AAAC Meeting Notes
October 2, 2015

Convener: Ardis Eschenberg, Vice Chancellor of Academic Affairs

In Attendance: Ellen Ishida-Babineau, Dean of Division I; Charles Sasaki, Dean of Division II; Robert Barclay, Language Arts Chair; Kathleen French, Social Sciences Chair; Mark Hamasaki, Humanities Chair; Ross Langston, Natural Sciences Chair; Ellen Nagaue, Testing Center Coordinator; Elizabeth Ratliff, Media Center Coordinator, Navtej Singh, Math-Business Chair; Jan Sung, Library; Michael Tom, Computing Center Coordinator.

A. Catalog: Ardis will soon send out a general announcement that the goal will be to get the next catalog out by April 11 which is the start of Summer and Fall registration. The bulk of the revisions need to be done in January. Curricular actions need to be completely through the process by February 1. Bonnie needs 5-6 weeks to work on the layout and printing.

B. Scheduling Values and Priorities: See attachment. Ardis shared data from the STAR velocity initiative. Using this, under scheduling priorities, we have more room to add WI classes outside of English and Humanities. Ross suggested to add “Efficiency”, to consider not only size but also technology, under scheduling values.

C. ARPD Reports: Report drafts are due to the deans by October 15. While this date may seem very early, it provides the time to fix reports, if necessary. Drafts can be bulleted items. Be sure to highlight reporting of learning outcomes. Jeff included a table in the report for learning outcomes. Ardis also needs the draft reports in order to do her liberal arts report. Now is also the time to prioritize your PBC requests using the report data.

D. 2016-2017 Standard Teaching Equivalency Assignment: a draft of the memo from Ardis to request teaching equivalency requests that have been requested on a consistent and continuous basis was distributed. This request will remove the requirement of the faculty applying individually, but does not remove the requirement of submitting a completion report. The memo is intended to cover only one academic year at a time.

E. DQs and Duties that have been added to standard job announcements.
   DQs
   • Evidence of commitment to WCC’s mission of positioning the college as a leading Native Hawaiian/indigenous-serving higher education institution through the development and integration of culture-based course content and/or methodology (to comply with Papa O Ke Ao Initiative - UH’s Papa o Ke Ao policy).
   • Demonstrated ability in curriculum development including online and/or hybrid instruction (due to large increase in online and hybrid classes).

   Duty
   • Teach courses utilizing online, hybrid, and/or distance delivery formats as needed.

F. Draft WCC Operational Guidelines for the Employment of Relatives: please review and discuss with your department and send your comments to Ardis within the next two weeks.
G. eCafe: Time is up for the departments to submit questions. Instructors will soon be notified by eCafe that they can submit their own questions. Instructors should sign on, check their questions and submit any new questions they would like to have included. If anyone has questions, contact Elizabeth Ratliff. Elizabeth will soon be creating an on-line tutorial for eCafe.

H. Announcements, Reminders, Information Sharing
   a. ProctorU: The Distance Ed committee looked into ways to help students who could not make it to the Testing Center. As a result, we now have a new online proctoring service available to us. For a minimum hourly charge to the student, ProctorU will identify the student and proctor the test online via Skype. Elizabeth Ratliff will set up an orientation for faculty.
   b. Distance Education Student Survey: Elizabeth Ratliff sent out this survey to all students last week and has already gotten 65 responses.
   c. Haven/EverFi Course: please encourage your students to do this online training course for Title IX.
   d. T & P dossiers due to Chancellor’s office by October 2
      i. DPCs review dossiers October 12-30
      ii. DCs review dossiers November 2-13
   e. Contract Renewals due October 15 to Deans
      i. DPCs review dossiers October 16- November 13; dossiers are forwarded to DCs
      ii. DC review dossiers from November 16-December 18 and meet with faculty to discuss recommendation; dossiers are forwarded to Deans
   f. Tenured Faculty Five-Year review due to Chancellor’s office December 1
   g. Lecturer Evaluation Training Sessions scheduled for:
      i. November 20, 2015, 1:00 pm-3:00 pm (Friday)
      ii. December 15, 2015, 5:30 pm-7:30 pm (Tuesday)
      iii. January 20, 2016, 4:30 pm-6:30 pm (Wednesday)
      iv. February 12, 2016, 10:00 am-12:00 pm (Friday)
   h. Lecturer Step Placement Updates due October 15 for the Spring 2016 semester.
   i. Textbook adoptions are due by October 15. Ardis will let Debra know that the number of sections of each class is carefully considered and that the low enrolled classes will be cancelled after the meeting scheduled on December 14, 2015, 12:00 pm to 2:00 pm.
   j. Send lecturer pool list of disciplines to Carol to update ad for Spring 2016.
   k. The Library will be closed to the public December 23-31. The staff will be working, so faculty can still access the Library by calling the circulation desk first. Also, Jan Sung will be leaving WCC at the end of October.
   l. Ardis will be sending the budget out to the departments today.
   m. Next meeting – November 6, 10:00 am-11:30 am in Alaka‘i 118
Scheduling Priorities and Values

