

Subject: This Week at UH West O’ahu - Week of June 8, 2020
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To: uhwo-all-l@lists.hawaii.edu
Date Sent: Monday, June 8, 2020 8:07:16 AM GMT-10:00
Date Received: Monday, June 8, 2020 8:07:34 AM GMT-10:00
Attachments: Prioritization Criteria Plus X.6.4.20.pdf

A BULLETIN FOR UH WEST O’AHU FACULTY AND STAFF
This Week at UH West O’ahu
Week of June 8, 2020

Return-to-Campus Information from Chancellor Benham - Bulletin No. 4

Aloha mai kākou!

[CORE Committee and Work Groups](#) are making progress on three fronts: (1) fall scheduling, (2) planning summer II/July pilot courses, and (3) continued efforts to develop a set of guiding practices for maintaining a safe and healthy campus.



University of Hawai’i–West O’ahu has begun reconfiguring classrooms so students and faculty are able to practice safe social distancing when in-person instruction resumes in fall 2020. Photos courtesy of UH West O’ahu Planning and Facilities.

1. **Fall Scheduling:** A cross work-group committee with the support of the OVCAA and OVCSA (scheduler and

registrar) are working to develop an on-campus, online, and hybrid/blended academic year calendar. Note that there are a number of unpredictable variables that impact this process to include enrollment numbers, budget, trajectory of the pandemic, facilities logistics, and so on. There are a number of data points that are being used to make thoughtful decisions to include the recent Faculty/Instructor Survey (assessment of our spring 2020 online effort), MKThink assessment of our classroom usage, consultation with Division Chairs, and so on. In addition, the OVCAA (in consultation with campus units) has developed guidelines to assist their decision making regarding the modality of course delivery, "Fall 2020 Face-to-Face Instruction Prioritization Criteria". See attached. Here's a description of the tool:

"In order to provide a safe learning environment for students and instructors alike in the midst of the ongoing COVID-19 pandemic, the campus will be reorganizing classroom instruction for Fall 2020 in accordance with current CDC guidelines on social distancing. These changes will reduce the available seating capacity and classroom inventory available for face-to-face instruction during the Fall 2020 semester. In situations in which the demand for face-to-face instruction exceeds the campus' classroom inventory, the Office of the Vice Chancellor for Academic Affairs will prioritize requests and assignments of classroom, laboratory, and other instructional spaces according to the following set of criteria:"

A strategic communications plan is currently being developed to ensure that students, faculty/staff, and our campus community receive up-to-date information on our Fall Course Schedule.

2. Planning July Summer Session II pilot courses:

The following 3 courses will comprise our July Summer Session II Pilot Courses:

- ENG 100T Instructor/Tiare Picard (DC Stan Orr) with an SD course
- MATH 103ML Instructor/Alika Gorospe (DC Michael Furuto) with an SD course
- EDUC Courses Instructor/Cathy Ikeda with an SD course (T III Program)

The course design and delivery logistics are being developed. What we know:

- Every course will be recorded/video taped as OPDAS/Distance Ed will be developing teaching tools from these pilot courses.
- All course instructors will be provided support from IT and Distance Education.
- All three courses will be coupled with a 1.0 Student Development course that will provide students with readiness skills, financial literacy/financial information, and so on.
- Every course will be assigned 5 student assistants: IT student assistant, ADA assistant, a tutor, an instructional assistant, and a student success assistant. All student assistants will be trained, will participate in student leadership training, and will be preparing to train a cohort of student assistants for AY 2020-21.

What can you do?

- Recruitment of entering students for ENG 100T.
- If interested, you can observe a class or participate in a debrief.
- Be a member of the video recording team.

3. Continued efforts to develop a set of guiding practices for maintaining a safe and healthy campus:

- The work groups continue to develop sanitization protocols, and are purchasing equipment and supplies.
- We know that facial shields will be needed for all on-campus instructors and for those staff who have regular contact with students and campus visitors (library, student services, etc.). We are ordering a facial shield to be allocated to these faculty and staff.
- Signage and video messaging is being developed to remind all employees, students and visitors of expected safety behaviors on-campus.

