



UWI
ST. AUGUSTINE
CAMPUS

DIVISION OF STUDENT
SERVICES & DEVELOPMENT

ISSUE #1, FEBRUARY 2022

"In the Loop"

THE DSSD'S STAFF E-NEWSLETTER



Welcome to our first issue of *"In the Loop,"* the DSSD's e-newsletter for staff.

This monthly newsletter is intended to help keep you informed about what is happening in and throughout our division. This includes news, achievements, special announcements, upcoming events, and our outreach activities. We invite you to engage and take full advantage of this communication tool as we strive to improve our interactions with you all year round and strengthen our cohesion as a team!



ENJOY & STAY CONNECTED!

PREPARED BY: OFFICE OF THE DIRECTOR, DSSD

WELCOME BACK TEAM!

MESSAGE FROM THE DIRECTOR

Welcome back Team DSSD!

I want to express my satisfaction with how we ended last semester as a team, and the work that we have been doing over the last few months. I think we are truly making an impact, taking into consideration that there is always room for improvement. I am excited to be back to continue our efforts in positively impacting our students and making a difference in their lives. Let us continue to work together towards positively making a difference in the delivery of Student Services at our campus, and building on the traditions we are creating as a team.

I encourage you to stay tuned to our "In the Loop" newsletter.



DR. DEIRDRE CHARLES

FOCUS FOR STUDENT SERVICES SEMESTER 2- 2021/2022

Our focus this semester as a division is threefold: **student engagement**, **staff engagement** and **campus-wide collaborations**.

We wish to continue to build on the work we have been doing to keep our students engaged and ensure that their experience with us is a positive one. In this vein, a number of new projects are in train to help us to accomplish this.

We also wish to continue our efforts towards creating vibrant and effective staff engagement, and strengthen our collaboration and partnerships with other departments around the campus.

I look forward to these developments and upcoming activities this semester, with you!



Features

Our DSSD Quality Policy

PREPARED BY: DR. DEIRDRE CHARLES
& MRS. AMANDA BEST-NOEL

The quality policy of the DSSD identifies the Division's approach to the management of quality across its eight departments. A quality policy is needed to ensure that all employees understand that their jobs affect the Division's programmes, services and events quality and as such success of the DSSD. The purpose of this policy is also to show our commitment to continuous improvement in quality management. This document provides details on the approach that the DSSD will use to ensure that the programmes and services provided to its stakeholders are of the highest quality. The quality policy is directly aligned to the Division's mission, vision and core values and meets the University's accreditation standards for assessment of student support.



[CLICK TO READ
THE FULL POICY](#)



[CLICK TO READ DRAFT COPY](#)

Student Services Brand Overview & Quick Guide

PREPARED BY: JARELL ALDER

Our DSSD brand lives in the minds of those that we serve! It is the perception that our audiences have of their total experience with us and what we offer them as a Division.

This guide will help you get to know the key facets of the DSSD brand better and strengthen your understanding of the important role you play in the brand development process. It provides contextual information on the Division and offers practical guidance on how each DSSD team member can make decisions, both large and small, in support of telling a compelling and consistent story about the DSSD and by extension, the Student Services discipline at The UWI, St. Augustine Campus.

This guide explores key elements of the DSSD's:

- *Brand Positioning*
- *Brand Architecture*
- *Brand Experience*

**STAY TUNED FOR
UPCOMING PRESENTATIONS
& WORKSHOPS!**

NEWS & NOTICES

SLDD'S PROJECT NOTICE

PERSONS WITH DISABILITIES (PWDS)
AS CHANGE AGENTS FOR
UPCYCLING WASTE PLASTICS (PWDSUP)

The project aims to increase the scope and scale of T&T's waste management practices using the abilities and skill set of PWDS as well as NGOs in support, to adopt technologies and business support services for upcycling waste plastic into a range of affordable products and social entrepreneurship opportunities.

The first phase of the Persons with Disabilities Upscaling Plastic (PWDSUP) project was successfully completed in October 2021. The

Project Team, consisting of staff from the Faculty of Engineering (Dr. Chris Maharaj and Mr. Abhai Lal), the Student Life and Development Department (Dr. Jacqueline Huggins and Mr. Anil Maharaj) and Ms.

Indira Jagassar (STACIE, UWI) are presently embarking on the completion of the second phase.

This phase will include a pilot exercise whereby persons with disabilities from the National Centre for Persons with Disabilities (NCPD) and the Consortium of Disabled organizations (CODO) will be trained by the engineers in 3D printing of filament created from waste plastic and they will also explore different products that can be made from the recycling plastics.

This project was initiated in 2019 when the Global Environment Facility Small Grants Programme (GEF SGP) within the United Nations Development Programme (UNDP) agreed to partner with The University of the West Indies to direct attention and funding for the inclusion of Persons with Disabilities in the national response to plastic pollution mitigation.

LOOK OUT FOR MORE UPDATES ON THIS PROJECT FROM THE SLDD!



HALL APPLICATIONS ARE OPEN!

