

Subject: UPDATE: This Week at UHWO News Bulletin - Week of June 29
From: UH West Oahu News <uhwonews@hawaii.edu>
To: uhwo-all-l@lists.hawaii.edu
Date Sent: Tuesday, June 30, 2015 12:08:52 PM GMT-10:00
Date Received: Tuesday, June 30, 2015 12:09:26 PM GMT-10:00
Attachments: CECE Workshop Flyer.jpg, Food Services and Events 6.29 memo.pdf, Booking Form 7.1.15(1).pdf

Please use the attached updated UHWO Food Services and Events form fillable Event Request Form for use when reserving rooms starting July 1.

----- Forwarded message -----

From: **UH West Oahu News** <uhwonews@hawaii.edu>
Date: Mon, Jun 29, 2015 at 9:47 AM
Subject: This Week at UHWO News Bulletin - Week of June 29
To: uhwo-all-l@lists.hawaii.edu

THIS WEEK AT UHWO

a bulletin for UH West O'ahu faculty and staff



Week of June 29

UHWO Food Services and Events new procedure for room reservations to begin July 1

UH West O'ahu Food Services and Events will implement a new and simplified process for making room reservations for on campus events and meetings beginning July 1. See the attached memo and Event Request Form for information about how to reserve campus locations for events and meetings. For any questions, call 689-2528.

Culturally Engaging Campus Environments workshop, July 6

All UH West O'ahu faculty and staff are encouraged to attend the Culturally Engaging Campus Environments workshop on Monday, July 6 featuring a presentation and workshop with Associate Professor of Higher Education and Director of the [Culturally Engaging Campus Environments \(CECE\) Project](#) in the Morgridge College of Education at the University of Denver, Dr. Samuel Museus. He will share his research about the types of campus environments that allow diverse student populations to thrive in college. Presentation and workshop participants will discuss institutional practices at UH West O'ahu and reflect on being responsive to the identities of a culturally diverse student population.

July 6 workshop schedule (C225):

- 10 a.m. - noon - Presentation and discussion
- Noon - 1 p.m. - Lunch provided by Student Affairs
- 1 - 4 p.m - Discussion and workshop

RSVP at <http://goo.gl/forms/5tU1qi75MC>. For any questions, contact Library Director Sarah Gilman Sur at sgilman@hawaii.edu. The CECE workshop is made possible by the UHWO Title III Piko Project, Student Affairs and Academic Affairs.

UHWO to offer new Ilokano course this fall

This fall, UH West O'ahu will offer a new Ilokano 101 course. This introductory class increases reading comprehension and develops linguistic skills in Ilokano as well as promotes the appreciation and awareness of Filipino culture. UHWO is one of

just three UH campuses that currently offer Ilokano. For more information, view the [news release](#) and [UH News story](#).

Water shut down in Campus Center, July 6 and 7

Campus Facilities will complete repair work in the Campus Center from Monday, July 6 at 6 p.m. to Tuesday, July 7 at 6 a.m. Water will be shut off to the Campus Center for the duration of the work and there will be no water service to sinks, toilets/urinals and water fountains in the building. Staff and faculty are encouraged to use facilities in other buildings if necessary.

Save the date for Convocation and Professional Development Day, Aug. 18

All faculty and staff are asked to attend Convocation and Professional Development Day on Tuesday, Aug. 18 in the Campus Center Multipurpose Room, C208. Breakfast, convocation and lunch will be held in C208. Academic division meetings and the Faculty Senate meeting will be held in C208. Staff development sessions 1 and 2 will be held in C225. Staff may choose to attend one of these sessions. The Convocation and Professional Development Day schedule is as follows. More details to come.

Schedule:

8 - 8:30 a.m. (C208) - Check-in and light breakfast

8:30 a.m. - noon (C208) - Convocation featuring information about new employees, service awards, promotion and tenure, retirement, and updates from Administration, Student Affairs, and Academic Affairs

noon - 1 p.m. (C208) - Lunch

1 - 2 p.m. - Session 1: Staff development (staff) in C225; Academic Division meetings (faculty) in C208

2:15 - 3:15 p.m. - Session 2: Staff development (staff) in C225; Faculty Senate meeting (faculty) in C208

UHWO in the news

View the [video and news story](#) about UH West O'ahu's new [Sustainable Community Food Systems concentration "Garden of Wisdom: Growing Sustainable Food Expertise in Hawai'i,"](#) on the [UH News site](#). The video features an interview with UH West O'ahu students and Assistant Professor of Sustainable Community Food Systems Dr. Albie Miles.