CARES ACT Funding Update:

- **Part I:** Direct funding to UHWO students. FinAid continues to work with students to support those impacted by COVID-19. Supports their continued enrollment.
- **Part II:** Funding specifically for operations impacted by COVID-19. UHWO is focusing allocations on: (1) equipment and supplies to maximize sanitization on campus, (2) support the work of faculty, staff, and students preparing for Fall 2020 semester as well as supporting the Summer Session II course pilots and professional development

opportunities, and (3) direct support to students through student employment.

- **Part III:** Ensuring that we are able to revitalize our campus programs and activities, and infrastructure to maximize student success of Native Hawaiians, Asian Americans, Alaskan Natives, Native Americans, Pacific Islanders, underserved communities – per our value proposition ALL students at UH West O’ahu. We have just received our funding and will be focusing the allocations on: (a) support needed to deliver dynamic course work, (b) direct support to students through student employment, (c) support to maximize the health (physical and mental) and safety/sanitization of our campus/campus community, and (d) contingency that anticipates a resurgence of COVID-19 or other related emergency.

Mahalo nūnui to all our committee/work group members and every hand, head, and heart that is working hard to ensure a thriving UH West O’ahu! Be sure to check out the work of the CORE Committee and Task Groups who are working on the UH West O’ahu Safe Return to Campus: <https://westoahu.hawaii.edu/covid-19/safe-return/>

E mālama pono!

Chancellor Benham (on behalf of CORE Committee and Work Groups)

University of Hawai’i COVID-19 resources

Remember to visit the [UH West O’ahu COVID-19 page](#) and [University of Hawai’i System COVID-19 site](#) 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 uhwoomm@hawaii.edu to submit your survival strategies.

Here’s Dr. Cathy Ikeda, Assistant Professor in the Education Division at UH West O’ahu, with her submission, “From Zoom Fatigue to ‘Zoom Zoom Zoom We’re Going to the Moon’ ... ”:

As quick context, I left O’ahu to go home to Hilo for spring break. Over 70 days later, I am still unable to fly back to O’ahu without quarantining myself again. My physical distancing, the ocean of geography between me and work is an apt metaphor for what I have learned about coping and about myself via Zoom. While talking to a colleague over Zoom, both of us obviously suffering from “Zoom fatigue,” we both thought about why we worked so long, and yet felt a little less productive every day. We figured out that the commute to UH West O’ahu in our car, that quiet half an hour of silence where we could be left to our own thoughts, was just enough time to frame our day, set up priorities in our head, and once we were on campus, we could just do what we needed to do. Instead, we woke up later, commuted to the kitchen for coffee, then sat at the computer. No more walking the long walk from the parking lot to D building in the Kapolei sun. No more sounds of students in the hallway. Just the sound of my keyboard and the heat of the lamp on my face to counteract the sun outside my picture windows. Zoom fatigue.

But what I have realized, just when I thought I would finally break down after my 40 days in the house, is that Zoom has been a powerful tool to break the barriers of geographic isolation, solitary confinement and general malaise. My students taught me about all the fun ways we could engage over Zoom through breakout rooms, interactive whiteboards, online game apps used via screenshare, even Zoom dance offs using Sister Sledge’s “We Are Family.” Our student teacher Zoom research conference attracted more participants than we have ever gotten in a live event. I have even had alumni Zoom mocktail hours in the evening and our alumni enjoy seeing each other and sharing baby news, new teacher struggles, even professional development links over Zoom. Zoom does not replace hugging my adult children, or smooshing the faces of my grandkids, but it helps us to stay connected, be present for each other, and [“travel to the moon together.”](#)

Notifications on FERPA and GDPR

A message to University of Hawai’i faculty, staff, and administrators from Dr. Donald O. Straney, Vice President for Academic Planning and Policy, UH System:

The University of Hawai'i is committed to protecting the privacy and security of our information. You are receiving this message as part of an awareness campaign to promote data security and privacy.

