

# Faculty/Staff Development Committee Update

August 2016 Update

Submitted by: Leanne Urasaki, Coordinator

## Past Events (May-July 2016)

### **Committee Sign-up Survey**

Distributed to campus in April-May. Data compiled, and forwarded to the Chancellor's office.

### **Employee Handbook Review**

Review completed in June, and approved in August.

### **ITSO Summer Workshops**

- **Google Sites for Course Content – 3 hours**
  - Tues. 5/24 (East Hawai'i) – 4 participants
  - Wed. 5/25 (West Hawai'i) – 0 participants
- **Online Class Discussions – 2 hours**
  - Tues. 6/7 (East Hawai'i) – 2 participants
  - Wed. 6/8 (West Hawai'i) – Cancelled (low registration)
- **Creating Instructional Videos – 3 hours**
  - Tues. 6/28 morning (East Hawai'i) – 4 participants
  - Thurs. 6/30 morning (West Hawai'i) – 3 participants
- **Creating Interactive Course Content – 2 hours**
  - Tues. 6/28 afternoon (East Hawai'i) – 3 participants
  - Thurs. 6/30 afternoon (West Hawai'i) – 2 participants
- **Creating Accessible Course Content – 5 hours**
  - Wed. 7/6 (East Hawai'i) – 3 participants
  - Wed. 7/13 (West Hawai'i) – Cancelled (low registration)
- **Tips for organizing and managing your Gmail – 2 hours**
  - Tues. 7/19 (East Hawai'i) – 8 participants
- **Getting started with Google Forms and Sheets – 2 hours**
  - Tues. 7/26 (East Hawai'i) – 9 participants

## Current Events (August 2016)

### **Convocation Week**

**Monday, Aug. 15 – Thursday, Aug. 18**

**Total Participants: 173**

### **Monday 8/15**

Event	Presenter(s)	# of Participants
New Employee Orientation	Leanne Urasaki	27
Get in the know with DevEd	Marilyn Bader, Kate Sims	16
Faculty Advising Refresher (2 sessions)	Karaline Naegele	24
Laulima Basics for F2F classes (EH)	Neva Supe-Roque	10
Financial Aid: What is SAP and How the Last Day of Attendance Impact Future Eligibility	Susan Olsen, Sheena Mathews	6

## Tuesday 8/16

Event	Presenter(s)	# of Participants
So You Got the Teaching Job. Now What?	Sam Giordanengo	4
MySuccess: How to Make a Referral / Raise a Flag	Christine Quintana	3
Workshop: How to Handle Disruptive Students	Bob Duley	4

## Wednesday 8/17

Event	Presenter(s)	# of Participants
Laulima Basics for F2F classes (PAL)	Neva Supe-Roque	3
Google Drive Basics (PAL)	Leanne Urasaki	4
Lunchtime Social w/the Chancellor (PAL)	N/A	15
Sharing the News	Sharon Dansereau, Carrie Mospens,	4
Financial Aid: What is SAP and How the Last Day of Attendance Impact Future Eligibility	N/A	0
Workshop: Resource Match: An online referral system for community resources	Helen Nishimoto	1

## Thursday 8/18

Event	Presenter(s)	# of Participants
Ice Cream Social w/the Chancellor (PAL)	N/A	67

## Upcoming Events (September 2016)

### ***Contract Renewal and Tenure/Promotion Workshops (2 sessions each)***

***Thursday, Sept. 1***

***East Hawai'i: Manono Campus – Bldg. 379A Conference Room 6B (all sessions)***

***West Hawai'i: Pālanui Campus – D-183 (all sessions)***

Workshops have been scheduled to help faculty prepare for contract renewal and tenure/promotion. New faculty are encouraged to attend a Contract Renewal workshop, and faculty submitting 4th year (2nd) contract renewal documents this year are encouraged to attend a Tenure/Promotion workshop.

#### Contract Renewal

- 9:00-10:00 AM
- 1:00-2:00 PM

#### Tenure/Promotion

- 10:00-11:00 AM
- 2:00-3:00 PM

## Other committee activities

- Committee Charter Update – The committee submitted to the COC an update the charter to reflect current responsibilities. Put on May 2016 College Council agenda, but committee was not convened; postponed to August meeting.