

**Subject:** This Week at UH West Oahu for the Week of March 11, 2019  
**From:** UHWO Communications Department <UHWOcomm@hawaii.edu>  
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Week of March 11, 2019



**Next week is Spring Break - tree trimming of Monkey Pod trees is planned**

There's no instruction next week and some student services will be closed. The James & Abigail Campbell Library will be close Saturday, March 16 and reopen Monday, March 25. The bookstore will be closed March 18 to March 22 and will reopen March 25.

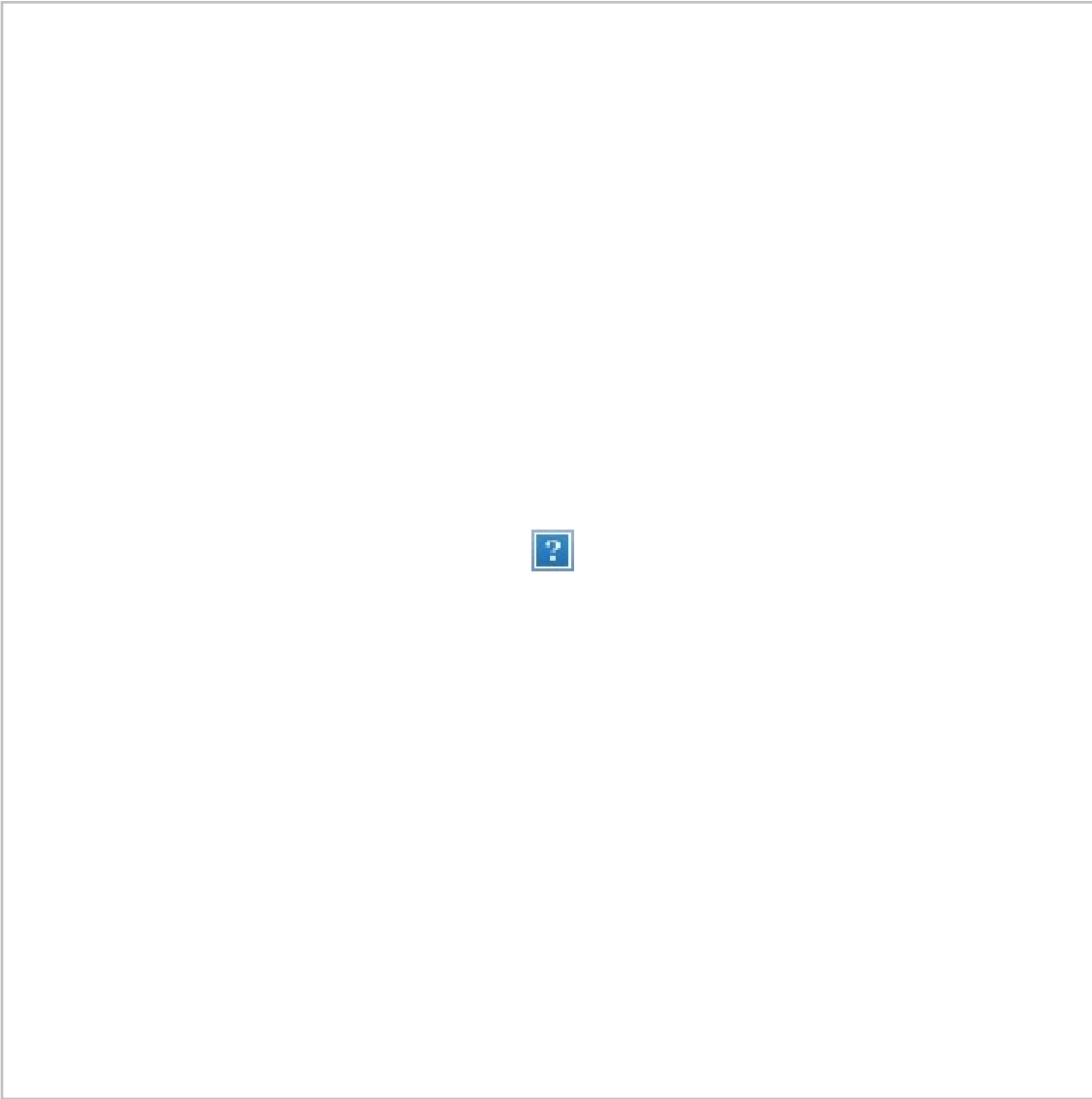
Planning and Campus Operations will be conducting an annual trimming of the Monkey Pod trees on campus from Wednesday, March 20 to Friday, March 22, 2019. The contractor will be coning off portions of Road A while work is being performed. When the Monkey Pod trees in the Courtyard are being trimmed, the area will be closed for your safety. Please anticipate delays and associated noise accordingly. Call 689-2535 if you should have questions and/or concerns. Mahalo in advance for your understanding and kokua in these regards.

