

CURRICULUM VITAE
OF
OLABISI KUBONI, Ph.D.

Name: Olabisi I. Kuboni

Date of Birth: January 12, 1947

Place of Birth: Scarborough, Tobago

Nationality: Citizen of Trinidad and Tobago

Marital Status: Single

Present Position: Campus Coordinator/Curriculum Development
Specialist *at Senior Lecturer level on promotion w.e.f. August 1, 2005 on indefinite tenure.*
UWI Distance Education Centre (UWIDEC)
Campus Coordinator's Office
University of the West Indies (UWI)
St. Augustine
Republic of Trinidad and Tobago, W.I.

Telephone: (868) 662 2002, Ext. 2217, 2218

Fax: (868) 645 2424

E-mail: olabisi.kuboni@dec.uwi.edu (work)

A. Academic and Professional Qualifications

1. 1997 Ph.D. Open University, Milton Keynes,
United Kingdom
Thesis title: *Redefining interaction in open and distance learning with reference to teacher education programmes in the University of the West Indies.*
2. 1984 M.A., Educational Technology
Concordia University, Montreal, Canada
3. 1976 Diploma in Education (with distinction)
UWI, St. Augustine, Trinidad and Tobago.
4. 1969 B.A. (Special Honours) Modern Languages
UWI, Mona, Jamaica.

5. 1962, 1964 GCE 'O' and 'A' Levels
Bishop Anstey High School,
Port of Spain, Trinidad and Tobago.

B. Continuing Professional Education

1. Jan-Feb., 2008 *Wikieducator Learning4Content online workshop.*
Mounted by Commonwealth of Learning (COL).
Certified as Wikibuddy and Wiki Neighbour
<http://www.wikieducator.org/User:okuboni>
2. April 19, 2004 *Sloan-C Online Research Workshop: elements of quality
online education – into the mainstream.* Mounted by the
Sloan Consortium, Massachusetts, USA.
<http://www.sloan-c.org>. (awarded Certificate of
Completion).
3. September 22–23, 2003 *Creating quality improvement team leaders: a workshop
for Caribbean tertiary level institutes (TLIs).* Mounted by
Premier Quality Services Ltd., Trinidad and Tobago
Bureau of Standards.
4. July 16–20, 2001 *Improving teaching and learning through web-enhanced
or web-delivered courses: an intensive workshop on
WebCT.* Facilitated by Shauna Schullo of University of
Central Florida; jointly organized by Instructional
Development Unit, Campus IT Services and UWIDEC
at UWI, St. Augustine.
5. Sept. – Dec., 1998 *Designing, developing and delivering technology-based
distributed learning.* Online course delivered by
University of British Columbia.
(Awarded Certificate of Completion).
6. November 1992 *Educational Technology in higher education.* Short
course organized by British Council at Loughborough
University of Technology, United Kingdom.
7. June, 1992 *Course design for interactive audio-conferencing.*
Workshop organized by Commonwealth of Learning and
UWI, Port of Spain, Trinidad.

C. Employment Record

1. January 1997 to present Campus Coordinator/Curriculum Development
Specialist, UWIDEC, St. Augustine.
2. Aug. 1997 – Apr., 1998 Acting Director, Distance Education
(and for short intervals
thereafter up to 2006)

3. 1987 – 1996
(including leave period to pursue Ph.D) Lecturer/Educational Technologist,
Faculty of Education,
UWI, St. Augustine.
(Granted tenure with effect from August 1, 1993).
4. 1969 – 1987 Graduate Teacher in the secondary school system,
Ministry of Education, Trinidad and Tobago.
(Teaching French and Spanish up to ‘A’ and ‘O’
levels respectively, General Paper at ‘AO’ level and
specially designed remedial programme in one
school.

