COE A to Z Information for Faculty and Staff
Fall 2016

A

Academic Departments and Chairs in the College of Education
• Department of Curriculum Studies (EDCS)—Andrea Bartlett
• Department of Educational Administration (EDEA)—Stacey Roberts
• Department of Educational Foundations (EDEF)—David Ericson
• Department of Educational Psychology (EDEP)—Mike Salzman
• Department of Learning Design and Technology (LTEC)—Curtis Ho
• Department of Kinesiology and Rehabilitation Science (KRS)—Nathan Murata
• Department of Special Education (SPED)—Amelia Jenkins
• Institute for Teacher Education (ITE)
  • Elementary Education—Donna Grace
  • Secondary Education—Tara O’Neill
  • Master of Education in Teaching—Jon Yoshioka

Address
The COE mailing address is 1776 University Avenue, University of Hawai‘i-Mānoa, Honolulu, HI 96822.

Administrative, Professional, and Technical (APT)
APT employees provide a variety of educational services within the college, including curriculum research and development, fiscal support, and administrative support. The Hawai‘i Government Employees Association (HGEA) represents APTs.

Advanced Programs
The college offers advanced programs at the master’s and doctoral levels. However, the Master of Education in Teaching (MEdT) leads to a first teaching license and is an initial licensure program for accreditation purposes.

Annually Renewable Contracts
COE uses the term “annually renewable” to denote faculty and staff members who work on year-to-year contracts, officially called limited-term or temporary appointments in the UH System.

Assessment, Accreditation & Accountability (AAA)
The COE is responsible for meeting assessment, accreditation, and accountability requirements for multiple federal, national, and state organizations. For more information, contact Jessica Miranda, AAA Director, at wellsjes@hawaii.edu or 956-6591.

B

Background Checks and Fingerprinting for COE Faculty and Staff
COE faculty and staff who supervise candidates or otherwise work in P–12 school settings must complete a background check and fingerprinting. The Dean’s Office works with chairs and directors to schedule background checks for faculty and staff

Background Checks and Fingerprinting for COE Students
Teacher candidates and other COE students who participate in field and clinical experiences in classroom settings must complete a Hawai‘i Department of Education (HIDOE) background check and fingerprinting. They also must also secure annual liability insurance. Candidates receive detailed information from their programs regarding these policies prior to enrolling in field-based courses. Contact the Office of Student Academic Services (OSAS) for more information at OSAS@hawaii.edu or (808) 956-7915 or 7849.
Banner (MyUHPortal)
Banner is the UH registration and record-keeping system. MyUHPortal is the student/faculty web interface to Banner. Students register and check their grades through MyUHPortal. Faculty members can enter override codes to allow students into classes, and download class and e-mail lists for students. Faculty must enter their own grades online by the due date. Open https://myuh.hawaii.edu/cp/home/displaylogin in a web browser. You will need a hawaii.edu email account before using Banner. Email help@hawaii.edu or call 956-8883 or 8010 for assistance with Banner.

Building Hours
Everly Hall is open (unlocked) from 7:00 a.m. to 5:00 p.m. Monday – Friday. Wist Hall is open from 7:00 a.m. to 8:00 p.m. Monday – Friday. Hours may vary on non-instructional days and during the summer. Both buildings remain locked on weekends and holidays. Note that authorized users can enter using their key cards from 5:00 a.m. until midnight all days. Midnight to 5:00 a.m. entry is, however, restricted in most cases as a security precaution.

C
CAEP
The Council for the Accreditation of Educator Preparation (CAEP) is the national accrediting organization that replaced NCATE. CAEP developed new standards for initial and advanced programs. Learn more at caepnet.org.

Campus Security
In addition to providing immediate assistance, Campus Security provides crime prevention services, escort service, emergency call boxes, and crime prevention presentations. For more information, go to http://www.hawaii.edu/security/
UHM Campus Security: 956-6911
Honolulu Police Department: 911
UHM Campus Security Escort Service: 956-SAFE (7233)
Emergency Call Box: PICK UP. Located outside the entrance to Everly Hall and outside the Multi-Purpose Building (MBP).