Also, Tokai University will be changing the roadside banners on the makai side of their campus on Thursday, March 21, starting at 9 a.m. A boom truck and traffic cones will be used. Please avoid this area. Minimize pedestrian as well as vehicular traffic while the project is in progress. Please call 386-2065 if you should have questions and/or concerns in these regards.

**Academic support staff - what professional development would you like to receive?**

UH West O'ahu's support staff are being asked to respond to a survey being conducted by the Office of Professional Development and Academic Support (OPDAS). Staff who haven't taken the survey should be receiving an email with a link to the online poll. The survey is a vital first step in setting up professional development programs and opportunities for staff employees in all units and all job positions. Answers are

anonymous. Please complete this survey as soon as possible, and no later than March 27, 2019. If you didn't receive the survey, please contact [opdas@hawaii.edu](mailto:opdas@hawaii.edu).



### **Elevate your online classes by taking workshops on high-quality course design**

Are you ready to take your online teaching to the next level? The Office of Distance Learning is hosting workshops to introduce the [Open SUNY Course Quality Review](#) (OSCQR), pronounced "Oscar." [OSCQR](#) is a set of standards for high-quality online course design. This one-hour workshop will introduce the standards and the rubric, as well as self-guided resources that are available to learn how to effectively meet each standard in courses offered through distance modes of delivery.

Workshop sessions will be held through March 15, 2019, in small groups of four for face-to-face sessions in B-222, and groups of 6 through Zoom video conferencing. Dates and times can be found on the [Sign-up page](#) of the UHWO Online DE Lulima site. Please, only sign-up for one workshop. If you sign-up for a workshop and are unable to attend, please cancel your sign-up so that space will become available for someone else to attend.



### **UH West O'ahu emergency procedures to be tested Monday, March 18**

The University will conduct a test of its emergency procedures on Monday, March 18. For internal training purposes, the time will not be announced. There WILL be an evacuation drill as a part of this training. You may see higher levels of activity around E Building, along with noises related to a simulated emergency event (i.e. sirens). As a reminder, please evacuate to the Great Lawn any time you hear an audible alarm activated in your building when UH West O'ahu is not in an evacuation training mode.

As a part of the drill, a UH Alert email message will go out to all students, faculty, and staff, and UH Alert text messages will be sent to those who have signed up to receive emergency text messages at [hawaii.edu/alert](http://hawaii.edu/alert). All members of the UH West O'ahu community are urged to sign up to receive these opt-in text messages.

UH West O'ahu's evacuation procedures are as follows:

- Remain calm. Leave your area quickly by walking to the nearest exit.
- Do not use elevators.
- Only take essential personal possessions when leaving the building. Take items such as cell phones, car keys, and handbags in case the building is shut down and you are not able to re-enter the building.
- Close doors behind you when leaving. Check to make sure everyone is out of the room before closing the door.
- Evacuate to the Great Lawn. Be prepared to relocate if instructed to do so by Campus Security or Emergency Responders. If the meeting place is downwind of smoke or fumes, relocate to an upwind

location.

- Await further instruction from Campus Security or Campus Administration

Additionally, here are pre-planning tips:

- Know all exit locations in a building. Most people recall the way they entered the building, but if this entry/exit is blocked or overcrowded, it is important to know an alternate exit location. If you find yourself in a building you're unfamiliar with, follow the overhead exit signs.
- Have a pre-designated meeting place for everyone in your office or classroom.
- Know who is not present for the day so that they can be accounted for at the designated meeting place.
- If an evacuation is necessary, the building can be evacuated either by the fire alarm being sounded or by instruction to leave by Campus Security, Campus Administration through UH Alert, or emergency response personnel.
- Alarm-pull stations, extinguishers, AEDs, and exit locations are identified on the floor plans posted in each building near the elevator.