D. Responsibilities of Campus Coordinator

1. Manages the operations of the Office of the Campus Coordinator and in particular,
 - a. Continuously reviews and updates administrative structures previously set up for carrying out the functions of the office.
 - b. Works with relevant staff to define tasks associated with the functions of the office and to review and refine these as appropriate. Functions include,
 - Managing the department’s budget for main office and 5 sites in Trinidad and Tobago
 - Handling human resource matters for all UWIDEC staff in Trinidad and Tobago
 - Maintaining an ever-expanding records management system
 - Seeking approval and arranging for the appointment of tutors for all 5 sites
 - Issuing contracts for course coordinators and course developers and making arrangements for subsequent payment
 - Providing overall oversight for programme delivery and student support on a day-to-day basis.
 - Inviting tenders and issuing contracts for various types of work, including the printing of course materials
 - Maintaining systems for the development, production, storage and distribution of course materials.
 - Keeping track of critical student and examination issues.
 - Liaising with Faculties on matters related to the offering of programmes and courses.
 - Liaising with UWIDEC sites in the region and other campus-based offices.
 - Building and maintaining relationships with various individual and corporate stakeholders both within and outside the University.
 - Developing and implementing strategies to inform and educate the public on the University’s distance programmes
 - Initiating special projects, e.g. workshops, the Vacation Student Support Programme (VSSP).
 - Providing limited administrative support for the Telecommunications Unit.

2. Provides overall leadership in support of the operations of the sites in Trinidad and Tobago. In this regard,
 - a. Works with the site coordinators to set the broad agenda for their management of the site.
 - b. Assists site coordinators in developing procedures and making decisions about various aspects of student support and programme delivery activities, e.g. student registration, administration of systems for tutor support, materials distribution, scheduling of tutorials, student advising and counseling, office management.
 - c. Provides guidelines to facilitate site coordinators' monitoring of tutor performance and handling of student issues
 - d. Manages the relationship between the sites and other University and campus-based departments, i.e. registry, bursary, faculties, works (maintenance) department.
 - e. Supports site coordinators in the design and planning of site-based special activities, e.g. localised marketing activities, student orientation sessions.
 - f. Assists site coordinators in carrying out their human resource functions with respect to other site-based employees.

3. Supervises and provides guidance to personnel with key responsibilities for course delivery. In this context,
 - a. Specifies tasks to be performed by the course coordinator and communicates these through appropriate, formal channels.
 - b. Provides guidelines, as appropriate, to course coordinators with regard to the carrying out of their duties in the open and distance learning environment.
 - c. Holds periodic tutor-training workshops and communicates with tutors on a one-to-one basis as required from time to time.

E. Responsibilities of Curriculum Development Specialist

1. Liaises with Faculties/departments to identify and/or review programmes/courses to be offered/being offered in the distance mode.
2. Conducts training workshops (or one-on-one sessions) with prospective course developers.
3. Works with individual course developers to formulate course plans and set out schedule for course development.
4. Within recent times, in addition to #2 above, works with course developers to identify, design and develop additional media/technologies for incorporating into the delivery mix for a given course.
5. Serves as instructional designer to assist course developers to develop materials capable of facilitating self-study on the part of the distance learner.
6. Works as part of an integrated team comprising persons of different skills contributing to the course development process. In this regard, works closely with the editor who also has the responsibility for supervising a sub-group of production assistants.

7. Serves as overall project coordinator of this multi-skilled team to ensure efficiency in all aspects of the course development exercise.
8. Makes arrangements for the review of course materials prior to final publication.