Center for Teaching Excellence
Maintaining an ongoing dialogue about good teaching is done through seminars, workshops, individual counseling, and course assessment activities with individuals, departments, colleges, and schools. CTE supports their improvement, development, and enhancement of university teaching, and the highlighting and rewarding of excellent teaching is achieved through: the development of teaching effectiveness for faculty and teaching assistants through orientations; instructional development activities; evaluation of teaching performance; individual consultation on teaching practice and mentoring; and the enhancement of teaching performance of mid-career and senior faculty by continuing education workshops and activities directed towards updates on new teaching and learning theory, technology, and pedagogy. Contact: http://www.cte.hawaii.edu/

Center on Disability Studies (CDS)
CDS conducts a wide range of education, research, and service activities in collaboration with other disciplines. Core activities consist of education, interdisciplinary training, and technical assistance; community and university service; and research, dissemination, and evaluation. These activities are carried out under five initiative areas: School and Community Inclusion; Special Health Needs; Transition, Postsecondary Education, and Employment; Mental Health; and Pacific Outreach. The CDS Director is Patricia Morrissey.

Class Lists
Faculty can print their student class lists from MyUH Portal at https://myuh.hawaii.edu
Classroom AV
COE classrooms are equipped with mounted projectors, speakers and DVD players. Classrooms only use HDMI for projection. To use the projection system, faculty must bring a laptop with an HDMI port or an adapter. Adapters can be obtained from the Technology and Distance Programs Tech Office (Wist Hall 134). Elmo visual presenters or VCRs can be temporarily installed in classrooms by request. Please email coetech@hawaii.edu one week in advance to request installation of additional classroom equipment.

Classroom Scheduling (Resource Scheduler)
The Resource Scheduler displays availability of classrooms in the College of Education, equipment offered through the CCC equipment pool, and temporary visitor parking passes. If you wish to reserve a room, check out a piece of equipment, or reserve a temporary parking pass for a visitor, you can access the Resource Scheduler from the COE Intranet or https://reservations.coe.hawaii.edu/login. Parking passes can be picked up in the Dean’s office, Everly 129. The Dean’s Office schedules classroom reservations for COE courses, which take precedence over other classroom use.

COE Senate and Congress
Departments elect representatives to serve on the College of Education Senate, which meets once a month to lead faculty governance. All members of the college classified as faculty, APT, clerical, or RCUH personnel employed with half-time assignments or more in the college, shall be fully participating, voting members of the Congress. The Senate and Congress function as forums for professional discourse and consideration of policies that have College-wide concern and relate directly to the educational process. Lisa Uyehara is the 2016-17 COE Senate Chair.

College Collaboration Center (CCC)
The Andrew WS In College Collaboration Center (CCC), located on the first floor of Wist Hall, is a student and faculty gathering and work space and includes a computer lab, technical support, and snacks for purchase. If you want your students to use equipment as part of your course work, email coetech@hawaii.edu with a list of your students, course number, and your name/semester.

Computer Support
For help with computer problems or technology questions, contact the Technology and Distance Programs Tech Office at 956-3635 or email coetech@hawaii.edu to open a support ticket.

Confidentiality
Word travels fast in Hawai‘i. Be mindful of confidentiality related to students, colleagues, tenure and promotion, contract renewal, and hiring.

Contract Renewal
Tenure-track faculty members submit contract renewal papers at specified times during their probationary years. Detailed information is provided in advance of due dates. See: http://manoa.hawaii.edu/ovcaa/faculty/

Counseling & Student Development Center
The UHM Counseling & Student Development Center assists students experiencing discomfort, anxiety, depression, and other emotional and physical symptoms. Contact the Center at (808) 956-7927 (Queen Liliuokalani Center for Student Services, Room 312, online at http://manoa.hawaii.edu/counseling/).