The UH West O'ahu homepage at <http://www.westoahu.hawaii.edu> and UH West O'ahu social media pages will be also updated to reflect the UH Alert test.

View UH West O'ahu's Emergency Operations Plan and related annexes at [westoahu.hawaii.edu/campussecurity](http://westoahu.hawaii.edu/campussecurity)

### **Tell your students: Graduate & Professional Schools Fair is Wednesday**

UH West O'ahu Career Services will present a Graduate & Professional Schools Fair from 10 a.m. to 3 p.m., Wednesday, March 13, in the Nāulu Center. Please urge students interested in graduate study to attend. They can learn about what options are available to them and meet with school representatives. Students should register [here](#).

### **uLEAD Student Conference slated for Friday - encourage your students to attend**

Student leaders of organizations, student employees, and all UH West O'ahu students of all academic programs and levels are invited to this leadership conference hosted by the UH West O'ahu Office of Student Life. It is scheduled for 8:30 a.m. to 4 p.m., Friday, March 15, in C-2018.

The conference is designed to provide students opportunities to learn leadership concepts and to explore their leadership potential.

### **Deadline for students to file for PUEO Leadership is this week**

PUEO Leadership - Become a Mentor and/or Facilitator! PUEO Leadership is a peer mentoring program seeking highly-motivated, self-directed students who would like to serve the campus by mentoring others. More: [tinyurl.com/uhwopueo19](http://tinyurl.com/uhwopueo19). The deadline is Wednesday, March 13.

### **Nominate an exceptional student for service, leadership and other awards**

Applications are being accepted for student awards to be given during the Spring 2019 PUEO Awards Ceremony and reception. The deadline to apply is April 1. Questions may be directed to Rouel Velasco, Coordinator for Student Leadership Development Program, at (808) 689-2942 or by email to [rouel@hawaii.edu](mailto:rouel@hawaii.edu).

### **Students should take this survey on creating a Sustainability Certificate by Friday**

The survey is being undertaken to understand interest in the proposed certificate program and gain a better understanding of student knowledge of sustainability issues. The survey is designed to take five minutes to fill out – students can take it by [clicking on this link](#). Students are being urged to take it by March 15.

