

Faculty/Staff Development Committee Annual Report: 2016-2017

Membership, Meeting Dates

Committee members

- Leanne Urasaki, Instructor, Instructional Tech. Developer (Chair)
- Mari Chang, Human Resources Manager
- Donna De Silva, Instructor, Arch., Eng. and CAD Tech.
- Grace Funai, Associate Professor, Counselor
- Laurel Gregory, Professor, Librarian (PAL)
- Cindy Griswold, Instructor, Nursing (Fall 2016 only)
- Brian Hirata, Instructor, Culinary Arts
- Sandra Kama, Secretary, Vice Chancellor for Academic Affairs
- Jessica Gonzalez, Instructor, Philosophy
- William Lawrenz, Instructor, English
- Larissa Leslie, Assistant Professor, Counselor
- Michelle Phillips, Instructor, Biological Sciences
- Christine Quintana, Assistant Professor, Counselor
- Kate Sims, Professor, English (PAL)
- Neva Supe-Roque, Instructional & Student Support Specialist - ITSO

Meeting Dates

- September 2, 2016
- October 7, 2016
- December 2, 2016
- January 13, 2017
- February 10, 2017
- March 10, 2017
- April 28, 2017
- (additional meetings may be scheduled for summer 2017)

2016-2017 Committee Events

Between August 2016 and April 2017 the Committee coordinated/facilitated 43 events (including 8 planned but not yet held) for the faculty and staff of Hawai'i Community College, with a total of 389 participants.

Note: Additional events are being scheduled for May-July 2017; and an updated report will be submitted in August 2017.

August 15, 2016 – New Hire Orientation (EH/WH)

Committee Lead: Leanne Urasaki

Presenter: Leanne Urasaki, ITSO

Attendance: 27 participants

Evaluation Summary: 16 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
13	3	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
13	3	0	0	0

Suggestions for improvement (selection):

- Perhaps more detail on the info less available on website.
- Send the info packet by email before the session.
- Add something to do besides listen and look - walking around tour?
- No. It was concise and informative. Have a virtual orientation...for those who cannot make it in person.
- On screen (vidcon), the computer screen was hard to read - use larger font? I wish I brought my laptop and had the new employee central website.

August 15- 18, 2016 – Fall Convocation Week Workshops (EH/WH)

Committee Lead: Leanne Urasaki

Get in the Know with Dev-Ed

Presenters: Marilyn Bader (Math), Kate Sims (ENG)

Attendance: 16 participants

Evaluation Summary: 13 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
6	7	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
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7	5	1	0	0
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Suggestions for improvement (selection):

- More in-depth of thinking how scenarios could fit into the new model.
- English–lengthy–can be confusing.

Advising Refresher

Presenter: Karaline Naegele, Counseling Advisor

Attendance: 24 participants

Evaluation Summary: 14 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
6	7	1	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
7	5	2	0	0

Suggestions for improvement (selection):

- Why was there so much focus on financial aid? Graduation pathway was interesting but not really applicable. If faculty needs to be doing financial aid advising then should have a workshop on it. This was to be a faculty adviser refresher, which seems like academic advising but much of the time was spent on financial aid.
- Lots of information, but I don't have enough background information to understand how to use it. Maybe something more step-by-step? Maybe a more basic, step-by-step session for those of us with no experience with STAR and advising.
- I would like to see a training for brand new faculty/advisors not just a refresher. I did come a few minutes late, but still felt a little lost.
- As a new advisor, it would be very helpful to actually watch someone go thru advising process.

Laulima Basics for All Instructors

Presenter: Neva Supe-Roque, ITSO

Attendance: 13 participants

Evaluation Summary: 11 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
9	2	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
9	2	0	0	0

Suggestions for improvement:

- Keep the pace.
- Bit more time.

Financial Aid: What is SAP and How Last Date of Attendance Impacts Future Eligibility

Presenters: Susan Olsen and Sheena Mathews, Financial Aid Office

Attendance: 6 participants

Evaluation Summary: 4 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
1	3	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
1	3	0	0	0

Suggestions for improvement:

- Handouts?
- Powerpoint – copies can be provided

So You Got the Teaching Job...Now What?