Course Evaluations
All faculty members are expected to have students evaluate each of their courses each semester. You can learn about course evaluation procedures through your department. Many faculty members use the online eCafé system for course evaluations (http://www.hawaii.edu/ecafe/). Faculty members receive their student evaluations after grades are submitted each semester and compile these data for contract renewal and tenure/promotion papers.
Curriculum Research & Development Group (CRDG)
CRDG is one of two research units in the College of Education. CRDG conducts research and creates, evaluates, disseminates, and supports quality educational programs that serve students, teachers, parents, and other educators in grades pre-K–20. With its associated University Laboratory School, CRDG contributes to the body of professional knowledge and practice in teaching and learning, curriculum development, program dissemination and implementation, evaluation and assessment, and school improvement. The CRDG Director is Paul Brandon.

D
Dean's Council
The Dean's Council consists of members of the dean’s staff, department/program chairs, research unit directors, and the chair of the college senate. This group provides guidance and advice to the dean.

Dean’s Office (Phone: 956-7703 or 7704)
• Don Young, Dean
• Beth Pateman, Interim Associate Dean for Academic Affairs
• Sheryl Tashima, Senior Administrative Officer
• Niki Libarios, Director, Student Academic Services (OSAS)
• Paul McKimmy, Director, Technology and Distance Programs (TDP)
• Mark Fukeda, Director, Development
• Jessica Miranda, Director of Assessment, Accreditation & Accountability
• Jennifer Parks, Communications Coordinator
• Nezia Azti, Assistant to the Dean
• Nancy Fujii, Secretary to the Dean
• Tracey Siu, Office Assistant

Departmental Personnel Committee (DPC)
The DPC is composed of faculty and staff members as required by the approved policies in each department or unit. The DPC is responsible for the faculty and staff level review of tenure, promotion, and contract renewal papers. The DPC is governed by strict regulations and confidentiality procedures. Faculty and staff members may not share DPC deliberations outside the committee. Many DPCs appoint outside members with specific expertise to complete the committee.

Departmental Policy and Procedures Committee (DPPC)
The DPPC is charged with developing departmental policies and procedures, including criteria for tenure, promotion, and contract renewal specific to ITE. DPPC policies and procedures cannot contradict or override UH policies and procedures, and must be approved by the university and UHPA (University of Hawai‘i Professional Assembly).

Distance Course Design and Consulting (DCDC)
The DCDC group is the contracting arm of the COE Technology & Distance Programs office. DCDC provides online course design and related services. Faculty preparing grant applications can work with Project Manager Faye Furutomo (ffurutom@hawaii.edu) to include DCDC services in grant projects.

Doctoral Programs
The College of Education offers four doctoral programs:
• PhD in Education—Mary Jo Noonan, Chair
• PhD in Educational Psychology—Mike Salzman, Chair
• PhD in Learning Design and Technology—Curtis Ho, Chair
• EdD in Professional Educational Practice—Sarah Twomey, Chair

Duty Period
Full-time faculty members are officially on duty from the week before fall classes begin through finals week at the end of spring semester. Nine-month faculty members are not on duty during the summer
sessions but can elect to teach summer courses to meet departmental needs. Eleven-month faculty members are on duty during the summer. See Article V of the UHPA agreement for more information at http://www.uhpa.org/.

Email
Faculty members obtain a UH email address from 956-8883 or http://www.hawaii.edu/askus/563/. Keep these reminders for UHM email users in mind:

- Use UHM email only for business. It's best to have a separate address for personal email.
- Keep emails short, concise, and informational.
- Email only to individuals who are directly involved. Avoid broadcast emails.
- Discuss important or confidential matters in person or by phone rather than by email.
- Remember that emails often are transmitted beyond the original recipient.
- Check the address line carefully before sending the message.
- Don’t put anything in email you aren’t prepared to see made public.
- Avoid writing in all capital letters, which some people consider SHOUTING.
- Email preferences can be set to respond either to the individual sender or to reply to an entire list.
- Be aware of your setting so that you don’t inadvertently broadcast.

