Subject: This Week at UH West O'ahu - Week of Jan. 25, 2021

From: UHWO Communications Department <uhwocomm@hawaii.edu>

To: uhwo-all-l@lists.hawaii.edu

Date Sent: Monday, January 25, 2021 8:00:05 AM GMT-10:00 **Date Received**: Monday, January 25, 2021 8:00:49 AM GMT-10:00

Attachments: Faculty Verification Steps Identify-Non-participators-and-Certify-the-

Class.pdf,He Ukana Aloha Kā Kīlauea.jpg



Week of Jan. 25, 2021

Bulletin No. 35 from Chancellor Maenette Benham

*Statement of Gratitude: From our 22 year-old poet laureate Amanda Gorman's recital of her poem, "The Hill We Climb."

Her first line:

When day comes, we ask ourselves, where can we find light in this never-ending shade?

Her last verse:

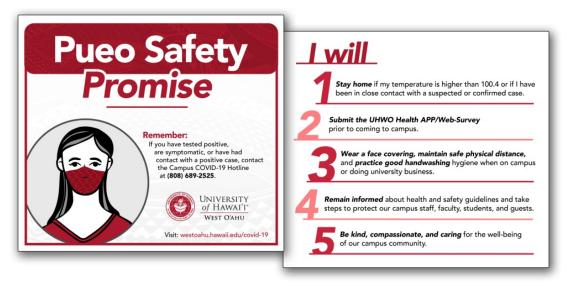
When day comes, we step out of the shade of flame and unafraid.

The new dawn balloons as we free it.

For there is always light, if only we're brave enough to see it.

If only we're brave enough to be it.

Update COVID-19



https://westoahu.hawaii.edu/wp-content/uploads/2020/08/PromiseCardSample-1024x512.png

Update on our USDOE CARES I funding (2020-2021):

If you're interested in learning more about our CARES funding program please go to our <u>CARES Act Grant Funds page</u>. In accordance with USDOE requirements we provide up-to-date information on the CARES funding we received. To review, we received one-time funding in three programmatic areas:

- <u>Tranche 1</u>: Financial Aid Grants to Students. Financial Aid to students has been fully dispersed. Our website documents this action.
- Tranche 2: Institutional financial support to prevent, prepare for, and respond to the coronavirus

<u>Tranche 3</u>: Awarded to institutions identified as MSI (Minority-Serving Institutions) – aid to students and operations impacted by the coronavirus

Note that Tranches 2 and 3 currently funds the following: (1) student aid and student employment; (2) health and safety of our campus, e.g., facilities, PPE, etc., (3) mental health and student success (e.g., counseling, tutoring, accommodations, etc.); (4) IT and Distance Education, e.g., equipment, programs, supplies, professional development, other IT related costs; (5) faculty programs and professional development; and (6) payroll to support instructional faculty and staff in areas related to the pandemic and/or affected by it.

Expenses funded with CARES Act Higher Education Emergency Relief Funds (HEERF) were based on the following:

- Guidance provided by the U.S. Department of Education on eligible expenses (<u>CARES Act: Higher Education</u> Emergency Relief Fund).
- Consultation and collaboration with University and campus leadership and a variety of campus stakeholders to
 determine how to appropriately address the campus impact of the COVID-19 pandemic, such as health and safety,
 changes to instructional delivery, and student support efforts.

For more information about the funding please see:

- HEERF Institutional Portion (Higher Education Emergency Relief Fund- Institutional Portion)
- HEERF Minority Serving Institutions (Higher Education Emergency Relief Fund- Minority Serving Institutions)

Update on our Campus Work Groups

Mahalo nui to our campus 'ohana members who have volunteered to participate in one of our four (4) working groups. As the groups begin their work, we will post their discussions and actions both in the bulletin and on the <u>Pueo Planning site</u>. A list of work group membership is forthcoming. Should you still be interested in participating please reach out to Chris Neves at <u>cabralch@hawaii.edu</u>.

University of Hawai'i COVID-19 resources

Remember to visit the <u>UH West O'ahu COVID-19 page</u> and <u>University of Hawai'i System COVID-19 site</u> for information and updates regarding the COVID-19 pandemic.