F. Professional Service

1. 1987 – 1992 Assistant Examiner (French) – Caribbean Examinations Council (CXC).
2. 1988 – 1989 Member, Cabinet-appointed educational television task force, Trinidad and Tobago.
3. 1990 – 1993 Member, National Advisory Team of National Alcohol and Drug Abuse Prevention Programme (NADAPP), Trinidad and Tobago.
4. 1990 – 1993 Member, Professional Advancement Committee, Trinidad and Tobago Unified Teachers' Association (TTUTA).
5. 1993 Principal facilitator at OAS/UNESCO-sponsored workshop, *Writing for the audio media*, organized by the Institute of Adult and Continuing Education, University of Guyana, Guyana.
6. 1997 Member of regional review group to evaluate distance learning materials for new Diploma in Youth and Development Studies of the Commonwealth Youth Programme (CYP).
7. 1998, June – Sept. Consultant, functioning as instructional systems specialist, in Inter-American Development Bank project to develop the Secondary Education Modernisation Programme (SEMP) on behalf of the Government of Trinidad and Tobago.
8. 2001-2002 Consultant to Secondary Education Modernisation Programme Coordinating Unit (SEMPCU) to conduct instructional materials development workshop for education personnel and to prepare a proposal for the design of an Instructional Materials Development Unit (IMDU). Workshop jointly conducted with Donna Scoon-Moses and Christopher Rollock.
9. 2002 - 2004 Deputy Chair, Board of Governors, Cipriani College of Labour and Cooperative Studies, Trinidad and Tobago.
10. 2003 - 2004 Member of the Curriculum Advisory Sub-committee of the Human Resource Development Advisory Committee of the European Union-funded project, *Strengthening of*

Medical Laboratory Services in the Caribbean. Project implemented by the Caribbean Epidemiology Centre (CAREC), Port of Spain, Trinidad.

11. 2003, June 23 – 27 Co-facilitator of tutor training workshop for teaching staff of community colleges of Jamaica. Workshop jointly sponsored by Commonwealth of Learning (COL) and Caribbean Examinations Council (CXC), Kingston, Jamaica (co-facilitator with Jennifer O'Rourke).
12. 2003 - 2005 Consultant to Department of Computing and Electrical Engineering, serving as instructional designer in the development of two courses of the department's online Masters' degree in (Telecommunications) Regulation and Policy (MRP) - Faculty of Engineering, UWI, St. Augustine.
13. 2004, May Member of 3-person panel of judges for COL's *Excellence in Distance Education Awards (Distance education materials category)*, Vancouver, Canada.
14. 2006, January Participant, OAS-sponsored Regional Strategy Formulation Workshop in Teacher Education, University of Guyana.
15. 2006, October Moderator, PCF4 pre-forum virtual conference *Innovation in education and development*
16. 2006, November UWI representative at Virtual University of Small States of the Commonwealth (VUSSC) meeting.
17. 2007 Facilitator of series of regional workshops on development and delivery of online courses, conducted on behalf of Caribbean Knowledge and Learning Network (CKLN), as part of its institutional strengthening initiative.

G. Publications

Chapters in Books

1. 2002 Quality assurance in the delivery of TVET programmes via ODL: the case of a small-island developing state. In A.K. Mishra and J. Bartram (Eds.), *Perspectives on Distance Education: Skills development through distance education* (pp. 93–104). Vancouver: Commonwealth of Learning.
2. 2003 Collaborative learning in Caribbean higher education. In T. Bastick and A. Ezenne (Eds.), *Researching change in Caribbean education: curriculum, teaching and administration* (pp. 217–250). Kingston, Jamaica: University of the West Indies.
3. 2008 Transnational policies and local implementation: The University of the West Indies Distance Education Centre. In T. Evans, M. Haughey & D. Murphy (Eds.),

International Handbook of Distance Education (pp. 685-705). Bingley, United Kingdom: Emerald Group Publishing Ltd.

Articles published in refereed journals

1. 1992 Designing instructional television for concept learning in low-achieving pupils in Trinidad and Tobago. *British Journal of Educational Technology*, 23(2), 95–105.
2. 1993a Teachers' treatment of content in the design of instructional materials. *Educational Technology*, 33(1), 38–44.
3. 1993b Building a new institution from old structures: the case of the Learning Resource Centre of Trinidad and Tobago. *Media and Technology for Human Resource Development*, 5(4), 257–272.
4. 1994 Teachers' treatment of three types of knowledge in the design of primary science instructional materials. *Caribbean Curriculum*, 4(1), 1–12.
5. 2004 An assessment of support strategies used to facilitate distance students' participation in a web-based learning environment in the University of the West Indies. *Distance Education*, 25(1), 7–29. (with Alicia Martin).