Emergency Procedures Guide
The Emergency Procedures Guide for the College of Education is a quick reference for how to deal with unexpected emergency situations originating in the college complex. The guide is aligned with the UH Mānoa Emergency Response Plan, online at http://manoa.hawaii.edu/emergency/management/plan.html. A separate emergency procedures guide relates specifically to the University Laboratory School.

Equal Employment Opportunity and Affirmative Action
The Equal Employment Opportunity and Affirmative Action (EEO/AA) Office promotes the University’s commitment to diversity. The office oversees the development and implementation of policies and procedures for the UH System. The office also provides services to Systems Programs and the Mānoa Campus, including:

- Advising departments and search committees on recruiting and retaining a diverse workforce
- Auditing personnel practices
- Preparing annual affirmative action plan reports
- Investigating and resolving complaints
- Sponsoring educational programs to ensure an environment free from discrimination and harassment

See http://www.hawaii.edu/offices/eeo/ or contact Mie Watanabe, University of Hawai‘i, EEO/AA Office, 2442 Campus Road, Administrative Services Building 1-102, Honolulu, HI 96822, telephone 808-956-7077 (voice/text), email eeo@hawaii.edu.

Equipment
Visit the CCC Help Desk (Wist 134) to check out equipment such as projectors and video cameras. Equipment can be checked out for three days. Email coetech@hawaii.edu to check on equipment availability or to make reservations.

Exercise Facilities
Excellent facilities for a variety of physical activities for faculty and staff are located in the Warrior Recreation Center. Faculty and staff may also use the lower campus gyms, pool, and tennis courts when they are not being used by UH teams for practice. UH ID is required. Note: Shoes specific to tennis are required for the tennis courts (i.e., non-marking soles are not necessarily enough). Faculty and staff may also use the Ching Complex track and field. See: http://manoa.hawaii.edu/campus_life/sportsrec.html.

The ULS weight room in LSP #1 is available for COE faculty. Please see our COE Intranet for information on accessing the ULS Weight Room.
Faculty IDs
Faculty ID cards are made at the Campus Center. Application forms are available online. Talk with your department secretary about completing this paperwork and obtaining the proper signatures. IDs are necessary to check out materials from campus libraries and to use exercise facilities. You also will need to show your faculty ID if you call Campus Security (e.g., if you are locked out of your office or a building).

Family Educational Rights and Privacy Act (FERPA)
Any faculty or staff member with access to confidential student records has a legal responsibility to protect the confidentiality of student educational records under federal law. FERPA regulations state that “you must have a legitimate educational interest to view records. Legitimate educational interest refers to a need to view records to fulfill his or her professional responsibility. Neither curiosity nor personal interest is a legitimate educational need to know.” Faculty members must not leave student papers in public places for pick-up. See https://manoa.hawaii.edu/records/policies.html#ferpa.

File Drop
For large or confidential files, faculty and staff can use the File Drop service available at http://www.hawaii.edu/filedrop. This tool is provided by the University of Hawai‘i to allow a limited form of large file sharing between UH faculty and staff. It also allows users affiliated with the University to share files with non-UH users. The File Drop service is also recommended when emailing files that contain confidential and/or personally identifiable information.

Focus Designation Courses
Students are required to take a certain number of focus designation courses for graduation:
- W = Writing Intensive (students need 5 courses, two at the 300 level)
- O = Oral Communication (students need 1 course at the 300 level)
- E = Contemporary Ethical Issues (students need 1 course at the 300 level)
- H = Hawaiian, Asian and Pacific issues (students need 1 course)
Faculty members must submit an application to General Education to qualify for a focus designation. Learn more from General Education at http://www.hawaii.edu/gened/about.htm

Food and Drinks in Classrooms
Make sure all food and food/drink containers are removed from your classroom at the end of class. Ask students to deposit trash bags outside in the dumpsters at the end of the day. When COE-owned computers are in use, food and drink are not allowed.

