

**Subject:** This Week at UH West O'ahu - Week of Jan. 6, 2020  
**From:** UHWO Communications Department <uhwocomm@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 Jan. 6, 2020

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### **Parking Announcement**

Starting today, Jan. 6, parking hang tags will no longer be used and students, faculty, and staff can park in any lot except for the Administration Lot, stated reserve stalls, and in back of any building or on any campus roads. If you have any questions, please email [jam8@hawaii.edu](mailto:jam8@hawaii.edu).

### **Professional Development Day/Convocation, Jan. 7**

A friendly reminder: Professional Development Day/Convocation will be Jan. 7. If you are unable to attend, please notify the Chancellor's office at [uhwochan@hawaii.edu](mailto:uhwochan@hawaii.edu) or call 689-2770.

The dynamic program begins promptly at 8:30 a.m.

8:00 – 8:30AM	Arrival and Check-In
8:30 – 8:50AM	Wehene
8:50 – 9:30AM	Chancellor's "2019 In Review & What's Ahead in 2020"

Rotation Presentations:

Engaged Scholarship Focused  
Albie Miles & Elise Dela Cruz-Talbert -- Student food insecurity  
Jon Magnussen -- Cultural Performances (Oboe, Musical, etc.)  
Facilitator: Melissa Saul

Student/Learner Focused  
Tom Hirsbrunner & Gloria Niles -- Disability/ADA  
Steven Taketa & Bev Baligad -- Student Counseling and BIT  
Facilitator: Loke Kenolio

Kaiāulu/Building Gracious Space  
Time for Change  
Facilitator: Manu Meyer

REMEMBER to eat a good breakfast! We will have morning snacks, coffee and water. AND, of course, a wonderful, healthy buffet lunch!

### **Rekeying Classroom and Laboratory Buildings**

In an effort to increase safety and security on the UH West O'ahu campus, the Classroom (D building) and Laboratory (E building) Buildings exterior doors have been rekeyed. For those with physical keys, please enter through the doors that feature FOB readers for access to buildings when gates are lowered. Your keys will continue to work on these doors.

## IT Help Desk Updated Hours for Spring Semester

The IT Help Desk is changing its hours of operation (opening 15 minutes later) for the spring semester, starting Jan. 13, to 7:45 a.m. to 7 p.m. Monday through Thursday, and 7:45 a.m. to 5 p.m. Friday.

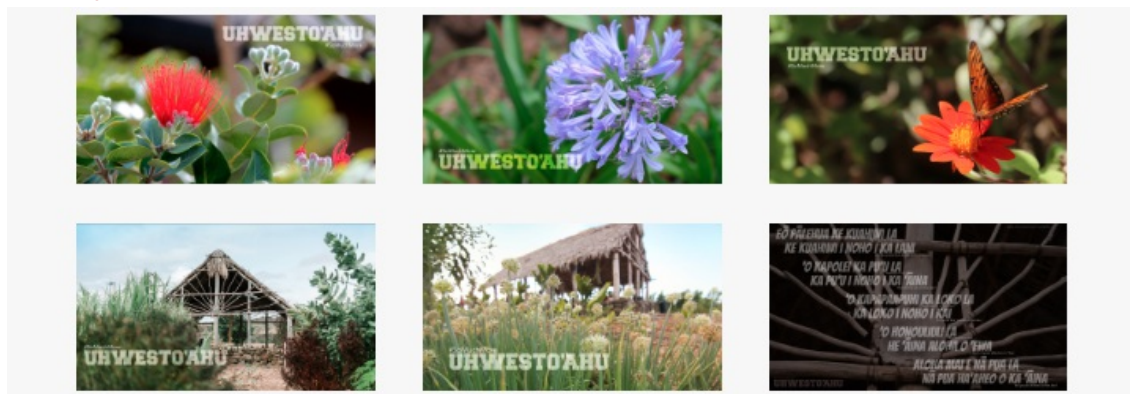
## University of Hawai'i Teaching Excellence Awards

Students, staff, and faculty can nominate a faculty member (full-time or part-time) or librarian for the 2019-2020 University of Hawai'i Teaching Excellence Awards. The nomination form can be found here: <https://forms.gle/pFpaczAYp8oerWqg8>. This year there are two categories: The Regents' Medal for Excellence in Teaching, and the UH West Oahu Lecturer Excellence in Teaching Award. All nominations are to be completed by Feb. 21. Questions? Call Serina Makaiwa, Secretary to the Vice Chancellor for Academic Affairs, at 689-2306 or email [tawards@hawaii.edu](mailto:tawards@hawaii.edu).