STUDENT ACCOMMODATION OFFICE

Online Hall of Residence applications for the 2022-2023 academic year are now open via the Student Accommodation Office's website. New and returning students are invited to apply at: <https://sta.uwi.edu/dssd/hall-application>

Hall accommodation is available for students required to attend face-to-face exams, labs and practical classes for semester II and the summer period. Accommodation is currently open to fully vaccinated students:

JGI Hall - Faculty of Medical Sciences students

SAL Hall - All other students

Room rates start at TT\$65 per night for single accommodation and TT\$115 for self-contained apartments. Application requests are to be forwarded to UWIHalls@sta.uwi.edu

SPREAD THE WORD!

[CLICK TO
LEARN MORE](#)

HAVE SOMETHING TO SHARE?

Great! email your notices to: studentservicesanddevelopment@sta.uwi.edu



2022 Guild Election is on!

The Guild Administrative Office is pleased to announce the hosting of the 2022 Guild Elections on March 24, via the "Election Buddy" platform.

This year's experience will be fully virtual and completely student led. Student, Tyler Alexander, has been appointed Returning Officer. Stay tuned for updates via the Guild's Facebook page.

Nomination form can be found here

***SPREAD THE WORD AND SHOW YOUR
SUPPORT FOR STUDENT LEADERSHIP!***



A WARM
DSSD WELCOME
FOR LORENZO!

We welcome Mr. Lorenzo Molligan who joins as the newest administrative member of staff within the Counselling & Psychological Services Department (CAPS)!

WELCOME TO THE DSSD TEAM!



SAC FACILITY
UPGRADE UNDERWAY!

The Student Activities, Facilities & Commuting Students Department advises that the security upgrade project for the SAC is currently being implemented with CCTV cameras being installed throughout the facility. Additionally, washrooms in the North Block are being renovated.

Remembering the life of former Freedom Hall Chair - Kenton John

We join members of the Guild Council in celebrating the life of the late Kenton John, postgraduate student and former Freedom Hall Chairperson who passed away in the month of February, 2022.

Kenton would be remembered for being an avid student advocate who remained visible and active during his tenure as a member of the Guild Council. He will be remembered for his consistent and commendable efforts at cultivating an active "Hall Life" and for his support and contributions to the then residents of Freedom Hall. He worked well with the DSSD and we extend our sincerest condolences to his friends, family and loved ones.



SPECIAL ANNOUNCEMENTS



DR. HUGGINS APPOINTED TO "ONE UWI" DISABILITY POLICY COMMITTEE

Our very own Dr. Jacqueline Huggins, Manager of the Student Life & Development Department, was co-opted as a member of the "One UWI Disability Policy Committee" under the auspices of the University Registrar, Dr. Maurice Smith, to contribute to the development of a policy to protect the rights of staff and students with disabilities at The University of the West Indies. The SLDD has also contributed to the process by facilitating a focus group consisting of staff and students with disabilities and other key stakeholders such as past students and a representative of the Guild of Students. Other key stakeholders on the campus also provided comments on the draft document. The draft document was presented to the Board of Undergraduate Studies on February 8th 2022 and it was well received with some suggestions for editing. It is hoped that the Policy will come into effect in the new academic year 2022-2023.

*Congrats
Dr. Huggins!*

INAUGURAL DSSD STAFF RECOGNITION PROGRAMME

Held for the first time in December 2021, this programme acknowledges, commemorates, and rewards the positive contributions and exemplary efforts of members of staff. For the first installment, awardees were highlighted for noteworthy performances and the positive impact their contributions have had on the development of the Student Services function at The UWI St. Augustine Campus.

*Congrats
to our
2021 awardees!*

2021 AWARDEES DSSD GEM AWARD

Awarded to individuals who are reliable, committed, team player, whose work performance is consistently beyond the expectations of their assigned duties and responsibilities, and who demonstrates knowledge of the various functions and services of the Division.



Jarell Alder

2021 AWARDEE EXCELLENCE IN STUDENT SERVICES AWARD

Recognizes the work and accomplishments of the individual who demonstrates excellence in student services, advances the student services mission and vision, and whose contributions and commitment result in a positive impact on the quality of the student experience.

DIRECTOR RECOGNITION & SPECIAL AWARD



Esmond Telesford Jr.



Nailah Romano



Gwennie Daniels



Nikisha Pierre



Lana Dayaram

WEB RESOURCE UPDATES

Introducing our Website live chat!

Our DSSD & FYE websites have a new addition aimed to increase student support. Students can now easily chat with us in real time and get timely assistance via our Division's newly installed website live chat feature, powered by tawk.to

[CHECK IT OUT HERE!](#)



DSSD Website Quick Guide and FAQs

2022



Get your Departmental Webpage updated!!

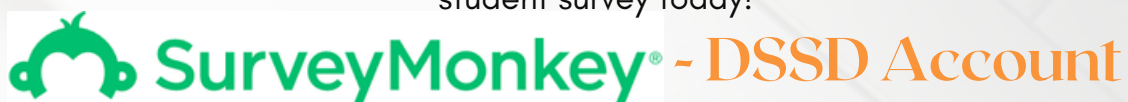
The DSSD website continues to be a critical element of the Division's digital identity and web presence. You are gently reminded to keep reviewing your department's webpage and to engage the Projects Unit for support with any updates that you would like to have done.