FROGs
COE has two new FROGs (Flexible Response to Ongoing Growth) this fall! The net energy zero FROGs are an energy research collaboration between COE and SOEST Hawai‘i Natural Energy Institute. Every element of the FROGs is designed with energy and sustainability in mind. The classrooms will be outfitted with photovoltaic energy to provide more power than they consume. A mounted dashboard will display energy performance of the building for real-time feedback on how energy is used and compared between the two buildings. The FROGs are located across from Castle Memorial Hall and are scheduled for COE classes and meetings this semester. FROGs can be reserved through the COE Resource Scheduler (https://reservations.coe.hawaii.edu/dashboard).

Gender Equity Office
The Office of the Gender Equity provides information, for students, staff, and faculty at UH Mānoa; conducts educational workshops for the entire campus community; and provides advocacy and informal resolutions for students. Emphasis is on education, prevention and early resolution. Office: 2600 Campus Road, QLCSS 210, Honolulu, HI 96822; Phone: (808) 956-9499; Email: geneq@hawaii.edu
Grades
In fall and spring semesters, grades are due the Tuesday after finals week. Faculty members input their grades online in the MyUH Portal/Banner system.

Graduate Faculty Status
To chair a master’s Plan B committee you must be a member of your department’s graduate faculty. To chair a doctoral committee or direct a Plan A master’s thesis you must be a full member of the COE graduate faculty. Serving on a doctoral committee requires that you hold at least associate status in the COE graduate faculty. To apply, send a letter of application and a CV to Dr. Mary Jo Noonan, Chair of the college-wide PhD in Education program, 126 Wist Hall.

Grants Support Center
The Grants Support Center provides assistance in locating funding sources, preparing grant proposals and budgets, developing grant partnerships/collaborations, and administering/managing grant awards. Occasional professional development seminars in grant preparation and management, processing applications and awards through the UH system, and sharing results of grant-supported research and development are also provided. Services are available to faculty and graduate assistants in the College of Education. Valerie Shearer is Director of the Grants Support Center.

H
Hawai‘i Educational Policy Center (HEPC)
The HEPC seeks to provide objective, data-based information in the form of policy briefs, reports, articles, and forums bearing on public and private education policy and practices at all levels, preschool through higher education. The target audiences for HEPC publications and events are educators, policymakers, and other education stakeholders in the state of Hawai‘i. The center conducts, sponsors, commissions, and/or coordinates analytical studies that inform policy discussions. The HEPC provides the infrastructure to support data-based decision-making and uses data sources such as the US Census, National Center for Educational Statistics, Public Welfare, and the Hawai‘i State Department of Education. Jim Shon is the Director.

Hawai‘i Government Employees Association (HGEA)
HGEA is the union for APT employees and secretaries. Other unions also exist for university employees (e.g., faculty). Further information is available at www.hgea.org.

Hawai‘i Partnership for Educational Research Consortium (HPERC)
HPERC is a working group comprised of Hawai‘i-based organizations that support and conduct research focused on improving educational outcomes in the State of Hawai‘i. HPERC focuses on collaboration among Hawai‘i’s educational researchers to build local capacity to conduct educational research in the State. HPERC is a forum that allows the Hawai‘i Department of Education in collaboration with educational research partners to identify and prioritize research topics that inform the improvement of educational outcomes and policy and practice within HIDOE.

HubSpot
HubSpot is a software product for inbound marketing that the COE uses to attract and engage prospective graduate students. If you would like to use it to promote a program in your department, please contact Adam Tanners (tanners@hawaii.edu or 956-3912).

Initial Programs
Initial programs lead to a first teaching license. The college has initial programs at BEd, post-baccalaureate, and master levels.
Information Technology Services (ITS)
ITS provides support for systemwide UH technology services, including UH usernames, UH email and Google@UH. For help with these services, contact ITS at 956-8883 or email help@hawaii.edu.

Intranet
The Intranet houses the college's policies and procedures as well as provides tools specific to COE faculty and staff. If you need information about technical support, purchasing, travel, or even meeting minutes, start here. You need to be a registered COE user to access the Intranet (coe.hawaii.edu/register).

J
Junior Faculty
Junior faculty members are in the early levels of their faculty career. This term is not to be confused with Junior Specialist, which is a job classification at UHM.

