goals.

As the end of our strategic period approaches, we wish to share with you our Strategy Map. The Strategy Map highlights the priority areas of our Strategic Plan 2012-2017. It remains our guide as we work with the University and Mona Campus to realize its strategic goals.



THE INTERNATIONAL STUDENTS OFFICE

"Internationalization of UWI, Mona"



The International Students Office (ISO) has, as a main objective, the increasing internationalization of the Mona Campus. This is to be achieved in various ways by increasing (a) the number of full time international students (b) the number of students seeking to pursue medical electives at Mona, and (c) the amount of partnerships with other Universities, thus paving the way for exchange students to pursue studies in Jamaica at the Mona Campus. In addition, the ISO facilitates our own students who are pursuing courses of studies at other Universities.

Between 2012 and 2015, the ISO increased its revenue relating to visits by special international groups by 100%. The number of groups increased from a low of TWO in 2012 to SEVEN in one month in 2015. In addition, for the 2015-2016 academic year, the total earnings from our Medical Electives programme, administered through the ISO, amounted to **US\$ 386,534.36 OR JA\$ 48,703,329.36 (Exchange rate used 1:126).**

Another successful initiative by ISO is the introduction of biennial webinars aimed to engage as well as increase the enrollment of full time non-Jamaican prospective students at the Mona Campus. The results? An open communication line between students and the Campus which they obviously appreciated and valued based on feedback from persons who participated in the webinars. The participants indicated that the webinars PRIOR to their enrolling at UWI, Mona made them feel that there was "a body in Jamaica that cared" and is working towards their development.

The following Tables show the number of students participating in Exchange and Study Abroad programmes, regional and international students enrolled in our medical elective programme, and the number of new non-Jamaican students pursuing full degrees at both the graduate and undergraduate level for the period 2013-2014 to 2015-2016.

OUTBOUND EXCHANGE/STUDY ABROAD STUDENTS	ACADEMIC YEAR			
	2013/2014	2014/2015	2015/2016	TOTAL
Int'l Exchange	15	16	27	58
Another UWI Campus	2	4	6	12
TOTAL	17	20	33	70

INBOUND EXCHANGE/STUDY ABROAD STUDENTS	2013/2014	2014/2015	2015/2016	TOTAL
Int'l Exchange	23	34	21	78
Another UWI Campus	3	4	1	8
TOTAL	26	38	22	86

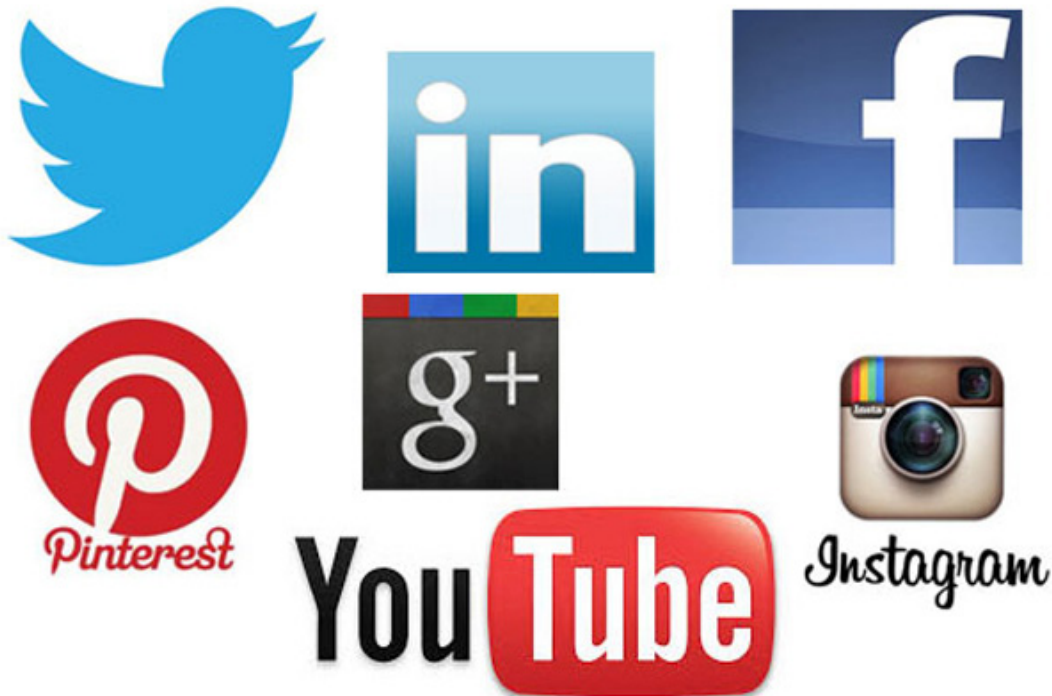
INBOUND MEDICAL ELECTIVES	2013/2014	2014/2015	2015/2016	TOTAL
Int'l Exchange	32	47	41	120
Another UWI Campus	9	0	5	14
TOTAL	41	47	46	134