## Nā Lehua 'Ula Distinguished Alumni Awards

If you know a UH West O'ahu alumna/alumnus who has accomplished great things in his/her profession and the community, then nominate him/her for the Nā Lehua 'Ula Distinguished Alumni Awards. Click [here](#) for more details and to submit a nomination. The nomination deadline is March 13.

## Show your Pueo Pride



UH West O'ahu launched a [digital swag page](#) to help showcase your pride in our campus. Please share the link and feel free to use the images on your social media pages, desktop wallpaper, or mobile phones.

## Distance Learning Tip of the Week – January Theme: Accessibility

When creating documents or slides that will be accessed on a website, the use of **heading styles** is important when creating source documents in Microsoft Word, Google Docs, Google Slides, Adobe Acrobat Pro, etc. Heading styles should be used rather than enlarging the font size and using a bold type font for normal text. Use the correct heading structure in your documents for easy readability. Heading 1 should come before Heading 2 then Heading 3 and so forth. Do not skip heading levels. To learn about how to create accessible documents visit the [Accessibility at UH website](#).

## News from E Kamakani Hou



[Honor the way 'āina educates, inspires, and instructs at UH West O'ahu, Jan. 10](#) - Explore new understandings and deeper relationships between land and people at 'Aha 'Āina Aloha – a creative and cultural colloquium – 7:30 a.m. to 3:30 p.m. Jan. 10 at the University of Hawai'i–West O'ahu.

## UH West O'ahu Calendar of Events

### Monday, Jan. 6

- Registration for unclassified students (non-degree) and auditors for Spring 2020

- James & Abigail Campbell Library: open on limited hours 8 a.m. to 5 p.m. Jan. 2 to 10
- Pueo Fitness Center reopens (hours pending staff availability) and Ho'onanea (kitchen side of the Nāulu Center) reopens
- IT Help Desk winter hours, 8 a.m. to 5 p.m. through Jan. 10

#### **Tuesday, Jan. 7**

- Professional Development Day/Convocation for faculty and staff, 8 a.m. to 2:15 p.m., C-Building
- James & Abigail Campbell Library: open on limited hours 8 a.m. to 5 p.m. Jan. 2 to 10
- IT Help Desk winter hours, 8 a.m. to 5 p.m. through Jan. 10

#### **Wednesday, Jan. 8**

- James & Abigail Campbell Library: open on limited hours 8 a.m. to 5 p.m. Jan. 2 to 10
- IT Help Desk winter hours, 8 a.m. to 5 p.m. through Jan. 10

#### **Thursday, Jan. 9**

- James & Abigail Campbell Library: open on limited hours 8 a.m. to 5 p.m. Jan. 2 to 10
- IT Help Desk winter hours, 8 a.m. to 5 p.m. through Jan. 10

#### **Friday, Jan. 10**

- 3rd annual 'Aha 'Āina Aloha, 7:30 a.m. to 3:30 p.m. on campus
- James & Abigail Campbell Library: open on limited hours 8 a.m. to 5 p.m. Jan. 2 to 10
- IT Help Desk winter hours, 8 a.m. to 5 p.m. through Jan. 10

#### **Saturday, Jan. 11**

- Library Building/James & Abigail Campbell Library closed

#### **Monday, Jan. 13, 2020**

- First day of instruction
- Registration for students using the Faculty/Staff Tuition Waiver and guests through the Senior Citizen's Visitor Program.
- James & Abigail Campbell Library: Normal semester library hours will resume: 7:30 a.m. to 9 p.m. Monday through Thursday, 7:30 a.m. to 5 p.m. Friday, and 10 a.m. to 5 p.m. Saturday
- IT Help Desk updated spring hours, 7:45 a.m. to 7 p.m. Monday through Thursday, and 7:45 a.m. to 5 p.m. Friday

*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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