

ARTIFICIAL INTELLIGENCE & YOU



I'm excited to share with you our new ACHEA website and you are encouraged to visit at: <https://acheacaribbean.org/>

We would love to hear from you!

Cheers!

NOTE FROM THE EDITOR

Michelle Holness

ACHEA PRO & Editor



Hello my ACHEA friends and colleagues! It's great to be with you once again! It's now the year 2024 and we have a lot to talk about!

Well at last year's conference we had a blast in Jamaica and we will be in Barbados this year from July 11-13. ACHEA has its Call for Papers out and our Conference website is being populated with updates for the upcoming conference. Please visit our conference website for the latest conference information at <https://conference.acheacaribbean.org/>.

We will be hosting a wide range of webinars this year on diverse topics and we will also be having our ACHEA Day. Your respective Chapter Chairs will keep you informed of the upcoming dates for each event.

As we seek to be more engaging with you our members, we welcome your contributions to our newsletter by providing us with articles on the various aspects of Higher Education Administration which may impact you in your day-to-day activities.

A new upcoming feature of the newsletter will be to participate in our upcoming Birthday Club feature by submitting your birthday for a 'shout out' by us. We will also be introducing our 'Acknowledging You' Corner where your special achievements will be celebrated. Please reach out to us via publicrelations@acheacaribbean.org with your submissions.

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CONSTANT AND COMMITTED LEADERSHIP: CARIBBEAN'S HEI'S RESPONSE TO COVID-19

ALLISON FUNG, DR. HELEN WILLIAMS-CUMBERBATCH, BONITA HUNTER & DR. KOFI YOUNG

ACHEA was invited by Commonwealth Business Communications to submit an article for publication in their Education Report 2023. The report focused on transformative solutions that can equip young people with the skills needed to thrive during times of crisis. Educators and other experts across the Commonwealth shared insights into how Commonwealth nations can achieve inclusive and equitable quality education in the aftermath of the COVID-19 pandemic.

ACHEA's article, titled Constant and Committee Leadership: Caribbean HEIs' Response to COVID-19, was authored by Dr. Allison Fung of UWI Mona Campus, Dr. Helen Williams-Cumberbatch of COSTAATT, Trinidad and Tobago, Ms. Bonita Hunter of University of Guyana, and Dr. Kofi Nkrumah-Young of the UWI Global Campus.

Below is an extract from the article.

“How did institutions respond?”

The response by Caribbean HEIs was mixed. Some institutions were able to transition to remote online teaching more effectively than others. Immediately following the declaration of work-from-home mandated by Governments, The University of the West Indies (UWI) allowed resident students to return to their homes, where possible. Administrative staff pivoted to online work and, where necessary, essential staff continued to report to work with all COVID-19 protocols in place. In the meantime, the expertise in online delivery within the Open Campus was

deployed to train academics at the other four campuses in the use of online teaching tools. After two weeks, all UWI campuses were able to resume classes in hybrid mode – a combination of emergency remote teaching and face-to-face in the case of clinical training and laboratories - and continued to do so until the start of the academic year in August 2022...

Already attempting to bridge the gap between online delivery and face-to-face instruction, the University of Guyana responded with alacrity to the potential learning loss



that naturally accompanied the global shut down of all institutions. Given the absence of face-to-face meetings, the assessment strategy was revised to include a series of practical and valid means of assigning continuous assessment to students. Another mitigating factor was the relaxing of regulations for the payment of fees. Students were not penalized if they were unable to complete the payment of fees because of the disruption to their earning capacity. The University also invested in upgraded Zoom access and Moodle platforms to facilitate the delivery of classes for students. Faculty and students were exposed to training programmes to upgrade their skills in the use of the eLearning technology. Further, systems were established to ensure that students and faculty had access to free counselling services that were required based on the traumatizing effects of COVID-19.