NEW NON-JAMAICAN STUDENTS PURSUING FULL DEGREE (GRADUATE STUDENTS)	2013/2014	2014/2015	2015/2016	TOTAL
International	44	40	75	159
Regional	86	117	105	308
TOTAL	130	157	180	469

NEW NON-JAMAICAN STUDENTS PURSUING FULL DEGREES (UNDERGRADUATE STUDENTS)	2013/2014	2014/2015	2015/2016	TOTAL
International	85	116	63	264
Regional	307	382	406	1095
TOTAL	392	498	469	1359

MARKETING, RECRUITMENT & COMMUNICATIONS OFFICE (MaRComm)

Expanding UWI's Digital Reach/Impact



One of the goals of the Marketing, Recruitment & Communications (MaRComm) Office is to expand Mona's reach both locally and internationally. MaRComm's strategy to utilize social media to engage the public, prospective staff and students, current students and alumni has been met with much success. MaRComm currently manages eight (8) social media platforms: **Twitter, Google+, 2 Facebook Pages, Instagram, YouTube, Flickr, and LinkedIn.** Through Social Media, The UWI Mona has a presence in over 45 countries worldwide.

LinkedIn saw the greatest growth since Aug 2015, with a 92% increase in the number of followers. Alumni accounted for the majority of the following on

this medium. YouTube ranked 2nd in annual growth with Instagram 3rd and Facebook 4th, with figures of 85%, 60% and 48%, respectively. LinkedIn primarily reaches the alumni audience with YouTube attracting primarily prospects and students. Facebook continues to dominate social media following, with a total of 26,630 likes. LinkedIn has the second highest following with 10,474 followers. It should be noted that YouTube, Flickr and Google+ are based on views rather than followers for growth figures.

Table Showing Growth in Social Media Platforms (Expanding UWI, Mona's reach globally)

Platforms	2015	2016	% Change
LinkedIn	5,442	10,474	92%
YouTube	15,508	28,650	85%
Instagram	2,804	4,481	60%
Facebook	17,950	26,630	48%
Flicker	27,000	35,000	30%
Google+	100,927	125,961	25%
Twitter	3,687	4,521	23%
MSS	6,005	6,370	6%

Although the pages are being accessed primarily by Jamaicans, they are also being accessed by persons in more than 45 countries to include: Russia; Africa (Botswana, Ghana, Kenya, and Zimbabwe); Europe (Finland, France, Germany, Italy, Netherlands, Spain; Sweden); South America (Argentina, Brazil, Peru); Central America (Costa Rica, Mexico); Pakistan; Oman; Australia.