View the Honolulu Star-Advertiser article (premium content) ["Teachers can now receive STEM training in isles,"](#) to learn about UH West O'ahu's partnership with [Project Lead The Way](#) that brings K-12 STEM teacher training to Hawai'i. View [photos of the June 15 blessing ceremony](#) celebrating the partnership with Project Lead The Way on the [UHWO flickr page](#).

Events this week

The **UH West O'ahu [UH Federal Credit Union](#) branch will be closed** on Wednesday and Thursday, July 1 and 2 to complete a system upgrade. The branch will be open on Friday, July 3 while the UHWO campus is closed.

Freshman New Student Orientation is happening from 8:30 a.m.-noon in C208 on Thursday, July 2.

The **UH West O'ahu campus will be closed on Friday, July 3** in observance of the 4th of July holiday.

For the latest UH West O'ahu event information, view and submit listings to the UHWO [website calendar](#).

Want to include your story in the This Week at UHWO News Bulletin or post your UHWO department, program or club social media site to the UHWO Social Media Directory? Submit a [Communications Request Form](#) to the UH West O'ahu Communications Department.



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ph: 689-2800 | www.uhwo.hawaii.edu



CULTURALLY ENGAGING CAMPUS ENVIRONMENTS

— Workshop (in C225) —

10AM to 12 Noon (Presentation and Discussion)

12 Noon to 1PM Lunch *Provided by Student Affairs*

1PM to 4PM (Discussion and Workshop)

Please join us on Monday, July 6, for a presentation and workshop by Dr. Samuel Museus, Associate Professor of Higher Education and Director of the Culturally Engaging Campus Environments (CECE) Project in the Morgridge College of Education at the University of Denver.

Dr. Museus will be sharing his research regarding the types of campus environments that allow diverse student populations to thrive in college. Research indicates that institutions that reflect and are responsive to the identities of culturally diverse student populations lead to more positive individual experiences and higher levels of success among these students. For more information on the CECE Project and the CECE Model, please go to:

<http://www.du.edu/cece-project/>

Presentation and workshop attendees will engage in discussion regarding our own institutional practices here at the UHWO and how we already are--and how we can improve upon--reflecting and being responsive to the identities of our culturally diverse student population.

This workshop has been made possible through the collaboration between the Title III Piko Project Grant, Student Affairs and Academic Affairs.

Please RSVP by clicking on this link: <http://goo.gl/forms/5tU1gi75MC>

If you should have any specific questions, please feel free to contact Sarah Gilman Sur, Library Director, at sgilman@hawaii.edu



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Aloha Faculty, Staff, and Students,

Beginning July 1, 2015, UHWO Food Services and Events will be making it easier to schedule and book space for an event or meeting, by consolidating requests into two areas.

Booking Procedures:

Internal departmental meeting that

- is for UHWO Offices, Departments, ASUHWO, and/or Registered Independent Student Organizations meetings in a green room (see color chart on page 2)
- is not a scheduled class
- may need audio/visual set-up/equipment
- does not require catered food and beverage provided by UHWO Food Services and Events

Please fill out a UHWO Food Services and Events Office Event Request form and submit requests to UHWOFSE@hawaii.edu no later than one week (7 days) prior to the requested event date. Your space will be confirmed if available.

All other events

- Requires food and beverage provided by UHWO Food Services and Events
- May include a large party (group of people)
- May need audio visual set-up/equipment
- Not a scheduled class

Submit the UHWO Food Services and Events Office Event Request form and email it to UHWOFSE@hawaii.edu no later than one month (30 days) prior to the requested event date.

A tentative reservation may be made a maximum of 6 months prior to an event date. To confirm your reservation, UHWO Food Services and Events requires signed, original copies of an Agreement for Facility Use, Certificate of Insurance, and Proforma of estimated costs (or Fee Waiver Request).

Payment (i.e. purchase order, IDO, etc.) will be due a minimum of 2 weeks prior to your event date.

Should these requirements not be met by the specified due date(s), your reservation will be cancelled and UHWO will be under no further obligation.

