

Faculty/Staff Development Committee Annual Report: 2015-2016

Membership, Meeting Dates

Committee members

- Leanne Urasaki, Instructor, Instructional Tech. Developer (Co-Chair)
- Donna De Luz, Instructor, Arch., Eng. and CAD Tech. (Co-Chair)
- Kate Sims, Professor, English (WH) (Co-Chair)
- Mari Chang, Human Resources Manager (Spring 2015)
- Steven Clements, Inst. and Student Support Specialist, Intensive English Program
- Brian Hirata, Instructor, Culinary Arts
- Tiana Hirota, Education Specialist, OCET
- Sandra Kama, Secretary, Vice Chancellor for Academic Affairs
- Jessica Lerma, Instructor, Philosophy
- Larissa Leslie, Counselor
- Rachel Louis, Administrative Officer (WH)
- Michelle Phillips, Instructor, Biological Sciences
- Christine Quintana, Counselor
- Joel Tanabe, Chair, Applied Technical Education

Meeting Dates

- September 29, 2015
- October 8, 2015
- November 12, 2015
- February 11, 2016
- March 9 & 10, 2016
- April 14, 2016
- April 21, 2016
- (additional meetings scheduled for summer 2016)

2015-2016 Committee Events

Between August 2015 and April 2016 the Committee has coordinated/facilitated 18 events for the faculty and staff of Hawai'i Community College, with a total of 176 participants.

August 9-13, 2015 – Hawai'i National Great Teachers Seminar (off-campus)

Presented by Leeward Community College
Lead planning: Leanne Urasaki
Attendance: 4 HawaiiCC participants

August 17, 2015 – New Hire Orientation (EH/WH)

Lead planning: Leanne

Presenters: Multiple

Attendance: 21 participants

September 4, 2015 – Contract Renewal Workshop (EH/WH)

Lead planning: Leanne Urasaki

Presenter: Joni Onishi, VCAA

Attendance: No data received

September 4, 2015 – Tenure/Promotion Workshop (EH/WH)

Lead planning: Leanne Urasaki

Presenter: Joni Onishi, VCAA

Attendance: No data received

September 18, 2015 – E Imi Pono Day Assessment Resource Fair (EH)

Planned by Assessment Coordinator Reshela DuPuis

Attendance: No data received

Evaluation Summary: No data received

September 22, 2015 – Laulima Gradebook Workshop (EH)

Co-sponsored by ITSO. Committee sent email announcement to campus to promote this event.

Lead planning: Leanne

Presenter: Leanne Urasaki, ITSO

Attendance: 6 participants

October 16, 2015 – Campus Safety Practices (EH/WH)

Lead planning: Sandra Kama, Jessica Lerma

Presenters: Jeff Newsome, HawaiiCC Security

Attendance: 20 participants

November 13, 2015 – Professional Well-Being: Balancing Work and Home Life (EH/WH)

Lead planning: Kate Sims

Attendance: 20

January 4-7, 2016 – Pre-Semester Workshops (EH/WH)

Committee coordinated 6 workshops for faculty:

- Using Laulima with Classroom-Based Classes (Leanne Urasaki & Kate Sims, ITSO)
- Advising Workshop (Karaline Naegele, Academic Advisor)
- Handling Disruptive Students (Bob Duley, Counselor)
- MySuccess (Christine Quintana, Counselor)

- Working with Students with Disabilities (Mari Giel, Counselor & Hawai'i Division of Vocational Rehabilitation)
- Financial Aid: Last Date of Attendance and How it Impacts Our Institution (Lori Fukui-Stoos, Financial Aid Specialist)
- Math Co-Requisite Workshop (Dr. Rob Jeffs, Ivy Tech College)

Lead planning: Leanne Urasaki, Christine Quintana
Attendance: 54 total participants

Jan. 22 & 25, 2016 – Creating Online Tests (EH/WH)

Co-sponsored by ITSO. Committee sent email announcement to campus to promote this event.
Lead planning: Leanne Urasaki
Presenter: Leanne Urasaki, ITSO
Attendance: 8 total participants

February 17 & 19, 2016 – Laulima Gradebook Workshop (EH/WH)

Co-sponsored by ITSO. Committee sent email announcement to campus to promote this event.
Lead planning: Leanne Urasaki
Presenter: Leanne Urasaki, ITSO
Attendance: 2 EH participants (note: WH session cancelled due to no registration)

February 17 & 24, 2016 – Google Drive Refresher Workshop (EH/WH)

Co-sponsored by ITSO. Committee sent email announcement to campus to promote this event.
Lead planning: Leanne Urasaki
Presenter: Leanne Urasaki, ITSO
Attendance: 3 EH participants (note: WH session cancelled due to no registration)

March 9, 2016 – Intro to Online Teaching and OCDP Info Session (EH/WH)

Co-sponsored by ITSO. Committee sent email announcement to campus to promote this event.
Lead planning: Leanne Urasaki
Presenter: Leanne Urasaki, ITSO
Attendance: 1 participant

March 9, 2016 – Healthy & Modern Cooking for Busy Schedules (EH)

Lead planning: Brian Hirata
Presenter: Brian Hirata, CULN
Attendance: 10 participants

April 7, 2016 – Tenure/Promotion Workshops (EH/WH)

Lead planning: Leanne Urasaki
Presenters: Sandra Uyeno, UHCC Director for Human Resources & Joyce Hamasaki, Interim Vice Chancellor for Academic Affairs
Attendance: 7 total participants (note: 2 sessions)

April 15 & 29, 2016 – Contract Renewal Workshops (EH/WH)

Lead planning: Leanne Urasaki

Presenters: Joyce Hamasaki, Interim Vice Chancellor for Academic Affairs

Attendance: 12 total participants (note: 2 sessions)

April 19-21, 2016 – TCC Online Conference

Committee coordinated with TCC staff and developed email announcement and sent out to campus to promote this online conference. This annual worldwide online conference brings together experts from all over the world to share their expertise, experiences, and knowledge relevant to the use of information technology in learning, teaching, and academic services. Normally there is a registration fee, but this year the Wo Learning Champions sponsored the registration fees.

Lead planning: Leanne Urasaki

Attendance: Data unavailable

April 18 & 27, 2016 – Google Sites for Faculty (EH/WH)

Co-sponsored by ITSO. Committee sent email announcement to campus to promote this event.

Lead planning: Leanne Urasaki

Presenter: Leanne Urasaki, ITSO

Attendance: 8 total participants

Upcoming/Scheduled Activities (May-July 2016)

- Google Sites Workshop (EH/WH)
- Online Class Discussions Workshop (EH/WH)
- Creating Instructional Videos (EH/WH)
- Creating Interactive Course Content Workshop (EH/WH)
- Creating Accessible Course Content Workshop (EH/WH)
- Tips for Organizing and Managing your Gmail Workshop (EH/WH)
- Getting Started with Google Forms and Sheets Workshop (EH/WH)

Other Committee Activities

- Staff Handbook Review
- Administered the 2016-2017 Committee Interest Survey
- Organizing and Planning New Hire Orientation Program