[Check out our DSSD website here](#)

[Click here for a copy of the DSSD Website Quick Guide & FAQ's](#)

Thinking about administering a student survey?

The DSSD's Survey Monkey account can help you to facilitate this! Contact members of our Division's Projects Unit for assistance with building and sending out your student survey today!



Hosting a virtual meeting or event?

The DSSD's licensed Zoom and Stream Yard platforms continue to be available to you for hosting of all your departmental virtual meetings, events and activities.



Need support?

CONTACT THE OFFICE OF THE DIRECTOR'S - PROJECTS UNIT

Jarell Alder | Lana Dayaram | Esmond Telesford

Upcoming Projects & Events

IMMIGRATION

Immigration Services Webinar (SLDD) February 24 2022 10am-12pm

An Immigration Services Webinar will be held in collaboration with Mr. Craigwell, Deputy Chief Immigration Officer (Ag.) and Ms. Brooks, Head, CARICOM Single Market Economy (CSME) Unit to share information on immigration matters and the operations of the CSME programme for Regional and International students. This webinar is tentatively carded for Thursday 24th February 2022 from 10:30 a.m. – 12:00 noon. Ms. Gabrielle Rousseau will facilitate the session.

PWDsUP Project Training Session (SLDD) February 24 2022 10am-12pm

A technical training session on the use and process of creating 3D products using filament created from waste plastic will be conducted for 22 participants of the Persons with Disabilities Upscaling Plastic (PWDsUP) project from the National Centre for Persons with Disabilities (NCPD) and the Consortium of Disabled Organisations (CODO). Facilitation will be conducted by Mr. Abhai Lal, Faculty of Engineering with support from Dr. Huggins, Manager, Mr. Anil Maharaj, Student Services Assistant and Ms. Rachel Taylor, Post Graduate Student Assistant, SLDD.

WOW WORLD of WORK 2022

C3's Student Events & Activities March 2022

WOW LinkedIn Profile

Optimization (Competition & Live feedback session)

Boost Your LinkedIn Game
Competition.

Deadline for submission: Friday
18th February 2022

SIGI3 – Systems of Integrated Guidance and Information

Open from February – April 2022

Resume Critiques

February 22–23rd 2022

March 22–23rd 2022

Walk-ins accepted.

WOW Mock Interviews week 2

March 7 to March 11 2022

Volunteer link- WOW 2022 Mock
Interview Panelist Registration

Recruitment Fair Preparation Session

March 17th 2022 | 1:30pm

LinkedIn Profile Optimization- Live

Friday March 18 2022.

[CLICK FOR
MORE DETAILS](#)



Mindful Mondays (CAPS)

Check out Mindful Mondays every Monday 5:30–6:30. Mindful Mondays is open to both students and staff.

To join the Zoom meeting use
Meeting ID: 876 2737 7923 –
Passcode: 150562.

**LET'S
LEARN...LIFE!**
Student Empowerment Workshop Series

Let's Learn...Life! (OD)

Launches: March 10 @ 6pm

This initiative supports the DSSD's "whole student education" and holistic development mission by presenting learning opportunities to students beyond the traditional classroom. In this virtual series, we seek to explore a myriad of interesting and stimulating topics that are relative to living and thriving in the 21st century as we empower students to become active global citizens. With the support of industry and subject matter experts, our aim is to engage, support and share knowledge with students as they continue to navigate the ever changing dynamics of life.

Research, Outreach & Community Support Activities



CAPS

Our CAPS Department in collaboration with the HR Division, will be hosting workshops for administrative staff on how to best support students in distress. Stay tuned for details.

Safe Space group sessions will be held for students this semester. For further details, [click](#) to visit the [CAPS webpage](#).

Thoughtful Thursdays continue once per month for students to address matters relative to building resilience, improving self-care, and navigating life in a pandemic.

SLDD

The SLDD is expanding its practice of research with two research projects that are underway.

1- A review of the Immigration programme for International and Regional Students. The review will be looking at the challenges, positive experiences and the process conducted by the Immigration Division and the SLDD in providing support for student who have to receive/renew landing passes.

2. A research paper is being conducted on Students with Disabilities and Self Advocacy before, During and after Postsecondary Education (The UWI).

SAFCS

Our Student Activities, Facilities & Commuting Students Department continues to develop self-help videos for students.

Disability Student Support

The Student Disability WhatsApp group has continued to flourish and provide critical support to students with disabilities and medical conditions as the University still grapples with the effects of the COVID-19 pandemic. The policy for the group was recently revised to ensure that the SLDD continues to provide a safe space for participating students. This group will allow for the facilitation of daily discussions and connections between students in a safe space. The connection is also expected to lead to an increased membership and lead to retention in the SLDD Student Support Group. A satisfaction survey was conducted with members of the group in 2021 and there was favourable feedback about the implementation of the SLDD COVID-19 response and the engagement of students with disabilities and medical conditions.

Thank you for reading!

Email us your content at: studentservicesanddevelopment@sta.uwi.edu to be featured in the next issue of "In the Loop" !