K
Keys
Check with your department or research unit secretary for procedures to get a key fob for COE buildings and rooms.

KOKUA
The UHM KOKUA office serves undergraduate, graduate, and professional students with learning, physical, psychiatric, and other documented disabilities. Contact KOKUA at (808) 956-7511, (808) 956-7612 or email kokua@hawaii.edu. Online at http://www.hawaii.edu/kokua/.

L
Laulima
Laulima is the UHM course management system (similar to Moodle, WebCT, or BlackBoard). It includes many tools required for online or hybrid teaching: discussions, content modules, assignments, grades, tests, and more. The COE Technology & Distance Programs office offers assistance with Laulima by appointment or drop-in. See TDP’s instructional support group in Everly 124 or make an appointment using their online calendar.

Libraries (http://library.manoa.hawaii.edu/)
  - Hamilton Library
  - Sinclair Library

M
Mail
To mail official correspondence, use the mail stamp in your department. Outgoing campus mail and US mail are picked up each day from departments.

Mākālei
Mākālei is the student portal to the COE's Student Information System (SIS). It supports students through the application process and facilitates advising allowing students to track their progress through the college from application through graduation.

Mānoa Faculty Senate
College-wide elections are held to select COE representatives for the Mānoa senate.
Marketing and Publication Services (MaPS)
A division of the Curriculum Research & Development Group, Marketing and Publication Services (MaPS) is a full service publication and support center that specializes in graphic design, web development, printing and finishing, and dissemination and marketing for the education community. One of the most popular services is helping faculty to assemble and disseminate course readers to College of Education students and others at the University of Hawai‘i.

My Academic Productivity
The College's academic productivity records system is available in the Intranet. The purpose is to store records of faculty/staff publications with the ability to report on this data set. First authors should enter any new publications here. Each department has a designated publications "caretaker" who can assist you with data entry or with special cases (i.e., when the first author is not a COE member). TDP’s instructional support group provides assistance with this tool.

N
Native Hawaiian Advisory Council
The Council consists of COE Native Hawaiian faculty and advises the Dean on matters pertaining to the recruitment and retention of Native Hawaiian faculty and staff.

O
Office of College Development & Alumni Relations
The Office of College Development is located in Everly Hall 131 and seeks support for the college through donations for a variety of items, including student scholarships, endowments, and faculty support funds. The College of Education Alumni Association (COEAA) was established in the 1980s by a group of public school administrators who saw the need to support the efforts of the UH College of Education. Today, COEAA's leadership is made up of a cross section of educators from various perspectives of the education arena. Mark Fukeda is the Director of Development: (808) 956-7988 or mfukeda@hawaii.edu.

Office Hours
Faculty members should designate their availability to meet with students in course syllabi.

Office of Faculty Development and Academic Support (OFDAS)
The mission of the Office of Faculty Development and Academic Support (OFDAS) is to provide instructional and professional development activities and services for UHM faculty and academic staff. In addition, OFDAS provides opportunities for faculty members to participate in an array of instructional and curriculum development activities to improve teaching and learning on the Mānoa campus. Contact: http://www.ofdas.hawaii.edu/about.html

Office of Student Academic Services (OSAS)
The Office of Student Academic Services (OSAS) is located on the first floor of Everly Hall. OSAS handles initial program admissions and graduation checks and maintains PRAXIS and other records. Adam Tanners, Graduate Information Officer, is also available to provide information on graduate programs in COE. Niki Libarios is the Director of OSAS. Contact information: 956-7849 or osas@hawaii.edu.

Online Programs
Learn more about online degrees and courses at https://coe.hawaii.edu/academics/degrees.

Outreach College
UHM Outreach College manages neighbor island and O‘ahu course offerings that are conducted in addition to the regular schedule of classes.
Parking
Parking in zone 1 (the lot for the education complex off Metcalf Street) is by permit only. First-year faculty members most often are able to obtain parking permits for zone 17 near Orvis Auditorium (corner of Dole Street and University Avenue) or zone 20, the parking structure adjacent to the Stan Sheriff Center. See your department secretary for parking forms. Payroll deduction is available to pay for parking permits. Ticketing takes place on campus 24 hours per day. Students who want to park in Zone 1 after 4:00 can purchase a permit from the kiosk in the COE parking lot. Get more information on parking at http://www.hawaii.edu/parking/.