Scheduling priorities (articulated in Spring 14 scheduling meetings):
1. Freshman cohort: provide offerings that maximize success in first semester of enrollment.
2. Computer/technology/lab rooms prioritized for their respective functions.
3. Degree pathways (esp. ASNS): provide courses in sequence and times needed to promote degree attainment.
4. Develop an efficient night pathway to degree.
5. Variety of WI courses (enough seats for approximately half General Liberal Arts degree seekers).

Scheduling values (articulated in Spring 14 scheduling meetings):
1. Cohesion: share spaces to optimize offerings
2. Mutual respect
3. Physical accommodation: work together to accommodate those with special needs, including curricular and physical.
4. Work to utilize spaces appropriate to class needs.
Planning Budget Council Timeline for 2014-2015

August-September
- Review Strategic Outcome Measures
- Chancellor’s Annual Report
- Training on modifying Strategic Plan
- Distribute data to Departmental Chairs for Departmental Report/ARPD
- Training for Department Chairs on Departmental Report Template

October
- Review UH Strategic Directions
- Review UHCC Strategic Plan Update
- ARPDs Completed Online
- Planning and Budget Council Forms Initiated in Department
- Training for Third Party Reviewers
- Training on Analysis of Data

November
- Align UH and UHCC Strategic Plans
- Develop, Align, and Modify Windward CC Strategic Outcome Measures with UH and UHCC Strategic Plans
- Department Chairs submit Departmental Report/ADRP to Dean, Director, or Vice Chancellor for comment
- Departmental Reports/ ARPD submitted to Third Party Reviewers
- Department Chairs revise reports as necessary

December
- Go to Faculty Senate for Approval of Strategic Plan
- **December 15**: Final Departmental Report due for posting on Planning and Budget Council site and ARPD due to System Office

January
- Present Modified Strategic Plan at Convocation
- Department Reports and ARPDs posted on the Planning and Budget Council web site
- Training for Planning and Budget Council Members

February-April
- Convener establishes agenda with key program and unit personnel present to clarify which PBC queries will be presented, and established the order in which they are presented
- PBC reviews and prioritizes budget requests and allocations and submits final Summary Sheet ratings and recommendations to the Chancellor

April-May
- Chancellor determines order of budget requests and allocations for supplies, equipment, position reallocation, and new positions.
- PBC receives Chancellor report and rationale for any changes

July
- Biennium or Supplemental requests submitted to UHCC System

Process begins again in August-September.
MEMORANDUM

September 13, 2015

TO:  Ellen Ishida-Babineau and Charles Sasaki
     Academic Deans

     All Department Chairs

     Jamie Boyd
     SAT Convener

     Floyd McCoy, Jenny Webster, and Dave Krupp
     Faculty Senate Chairs

     Douglas Dykstra
     Chancellor

FROM:  Ardis Eschenberg
     Vice Chancellor of Academic Affairs

SUBJECT:  2016-2017 STANDARD TEACHING EQUIVALENCY ASSIGNMENTS

SPECIFIC ACTION REQUESTED:
Your review of potential Standard Teaching Equivalencies for Fall 2016 and Spring 2017 is requested.

PURPOSE:
The assignment of non-instructional equivalencies is intended to provide faculty who have assumed responsibilities beyond the normal expectation the time necessary to meet both their remaining teaching obligations, and the demands of their additional responsibility. Some of these equivalencies are awarded each year consistently. Currently, all faculty complete the full application for these consistent requests in the same manner that is done for requests that are novel. For these consistent assignments, it is recommended that we create an approved list of standard teaching equivalencies which do not need to be applied for but rather can be applied to the appropriate faculty member without application.