Room Color Chart:

Library	Campus Center	Classroom Bldg	Lab Bldg
B217 (Conf)	C225 (Lec A.)	D104 (Conf Rm)	E243 (Class)
B156 (IT Studio)	C208 (Multi)	D254 (dis)	E228 (Conf)
B157 (HITs Rm)	C212 (CCRm)	D253 (gen)	E109 (Conf)
	C110 (Dining)	D 250 (gen)	Lab E234 (Anth Lab)
	CC 2nd Fl Loft	D238 (gen)	Lab E233 (Chem Prep)
	Great Lawn	D 237 (multi media)	Lab E232 (Equip Lab)
	Central Plaza	D151 (gen)	Lab E 231 (Equip Lab)
	Courtyard	D150 (gen)	Lab E140 (Computer)
		D146 (gen)	Lab E139 (Computer)
		D145 (gen)	Lab E135 (Bio Lab)
		D141 (gen)	Lab E134 (Psy Prep)
		D140 (gen)	Lab E133 (Phsy. Sc)
			E132 (Class)

Green	Please contact FSE to Book
Red	Restricted Do Not Book
Blue	Please call Chanc. Office
No Color	Please contact FSE to Book

***Red shaded rooms are not available to book.**

Exceptions:

To reserve the following rooms, please contact the appropriate departments as indicated below:

B224 (Group Study Room)	Library
B225 (Group Study Room)	Library
C158 (Conference Room)	Student Services
C247 (Conference Room)	Student Services
D104 (Conference Room)	Chancellor's Office
D235 (Faculty Conference Room)	Vice Chancellor for Academic Affairs Office



REQUESTOR and ON-SITE CONTACT INFORMATION			
Requested By:		Date of Request:	
Affiliation: <input type="checkbox"/> Student <input type="checkbox"/> UHWO Affiliated <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> General Public		Department (if applicable):	
Requestor's Phone Number & Extension:		On-Site Contact:	
Requestor's Email Address:		On-Site Contact's Mobile Phone Number:	
EVENT INFORMATION			
Event Name:		Event Day/Date:	
Event Type:		Preferred Location:	
Event Start Time:	Event End Time:	# of Guests:	Audience: <input type="checkbox"/> UHWO Students/Faculty/Staff <input type="checkbox"/> Non-UHWO Students/Faculty/Staff
FOOD and BEVERAGE REQUIREMENTS			
<input type="checkbox"/> Continental Breakfast	<input type="checkbox"/> AM Refreshments	<input type="checkbox"/> Own Food*	
<input type="checkbox"/> Breakfast Buffet	<input type="checkbox"/> PM Refreshments	<input type="checkbox"/> Outside Vendor*	
<input type="checkbox"/> Lunch	<input type="checkbox"/> Light Reception	<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Dinner	<input type="checkbox"/> Heavy Reception	<input type="checkbox"/> None	
<i>*MUST ABIDE BY FOOD & BEVERAGE POLICIES</i>			
Special Needs/Requirements:			
SET-UP REQUIREMENTS			
<input type="checkbox"/> Theatre Seating # of Seats: _____	<input type="checkbox"/> 6 foot Rectangular Tables # of Tables: _____	<input type="checkbox"/> Podium	
<input type="checkbox"/> U-Shaped Seating # of Seats: _____	<input type="checkbox"/> Round Tables with 8 Seats # of Tables: _____	<input type="checkbox"/> Existing Setup	
<input type="checkbox"/> Risers/Stage Size: _____	<input type="checkbox"/> Round Tables with 10 Seats # of Tables: _____	<input type="checkbox"/> Other _____	
AUDIO/VISUAL REQUIREMENTS		IT REQUIREMENTS	
<input type="checkbox"/> Podium Microphone		<input type="checkbox"/> Wireless Internet Access	
<input type="checkbox"/> Wireless Handheld Microphone		<input type="checkbox"/> Labor: IT Technician	
<input type="checkbox"/> Wireless Lavalier/Lapel Microphone		<input type="checkbox"/> Other: _____	
<input type="checkbox"/> LCD Projector			
<input type="checkbox"/> Screen			
<input type="checkbox"/> Labor: AV Technical Hours: _____			
<input type="checkbox"/> Other: _____			
PAYMENT METHOD			
<input type="checkbox"/> Cash/Check	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Purchase Order	<input type="checkbox"/> Other: _____
Proposed Budget:			

PLEASE RETURN COMPLETED FORM TO uhwofse@hawaii.edu
If you have any questions, please call (808) 689-2528 or ext. 2528 from a UHWO campus phone