Article accepted for publication in refereed journal

1. 2008 Preparing the public sector professional for the age of e-governance: an evaluation of an online learning experience (with Pamela Collins). Accepted for publication in *World Review of Science, Technology and Sustainable Development: Special Issue – ICTs, technological change and development in the developing world*.

Papers in published conference proceedings

1. 1995 The learner in control: another perspective of this elusive ideal. In A. Tait (Ed.), *Putting the student first: learner-centred approaches in open and distance learning – collected conference papers of Sixth Cambridge International Conference on Open and Distance Learning, 3–5 July, 1995*, (pp.101–111). Cambridge, UK: Open University, East Anglia.

2. 2002 Distance Education at the University of the West Indies: fashioning the new within the old. In S. Craig-James (Ed.), *ITEC 2000: Papers of the Information Technology in Education Conference, 28–30 September, 2000*, (pp. 171–185). Port of Spain, Trinidad and Tobago: The National Institute of Higher Education, Research, Science and Technology (NIHERST).

Book Review

1. 2001 The Internet: an ethnographic approach, by D. Miller and D. Slater, Oxford: Berg (2000). Reviewed in *Education, Communication and Information*, 1(2), 2001.

Articles in other publications

1. 1992 Functional literacy requirements in youths and adults: education and work in a small developing state. *The major project of education in Latin America and the Caribbean*. Bulletin #27, April 1992, (pp.73–79). Santiago, Chile: UNESCO.
2. 2000 RING BANG: Globalisation killing the culture. Letter to the Editor, *Newsday*, Friday 28 January, 2000, p.11.
3. 2000 Us-against-them thoughts won't work (article to mark Emancipation celebrations). Letter to the Editor, *Trinidad Guardian*, Saturday 29 July, 2000, p.47.
4. 2003 Entertaining ourselves to death. Letter to the Editor, *Trinidad Guardian*, Friday 10 October, 2003, p.26.
5. 2004 Kuboni's life message. Feature Interview. *Sunday Express*, Sunday 11 April, 2004, 'Express Woman' pp. 6–7.

Edited publication

1. 1992 *Literacy in the modern world: proceedings of a symposium*. St. Augustine, Trinidad and Tobago: Faculty of Education, UWI. 60 pages. Editor of these proceedings.

Reports, Proposals

1. 1990, January Minority report of the Cabinet-appointed Educational Television Task Force, Government of Trinidad and Tobago.
2. 1997, May An appraisal of educational technology needs within the education system of the Caribbean Community (CARICOM). Paper commissioned by the CARICOM Secretariat to support its report to the special meeting of the Standing Committee of Ministers responsible for Education, 1997.
3. 1999, November A report of the impact of information and communication technologies on distance education in Trinidad and Tobago. Country report presented at Commonwealth of Learning (COL)- sponsored expert group meeting on *Identifying barriers encountered by women in the use of Information and Communication Technologies (ICTs) for Open and Distance learning in the Caribbean*, Bridgetown, Barbados.
4. 2002, April Proposal for the establishment of the Instructional Materials Development Unit (IMDU) at the Rudrunath Capildeo Learning Resource Centre (RCLRC). Proposal commissioned by the Secondary Education Modernisation Programme (SEMP) of the Government of Trinidad and Tobago.
5. 2003, November Report on visit to the Centre for Distributed Learning (CDL) of the University of Central Florida (UCF), Orlando, Florida, October 19 – November 1, 2003.
6. 2004, January Proposal for a pilot project for the further development of online teaching and learning on the St. Augustine campus and the University's distance programme.