BACKGROUND:
BOR Policy, Section 9-14, establishes the standard teaching assignment for full-time Community College instructional faculty as 27 semester credits per academic year or equivalent. UHCCP
#9.237 defines the equivalencies for modes of instruction other than lecture and for non-instructional assignments. When the non-instructional assignments exceed that which is normally expected of an individual faculty member, the faculty member may be assigned a non-instructional equivalency based on the guidelines in Appendices 1-5, UHCCP #9.237.

ACTION REQUESTED:
It is requested that you review the following list of consistently assigned teaching equivalencies and note whether you concur or do not concur with making them standardized. If standardized, faculty fulfilling these roles will not need to apply for these equivalencies but can have them awarded directly by their respective deans on their Personnel Action Forms, which denote faculty semester workload, so long as funds are available.

________________________  ____________________________
Robert Barclay, Department Chair  CONCUR/DO NOT CONCUR

________________________  ____________________________
Kathleen French, Department Chair  CONCUR/DO NOT CONCUR

________________________  ____________________________
Mark Hamasaki, Department Chair  CONCUR/DO NOT CONCUR

________________________  ____________________________
Ross Langston, Department Chair  CONCUR/DO NOT CONCUR

________________________  ____________________________
Johnny Singh, Department Chair  CONCUR/DO NOT CONCUR

________________________  ____________________________
Ellen Ishida-Babineau, Dean of Div. I  CONCUR/DO NOT CONCUR

________________________  ____________________________
Charles Sasaki, Dean of Div. II  CONCUR/DO NOT CONCUR

________________________  ____________________________
Jamie Boyd, SAT Convener  CONCUR/DO NOT CONCUR

________________________  ____________________________
Floyd McCoy, Faculty Senate Chair  CONCUR/DO NOT CONCUR
<table>
<thead>
<tr>
<th>TE Description</th>
<th>Associated Credits</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Ceramics Lab Management</td>
<td>Fall 3TE Spring 3TE</td>
<td>Lab Management: maintain and students supervised during the open lab hours.</td>
</tr>
<tr>
<td>2 Foundation Board Chair</td>
<td>Fall 2TE Spring 2TE</td>
<td>Upon consultation with other colleges, TE is generally not offered for this work (KapCC, HawCC, HonCC, KauiCC, LeeCC, Maui College). This would generally be part of service to institution. However, it is part of our Foundations Board charter.</td>
</tr>
<tr>
<td>3 Gallery Coordinator</td>
<td>Fall 7.5TE Spring 7.5TE</td>
<td>Workload: coordinate a full-time gallery operation.</td>
</tr>
<tr>
<td>4 International Education Committee Chair</td>
<td>Fall 3TE Spring 3TE</td>
<td>Coordination &amp; Development of WCC Internationalization efforts</td>
</tr>
<tr>
<td>5 Ka ‘Ohana Advisor</td>
<td>Fall 3TE Spring 3TE</td>
<td>Workload: Production of monthly campus newsletter, mentoring of students in this process</td>
</tr>
<tr>
<td>6 Math Resource Coordinator</td>
<td>Fall 3TE Spring 3TE</td>
<td>Workload: Includes oversight and scheduling of Math Lab</td>
</tr>
<tr>
<td>7 MOP Coordinator</td>
<td>Fall 3TE Spring 3TE</td>
<td>Note: dependent upon continued MOP agreement and vitality of program</td>
</tr>
<tr>
<td>8 Music Coordinator/Hawaii Music Institute (HMI)</td>
<td>Fall 3TE Spring 3TE</td>
<td>Program development: continue the expansion of the music program and to continue to develop and direct the Hawaii Music Institute.</td>
</tr>
<tr>
<td>7 Photography Facilities Manager</td>
<td>Fall 3TE Spring 3TE</td>
<td>Lab Management: maintain quality and safety; train and supervise lab assistants.</td>
</tr>
<tr>
<td>9 Speech Center Coordinator</td>
<td>Fall 3TE Spring 3TE</td>
<td>Resource Teacher/Coordinator: provide assistance to on-campus students as a resource teacher, she will supervise the student help; plan and present</td>
</tr>
<tr>
<td></td>
<td>Writing Center Resources Teacher</td>
<td>Fall 3TE</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>10</strong></td>
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</tr>
</tbody>
</table>

Resource Teacher/Coordinator: operate the Writing Center; supervise graduate English students who will assist her in providing services to students. Annette will work 9 hours per week, including preparing and presenting workshops; collect, analyze and report data for the ARPD and Language Arts Annual Department reports; and represent the Writing Center at the Ka Piko Coordinator’s meetings.
DRAFT September 3, 2015

Windward Community College Guidelines for Implementing RP9.204, Employment of Relatives
Effective September 2015
Academic Affairs Office

Purpose: To provide procedures in the implementation of the BOR Policy 9.204, Employment of Relatives which states that:

1. The recruitment procedures shall ensure the employment of the most qualified person for each position, and the employment of a relative of a board or faculty member shall be determined by the same principles that apply to the employment of any other faculty member.

