

Subject: This Week at UH West O'ahu - Week of April 20, 2020
From: UHWO Communications Department <uhwocomm@hawaii.edu>
To: uhwo-all-l@lists.hawaii.edu
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A BULLETIN FOR UH WEST O'AHU FACULTY AND STAFF
This Week at UH West O'ahu
Week of April 20, 2020

Grading Dates for Spring Semester 2020 & Student CR/NC Decisions

Memo from Chancellor Maenette Benham:

In light of the fact that UH West O'ahu's Spring Semester ends a week earlier (last day of classes May 1, finals May 4- 8) than the other 9 UH campuses (last day of classes May 7, finals May 11-15) our **DUE date for grades and deadline for student CR/NC decisions is not the same as the other campuses**. As such, to meet our Federal Financial Aid requirements and posting of grades to the National Student Clearinghouse deadlines we do need to stick closely to our original due date calendar. At the same time, given the shifts in teaching platforms we understand that some instructional faculty require additional time to collect student work and complete grades. Please note that I anticipate that instructors have made adjustments and that academic advisers are currently communicating with students about their semester grades so that the deadlines are met.

Hence the **DEADLINES** for Spring Semester 2020 Grades and student decision regarding CR/NC are as follows:

Tuesday, May 12, 4:00PM Faculty Grades Due

Thursday, May 14, 4:00PM UH West O'ahu student DEADLINE to choose to retain their letter grades or convert their letter grades to the CR/NC designation for one or more classes

After 4pm, Thursday, May 14, when students have made their choice, Banner will begin processing, and then greenlight our UH West O'ahu registrar to make the grades final and include a notation indicating this is a "*semester disrupted by COVID-19*" on the transcript.

In addition, ALL Students should be aware of these dates/opportunities:

- Students are urged to apply to the Urgent Student Relief Fund if this will them stay in school.
<https://www.uhfoundation.org/give/giving-opportunity/covid-19>
- Last day to withdraw with a "W" is Thursday, April 30th.
- Students should meet with their advisors NOW to discuss the CR/NC option for their courses.
- Ability to check their grades at 4:05 pm on May 12 (or earlier if faculty submit earlier).

University of Hawai'i COVID-19 Resources

Visit the [UH West O'ahu COVID-19 page](#) for campus-related information, including student, faculty, and staff resources, as well as important announcements, available support, event closures, and impacted locations.



Members of the UH West O'ahu senior staff discuss campus initiatives and COVID-19.

The [University of Hawai'i System site](#) provides information and updates regarding the COVID-19 pandemic on behalf of the UH System. Among the announcements and resources UH recently shared:

- April 16: VIDEO: President updates UH regents, university on COVID-19 impact
<http://go.hawaii.edu/AqZ>
- April 13: VIDEO: President Lassner thanks UH 'ohana for COVID-19 response
<http://go.hawaii.edu/AKC>

The University of Hawai'i Human Resources Office reminds you that there are several options and leave benefits that are available to our employees that can be found on the OHR website: <https://www.hawaii.edu/ohr/covid-19-info/>

Submit your COVID-19 - Work from Home leave

Reminder: The [Online Leave System](#) has been updated with a "COVID-19 - Work From Home" leave type for authorized employees. Whether you are working all from home or doing a hybrid schedule (home and office), sign up for the entire length of your work-from-home period. If you take sick or vacation leave, then input your leave and break up the COVID-19 leave.