H. Presentations at conferences, seminars and other forums.

1. 1989, May Radio, language and the powerlessness of youth. Presentation made at *COMMENT '89*, seminar organized by the Extra-Mural Studies Department, UWI, St. Augustine.
2. 1991, November Organising for community action: problems and possibilities. Paper presented at *Community intervention strategies in drug prevention*, seminar organized by the National Alcohol and Drug Abuse Prevention Programme (NADAPP), Trinidad and Tobago.
3. 1992, April Teacher-decision making about the treatment of content in the design of instructional materials. Paper presented

- at *Second biennial cross-campus conference*, Faculty of Education, UWI, Mona.
4. 1993, May
Audio-teleconferencing in higher education: some preliminary views. Paper presented at *Second international workshop on distance education*, University of Havana, Cuba.
 5. 1999, June
Globalisation of higher education: challenges for an indigenous institution in the developing world. Paper presented at *Building bridges through technology and distance education*, conference organized by CREAD and Nova Southeastern University, Fort Lauderdale, Florida.
 6. 1999, November
Designing learning environments to facilitate reflection in professional practice: some initial thoughts. Paper presented at *Telisphere*, conference sponsored by Commonwealth of Learning (COL), Bridgetown, Barbados.
 7. 1999, November
The interconnected worlds of technological, educational and social change. Presentation made in panel discussion at *Telisphere*, conference sponsored by Commonwealth of Learning (COL), Bridgetown, Barbados.
 8. 2000, February
Communication technologies for Caribbean education: capabilities, possibilities, implications. Paper presented in panel discussion of *UNICA annual meeting/Second Caribbean summit conference*, San Juan, Puerto Rico. (with Derrick Thompson)
 9. 2000, November
Making decisions about IT in the school curriculum. Presentation made at the *Colloquium and Exhibition*, organized by the North Eastern Education District, Ministry of Education, Sangre Grande, Trinidad.
 10. 2002, March
The expanded use of ICTs in UWIDEC: an analysis of readiness for online delivery. Paper presented at *Problems and prospects of education in developing countries*, conference organized by School of Education, Bridgetown, Barbados. (with Dianne Thurab-Nkhosi and Tommy Chen).
 11. 2002, July
Distance Education at UWI: managing the communication to facilitate student-centredness. Paper presented at *Second annual conference of the Association of Caribbean Higher Education Administrators (ACHEA)*, Port of Spain, Trinidad and Tobago.

12. 2002, July – August Incorporating web-based learning into a mixed-mode distance education delivery format: challenges and possibilities. Paper presented at *Open Learning: transforming education for development*, Second Pan-Commonwealth forum on open learning, organized by COL, Durban, South Africa. (with Dianne Thurab-Nkhosi and Tommy Chen).
13. 2002, November Learning together for capacity building. Presentation made at *3Is – Ideas, Innovation, Implementation*, symposium organized by Caribbean Industrial Research Institute (CARIRI), Grafton Beach Resort, Tobago.
14. 2004, May The Caribbean distance student and resource-based learning in an online learning environment: an examination of the learner-support issues. Presentation made in panel discussion on *Distance learning and electronic resources in the Caribbean*, in annual conference of Association of Caribbean University, Research and Institution Libraries, (ACURIL), Port of Spain, Trinidad.
15. 2007, April Defining the role of the course coordinator in UWIDEC's blended learning/asynchronous delivery mode. Paper presented at Biennial cross-campus conference in education – *Restructuring the agenda for education in the Caribbean*. UWI, St. Augustine, Trinidad and Tobago.
16. 2008, May Bridging the tutor-student divide in online tutoring: the case of the UWI's distance programme. Paper presented at *eLearning Africa, 2008*, Accra, Ghana.
17. 2008, July Towards the design of a decentralized support system for online learners. Paper presented at Fifth Pan-Commonwealth Forum on Open Learning: *Access to Learning for Development*. University of London, UK.

I. Current Research Activities

1. 2007 and ongoing Developing a profile of the UWIDEC online learner.
Analysis of student support systems for the UWIDEC online learner.