COPING THROUGH COVID

How are you maintaining your mental, physical, and emotional well-being while practicing social distancing? We'd like to hear about your coping mechanisms or personal stories of how you are managing as we navigate these challenging times. Have unique tips to share? Fun activities? Email uhwocomm@hawaii.edu to submit your survival strategies.

Here's a submission from Monique Mironesco, Professor of Political Science in the Social Sciences Division at UH West O'ahu:

This pandemic has given me the opportunity to reflect on how grateful I am to live on the North Shore and to be able to get outside as much as possible. I've been surfing for (quick calculation here) 33 years, but since March, I've surfed more than I ever have and it's been a way to take my mind off of not only the pandemic, but the state of the country and the world. As a political scientist, these past few years have been a non-stop whirlwind of trying to help students think critically through the issues we are all facing, so being in the water is my way of briefly escaping those sometimes overwhelming moments. Even after all these years, I still like to focus on improving and trying new things. All this water time has definitely helped with that. I realize that I am privileged to be able to say that the pandemic hasn't affected me as much as many others. At this point I am viewing this year as a series of gifts that encourage me to reflect, to appreciate nature around me, and to value the place that gives me so much joy.



Photo courtesy of Monique Mironesco

New Zoom background, 'Vax Facts UH' event encourage vaccinations

We created a new Zoom background (below) customized for our campus to support UH System's efforts to encourage everyone to get vaccinated. Find this background on UH West Oʻahu's <u>digital swag page</u> and feel free to use it at your next virtual meeting! Help spread the word so that, as UH President David Lassner said in a recent <u>message</u>, "we can drive COVID-19 out of our community and enable a safe return to substantial in-person instruction for fall 2021."



Also, for those wanting to learn more about Hawai'i's COVID-19 vaccine efforts and what it means for UH's 10-campus community, a <u>recap is available</u> of the Jan. 20 online forum, "Vax Facts UH: Science, Safety & Society." The recap includes video links to the topics covered including vaccine prioritization; UH's process and role; vaccine basics, safety and efficacy; and addressing misinformation.

New Campus Policies site



UH West Oʻahu launched a <u>new policy site</u> to centralize all campus policies approved by Chancellor Maenette Benham. The UH West Oʻahu Policies and Procedures Committee is charged with identifying and located campus policies, procedures, practices, and guidelines into one Policies and Procedures Manual and codifying such policies, procedures, practice, and guidelines using a consistent, uniform methodology. Committee members include: Rebecca Carino-Agustin, Sheri Ching, Ken Inouye, Walter Kahumoku (convener and facilitator), Edward Keaunui, Nancy Nakasone, Christine Neves, Leslie Opulauoho, Terri Ota, and Alan Rosenfeld.

The previous <u>Campus Policies</u> site can still be accessed <u>here</u>. Pending work performed by the Task Group and/or Committee, some or all of the policies, procedures, and guidelines contained on the <u>archived site</u> will be approved by the Chancellor and posted to the new site.

2020 W-2 Wage and Tax Statements now available electronically

Current/active employees are able to retrieve their 2020 W-2 Wage and Tax Statements from the Hawai'i Information Portal (HIP). A W-2 guide and IRS filer instructions are also posted to the HIP support page at http://ags.hawaii.gov/hip/accessing-your-w-2/. UH employees may log on through https://hihpsso.hip.hawaii.gov/ with their UH User ID and password. Former/inactive employees will no longer have access to the W-2 tile in HIP. Please refrain from directing former employees to contact the HIP Service Center. Further instructions and the date of pick-up for hard copy (aka paper) W-2s are forthcoming. As soon as these are available, departments will be notified accordingly.

Reminder: Faculty Verification of Non-Participation, portal closes today

This is a reminder that YOU must report through the MyUH Faculty Services Portal student Non-Participation in your class - THE PORTAL, WHICH OPENED ON WEDNESDAY, JAN. 20, CLOSES TODAY, JAN. 25.

