

Faculty/Staff Development Committee Update

February 2016 Update

Submitted by: Leanne Urasaki, Co-Coordinator

Past Events (December 2015-January 2016)

75th Anniversary Hawai'iCC Shirt Order (Round 2)

Due to numerous requests, the committee coordinated a second (and final 2015-2016) polo shirt order with the special 75th Anniversary logo. Deadline to place orders was December 16. A total of 46 shirts were ordered. All shirts were received on January 14, and distributed.

January Workshops

The committee coordinated seven workshops presented during the week prior to the first week of instruction (January 4-7). All workshops were made available in both East and West Hawai'i. Although not all were well attended, completed evaluations indicated appreciation for the workshops being offered.

- Mon. 1/4 - Using Lulima With Classroom-Based Classes (7 attendees)
- Mon. 1/4 - Advising Workshop (4 attendees)
- Tues. 1/5 - Handling Disruptive Students (3-4 attendees)
- Tues. 1/5 - MySuccess (1-2 attendees)
- Wed. 1/6 - Working with Students with Disabilities (10 attendees)
- Wed. 1/6 - Financial Aid: Last Date of Attendance and How it Impacts Our Institution (4 attendees)
- Thurs. 1/7 - Math Co-Requisite Workshop (26 attendees)

Lulima Workshop - Creating Online Tests

Held in East Hawai'i on 1/22 (7 attendees) and at Pāalamanui on 1/25 (1 attendee).

Current Events (February 2016)

Google Drive Refresher Workshop

East Hawai'i: Wed. 2/24, 1:00 – 3:00 PM, Manono Campus – Bldg. 3393 Rm. 104

West Hawai'i: Wed. 2/17, 12:30 – 2:30 PM, Pāalamanui Campus – Computer Lab

Been dabbling with Google Drive and Docs but need a refresher or want to learn more? Review how use Google Drive to create documents, perform basic word processing features, upload files, and share documents. Learn some tips and tricks used to save time and keep things organized. There will even be time set aside for Q&A to get your questions answered.

Using the Lulima Gradebook

East Hawai'i: Fri. 2/19, 11:30 AM – 1:00 PM, Manono Campus – Bldg. 379A Conf. Rm. 6B

West Hawai'i: Wed. 2/17, 10:00 – 11:30 AM, Pāalamanui Campus – Computer Lab

Using the Lulima Gradebook can help you keep your students' grades current. It also makes students' grades accessible to them at any time, which means they will be better able to track and monitor their own progress. Even better? You will save time at the end of the semester. In

just a few steps and clicks you'll be able to upload your grades from Laulima without having to manually entering each and every grade in MyUH.

Want to start using the Gradebook? It's really not too late, even for this spring. Bring your current gradebook and we'll help you move it into the Laulima Gradebook.

Upcoming Events – Scheduled/Confirmed

Intro to Online Teaching/OCDP Informational Session

East Hawai'i: Wed. 3/9, 12:00 – 1:00 PM,

Manono Campus – Bldg. 379A Conf. Rm. 6A, Pāalamanui Campus – D-183

If you've been asked to teach your first online class in 2016-2017, or you are interested in developing an online class for the future, you shouldn't miss this session. We'll discuss some of the expectations, myths and realities of teaching online.

In addition, we'll talk about the upcoming Online Course Development Program (OCDP). Now in its fifth year, come learn more about the OCDP and how it can help you redevelop your existing online classes or make the transition from classroom to online teaching.

Tenure/Promotion Workshops (2 sessions)

East Hawai'i: Thursday. 4/7, 10:00 AM - 12:00 PM and 2:30 – 4:30 PM

Manono Campus – Bldg. 379 Kaneikeao, Pāalamanui Campus – D-183

UHCC Director for Human Resources & Joni Onishi will conduct a workshop for tenure-track faculty who will be writing tenure/promotion documents.

Google Sites for Faculty

East Hawai'i: Wed. 4/27, 1:00 – 3:00 PM, Manono Campus – Bldg. 3393 Rm. 104

West Hawai'i:: Wed. 4/18, 12:30 – 2:30 PM, Pāalamanui Campus – Computer Lab

Learn how to use Google Sites to create eye catching webpages to hold course content that can be displayed in Laulima. While this workshop will be designed for faculty, anyone interested in learning how to use Google Sites to create websites is welcomed to attend.

Upcoming Events – being planned

- Fire Extinguisher Training Workshop (March/April)
- Cooking Workshop (March/April)
- Contract Renewal Workshops (April)

Other committee activities – being planned

- Committee Sign-up Survey (April/May)
- New Hire Orientation (tba)
- Handbook Review (tba)