Prior to the onset of COVID-19, the College of Science, Technology, and Applied Arts of Trinidad and Tobago had deliberately adopted a phased approach to transitioning courses and programmes to the online learning environment. By March 2020, therefore, 35% of courses were already

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available via the College's Moodle platform, making the transition to the online environment more manageable. Using the Train the Trainer model, the College's technology working group collaborated with suitably-trained faculty to convert courses and equip faculty with alternative strategies for online delivery of instruction. Students also benefitted from training programmes and tutorials to help them navigate the online teaching and learning environment.

What are the recommendations for handling future crises?



[*Read full article here...*](#)



INTERVIEW WITH CLEMENT WILLIAM ITON – HONORARY ACHEA MEMBER



1. How did you know about ACHEA and how long have you been associated with ACHEA?

I am a foundation member. I vividly recall our first conference which was held at the Mona Campus and organized by our founding President and Visionary – Mrs Gloria Barrett-Sobers. The late Vice Chancellor Emeritus – Honorable Rex Nettleford was the featured presenter at the 1st plenary. It was a wonderful experience.

2. ACHEA has hit its 20th anniversary milestone. What does that mean to you?

Twenty years is not a long time in an organization's life, but it is nonetheless a significant milestone given all the challenges that we have faced. I think ACHEA has been well led from the beginning and has been able to develop a committed membership.

3. Do you believe that this association impact lives and make a difference?

ACHEA has afforded many young and aspiring leaders an opportunity to hone their skills and build confidence as researchers and presenters. Also, it provides wonderful opportunities for networking and sharing ideas and experiences.

4. What do you consider to be three benefits of joining the association?

ACHEA brings together higher education administrators from across the region, so as referenced earlier, it offers tremendous networking opportunities. Membership also provides

opportunities to serve in various capacities in the organization thereby fostering leadership development. ACHEA from inception established strong links with other higher education associations in the developed world and we have benefitted tremendously from those arrangements.

5. Can you recall a memorable experience you've had with ACHEA?

I have fond memories of the 2nd Annual ACHEA Conference which was held in Trinidad and Tobago at the Trinidad Hilton Hotel. We had more than 200 delegates from the region, the UK and Australia. The current Vice Chancellor – Sir Hilary Beckles was our feature speaker at the 1st plenary. All in all, I think that conference set the bench for all future conferences.

6. What is the one thing you wish people knew about ACHEA?

ACHEA is known for its annual conferences which are great experiences. More recently they have been significant activities in between conferences in the form of workshops, webinars etc. by country chapters. These developments have helped to keep ACHEA in the minds of our membership and recruit new members.

7. Tell us a little about yourself. What is it that you enjoy doing?

I am now retired and enjoying a more relaxed schedule. Most of my time is devoted to my wife and my children. I still read a lot and I am still playing tennis and taking care of my dogs.

8. What is your favourite dish?

Anything with Pork.

9. Do you have a mantra or philosophy that you live by?

Everybody matters – everybody is somebody's special child and should be treated as such.

10. What would you say to those considering becoming a member?

Please don't hesitate, join now, and become a committed member.

ACHEA 20TH ANNUAL CONFERENCE HIGHLIGHTS



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The ChatGPT Commencement Address

June 29, 2023

By Josh Moody

In: Insider Higher Ed (IHE)

News – Tech & Innovation – Artificial Intelligence

As Wells College graduates gathered last month, President Jonathan Gibralter delivered a commencement address that sounded like countless others delivered across the country. It hit the usual themes: be prepared for challenges and setbacks, cultivate perseverance, and embrace opportunities.

But his speech culminated with a twist.

“Before I end this address, I wanted to let you know that everything I just said to you was written by artificial intelligence. I asked ChatGPT to write a commencement address from the president of Wells College to the graduates,” Gibralter revealed to a surprised audience.

“Why did I do that, and why am I telling you this? Because the world you are graduating into is changing very rapidly, and you have in front of you a world where electric vehicles will replace those powered by fossil fuels, a world where chat bots can replace the need for intellectual curiosity, a world in which some people reflect on their lives by the number of people who are connected to them on social media, a world where people may soon live in the metaverse, and the list goes on and on,” Gibralter told students, challenging them to stay intellectually curious.