Presenter: Sam Giordanengo, History

Attendance: 4 participants

Evaluation Summary: 4 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	2	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	2	0	0	0

Suggestions for improvement:

- No change, very good.

MySuccess: How to Make a Referral/Raise a Flag

Presenter: Christine Quintana, Counselor

Attendance: 3 participants

Evaluation Summary: 3 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	1	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	1	0	0	0

Suggestions for improvement:

- Keep up the good work. I am just learning about the topic.
- All good.

How to Handle Disruptive Students

Presenter: Bob Duley, Counselor

Attendance: 4 participants

Evaluation Summary: 4 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	2	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	2	0	0	0

Suggestions for improvement:

- (none)

Google Drive Basics (WH only)

Presenter: Leanne Urasaki, ITSO

Attendance: 4 participants

Evaluation Summary: 3 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	1	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	1	0	0	0

Suggestions for improvement:

- Have us do a task or two more (muscle memory)

Lunchtime Social with the Chancellor (WH only)

Presenter: Rachel Solemsaas

Attendance: 15 participants

Evaluation Summary: Evaluation not conducted

Sharing the News

Presenters: Sharon Dansereau (ENG), Carrie Mospens (ENG), Michelle Phillips (Natural Sciences)

Attendance: 4 participants

Evaluation Summary: 4 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
3	1	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
3	1	0	0	0

Suggestions for improvement (selection):

- Could be helpful to do in department-specific groups like this and/or invite other interested partners.
- More participants.

Resource Match: An Online Referral System for Community Resources

Presenter: Helen Nishimoto, Career and Job Development Center

Attendance: 1 participant

Evaluation Summary: 0 evaluations received

Ice Cream Social with the Chancellor (EH only)

Presenter: Rachel Solemsaas

Attendance: 67 participants

Evaluation Summary: Evaluation not conducted

August/September 2016 – CPR/AED Training (EH/WH)

Planned by Administrative Affairs/POM, Committee sent email announcement to campus to promote this event.

Committee Lead: Leanne Urasaki

Attendance: No data received

Evaluation Summary: No data received

September 1, 2016 – Tenure/Promotion Workshop (EH/WH)

Committee Lead: Leanne Urasaki

Presenter: Joni Onishi, VCAA

Attendance: 6 participants

Evaluation Summary: Evaluation not conducted

September 1, 2015 – Contract Renewal Workshop (EH/WH)

Committee Lead: Leanne Urasaki
Presenter: Joni Onishi, VCAA
Attendance: 14 participants

Evaluation Summary: Evaluation not conducted

September 30, 2016 – Campus Safety Workshop (EH/WH)

Committee Leads: Michelle Phillips, Leanne Urasaki
Presenter: Jeff Newsome, Hawai'i CC Security Chief
Attendance: 21 participants

Evaluation Summary: 21 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
14	7	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
17	4	0	0	0

Suggestions for improvement (selection):

- Have handouts for quick reference.
- Pass out maps-rally-points-or at least make it large enough to identify places! Put your phone numbers on board.
- This presentation should be mandatory for all employees at HawCC.
- If presenter left out little "snide" remarks. Inappropriate and takes away from seriousness of content.
- More often sessions – 2x a year.
- Videos were not visible, volume was either way too loud or not loud enough.
- Not so many "jokes."
- No more allusions to alcohol and drinking.

October 2016 – STAR Registration Workshop (EH/WH)

Committee Lead: Grace Funai
Presenter: Grace Funai, Counselor

Attendance: No data received (multiple sessions)

Evaluation Summary: No data received

November 2, 2016 – How to Support Those in Crisis (EH/WH)

Committee Lead: Leanne Urasaki
Presenter: Kate DeSoto, Hawai'i CC Mental Health Therapist
Attendance: 9 participants

Evaluation Summary: Conducted by presenter; data not received

January 4-7, 2017 – Spring Convocation Week Workshops (EH/WH)

Committee Lead: Leanne Urasaki, Christine Quintana

Laulima Basics for All Instructors (2 sessions)

Presenter: Neva Supe-Roque, ITSO

Attendance: 5 participants

Evaluation Summary: 5 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
5	0	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
5	0	0	0	0

Suggestions for improvement:

- (none)