For details, please refer to the email, "Instructions for submitting for 'COVID-19 - Work From Home' via UH Online Leave System," which was sent on March 25 from the Chancellor's Office. Should you have any questions, please contact:

Chancellor's Office: Annette Lehano (alh@hawaii.edu)
OVCAA: Serina Makaiwa (serina@hawaii.edu)
OVCSA: Rona Yogi (ronayogi@hawaii.edu)
OVCA: Janice Sunouchi (janice.sunouchi@hawaii.edu)

Gov. David Ige's address to state employees

https://www.youtube.com/watch?time_continue=3&v=1HlhjIMLSkE&feature=emb_logo

Mental Health Moment – Use Social Distance as an Opportunity to Connect

Clinical psychologists Dr. Steven Taketa and Dr. Analu Sing, with [UH West O'ahu's Counseling Services](#), will offer weekly mental health tips to students, faculty, and staff to cope through COVID-19 and these trying times:

Many studies have demonstrated that the more hours people spend on social media, the greater the likelihood that they are to be adversely impacted by symptoms of anxiety and depression. As we are being directed to "socially distance" ourselves to prevent the spread of COVID-19, it is important to be mindful of sustaining your psychological well-being.

Research has identified for many years that a healthy diet and exercise can be essential components to keeping your mind and body healthy. In addition to eating right and engaging in physical activities, we encourage you to take time out of your day or week and put down your smartphone, log off of social media, and explore ways to connect with your loved ones without the use of electronic devices.

If you live alone or are quarantining yourself, try connecting with others via FaceTime, Skype, or other online resources (not social media). Believe it or not, authentically connecting with positive people can actually boost your immunity and help you to manage stress.

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 unique times. Have unique tips to share? Fun activities? Email uhwocomm@hawaii.edu to submit your survival strategies.

Ryan Perreira, Intramural Coordinator at UH West O'ahu, shares a typical morning for him and his family:

I get up at 5 a.m., do all the morning business (shower, restroom, etc.) and take my dog for a walk so she can do her morning business. Now I do this alone, with a face mask and with hand sanitizer in my pocket. I get home at 7 a.m. and go online, watch TV, and try to listen for the latest news on COVID-19. Not SportsCenter like I normally would do or anything else other than COVID-19 news. I make breakfast for my family who are still sleeping and I am at peace.

Then reality kicks in: My wife and my kids get up hungry and complain about how bored they are, and my dog starts barking at everything moving outside. Then emails need to be read, there's a Zoom meeting, there's social media monitoring, and I still didn't talk to my staff. Yes, it is only 8 a.m. My room keeps shrinking, people are invading my space, and my coffee is now cold.

Then I remember: I am so happy to be alive as a two-time cancer survivor and nothing can change the way I feel. I go back to work, contact my staff, feed my family, give the dog a bone and ... I get up, get ice, and make iced coffee!

Perreira also shares some of UH West O'ahu Sports' virtual activities, which are perfect social distancing diversions available online to the entire campus 'ohana. Among them: country line dancing noon Mondays, yoga 9:30 and 11 a.m. Tuesdays, different workout routines noon Wednesdays, and live video game play 4 to 7 p.m. Thursdays. Content, which is available via UH West O'ahu Sports' various social media platforms, is added or deleted as needed. For details, contact imwest@hawaii.edu.

Virtual Earth Week, April 19-25

The University of Hawai'i Office of Sustainability invites everyone to a virtual celebration of Earth Week, April 19 to 25. This year marks the 50th anniversary of Earth Day, and the upcoming celebration will be unlike any in year's past. The Kupu AmeriCorps VISTA Team has worked with the UH campuses to create a series of "Virtual Earth Week" offerings to help connect our communities with each other and the earth, which nourishes and sustains us. Visit <https://uhsustainability.net/> for a weeklong, topic-based guide with facts, resources, and activities surrounding local and global sustainability. Email emeryh@hawaii.edu with any additions to the virtual guide.

Winners of teaching awards announced at live reveal, April 24

Tune in – or rather, Zoom in – 10 a.m. April 24 for a live online reveal of the winners of the Regents' Medal for Excellence in Teaching, UH West O'ahu Lecturer Excellence in Teaching Award, and UH West O'ahu Lualaba Teaching Innovation Award.