2. In case of supervisory relationships involving relatives, there shall be guarantees that those will not inhibit the free and open operation of the other members of the unit, and the relative that is in the supervisory position must disqualify himself/herself from all deliberations and actions affecting economic benefits of the relative and other actions where appropriate. Evaluation of performance and professional competence shall be carried out objectively and fairly through committees and outside review.

3. For the purpose of this action, “relative” includes husband-wife, parent-child, sibling, and any other familial relationship, including domestic partners.

Procedure:

1. When an instructor or lecturer is employed and a supervisory relationship (e.g., discipline scheduler and another faculty member) exists in the same unit, both employees sign the Disclosure of the Employment of Relatives (A9.335 Attachment). The original Disclosure is filed in the subordinate’s personnel files in the Human Resources Office; a copy is also filed in Academic Affairs Division personnel files. In addition, copies are filed in the supervisory employee’s file in HR and in Academic Affairs Division personnel files.

2. The department chair for the academic unit is informed of the relationship and the employees involved are informed of the scheduling process via memorandum and/or meeting.

3. To ensure transparency and to avoid the nepotism in scheduling, the following steps will be taken:
   • Supervisory faculty creates a proposed discipline schedule and submits to the department chair (DC) for review.
   • The DC previews the proposed schedule and confers with the supervisory faculty for clarification and modification. The DC and Dean will consult on any issues or differences in understanding that may arise.
   • The supervisory faculty enters all discipline courses into Banner except for the subordinate faculty’s schedule. The DC will input the subordinate faculty’s schedule. The last step provides for an official record that an outside party has had final say over said courses.

ATTACHMENTS:
RP9.204, Employment of Relatives, Effective August 1973; Recodified October 31, 2014
A9.335, Employee Relations and Working Conditions, November 1, 2001
Title
Employment of Relatives

Header
Regents Policy Chapter 9, Personnel
Regents Policy RP 9.204, Employment of Relatives
Effective Date: Aug. 9, 1973
Prior Dates Amended: Oct. 31, 2014 (revised)
Review Date: August 2019

I. Purpose
To set forth policy regarding employment of relatives at the university.

II. Definitions
No policy specific or unique definitions apply.

III. Board of Regents Policy
A. The following statement of nepotism shall govern the employment of relatives.
   1. The recruitment procedures shall insure the employment of the most qualified
      person for each position, and the employment of a relative of a board or faculty member
      shall be determined by the same principles that apply to the employment of any other
      faculty member.
   2. In case of supervisory relationships involving relatives, there shall be guarantees
      that those will not inhibit the free and open operation of the other members of the unit, and
      the relative that is in the supervisory position must disqualify himself/herself from all
      deliberations and actions affecting economic benefits of the relative and other actions
      where appropriate. Evaluation of performance and professional competence shall be
      carried out objectively and fairly through committees and outside review.
3. For the purpose of this action, "relative" includes husband-wife, parent-child, sibling, and any other familial relationship, including domestic partners.

IV. Delegation of Authority

There is no policy specific delegation of authority.

V. Contact Information

Office of the Vice President for Administration, 956-6405  jgouveia@hawaii.edu

VI. References

A. http://www.hawaii.edu/offices/bor/

VII. Exhibits and Appendices

No Exhibits and Appendices found

Approved

approved as to Form: ____________________  October 31, 2014  
Cynthia Quinn  
Executive Administrator and Secretary of the Board of Regents

Topics

No Topics found.
A9.335 Employment of Relatives

1. Purpose

To ensure compliance with the Board of Regents policy on the employment of relatives.

The University's fundamental employment policy is the selection of the most qualified candidate for the position. It is also the University's policy to not discriminate in employment and to ensure fair, objective, equitable treatment of all applicants and employees. This policy is extended to include the employment of relatives of members of the Board of Regents.