J. Special Projects

1. 2004-2007 Team Leader, Blended Learning Programme, UWIDEC. *Responsible for the development of systems and coordinating the implementation of transition from conventional distance delivery mode to online teaching and learning.*

2. 2005 and ongoing Deputy Programme Coordinator: Development and delivery of *Online Certificate in Local eGovernance in the Caribbean* (UNESCO-UWIDEC initiative).
3. 2006-2007 Team Leader, development of *Certificate in Leadership and Management* for the Trinidad and Tobago Defence Force: a UWIDEC/SCS/Defence Force project implemented under the auspices of the Business Development Office, UWI, St. Augustine.
4. 2007 and ongoing Member of international team working on upgrade of materials for development of Commonwealth Computer Navigator's Certificate. Project coordinated by COL.
5. 2007 and ongoing Deputy Project Coordinator, UWIDEC: Development and delivery of *Online Certificate in Substance Abuse Prevention and Treatment*. Sponsored by OAS/CICAD.

K. Materials Production (non-formal: print and non-print)

1. 1985 *The Making of Pottery*. Slide-sound presentation, produced for Tranquility Government Secondary School, Trinidad. (7 mins.)
2. 1986 *Making Music with the Pan*. Slide-sound presentation, produced for Tranquility Government Secondary School, Trinidad. (10 mins. In two parts.)
3. 1987 *Living with Asthma*. Video series with parent's booklet, produced for Asthma Study group, Port of Spain General Hospital, Trinidad. Project funded by UNICEF. (5 parts)
4. 1988 *It's a Bouffe: the Mud Volcanoes of Trinidad*. Video presentation with student's manual and teacher's guide, produced for personal research project. (32 mins. In two parts).
5. 1989a. *Solar Crop Dryers*. Slide-sound presentation produced for the Faculty of Natural Sciences, U.W.I., St. Augustine, Trinidad. (12 mins.)
6. 1989b. *From Coconut to Cooking Oil: Two Processes*. Slide-sound presentation produced for the Faculty of Education, U.W.I., Trinidad. (18 mins.)
7. 1989c. *Africans, shapers of a society*. Graphic/photographic exhibition developed for Emancipation Celebrations, on behalf of Traditional African National Association (TANA), Trinidad and Tobago.

8. 1990a. *Understanding the Library*. Video presentation produced for the Main Library, U.W.I., St. Augustine, Trinidad. (10 mins.)
9. 1990b. *Computers in Communication*. Video presentation produced for the Faculty of Education, U.W.I., St. Augustine, Trinidad. (20 mins.)
10. 1991a. *The Diploma in Education Programme*. Video presentation produced for the Faculty of Education, U.W.I., St. Augustine, Trinidad.
11. 1991b. *Guidelines for Setting up a Community Action Group*. Manual prepared for the National Alcohol and Drug Abuse Prevention Programme (NADAPP), Trinidad and Tobago.
12. 1993a. *Project Formulation and Management*. Distance Education course materials developed for the Diploma in Youth Development, Caribbean Youth Programme, Caribbean Centre, Guyana. Co-authored with Gaston Alfred, project management consultant.
13. 1993b. *Caribbean Language Education Series, Part I*. Video presentation co-produced with Dr. Ian Robertson, researcher in creole linguistics.

L. Scholarships and Study Grants

1. 1962 Trinidad and Tobago Government House Scholarship
2. 1992 British Council grant to attend specialist short course on Educational Technology in Higher Education, Loughborough University of Technology, UK.
3. 1993 Commonwealth Academic Staff Scholarship awarded by the Association of Commonwealth Universities, tenable at the Open University, UK.

M. Awards

1. Faith Wiltshire Award, in recognition of contribution to the development and advancement of women and girls in the area of Information and Communication Technology (ICT).
2. National Women's Action Committee (NWAC) Award in recognition of contribution to 1970 movement for change

N. Professional Membership

1. 2001 Member of the Association of Caribbean Higher Education Administrators (ACHEA)

O. Public Service

1. 2002 and ongoing Member of the Working Committee of the Constitution Reform Forum, Trinidad and Tobago; (*Current Chair*)

July, 2008.