The announcement will take place during the Office of Professional Development & Academic Support's regularly scheduled Virtual Pau Hana event, which was organized for participants to support each other, share ideas for work-life balance in this new environment, and more. Join in for the virtual announcement of winners via Zoom at <https://westoahu.zoom.us/j/8086892497>. If you have questions or need assistance, please contact opdas@hawaii.edu.

PIKO Outdoor Learning Space construction deliveries

There will be multiple construction deliveries occurring for the PIKO Outdoor Learning Space project. When there are deliveries, please expect temporary disruptions to pedestrian access at the roundabout and entry ramp. 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.

New online bulletin process

Over the last two weeks, the UH West O'ahu Student Media Board (SMB) has been making adjustments to posting terms and conditions to better serve the campus during this time. In light of the current COVID-19 situation, the SMB wants to continue to offer its services virtually. It has created an Instagram account (@smbwo) so that it can continue posting flyers.

Since the SMB will now be using this social media platform as its medium, these are the updated terms and conditions for submission requests:

- All the flyers must be 6 inches x 6 inches big.
- The files should be either in an image (JPEG or PNG) or in a PDF format.
- SMB will make all efforts to post within 5 working days from the date of SMB approval.
- Provide a caption between 20 words and 100 words including hashtags for the posting.
- Use Google Form to upload your image files.

Link to upload file(s): <https://forms.gle/zrn1Qd6xqYJ6GQpH7>

If you have any questions or concerns about these changes, please feel free to email the UH West O'ahu Student Media Board: smbwo@hawaii.edu

Zoom with a view ... of UH West O'ahu!

With many of us now working from home, Zoom meetings have become a big part of our new normal. If your video conferences include a view of your disorderly room or curious kiddos – and displaying a blurred background isn't quite your jam – then consider using an image of UH West O'ahu as a virtual background. The attached zip file, "Zoom Backgrounds," includes images for your use and they include our beloved library tower, student organic garden, and a rainbow seen from campus (of course!).

[See more information](#) about Zoom's virtual background feature and instructions on how to use it. Using a UH West O'ahu image as your virtual background is also a great way to continue to show your Pueo Pride. Speaking of Pueo Pride, check out our website's [digital swag page](#) and its new section of Laulima cover images.

Distance Learning Tip of the Week – April Theme: Tools for Online Learning

Teleworking? If you find yourself without internet access, you can continue to work in Google Docs, Sheets, and Slides with a little preplanning. While you're connected to the internet, open the Chrome browser and install the Google Docs Offline extension from the [Chrome Web Store](#). Once you've turned on offline access, local copies of files you've recently edited will be saved to your computer. You also have offline options to create, view, and edit files on your Android or iOS phone or tablet. If your device has limited storage, you can manually select files to save offline. Click the link for details from [Google Drive Help](#).

News from [E Kamakani Hou](#)



[Mental Health Moment – Eating Healthy!](#) - Clinical psychologists Dr. Steven Taketa and Dr. Analu Sing, with [UH West O’ahu's Counseling Services](#), will offer weekly mental health tips to students, faculty, and staff to cope through COVID-19 and these trying times.

[‘Onipa’ā Speaker Series: Mana Lāhui on April 16](#) - Fashion as activism will be the focus at this month’s ‘Onipa’ā Speaker Series: Mana Lāhui — Empowering a Nation Through Fashion, 4 to 5 p.m. April 16 via Zoom.

[UH West O’ahu student named 2020 Truman Scholar](#) - The nation’s premier graduate fellowship for those pursuing careers as public service leaders has named a University of Hawai’i–West O’ahu student to be among its recipients. The [Truman Foundation](#) selected political science major James Patrick Ward to be part of its 2020 Class of Truman Scholars. Students are chosen for this prestigious award based on their records of leadership, public service, and academic achievement.

[Student symposium on April 21 goes virtual](#) - UH West O’ahu students will present original research at the Spring 2020 Virtual Student Research and Creative Works Symposium, which will be held 1 to 5 p.m. on Tuesday, April 21 – and for the first time for the semesterly event, via Zoom.

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](#).



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