In the event that the most qualified applicant for any position is a relative of a member(s) of the Board of Regents or a University employee(s), the Board of Regent's policy requires that safeguards be instituted to ensure that the free and open operation of the unit and conduct of its employees are not inhibited.

2. Objective

The University recognizes that the employment of relatives can lead to the potential for, or appearance of, favoritism and conflicts of interest which may adversely affect the work environment. These guidelines are established to identify, minimize and resolve potential favoritism and conflicts of interest when relatives are employed.

3. References

Section 9-4, Employment of Relatives, Board of Regents Policies.

Section 84-13, Hawai‘i Revised Statutes, relating to fair treatment.
Section 84-14, Hawai‘i Revised Statutes, relating to Conflicts of Interest.

4. Definitions

As used in this procedure, "relative" includes husband-wife, parent-child, sibling, and any other familial relationship, including domestic partners.

5. Applicability/Responsibility

This procedure applies to all employees of the University of Hawai‘i, including relatives of the members of the Board of Regents, Board of Regents appointees and University employees subject to Chapter 76, Hawai‘i Revised Statutes.

The respective campus administrators are responsible for ensuring compliance with Board policy and this procedure.

6. Guidelines

a. Recruitment and Selection

The University’s recruitment and selection procedures are designed to select the most qualified candidate for the position and to afford all applicants fair, objective, and equitable treatment. The employment of a relative of a University employee or Regent shall be determined by the same principles applicable to the employment of any other employee of the University. A relative of a Regent or University employee shall be judged on his or her own merits and shall not be evaluated (favorably or unfavorably) based on the relationship to a Regent or employee.

University employees shall not participate in searches or appointment decisions if a relative is a candidate for the position. If, during the course of filling a position, an employee becomes aware that a relative is an applicant for the position, the employee shall immediately disclose the relationship to the selection committee or authority and disqualify himself/herself from further
participation in the selection process.

A member of the University staff or Board of Regents shall not participate in the processes of review and decision-making or any matter concerning the appointment, evaluation, promotion, salary, retention, investigation, discipline, termination, or other action affecting the employment of a relative.

b. Disclosure

All employees are required to disclose the names and relationships of all known relatives or any familial relationship with any applicant for a position in the same employing unit as the employee.

All employees are required to disclose the names and relationships of all known relatives or any familial relationship with any employee in the same employing unit at the time of any change in employment status, such as transfers, movement from one unit to another, and of any change in personal status or personal relationships such as marriage and adoption.

Subject disclosure shall be made as soon as the employee is made aware of such relationship.

Such disclosure shall be made on the UH Form 88 – “Disclosure on the Appointment of Relatives” provided herein as an Attachment to this procedure.

c. Supervisory Relationships

In the event there is a supervisory relationship between relatives:

1) There shall be guarantees that the familial relationship will not inhibit the free and open conduct of business of the other members of the unit.

2) The relative in the supervisory position must disqualify himself/herself from all
deliberations and actions affecting economic benefits of the relative and other actions where appropriate involving the relative in the non-supervisory position; and

3) Evaluation of performance and professional competence shall be carried out objectively and fairly through committees and outside review; and

4) At no time shall the relative in the supervisory position unduly influence:

   (1) the outcome of any deliberations which result in additional remuneration or benefit to the relative or

   (2) investigations or decisions related to disciplinary actions, misconduct, work assignments, etc.

7. Procedure

The appointing authority shall ensure that the employment of relatives in the same unit (i.e., college, division, systemwide/campuswide administrative office) is timely disclosed through completion of the attached form.

The respective campus administrators are responsible for ensuring compliance with Board policy and this procedure. While general responsibility for assuring adherence to Board policy and this procedure may rest with campus administrators and appointing authorities, a particular responsibility for sensitivity to the potential conflicts falls on the related employees.

The completed form shall be filed in the respective personnel files of the related employees.
DISCLOSURE OF THE EMPLOYMENT OF RELATIVES
in the same department/college/office

TO: Chancellor

FROM: __________________________
      Dean/Director/Provost

SUBJECT: Employment of Relatives

I hereby report the appointment/employment of a relative of an employee. The referenced individuals are:

Name of First Employee: ______________________________________

Name of Second Employee: ______________________________________

A supervisor-subordinate relationship exists/does not exist (cross out inapplicable phrase) between the cited employees.

In the case of a supervisor-subordinate relationship, the employees have affirmed by signature below that they will comply with the Board of Regents policy on the employment of relatives.