The University, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for maintaining the confidentiality of student education records and monitoring the release of information from those records. UH employees with access to student education records have a legal responsibility to protect the privacy of students by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students regarding their education records. These rights do not transfer to parents, guardians, spouses, or other family members without the express written permission of the student.

What is FERPA?

The Family Educational Rights and Privacy Act of 1974, as amended (also known as the Buckley Amendment), affords students four primary rights with respect to their education records. They have the right to:

1. Inspect and review their education records;
2. Have some control over the disclosure of information from their education records;
3. Seek to amend incorrect education records;
4. File a complaint with the U.S. Department of Education's Family Policy Compliance Office.

Learn more about how FERPA protects the confidentiality of student records at: <http://datagov.intranet.hawaii.edu/ferpa/>

Find additional FERPA guidance for online lectures and recordings at: <http://datagov.intranet.hawaii.edu/ferpa-guidance-for-online-lectures-and-recordings/>

What is GDPR?

The General Data Protection Regulation is a data protection law passed by the European Union (EU) in May 2018 that imposes strict new rules on maintaining and processing personally identifiable information. The law pertains to data that has been collected while an individual was physically present in the EU.

For select individuals whose data is subject to the GDPR, refer to the University of Hawai'i's GDPR Privacy Notice at: <https://www.hawaii.edu/uhdagov/GDPRPrivacyNotice10.4.18.pdf>

Questions?

Email the UH Data Governance Office at datagov@hawaii.edu.

New 'Student Success' dashboard available

The Institutional Research Office has released a new dashboard report on the IRO Factbook. This "Student Success" dashboard provides all of the key performance indicators (retention, 150% graduation, time-to-degree, absolute graduation rate) in one view, over time, with ability to filter the data by ethnicity, gender, and declared major at entry. The goal of this report is to offer the ability to "triangulate" the various student success measures all in one view. Here is a link to the new report: [Student Success Dashboard](#)

Notice of AHS building fire alarm and detection system testing on June 9

The audible and visual alarms on all floors of the AHS building will be tested and inspected starting at noon on Tuesday, June 9.

During this testing, the audible alarms will sound (loudly) and the visual alarms will strobe intermittently. The contractor, Johnson Controls, service technicians will be wearing their company uniforms and should be escorted by the UH West O'ahu Environmental Health and Safety Office (EHSO) throughout the building. The testing should be completed within several hours; should there be any delays, an email update will be sent.

The UH West O'ahu EHSO encourages you to review fire evacuation procedures during the testing. If you have any questions or concerns, please contact Beverly Orillo at bbasilio@hawaii.edu or 689-2529.

HMSA Online Health Education Workshops

HMSA is offering Online Health Education Workshops on a variety of topics, including:

- **SUPERMARKETING! Coronavirus Edition**, 11 to 11:45 a.m. on June 9. In light of recent events, we might be buying more processed food than normal. These canned, frozen, or bottled products tend to be high in sodium, fat, sugar and calories. It's important to read, understand, and compare the Nutrition Facts Labels on these foods and beverages so you can make healthier choices.
- **STRESS BUCKET Coronavirus Edition**, 11 to 11:45 a.m. on June 15. Each of us has a limited amount of stress we can "hold" before overflow occurs. In recent weeks, the number of stressors coming at us has rapidly increased. Knowing how to manage and "drain" this stress is crucial in preventing high blood pressure, anxiety, depression, and other health afflictions. Join us and realize simple (and often enjoyable) ways to lower the volume of stress in your "bucket."
- **EATING ON THE RUN Takeout Edition**, 11 to 11:45 a.m. on June 18. You may be aware that fast foods tend to be high in salt, calories, and added sugars. But it is also likely that you are craving some comfort foods during these uncertain times. In this session, we will look to find a balance between eating healthy and eating happy. If we can't always make the healthiest choices, with the right amount of knowledge and determination maybe we can make choices that are "less unhealthy."