Making the Point

In an interview with Inside Higher Ed, Gibralter said he had been reflecting on ChatGPT when he sat down to write his commencement address and became curious about what the program might propose.



[*Continue reading...*](#)

How Humble Leadership Really Works

April 23, 2018

By Dan Cable

In: Harvard Business Review

Leadership

When you’re a leader — no matter how long you’ve been in your role or how hard the journey was to get there — you are merely overhead unless you’re bringing out the best in your employees. Unfortunately, many leaders lose sight of this.

Power, as my colleague Ena Inesi has studied, can cause leaders to become overly obsessed with outcomes and control, and, therefore, treat their employees as means to an end. As I’ve discovered in my own research, this ramps up people’s fear — fear of not hitting targets, fear of losing bonuses, fear of failing — and as a consequence people stop feeling positive emotions and their drive to experiment and learn is stifled.

Take for example a UK food delivery service that I’ve studied. The engagement of its drivers, who deliver milk and bread to millions of customers each day, was dipping while management was becoming increasingly metric-driven in an effort to reduce costs and improve delivery times. Each week, managers held weekly performance debriefs with drivers and went through a list of problems, complaints, and errors with a clipboard and pen. This was not inspiring on any level, to either party. And, eventually, the drivers, many of whom had worked for the company for decades, became resentful.

This type of top-down leadership is outdated, and, more importantly, counterproductive. By focusing too much on control and end goals, and not enough on their people, leaders are making it more difficult to achieve their own desired outcomes.



[*Continue reading...*](#)

TEST YOUR SKILLS WITH THIS SUDOKU CHALLENGE

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THE ASSOCIATION OF CARIBBEAN HIGHER EDUCATION ADMINISTRATORS

(ACHEA) BIRTHDAY CLUB

Would you like to be a part of our Birthday Club? If so, please send your information to us at acheacaribbean@gmail.com for inclusion in our Newsletter!



AMERICAN SOCIETY OF ADMINISTRATIVE PROFESSIONALS (ASAP) - TOP 10 AI TOOLS FOR ADMINS

APRIL 26, 2023

Artificial Intelligence (AI) is transforming businesses across the globe. If you are an administrative professional, AI will simplify your life and job duties. Staying current with AI tools can help you to stay ahead of the curve and get ahead in your career.

With the right AI technology, your day-to-day business processes will be more streamlined and efficient. Businesses and admin professionals at all levels are already benefiting from AI tools. Whether you run your own small business, manage a large team of employees, or work independently, there is an AI tool for you.

Let's take a look at ASAP's top 10 AI tips for executive assistants and admin professionals today.

What AI Tool Do You Most Need?

AI is more than a trend. This technology is taking hold in professions across the world and it is here to stay. As of 2023, 35% of companies across the world are using AI. Furthermore, 42% of companies are analyzing and testing AI technology with further plans for implementation. On top of that, 4 billion devices across the world currently have AI-powered assistants, and this number is projected to reach over 8 billion by 2024.

Don't get left behind in your profession during the AI boom. Our technological world is continually evolving, and it's important to stay current and well-versed in these advancements. This way, you and your career can grow with them.

To start implementing AI technology into your profession, start with these three steps:

Do your research on the different AI apps and technologies available today.

Examine your job duties and take note of which AI tools you could most benefit from.

Start testing and trying various AI apps until you find the best fit for you and your job.

Figuring out which AI tool you most need and like can be a fun experience of personal beta testing. Plus, the more AI products you research and experiment with, the more knowledge and experience you'll gain.

10 AI Tools For Admin Professionals

There are many AI apps and programs available today, including the popular ChatGPT and Bard. Here are some more of the best AI tools admin professionals and executive assistants can implement today.



[Continue reading...](#)

HOW DID YOU DO?

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