* * * * *
Supervisor’s Affirmation

In accordance with the Board of Regents’ policy on the employment of relatives, I hereby declare that I will disqualify myself from all deliberations and actions affecting economic benefits to my relative and other actions where appropriate. Work assignments shall be made objectively and fairly. I will recuse myself from the evaluation of performance and professional competence and shall rely on committees and outside review to the extent possible.

____________________________________  __________________________
Signature of Supervisory Employee-Relative  Date

Acknowledged by:

____________________________________  __________________________
Signature of Subordinate Employee-Relative  Date

UH Form 88
Aloha Faculty,

Title IX is a landmark legislation that promotes equity and campus safety. You may have heard about a training component for students to learn about positive and proactive behaviors that promote safety on campus. UHCC has partnered with Haven/EverFi to deliver this online training course.

An introductory email was recently sent to students with information on Haven registration and course completion. The course is about 45 minutes long. It is important that students complete the course. Your help in reminding learners in your classes about this critical opportunity is greatly appreciated. You can also incentivize the completion of Haven if this would be appropriate to your course. Students are provided confirmation of completion at the end of the module.

Thank you very much for your help in ensuring that our students complete this course and your assistance in making our campuses safe for all.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>October 2, 2015</td>
<td>Application deadline</td>
</tr>
<tr>
<td>October 5, 2015</td>
<td>Chancellor sends exclusion option memo to candidates</td>
</tr>
<tr>
<td>(to be determined)</td>
<td>Informational Meeting (Send Memo &amp; Timeline) for DCs and DPCs on Operational Guidelines and Classifications</td>
</tr>
<tr>
<td>October 16, 2015</td>
<td>Exclusion option list due to Chancellor</td>
</tr>
<tr>
<td>October 12 - 30, 2015</td>
<td>DPC reviews dossiers</td>
</tr>
<tr>
<td>November 2 - 13, 2015</td>
<td>Department Chair reviews dossiers</td>
</tr>
<tr>
<td>November 16 - December 31, 2015</td>
<td>Dean/Director reviews dossiers</td>
</tr>
<tr>
<td>January 4 - 29, 2016</td>
<td>TPRC reviews dossiers</td>
</tr>
<tr>
<td>February 1 - April 1, 2016</td>
<td>Chancellor reviews dossiers &amp; meets with TPRC on any negative actions.</td>
</tr>
<tr>
<td>April 15, 2016</td>
<td>Chancellor submits T&amp;P recommendations to CCHRO</td>
</tr>
<tr>
<td>May 6, 2016</td>
<td>President submits recommendations to BOR</td>
</tr>
<tr>
<td>May 4, 2016</td>
<td><strong>Deadline for:</strong></td>
</tr>
<tr>
<td></td>
<td>1) <em>Faculty scheduled for tenure consideration in 2017-18 or later to submit a request to the Chancellors to shorten their probationary period for tenure consideration to 2016-2017.</em></td>
</tr>
<tr>
<td></td>
<td>2) <em>Faculty to submit a request to Chancellor for an extension of their probationary period up to 2 years during their 4th year as provided for in Article XII.B.2.b. of the current UHPA/UH contract.</em></td>
</tr>
<tr>
<td>June 15, 2016</td>
<td>Chancellor notifies candidates of actions</td>
</tr>
<tr>
<td>July 1, 2016</td>
<td>Tenure effective date</td>
</tr>
<tr>
<td>August 1, 2016</td>
<td>Promotion effective date</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO:       Vice Chancellor Amy Rozek
          Director Michael Moser
          Dean Ellen Ishida-Babineau
          Dean Charles Sasaki

FROM:     Chancellor Douglas Dykstra

SUBJECT:  CONTRACT RENEWAL DEADLINES

August 28, 2015

Please ensure that affected faculty are notified of the deadlines for contract renewal.

To ensure compliance with Article XII.E.2 of the 2015-2017 UH-UHPA Agreement, the following internal deadlines have been established for the submittal and review of contract renewal applications.

Aug 31  Contract renewal forms available on Chancellor's web page
           http://windward.hawaii.edu/Chancellor/Contract_Renewal/

Oct 15  Faculty members submit contract renewal applications to respective
          Dean/Director/Vice Chancellor for Student Affairs (VCSA) by 4:30 pm.

Nov 14  DPC submits completed reviews.

Dec 20  Department Chair submits completed reviews.