### **Island Savings Plan (deferred compensation plan) to be explained**

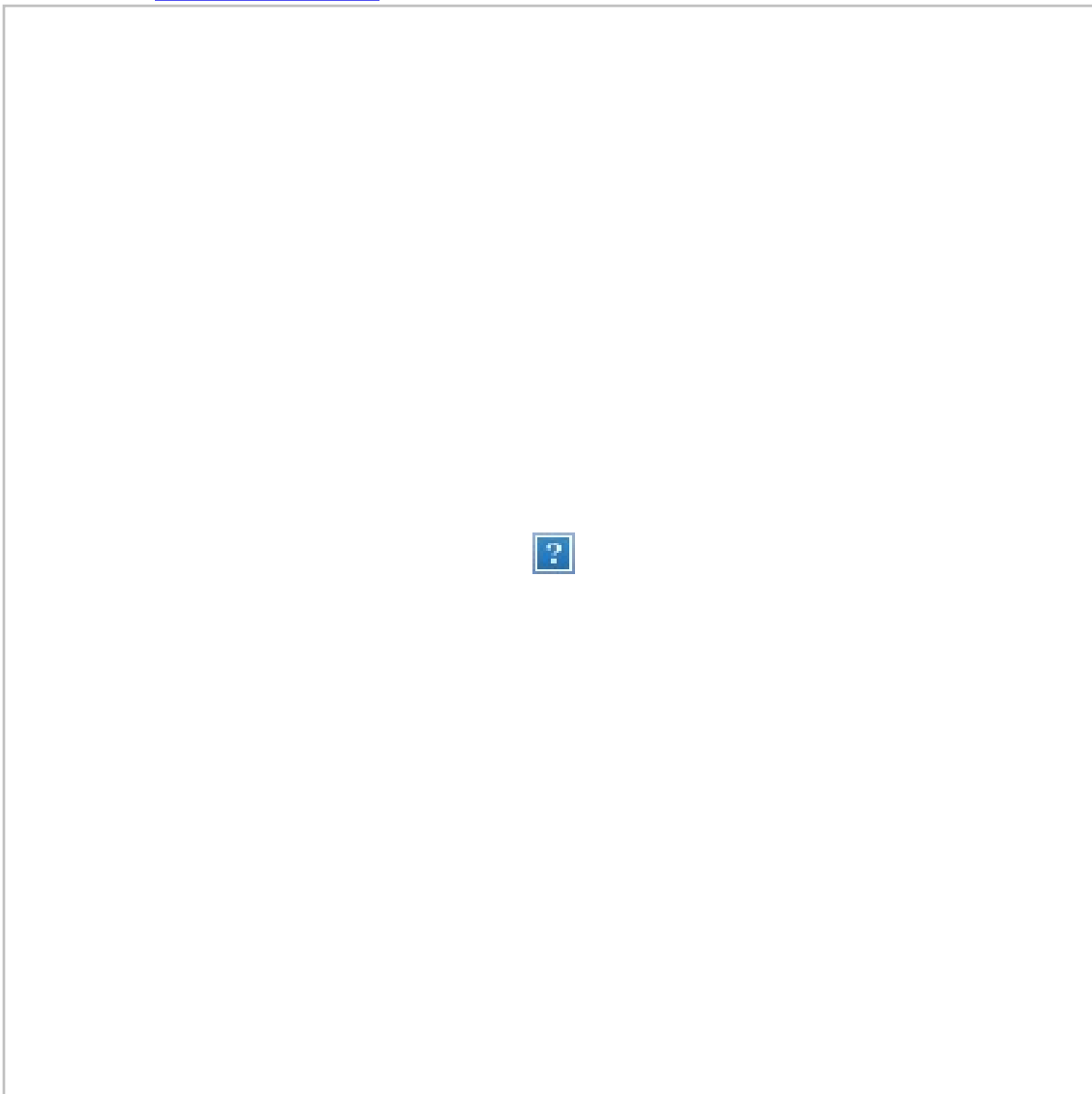
The State of Hawaii 457 Deferred Compensation Plan (aka Island Savings Plan) - a tax-deferred retirement plan will be conducting a Plan Overview presentation on Wednesday March 13. To be eligible to participate in the Island Savings Plan, employees must be an active Employees' Retirement System (ERS) member. For more details, visit the announcement on the UH System Office of Human Resources website, "Island Savings Plan – Plan Overview (March 13, 2019)" at

<http://go.hawaii.edu/ubG>. Questions may be directed to Island Savings Plan at 888-712-5642, press option 2 or visit [www.prudential.com/islandsavings](http://www.prudential.com/islandsavings)

### **Distance Education Tip of the Week: Accessibility – Bullets and Hyperlinks**

The concept of Accessibility involves designing to ensure that all users can access the materials. Creating accessible documents can begin by making a few small changes to your workflow. Using bullets when creating lists can make it easier for someone using a screen reader to understand the information in a list, since the screen reader program will be able to identify the bulleted items as a list and announce them as a list to the user. Using hyperlinks to attach a URL with a title that describes the website you have introduced can make it easier for a screen reader user to understand the link you have added to a document or web page. You can find more information [Accessibility at UH](#). If you are interested in learning more about using other online tools, consider attending one of our weekly workshops. You can find more information about workshops and read other tech tips by visiting <https://westoahu.hawaii.edu/distancelearning/> or emailing [uhwode@hawaii.edu](mailto:uhwode@hawaii.edu).