- 1. Your participation in the Faculty Verification of Non-Participation through the MyUH Faculty Services Portal, helps our institution to comply with the UH System (EP 7.209) certifying student attendance and participation in class by the end of the late registration period. Step by step instructions can be found:
 - UH West O'ahu is using MyUH Final Grade Roster to verify participation.
 - Attached Instructions "Faculty Verification Steps Identify-Non-participators-and-Certify-the-Class"pdf.
 - More Information available: https://www.hawaii.edu/myuhinfo/participation-verification/
- 2. Additionally, your reporting of students who are not participating in class (No-Show) helps our institution to comply with USDOE Title IV financial aid policy to identify the first day of academic engagement and the last day of engagement for students receiving financial aid. Note compliance is required to ensure we can continue to award our students federal financial aid.
- 3. Your participation sends a strong message of "faculty support and student engagement".

Yearlong webinar series celebrating stories of all UH campuses continues at Kaua'i CC, Jan. 27

He Ukana Aloha Kā Kīlauea is a special yearlong webinar series celebrating the stories of our islands and our campuses. The series features music, dance, and storytelling from the ten University of Hawai'i campuses. The next session on Jan. 27 will feature song and storytelling from Kaua'i Community College. All webinars are noon to 1 p.m. The webinar link is https://hawaii.zoom.us/j/91499916950 (password: ukana). The He Ukana Aloha Kā Kīlauea series, which kicked off Sept.

23 and 30 from UH Maui College, is presented by the <u>Hawai'i Papa o Ke Ao Committee</u> at UH. Please see attached flyer for more information.

<u>Archived videos</u> from the previous sessions — UH West O'ahu hosted on Dec. 9 (<u>Mele Honouliuli</u>) and Dec. 23 (<u>Christmas in the Islands</u>) — can be found on the <u>Hawai'i Papa O Ke Ao YouTube channel</u>.

The Foundations of Hawai'i Cinema, Jan. 28-Feb. 3

The Sundance Film Festival, in collaboration with UH West O'ahu's 'Ulu'ulu Archive, is hosting "The Foundations of Hawai'i Cinema," a conversation with some of Hawai'i's pioneers in filmmaking. The panel discussion will center on the impact of their early works and intricacies surrounding cultural protocol and use of archival work. The free program will be available to view online Jan. 28 through Feb. 3.

'Ulu'ulu's Heather Giugni will be moderating the talk with guest speakers Victoria Keith, Joan Lander of Nā Maka o ka 'Āina, Matt Yamashita, Leah Kihara of the Kamehameha Schools, and 'Ulu'ulu head archivist Janel Quirante. The program was created in partnership with the Honolulu Museum of Art and Pacific Islanders in Communication. For more information, visit the Sundance Film Festival website.

National Endowment for the Humanities Seminar, Jan. 29

University of Hawai'i–West O'ahu employees are invited to learn about grants and resources from the National Endowment for the Humanities (NEH) at a seminar, noon to 1:30 p.m. Jan. 29 via Zoom. The workshop features NEH program officer Daniel Sack and is presented by UH West O'ahu's Office of Professional Development & Academic Support and the Institute of Engaged Scholarship. The seminar aims to help support faculty who are interested in finding funding and resources to support their research and teaching. Those interested in attending may join the Zoom meeting here (ID is 968 9508 5231 and passcode is UHNEH). For questions about the event, email saulm@hawaii.edu. See here for more information.

Bookstore construction activities tentatively set for Friday, Feb. 5

Construction activities for the UH West O'ahu Bookstore project will impact entry into the campus loop road west of the roundabout and is tentatively set for Friday, Feb. 5, from 5 a.m. to 3 p.m.

Entry into the parking lot and any delivery vehicles will be rerouted through the entry near Tokai University. It is advisable that deliveries for that date be rescheduled, if possible. Concrete trucks will be staged north of the Campus Center and pedestrian access will also be impacted. Please note that the roundabout will remain open for vehicular traffic.

All persons in the vicinity of this project are advised to respect all construction barricades and all posted safety/detour signs. If you have any questions or need additional information, please contact the UH West O'ahu project manager at 689-2546.