Jan 08  Dean/Director/VCSA completes reviews

Jan 29  Chancellor completes reviews.

Jan 30  Written notice of intent to terminate given to Probationary Faculty, if applicable.

If the date(s) listed above fall on a weekend or holiday, due date shall be the work day prior to the above date(s).

cc:        Vice Chancellor Ardis Eschenberg
           Personnel Officer Karen Cho
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 1st</td>
<td>Chancellor to notify faculty of scheduled review &amp; copy to respective *Division Chair or equivalent</td>
</tr>
<tr>
<td>Dec 1st</td>
<td>Faculty member submits review document to Division Chair or equivalent</td>
</tr>
<tr>
<td></td>
<td>Division Chair or equivalent meets with faculty member to share his/her recommendations</td>
</tr>
<tr>
<td>February 15th</td>
<td>Division Chair or equivalent submits completion report to Vice Chancellor for Academic Affairs (VCAA) or equivalent</td>
</tr>
<tr>
<td>February 28th</td>
<td>VCAA or equivalent submits report to Chancellor</td>
</tr>
</tbody>
</table>

*If due date is on a weekend or holiday, deadline is next working day.*

* If the Division Chair is undergoing a Five-Year Review or if the Division Chair is at a lower rank than the faculty member being evaluated, the Division Personnel Committee will fill the role otherwise specified for the Division Chair in these procedures (with the Chair of the Committee acting for a majority of the Committee).
September 23, 2015

Aloha WCC Faculty,

It's that time of year again!! The site for textbook adoptions for the Spring 2016 term is now open. For your reference, I have attached the instructions for online adoptions. Here are some reminders:

1) If your classes do not require textbooks, simply reply to this email and I will mark the classes "No Text Required".

2) Art instructors, please email a list of art supplies needed for your classes.

3) Spring 2016 adoptions are due no later than October 15th.

Please don't hesitate to call if you need assistance. Your timely submissions would be greatly appreciated.

Debralee Goto
Manager • Bookstore • Campus Services
Windward Community College
45-720 Kea'ahala Road • Kane'ohe, HI 96744
Phone: 808.235.7418 • Fax: 808.247.9330
Email: debralee@hawaii.edu
www.bookstore.hawaii.edu/wcc
ONLINE FACULTY ADOPTIONS
(textbook requests for Spring 2016--Due October 15th)

How to Register:
2. Click Faculty Adoptions at top of page
3. Click Register Here
4. Click Create profile for Faculty Adoptions
5. Enter all Required Information (First Name, Last Name, Customer Type: Faculty, Email Address, Create personal Password) *Recommended: Use "Hawaii.edu" email and password
6. Enter Department Username and Password (available through your department chair or contact Debralee at the Bookstore)
7. If need to add additional depts, click Add.
8. Enter Campus/Dept phone number (Must include area code, do not use dashes; example: 8082357418)
9. Click Submit Faculty Registration

How to Request Textbooks:
2. Login with your email address and password
3. Click Guided Adoption
4. Using drop down menus, select current Term, Department, Course & Section
5. Enter Instructor if necessary
6. Enter Estimated Enrollment if you wish
7. Click Continue
8. Select one of the following options:
   a. Your Book List: It is a list of books that you had previously adopted for any of your courses. Simply click adopt to attach any of the books to your adoption for your course
   b. Browse: Search through a list of categories based on topics (not recommended because it is broad searching)
   c. Book Search: Input the ISBN of the book you want to adopt (please note that ISBN numbers on bundles are different from individual books)
   d. History: An easy way to find books that you had previously adopted. You can search all terms to see the entire list of books adopted for the entire department. Find the term, course number, and instructor you want to copy over and click adopt
   e. Add a book: If you are adopting a new book not found in your history or by searching for ISBN, you can use “add a book”. Please input all of the information listed so that it makes it easier for us to find the book you are requesting
9. Click Adopt for each book you would like to add to the course then click Continue
10. Select Usage (Required, Recommended etc.)
11. Enter Message to Bookstore: Add any special instructions here. If books can be bought back as used please specify here
12. Review Adoption and click Submit

To Enter same book(s) for multiple sections of a course:
1. Click “View Submitted Adoptions” and click “Copy” for the course you want to copy from.
2. Enter the course information of the new section number and it will adopt the same book for that section as well.

If you have any questions, please feel free to contact Debra Goto at ext 419 or email at debralee@hawaii.edu  Mahalo!  Windward CC Bookstore