If you are interested in attending any of the workshops, please email (at least a day before the workshop) mnf4@hawaii.edu for a link to the webinar.

Sign up for hurricane preparedness workshops

If you would like to learn more about what you can do to prepare for a hurricane (hurricane season is June 1 to Nov. 30), the University of Hawai'i at Mānoa Department of Public Safety (DPS) is offering [virtual hurricane preparedness workshops via Zoom in June and July](#). Hosted by DPS Emergency Management Coordinator Jimmy Lagunero, the session covers COVID-19 considerations and how they may affect hurricane preparation, resources and information about local and government agencies, and more. Space is limited, so those who are interested should sign up soon.

Online faculty workshop: 'Is There a Fulbright in Your Future?' on June 19

The Faculty Mentoring Program presents – "Opportunities and Options: Is There a Fulbright in Your Future?" – an online workshop noon to 1:15 p.m. on Friday, June 19. The Fulbright program provides grants to more than 100 countries for scholars, professionals, administrators, and students.

If you have wondered what it's like to apply for and receive a Fulbright grant, join a lively discussion with colleagues and Fulbright scholars. They will focus on:

- Application process
- Fulbright grants in the Core Fulbright program
- Newer, shorter grants, such as the Fulbright Senior Specialist and Flex
- Award programs
- Graduate and undergraduate grants

Presented by:

- William Chapman, American Studies, President of the Fulbright Association, Hawai'i Chapter
- Jay Hartwell, Fulbright Scholar 2013-2014
- Diane Perushek, UH Mānoa Director of International Relations, Retired
- Peter Young, Grants Officer, East-West Center and School of Communications Faculty

Register online at <http://www.fmp.hawaii.edu/events.html>.

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.

Keone'ae (UH West O'ahu) Station

Here's a recent look at the Keone'ae (UH West O'ahu) Station's fare gate entryway building. Photo courtesy of Nan, Inc.:



Distance Learning Tip of the Week – Gmail and Tasks

Turn important emails into tasks on your to-do list with a click! On a computer, you can highlight an email in your UH Gmail account and click the Tasks checkmark icon above your inbox. Note the blue Tasks tool in the right sidebar. The panel opens to reveal your saved email. You can edit the entry to add details and deadlines. On a cell phone, you can access your to-do list in the Tasks app.

UH West O'ahu in the News


Civil Beat (June 3): [“Look To The Film Industry When Diversifying Economy.”](#) A Community Voice opinion piece written by Chris Lee, founder and director of the Academy for Creative Media System at the University of Hawai'i, which now supports 17 programs at ten campuses on all islands. Lee's column highlights how content production is environmentally friendly and employs locals with living wage jobs to keep them home in the islands.

News from [E Kamakani Hou](#)



[Monthly Mental Health Moment – Loneliness](#) - Clinical psychologists Dr. Steven Taketa and Dr. Analu Sing, with the [Mental Health Clinic at UH West O'ahu](#), will offer monthly mental health tips to students, faculty, and staff to cope through COVID-19 and these trying times.

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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PRIORITIZING CRITERIA



HIGHEST PRIORITY (A)

Science lab courses, computer lab courses, and other courses requiring equipment or software not readily available to students



ELEVATED PRIORITY (B)

The nature and/or complexity of the subject matter or ethical considerations (ex. ISA) make face-to-face instruction (or supervision) desirable.



SIGNIFICANT PRIORITY (C)

The instructor has never taught this class online and the preparation to migrate the course online during the available time period would be onerous.



MODERATE PRIORITY (D)

The Instructor prefers face-to-face format and/or is passionate about classroom teaching and personal connections.



KEY CONSIDERATIONS

For each category, the OVCAA will consider the following factors:



- classes primarily serving first-year students
- meeting the needs of those who typically require in-person classes, such as international students or students who receive ADA accommodations or VA benefits