Send valentines to kūpuna via special library project by Feb. 9

Valentine's Day is just around the corner and here's a wonderful opportunity to show some special seniors lots of love. The <u>James & Abigail Campbell Library</u> has partnered with <u>'Ilima at Leihano</u> senior living community in Kapolei to send valentines to its kūpuna, many of whom are still in isolation due to COVID-19. UH West O'ahu students, faculty, staff, and their 'ohana (including keiki!) are encouraged to participate in the project, "Aloha i nā kūpuna," and write letters/postcards or draw pictures for the kūpuna at 'Ilima at Leihano.

The deadline for the valentines is Tuesday, Feb. 9. Drop-off locations are on campus at the library or <u>Nāulu Center</u>. Those who can't make it to campus can mail their valentines to:

Aloha i nā kūpuna c/o UHWO Library 91-1001 Farrington Highway Kapolei, HI 96707 Project organizers will then deliver all valentines received to 'Ilima at Leihano for Valentine's Day distribution.

Message from UH Information Technology Services

To see the full message, please refer to the Jan. 21 email, "Welcome to Spring 2021 from UH Information Technology Services."

We're all anxiously watching the COVID-19 vaccine distribution efforts ramping up, and look forward to the time when COVID-19 is not top of mind for everyone. To help us get there, please remember to do your daily <u>LumiSight UH</u> check-in, and for those who are interested in further helping our community beat COVID-19, please also use the AlohaSafe Alert app published by Hawai'i DOH. Both apps are available for free at the Apple App Store and the Google Play store.

As a reminder, please keep your mobile device handy when you're at a UH campus or facility; a number of buildings and offices are actively verifying LumiSight UH check-in "green" status upon entry. More COVID-19 information and resources are available at the <a href="https://links.co.org/links-number-of-buildings-number-of-b

The impact of COVID-19 also extends into the world of cyber-threats, multiplying the number of ways that our systems may be attacked. Be vigilant and alert to possible phishing attacks, and make sure your security practices are up to date. Threats to our community include a new round of fraudulent <u>unemployment insurance (UI) and pandemic unemployment assistance (PUA) claims</u>, COVID-19-related phishing emails, and the potential for fraud or theft as folks work to file individual tax returns. Visit the <u>information security site</u> for our <u>minimum security standards</u>, and useful <u>resources and tips</u> to help keep our UH community cyber-safe.

STAR is the university's award-winning online service that helps to amplify student success, and simplify access to UH systems and student services. The STAR office is actively working on the creation of an instructor support app to help our faculty and student support staff, e.g., academic advisors and tutors, interact and communicate seamlessly with students. For more information on STAR, please visit star.hawaii.edu.

Please take full advantage of the <u>range of services</u> that we offer the UH community, including 24/7 phone and online access to our ITS Help Desk, and our Duo multi-factor authentication service to protect your UH credentials.

If you have any questions or suggestions regarding UH's information technology services, please feel free to contact Garret T. Yoshimi, UH VPIT and CIO, at gyoshimi@hawaii.edu. You can also contact the ITS Help Desk, available 24/7 at help@hawaii.edu, or 956-8883.

Keone'ae (UH West O'ahu) Station Update

A view of Keone'ae (UH West O'ahu) rail station from beneath its pedestrian bridge. Image courtesy of Nan, Inc.:



Distance Learning Tip of the Week – Save Web Articles as PDFs

The new Adobe Acrobat extension for Google Chrome easily converts web pages into PDF files. Create a new PDF or add to an existing PDF document. Once a web article is converted, click onto the page thumbnails to view, edit or delete individual pages. To find the extension, open the Chrome browser, click on the three dots (customize and control Google Chrome) in the upper right corner. Select More Tools > Extensions. Click Extensions > Open Chrome Web Store.

UH West O'ahu in the News

West O'ahu Magazine 2021 – Hawai'i Business Magazine (Jan. 11): The special issue includes an "Aloha mai kakou!" message from UH West O'ahu Chancellor Maenette Benham and an article, "Learning Paths," mentioning UH West O'ahu's new Bachelor of Arts in Creative Media and Academy for Creative Media student production facility.

KPRP 650 AM (Jan. 17): "<u>Healing Hawai'i with Karen Kaulana</u> and guest <u>Katherine Aumer</u>." Radio host Kaulana has a conversation on her program with Aumer, UH West O'ahu assistant professor of Psychology, about the rise in far-right extremism in Oceania and how to handle issues of discrimination and extremism we see around us.