### **News from [E Kamakani Hou](#)**



## Scholarship honoring Dr. Gary Helfand established for Public Administration

A scholarship in memory of Dr. Gary Helfand has been established to support UH West O'ahu students enrolled in the Public Administration program. [\[Read More\]](#)

## E Ola Pono begins Monday with slate of events, workshops, and activities

E Ola Pono, a semesterly event highlighting culture, health, and wellness at UH West O'ahu, is scheduled to begin on Monday, March 11, with events in and around the Campus Center Plaza and Great Lawn. [\[Read More\]](#)

## Each Wednesday Hui Kama'ilio offers a place to speak 'ōlelo Hawai'i

A program hosted by the Nāulu Center is seeking to give 'ōlelo Hawai'i learners a place to practice and improve upon their conversational Hawaiian language skills each Wednesday. [\[Read More\]](#)

## UH West O'ahu Calendar

### Monday, March 11

- Nohona Hawai'i. A class on living the Hawaiian Way with Aunty Lynette Paglinawan. 9:30-11:30. Mondays, Hale Kuahuokalā
- [E Ola Pono Week](#). Culture, Health & Wellness. What's Da Tea. 7:30 a.m. to 9:30 a.m., Campus Center Plaza; Haku Workshop 11 a.m.-Noon. Campus Center Plaza.

### Tuesday, March 12

- [Weekly Māla Harvest Day](#). 9:00 to 11 a.m., Student Organic Garden. Questions? [tasiay@hawaii.edu](mailto:tasiay@hawaii.edu).
- [All Level Yoga](#) with Emily Yamamoto. 11:15 a.m. to 12:15 p.m., Hale Kuahuokalā. Questions: [tasiay@hawaii.edu](mailto:tasiay@hawaii.edu)
- [UH West O'ahu Intramurals](#) Free Play. Basketball, 3 p.m. to 7 p.m., Great Lawn. Questions: [imwest@hawaii.edu](mailto:imwest@hawaii.edu)
- [Distance Learning Online Teaching Professional Development Workshop](#): Online Assessment, 12:30 to 1:30 p.m.. Register: <http://go.hawaii.edu/GAW>
- Zumba, with instructor Pearlana Stone. 4:30 p.m., the Loft area of Campus Center
- [E Ola Pono Week](#). Culture, Health & Wellness. BYO Shirt Screen Printing, 10 a.m.-2 p.m., Campus Center Plaza, Art Mural Lecture by Kupihea, 1-3 p.m., Nāulu Center.

### Wednesday, March 13

- Deadline for students to apply for PUEO Leadership program.
- [Graduate & Professional Schools Fair](#) from 10 a.m. to 3 p.m., Wednesday, March 13 in the Nāulu Center. Sponsored by UH West O'ahu Career Services.
- [UH West O'ahu Intramurals](#) - Basketball League Aiea District Gym, Halawa District Gym. 6:00-9:00 p.m. Questions: [imwest@hawaii.edu](mailto:imwest@hawaii.edu)
- [E Ola Pono Week](#). Culture, Health & Wellness. E Ola Pono Fair 10 a.m. to 3 p.m. Campus Center Plaza and Great Lawn, Intramural Basketball Challenge 10 a.m.- 2 p.m., Campus Center Plaza.

### Thursday, March 14

- [UH West O'ahu Intramurals](#) - Basketball League Aiea District Gym, Halawa District Gym. 6:00-9:00 p.m. Questions: [imwest@hawaii.edu](mailto:imwest@hawaii.edu)
- [E Ola Pono Week](#). Culture, Health & Wellness. Intramural Obstacle Course, 9:30 a.m.-2:30 p.m., Great Lawn; Ho'okani Kulani, 1 - 3 p.m., Nāulu Center; Karaoke Night 6 p.m.-9 p.m., Nāulu Center.
- Pie/Pi Day. Students receive a free slice and join in on fun math problems and games. 10 a.m. - 2 p.m., Courtyard. 11 a.m.-Noon, Professor Pie Toss.