Purchases and Reimbursement
Obtain approval to purchase small items (e.g., teaching materials) with your department chair in advance if you plan to apply for reimbursement.

RCUH
RCUH is a state agency, established by the Legislature in 1965, and is attached to the University of Hawai‘i for administrative purposes. The fundamental mission of RCUH is to support the research and training programs of the University of Hawai‘i and to enhance research, development, and training generally in Hawai‘i. The college has several RCUH employees located in various departments. More information about RCUH can be found at www.rcuh.com.

Research Units in the College of Education
- Center on Disability Studies, Patricia Morrissey, Director
- Curriculum Research & Development Group, Paul Brandon, Director

Sabbatical
Tenured faculty members are eligible for sabbatical leave (i.e., one semester at full salary or one year at half salary) after six years of service. Details are available in the union contract for faculty (www.uhpa.org). Sabbatical leave is granted for professional purposes and is subject to the dean’s approval. APT personnel are eligible for professional improvement leave, also for one semester at full salary or one year at half salary after six years of service. Details are available in the union contract for APTs (www.hgea.org).

Security Escort Service
Campus Security provides transportation or walking escort from dusk to dawn for anyone walking alone on campus at night. By calling 956-SAFE (7233), an escort can be summoned to your location. The escort will either transport you in a Campus Security vehicle or accompany you on foot to any university parking lot or facility.

Senate Executive Committee (SEC)
The term SEC usually refers to the executive committee of the Mānoa Faculty Senate. The College of Education Senate also has an executive committee.

Student Health Services
Health Services | UHSM 105 | 956-8965
Counseling and Student Development Center | QLC 312 | 956-7927

Student Information System (SIS)
The COE SIS provides consolidated information tools to support our student administrative procedures including advising, admission, graduation, PRAXIS, and field placement. The college also uses the SIS as an assessment management system. Talk with your department chair or AAA Director Jessica Miranda (wellsjes@hawaii.edu) about gaining access to the SIS.
Summer Session
UHM conducts two six-week sessions each summer.

Syllabi
Contact your department for a syllabus template and copies of syllabi on file. The Center for Teaching Excellence provides resources for syllabus writing at http://www.cte.hawaii.edu/TA/Syllabi.html. Example syllabus templates for COE are posted on the Intranet under Faculty and Staff Support (https://coe.hawaii.edu/intranet/faculty-support).

Teacher Education Committees (TECs)
TECs in different content areas are appointed by the dean’s office. These committees serve in an advisory role to programs and the dean’s office.

Teacher Education Coordinating Committee (TECC)
The Teacher Education Coordinating Committee (TECC) was created officially by the State legislature in 1965, as specified under the Hawai‘i Revised Statues, Chapter 304, University of Hawai‘i, Section 304-20, College of Education. The authorizing statue indicates, "An advisory committee to be known as the teacher education coordinating committee will identify, study, take action, or make recommendations on matters of education of common interest to the Department of Education and Hawai‘i Institutions of Higher Education (IHEs). Membership includes the Superintendent of Education, the UHM Dean of the College of Education at UHM, representatives from Hawai‘i IHEs, and other appointed members. The Superintendent of Education and the UHM COE Dean serve as chairperson in alternate years.

Technology and Distance Programs (TDP)
TDP provides leadership, management, vision, budgeting, strategic planning, and implementation of distance education and technology services for the College. TDP coordinates distance program offerings and supports faculty in the effective use of technology. Paul McKimmy is Director of TDP.