MidWeek (Jan. 19): "Campus For Content." The cover story about the UH West O'ahu's new Academy for Creative Media student production facility includes interviews with Chris Lee, Academy for Creative Media System director/founder and Sharla Hanaoka, Academy for Creative Media at UH West O'ahu director.

News from Ka Puna O Kalo'i



<u>All welcome to māla workdays and workshops</u> - The University of Hawai'i–West O'ahu <u>Student Organic Garden</u> — or māla, located on campus adjacent to the Classroom (D) and Laboratory (E) buildings — presents several events this spring 2021 semester and there's something for everyone!

<u>UH West O'ahu's Irvine leads Netflix-sponsored talk story on 'Finding 'Ohana'</u> - University of Hawai'i–West O'ahu assistant professor of Physics <u>J. Lelemia Irvine</u> will facilitate a talk-story event sponsored by Netflix and held in association with an upcoming original film by the popular streaming service.

The deadline to include your item in the next This Week is Thursday night. Please submit your item using the Communication Department's Communications Request Form.





University of Hawai'i - West O'ahu

91-1001 Farrington Highway, Kapolei, Hawai'i 96707

ph: 689-2800 l westoahu.hawaii.edu

PARTICIPATION VERIFICATION

Identify
Non-Participating Students

Certify the Class

October 2020

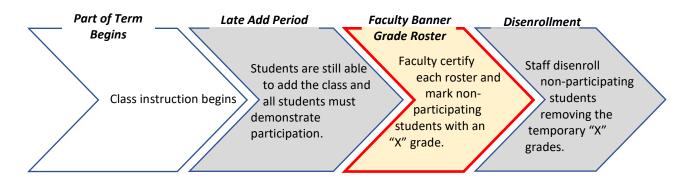
Overview

Executive Policy 7.209: Student Participation Verification in Coursework

Each institution must comply with Federal Student Aid Title IV financial aid regulations regarding verification of students' participation in the courses in which they are enrolled. Any student who fails to establish attendance and participation by the end of the late registration period will be dropped from the class with tuition and fee charges reversed from their account. They may also be dropped from other classes that are dependent on the class where they failed to establish attendance (i.e. co-requisite or future class where the dropped class meets the prerequisite requirement).

Faculty identifying non-participating students is critical in this institutional obligation. The process requires that faculty identify non-participating students via the MyUH grade roster. Students flagged as non-participating will later be processed by the records office and disenrolled from the appropriate class(es).

Process at a Glance



Access Your Grade Roster

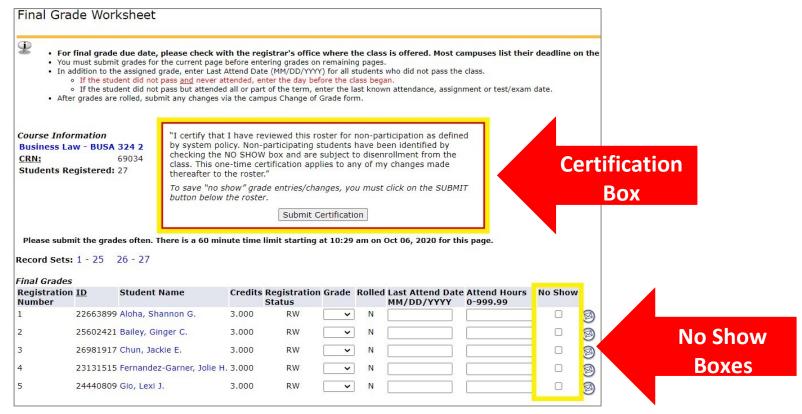
1. Go to https://myuh.hawaii.edu/, search for "final grading" and click on the tile. You may be prompted to login if you have not done so already.

Final Grading

2. Select the term, then CRN from the drop-down lists.

MyUH Grade Roster Roadmap

During the faculty verification and certification period, two features will display.



Identifying Non-participating Students

Assign and remove "X" grades by clicking the NO SHOW box. "X" grades cannot be entered/removed directly in the GRADE field.