Top 10 Locations by Channel

	Facebook MSS	Facebook	Youtube
1	Jamaica	Jamaica	Jamaica
2	USA	USA	USA
3	Trinidad	Trinidad	Trinidad
4	Canada	Canada	Bahamas
5	Barbados	India	Barbados
6	UK	UK	Canada
7	Bahamas	Bahamas	UK
8	St. Vincent	Barbados	St. Vincent
9	France	Pakistan	India
10	Japan	Guyana	St. Lucia

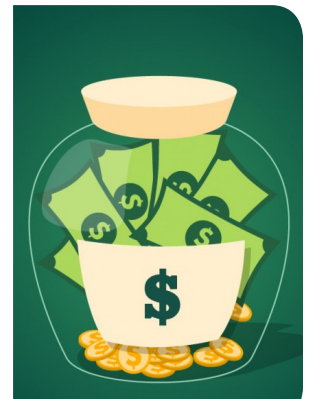
CAMPUS RECORDS OFFICE

The Cost of Records



Our Campus Records Management Department in the 2015/2016 academic year, introduced a retention policy for records which resulted in cost savings for the Campus. This initiative spearheaded by our Campus Records Manager, Miss Sonia Black, was introduced to departmental offices which were considered to have a 'high needs priority'. The process involves reviewing approved Records Retention and Disposition Authorities (RRDA) and selecting records that were scheduled for destruction, in addition to providing advice to departmental offices and facilitating the removal and subsequent destruction of large volumes of non-records that were taking up valuable office space.

The Department's objective for the period was the destruction of 2000 linear feet of records estimated at a cost of \$1.18 million on annual storage, calculated at \$650/per linear ft./per annum of records. The results! The Department exceeded their objective when a total of 2800 linear feet of records and non-records were destroyed, saving the University an estimated storage cost of \$1.8M and freeing up valuable office space. **Go Records Management!**



OFFICE OF GRADUATE STUDIES AND RESEARCH

Graduate Electronic Thesis Tracker



One of the strategic objectives of the Registry is to have 'customer friendly administrative processes and systems.' We are happy to report on the achievement of the Mona Office of Graduate Studies & Research (OGSR) in BEING THE FIRST of the three Offices across all Campuses to roll out the Graduate Electronic Thesis Tracker. The official streamlining of this system was done on June 9, 2016.

The GSTT was spearheaded largely by the Assistant Registrar in the OGSR, Mrs Sandra Powell-Mangaroo, and is a web-based application located on the Student Administrative System (SAS). It was developed to provide an efficient way of tracking and monitoring the status of Thesis Examinations. The GSTT was designed to:

- Streamline the process flow
- Improve communication with students
- Enhance information flow
- Provide ease of submitting examiner's report
- Provide ease in tracking the status of the thesis examination.

Information on how to access and navigate the Graduate Studies Thesis Tracker can be found on OGS&R webpage <https://www.mona.uwi.edu/postgrad/>

Congratulations

Congratulations to all members of staff who pursued their dream of gaining a UWI education. We wish you all the best in your future endeavours. Special Congratulations to members of staff from The Registry.



2014

Mr. Garfield Harris, Campus Records Management

BSc Management Studies: Accounting

Mr. Keith Hinkson, Registry Records Services

BSc Management Studies: Human Resources

Mrs. Marlo Facey-Young, Secretariat

Diploma in Social Work

Mr. Sean Stephens, Secretariat

B.A. Language Communication and Society

Jonathan Archie, Examinations Section

MSc. Accounting, (with Distinction)

2015

Ms. Beatrice Brown, Student Records Unit

BA Library and Information Studies(Major), Philosophy(Minor)

Miss Juliet Fuller, Registry Records Services

BSc. Social Work

Mr. Joseph Millwood, Human Resource Management Division

MSW Social Work

Miss Laura Davis, Human Resource Management Division

MSc. Demography(Major)

Mr. Recardo Valentine, Admissions Section

MA Heritage Studies

Ms. Rhenay Williams, Student Records Unit

BSc Entrepreneurship (Major) Computer Science (Minor)

Miss Sasha Grant, Campus Records Management

Diploma in Social Work

Miss Tsahai Roache, Office of Graduate Studies & Research

MEd Science Education

LONG SERVICE AWARD 2015

We wish to congratulate those members of staff who received Long Service Awards for their years of service to the University for the periods of 15, 21, 30, and 40 years. In particular we wish to acknowledge those members of staff in the Registry who are listed below:

15 YEARS

Mrs. Georgia Anderson, Examinations Section

Ms. Ngina Forbes, Examinations Section

Mrs. Kay Bruce, Human Resource Management Division

Mrs. Michelle Ashwood-Stewart, The Secretariat

Ms. Phyllis Thomas, The Office of the Campus Registrar

21 YEARS

Mrs. Marjorie Bolero-Haughton,

Marketing, Recruitment & Communications Office

Ms. Georgia Bennet, Office of Graduate Studies & Research

Ms. Sonia Black, Campus Records Management

Ms. Jennifer Davidson, Office of Graduate Studies and Research

21 YEARS - Continued

Mrs. June Degia, Marketing, Recruitment & Communications Office

Ms. Viveen Chamberlain, Campus Records Management

30 YEARS

Ms. Hermine Tyrell, International Students Office



CAMPUS REGISTRAR

Awardees 2015

The Campus Registrar's Awards was established to provide public recognition and tangible incentives for members of The Registry's Administrative Technical & Service Staff (ATS) who have performed excellently over the last year in the areas of Service, Initiative or Productivity or a combination of at least two (2) of these areas.

In this Edition of The Register we congratulate the Awardees and say thank you for your excellent work!

- **Donna Foster**, Admissions
- **Sharon Lynch**, SRU
- **Tamara Matthews**, OCR
- **Welton Junior**, OGSR
- *Initiative and Productivity*
- *Service*
- *Productivity*
- *Service, Initiative and Productivity*

Welcome BACK



The Office of the Campus Registrar is delighted to welcome back Mr. Jonathan Archie to the OCR family. Mr. Archie re-joins the Registry to assume the post of Assistant Registrar – Administration in the Campus Registrar’s Office after migrating in June 2015 to serve as the Assistant Registrar – Student Support and Services at The UWI Open Campus. He brings with him over 13 years’ experience working in the Registry, and will assist the Campus Registrar in enabling the Office of the Campus Registrar to achieve its mission of **“supporting the Campus and University by providing outstanding administrative leadership and customer service to students, staff, Faculties and external stakeholders with integrity and mutual respect.”**

A Wish Come True

Have you ever had a wish come true?! Well, one of our staff members certainly did! In the 2015 Christmas season, we were delighted to learn that our Customer Service Officer, Shanique Pessoa, ‘made a wish’ through the National Commercial Bank’s “Grant a Wish” Programme, for an amount of \$100,000 for a charity of her choice. Her choice was the Sir John

Golding Rehabilitation Centre! And guess what? Her wish came through! The OCR was delighted that Miss Pessoa was a winner in this Programme and was able to share in the joy of the Rehabilitation Centre. Below, the cheque can be seen presented by the Manager and his team, of the NCB UWI Mona Branch, to Miss Pessoa (third right) along with representatives from the Sir John Golding Rehabilitation Centre.



Registry Beat



Dr. Camille Bell-Hutchinson

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Mona Campus

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Student Affairs / Admissions

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Campus Records Management

Campus Records Manager, Miss Sonia Black, Telephone (876) 977-7716

Examinations

Acting Assistant Registrar, Mr. Kevin Tai, Telephone (876) 977-3544

Graduate Studies and Research

Assistant Registrar, Mrs. Sandra Powell-Mangaroo, Telephone (876) 935-8263

Human Resource Management Division

Director, Dr. Allister Hinds, Telephone (876) 970-6709

International Students Office

Senior Assistant Registrar, Ms. Althea Gordon, Telephone (876) 970-6891

Marketing, Recruitment & Communication Office

Director, Dr. Carroll Edwards, Telephone (876) 977-7346

Secretariat

Assistant Registrar, Mrs. Michelle Ashwood-Stewart, Telephone (876) 977-0612

Student Records Unit

Senior Assistant Registrar, Mrs. Elecif Arthurs, Telephone (876) 970-4472