### Friday, March 15

- [uLEAD Student Conference](#). Open to all UH West O’ahu students. Refreshments, lunch provided. 8:30 a.m. - 4:00 p.m., C-208.
- [E Ola Pono Week](#). Culture, Health & Wellness. Aloha Friday..
- [ASUHWO General Meeting](#), 1:30-3:30 p.m., C-216, Student Lounge

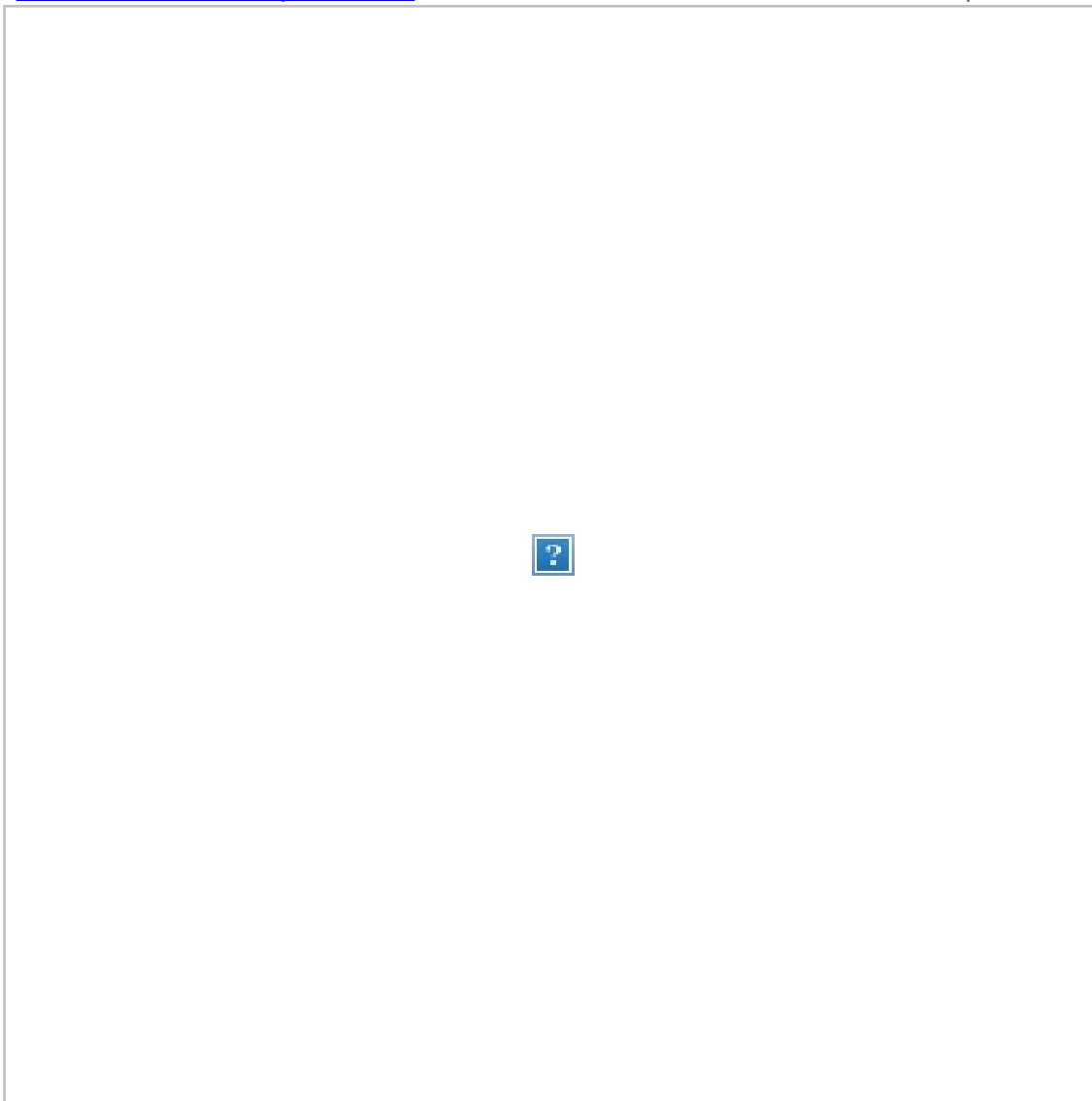
**Saturday, March 16**

- Transformer outage, Administration and Health Science Building. 7 a.m.-3:30 p.m.

**Monday, March 18**

- [Spring Recess](#)
- *Monkey Pod tree trimming. 6 a.m.-6 p.m.*

*Want to include your story in the This Week at UHWO News Bulletin or E Kamakani Hou? Submit a [Communications Request Form](#) to the UH West O’ahu Communications Department.*



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