"X" grade = Student did not participate

Registration <u>ID</u> Number		Student Name		Registration Status	Grade	Rolled	Last Attend Dat MM/DD/YYYY	e Attend Hours 0-999.99	No Show
1	22663899	Aloha, Shannon G.	3.000	RW	Х	N			

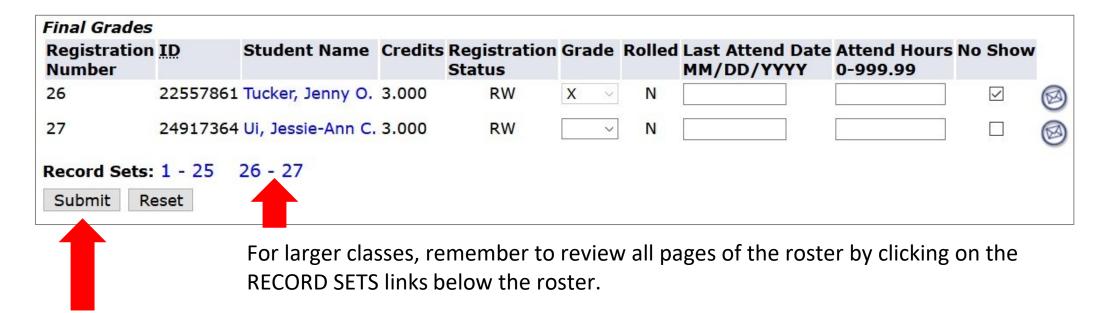
Click the NO SHOW box to assign an "X" grade.

Final Grades									
Registration <u>ID</u> Number		Student Name	Credits Registration Status		Grade	Rolled Last Attend Date Attend Hours MM/DD/YYYY 0-999.99		No Show	
1	22663899	Aloha, Shannon G.	3.000	RW	~	N			

Click the same NO SHOW box to remove an "X" grade.

Identifying Non-participating Students

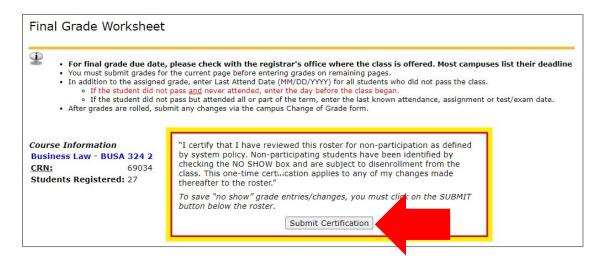
Be sure to review the entire roster and save your entries.



To ensure your entries saved, click the SUBMIT button.

Certifying the Class

To certify that you have reviewed the entire roster for non-participation, check the SUBMIT CERTIFICATION box at the very top of the roster. Certification only needs to be done once for each class.



Once certified, the submission date will display.

Submit Certification Certification submitted on 06-OCT-2020

After the Verification/Certification Period

After the certification deadline, "X" grades will still be visible on the grade roster. But because the NO SHOW boxes no longer display, they cannot be assigned or removed by faculty. This ensures grades are not changing while staff is disenrolling. The student and the "X" grade will be removed once the they have been administratively dropped from the class.



HE UKANA ALOHA KĀ KĪLAUEA

The Inter-island Steamer Kilauea is Freighted With Aloha

In the spirit of Kamehameha V, we celebrate community through song and storytelling from the 10 UH campuses. Please join us for this webinar series.



Presented by University of Hawai'i Hawai'i Papa o Ke Ao

ALL WEBINARS ARE 12PM TO 1PM

September 23 and 30 (UH Maui College)

October 14 and 28 (Hawai'i Community College)

November 4 and 25 (UH Mānoa)

December 9 and 23 (UH West O'ahu)

January 13 and 27 (Kaua'i Community College)

February 10 and 24 (UH Hilo)

March 10 and 24 (Honolulu Community College)

April 14 and 28 (Windward Community College)

May 12 and 26 (Kapi'olani Community College)

June 9 and 23 (Leeward Community College)

Webinar link:

https://hawaii.zoom.us/j/91499916950

Password: ukana