Supporting Those in Crisis

Presenter: Kate DeSoto, Hawai'i CC Mental Health Therapist

Attendance: 1 participant

Evaluation Summary: Data not received

Using MySuccess to Identify At-Risk Students

Presenter: Christine Quintana, Counselor

Attendance: 1 participant

Evaluation Summary: Data not received

Laulima Update Info (2 sessions)

Presenter: Leanne Urasaki, ITSO

Attendance: 5 participants

Evaluation Summary: Evaluation not conducted

Laulima Help Session (3 sessions)

Presenter: Leanne Urasaki, ITSO

Attendance: 3 participants

Evaluation Summary: Evaluation not conducted

Lei O Hilo

Presenter: Pele Kaio, Hawai'i Life Styles

Attendance: 1 participant

Evaluation Summary: 1 evaluation received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
1	0	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
1	0	0	0	0

Suggestions for improvement:

- (none)

Course Evaluation System (CES) Information Session

Presenter: Hae Okimoto, Director of Academic Technologies, UH System

Attendance: 24 participants

Evaluation Summary: Evaluation not conducted

EdReady Information Session

Presenter: Hae Okimoto, Director of Academic Technologies, UH System

Attendance: 24 participants

Evaluation Summary: Evaluation not conducted

January 26, 2017 – Healthy Cooking for Busy People (EH)

Committee Leads: Brian Hirata, Michelle Phillips

Presenter: Brian Hirata, Culinary Arts

Attendance: 6 participants

Evaluation Summary: 6 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
6	0	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
6	0	0	0	0

Suggestions for improvement (selection):

- Having this more often.

February 9 & 23, 2017 – Remind App Workshop (EH/WH)

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

Committee Lead: Leanne Urasaki

Presenter: Neva Supe-Roque, ITSO

Attendance: Total 6 participants

Evaluation Summary: 4 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	2	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
2	2	0	0	0

Suggestions for improvement (selection):

- None, except maybe invite a past participant who now uses it?

February 23 & March 14, 2017 – Google Forms Workshop (EH/WH)

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

Committee Lead: Leanne Urasaki

Presenter: Leanne Urasaki, ITSO

Attendance: Total 13 participants

Evaluation Summary: 11 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
5	6	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
9	2	0	0	0

Suggestions for improvement (selection):

- (none)

February 17, 2017 – Designing Assignments and Rubrics (EH/WH)

Committee Leads: William Lawrenz

Presenter: Reshela DuPuis, Institutional Assessment Coordinator and Kate Sims, English

Attendance: 22 participants

Evaluation Summary: 22 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
16	5	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
17	4	1	0	0

Suggestions for improvement (selection):

- Maybe a follow up with revised assignments using info learned here today
- More time to work on exercises
- It was hard to work with other people from different disciplines because I had no idea what their material was about, but they were very friendly & explained it for me. So I'm not sure if work with different disciplines is/was effective in improving myself or for them.
- Maybe smaller groups so we could have 1 on 1.
- Felt rushed a little. Some exercises were difficult to do because types of assessment vary significantly depending on a course.
- It is uncomfortable when you share specifics such as (...) example; the example is good, but we don't need to know the instructor details- if we think we know who the instructor is it may discount the example - we are interested in examples but not on who does what or history instructor that wanted to copy rubric from English poetry assignment; Pāalamanui culinary; there were others also.
- Clarify the "assignment" - not all were clear on what to bring today. Maybe more interactive exercises.

February 17, 2017– Contract Renewal Workshops (EH/WH)

Committee Lead: Leanne Urasaki

Presenter: Joni Onishi, VCAA

Attendance: 1 participant

Evaluation Summary: Evaluation not conducted

March 3, 2017– Staff Development Day (EH)

Committee Lead: Sandy Kama

Presenters: Various, see

Attendance: 13 participants

Evaluation Summary: 12 evaluations received

Overall Event Evaluation

	Very Satisfied	Somewhat Satisfied	Neutral	Somewhat Dissatisfied	Very Dissatisfied
Event day, time, length	12	0	0	0	0
Event location	11	0	1	0	0
Workshop topics	12	0	0	0	0
Lunch	11	0	1	0	0

Session Evaluations

(1) Google Drive Basics & Beyond (Leanne Urasaki, ITS0)

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
11	0	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
10	0	1	0	0

(1) Google Drive Basics & Beyond (Leanne Urasaki, ITSO)