Tenure and Promotion
Tenure-track faculty members are eligible to apply for tenure and/or promotion at specific intervals in their university service. Detailed instructions and criteria are provided to assist faculty in preparing their papers. A committee of peers and the chair provide feedback and vote on faculty advancement as advisement to the dean. See http://manoa.hawaii.edu/ovcaa/faculty/tenure_promotion_contract_renewal/

Tenure-track Faculty
Tenure-track faculty are in permanent positions allocated by the UH Board of Regents. These are full-time lines that do not vary with the budget from year to year.

Textbook Orders
Department secretaries notify faculty when textbook orders are due for the following semester. Please submit requests on time to avoid additional shipping charges. Outreach College is developing a repository of Open Source materials for UHM courses.

Theft
Lock your office door whenever you leave. COE has had several thefts from offices that were left open just for a few minutes. Don’t leave your valuables unattended.

Title IX Office
Title IX is federal law that prohibits sex discrimination in education. Members of the UHM community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The university believes in zero
tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied. The Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students. Contact: Dee Uwono, Director and Title IX Coordinator, Hawaii Hall 124, 2500 Campus Road, Honolulu, HI 96822, (808) 956-2299 or t9uhm@hawaii.edu

Travel and eTravel
Travel Request and Travel Completion forms must be completed whenever you travel off island during duty time, for official or personal business. Approved travel requests should be submitted as early as possible and at least two weeks in advance of the proposed dates of travel. Travel requests are subject to approval from the dean’s office and must be submitted in advance. All faculty and staff members must use the electronic travel system (eTravel) at http://www.hawaii.edu/etravel/. See your department secretary or administrative assistant for help in learning to use the system.

Several sources of travel funds are available for faculty presenting their research at professional conferences. Apply to the University Research Council (URC) first. Applications must be submitted at least four weeks in advance of travel date. Travel support also is available through the dean's office. Check with your department chair for qualifications.

U
United Way
UHM provides forms each year for voluntary donations to the Aloha United Way.

University Laboratory School (ULS)
University Laboratory School, a Hawai‘i Public Charter School, is a K–12 school that operates in partnership with the College of Education’s Curriculum Research & Development Group (CRDG). The school serves as a laboratory for research and development of programs to improve teaching, learning, and assessment as well as a demonstration site for best practices in education. Faculty and staff are encouraged to visit the school to see the exciting and innovative things happening there.

University of Hawai‘i at Mānoa
UHM campus map: http://manoa.hawaii.edu/campusmap/
UHM academic calendar: www.hawaii.edu/academics/calendar/
UHM faculty directory: www.hawaii.edu/dir/

University of Hawai‘i Professional Assembly (UHPA)
UHPA is the university faculty union. Further information is available at www.uhpa.org.

V
Virtual Office
The COE licenses Blackboard's Collaborate web conferencing service for distance course delivery and other web conferencing needs. Contact TDP at 956-3934 to get a 24/7 virtual office for your use.

Virtual Private Network (VPN)
The COE VPN, or Virtual Private Network, allows users to connect to COE services, including the Student Information System (SIS) database, securely from off site. Using the VPN will also allow users to print to department network printers when connected to the UH wireless. To use the VPN, users should contact the Technology & Distance Programs Tech Support Office at coetech@hawaii.edu for installation instructions and authorization.
W
Websites
UH System: http://www.hawaii.edu/
UH Mānoa: http://manoa.hawaii.edu/
COE: http://coe.hawaii.edu/

Women’s Center
The Women’s Center is committed to providing personal and academic support for the success of women and LGBT students at UHM. Each year the Women’s Center sponsors special events related to women’s issues, including: Women’s History Month (March), Sexual Assault Awareness Month (April), Women’s Health Month (September), and Domestic Violence Awareness Month (October). The Women’s Center provides crisis and referral services, connecting individuals with on and off campus resources for intimate partner violence, sexual assault, legal aid, and other emergency needs. Contact: (808) 956-8059 or http://www.hawaii.edu/womenscenter/

Work Orders
A UH Facilities Work Order must be submitted to have work (e.g., moving furniture, repairs) done in offices or classrooms. Notify your department secretary/administrator if work needs to be done.

XYZ
We will continue to add to this list as needed and based on your feedback. Welcome to the College of Education!