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
11	0	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
10	0	1	0	0

(2) How to Stay Healthy in the Workplace (Sherise Tiogangco, Interim Registrar and Neva Supe-Roque, ITSO)

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
10	1	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
10	0	1	0	0

(3) Computer Services Awareness (Scot Rosehill, Computer Services)

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
12	0	0	0	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
11	0	1	0	0

March 16-17, 2017 – Hawai'i CC Crockpot Challenge (EH/WH)

Committee Leads: Christine Quintana and Larissa Leslie (Counseling)

Presenters: n/a

Participants: 4 entrants; attendees not required to sign in

Evaluation Summary: Evaluation not conducted

April 7, 2017 – Tenure/Promotion Workshops (EH/WH)

Committee Leads: Mari Chang, Leanne Urasaki

Presenters: Sandra Uyeno, UHCC Director for Human Resources & Joni Onishi, VCAA

Attendance: 9 total participants (Note: 2 sessions held)

Evaluation Summary: Evaluation not conducted

April 12, 2017 – Electricity Savings Workshop (EH/WH)

Committee Leads: Leanne Urasaki

Presenter: David Kurohara, Business and Community Consultant, Hawai'i Electric Light

Attendance: 17 participants

Evaluation Summary: 13 evaluations received

I feel I gained information and skills that could help my effectiveness at Hawai'iCC

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
8	4	0	1	0

Overall, I feel this session was valuable and informative

Strongly Agree	Agree	Neutral/Undecided	Disagree	Strongly Disagree
12	1	0	0	0

Suggestions for improvement (selection):

- Need a little more time
- Perhaps recommending solar water heater companies that are reputable. How can we buy tints for windows in Hilo.

May 4, 2017– Contract Renewal Workshops (EH/WH)

Committee Lead: Leanne Urasaki

Presenter: Joni Onishi, VCAA

Attendance: (will be reported in updated report)

Evaluation Summary: (will be reported in updated report)

May 23 & 24, 2017 – Google Sites for Online Course Content (EH/WH)

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

Committee Lead: Leanne Urasaki

Presenter: Leanne Urasaki, ITSO

Attendance: (will be reported in updated report)

Evaluation Summary: (will be reported in updated report)

May 24 & June 7, 2017 –Online Discussions (EH/WH)

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

Committee Lead: Leanne Urasaki

Presenter: Neva Supe-Roque, ITSO

Attendance: (will be reported in updated report)

Evaluation Summary: (will be reported in updated report)

June 9 & 27, 2017 – Create Instructional Videos Using Screencast-o-Matic (EH/WH)

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

Committee Lead: Leanne Urasaki

Presenter: Leanne Urasaki, ITSO

Attendance: (will be reported in updated report)

Evaluation Summary: (will be reported in updated report)

June 15, 2017 – Google Tips & Tricks (EH)

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

Committee Lead: Leanne Urasaki

Presenter: Leanne Urasaki, ITSO

Attendance: (will be reported in updated report)

Evaluation Summary: (will be reported in updated report)

June 22, 2017 – Google Drive: Advanced (EH)

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

Committee Lead: Leanne Urasaki

Presenter: Leanne Urasaki, ITSO

Attendance: (will be reported in updated report)

Evaluation Summary: (will be reported in updated report)

June 27 & 29, 2016 – Level Up! Use Web Tools to Add Interactive Activities to your Classroom-based Classes (EH/WH)

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

Committee Lead: Leanne Urasaki

Presenter: Neva Supe-Roque, ITSO

Attendance: (will be reported in updated report)

Evaluation Summary: (will be reported in updated report)

July 13 & 20, 2017 – Create Accessible Course Content: Word Documents (EH/WH)

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

Committee Lead: Leanne Urasaki

Presenter: Leanne Urasaki, ITSO

Attendance: (will be reported in updated report)

Evaluation Summary: (will be reported in updated report)

Other Committee Activities

- Administered the 2017-2018 Committee Interest Survey
Committee Lead: Leanne Urasaki
- Administering the one-on-one New Hire Orientation Program (new format started fall 2016)
Committee Lead: Leanne Urasaki

Respectfully submitted by:

Leanne Urasaki

2016-2017 Faculty/Staff Development Committee Chair