



UNIVERSITY of HAWAII®
LEEWARD
COMMUNITY COLLEGE



Faculty and Staff

For Your Information (FYI) Guidebook

Aloha & Welcome to Leeward Community College

This guidebook is for use while employed at Leeward Community College.

Leeward Community College (Leeward CC), established in fall 1968, is one of seven campuses of the University of Hawai'i Community College (UHCC) System. The main campus is located on 49 acres overlooking Pearl Harbor between the communities of Pearl City and Waipahu, and serves approximately 7,000-8,000 students in its credit programs per semester and about 20,000 students in its non-credit programs per year. The branch campus in Wai'anāe serves approximately 650 students per semester. The college employs about 310 full-time faculty and staff, and 120 lecturers and additional temporary employees.

Faculty and staff should refer to this guidebook as a source of information. Please send any recommended additions, deletions, changes or corrections to the Innovation Center for Teaching & Learning in the Learning Commons Building, Room L-111.

We hope this guidebook helps to make your service at Leeward Community College pleasant and enjoyable.



Leeward Community College

96-045 Ala'Ike*

Pearl City, Hawai'i 96782

Phone: 455-0011

FAX: 455-0471

Leeward Community College at Wai'anāe

86-088 Farrington Highway, Suite 201

Wai'anāe, Hawai'i

Phone: 696-6378

Website: <http://www.leeward.hawaii.edu>

*Ala 'Ike translated in Hawaiian is "Road to Knowledge"

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LEEWARD COMMUNITY COLLEGE

Motto

"To Help People Learn"

Vision

Leeward Community College is a learning-centered institution committed to student achievement.

Mission

At Leeward Community College, we work together to nurture and inspire all students. We help them attain their goals through high-quality liberal arts and career and technical education. We foster students to become responsible global citizens locally, nationally, and internationally. We advance the educational goals of all students with a special commitment to Native Hawaiians.

These core values shape Leeward Community College's mission:

Community: We value cooperation, collaboration, social responsibility, and concern for others as crucial elements in building a sense of community inside and outside of the institution.

Diversity and respect: We value individual differences and the contributions they bring to the learning process. We believe that our students are enriched through a diverse intellectual and social environment, where learning occurs through exposure to world cultures, and through interaction with peoples of diverse experiences, beliefs, and perspectives.

Integrity: We value personal and institutional integrity by fostering a culture of continuous improvement to open pathways to student success. We hold ourselves accountable for providing a high-quality academic experience.

Open access: We value all students. We seek to meet their needs, as well as those of the community, by offering a diversity of courses, degree and certificate programs, and training opportunities, through traditional and distance education modes of delivery. *(Revised 2012)*

Philosophy

Leeward Community College is dedicated to responding to the wide range of educational needs of the people in our community. We believe in the dignity and potential of each individual and the power of that belief to help people learn and grow. We are committed to providing an educational environment that accepts people as they are and fosters the development of each student's unique talents. At Leeward Community College, education is a cooperative endeavor in which students, faculty, and staff share responsibility. *(Revised 1993)*

Campus Map

Upper Level



AD Bldg

Admissions & Records AD 220
Counseling & Advising AD 208
Dean, Student Services AD 224
Financial Aid AD 210
Job Prep Services AD 222
Student Life Office AD 223

AM Bldg

Business Division Office BE 213

BS Bldg

CE Complex
Office of Continuing Education
& Workforce Development

Campus Center (CC)

The Pearl
Student Government
Student Lounge
Student Senate Chambers CC 203

DA Bldg (also DT Bldg)

AAT Office DA 205A
Office of Planning, Policy & Assessment DA 205

ED Bldg

Anticipated opening in 2014

FA Bldg

Social Sciences Division Office, FA 220

GT Bldg

Learning Commons (LC)

College Computing Labs LC 201
Learning Resource Center LC 2nd Floor
Library LC 2nd & 3rd Floors
Kāko'o 'Ike (Services for Students with Disabilities) LC 213
Writing Center LC 2nd Floor

LA Bldg

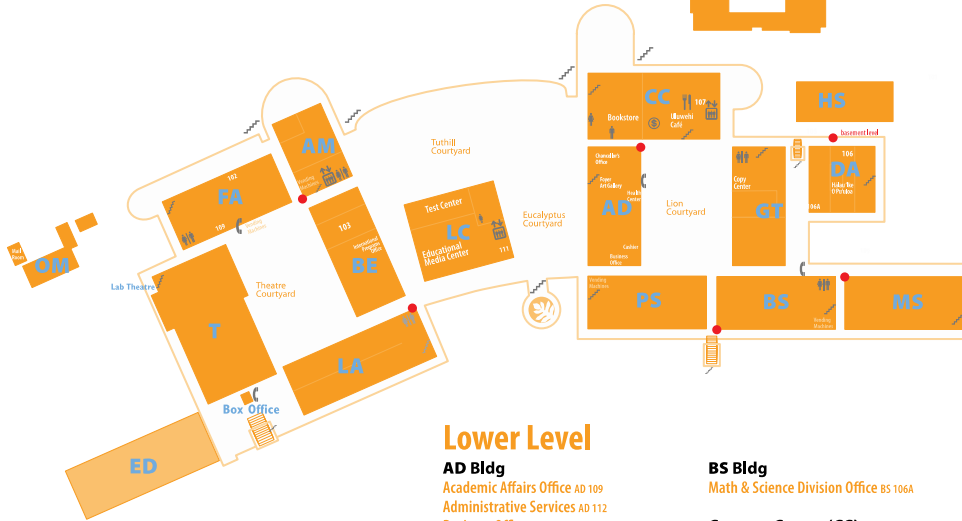
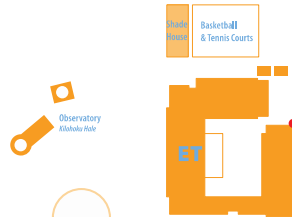
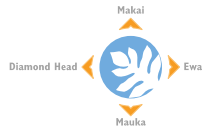
Language Arts Division Office LA 201
Campus Security LA 2388

MS Bldg

Math Lab MS 204

PS Bldg

T Theatre



Lower Level

AD Bldg

Academic Affairs Office AD 109
Administrative Services AD 112
Business Office AD 113
Cashier
Chancellor's Office AD 102
Deans: Arts & Sciences, CTE,
& Academic Services AD 107
Foyer Art Gallery
Health Center AD 122
Human Resources AD 121

AM Bldg

BE Bldg

Classroom for Televised Courses BE 103
Office of International Programs BE 109

BS Bldg

Math & Science Division Office BS 106A

Campus Center (CC)

Bookstore
Uluwehi Café

DA Bldg (DT)

Children's Center DA 107
Hālau 'Ike O Pu'u'oloa DA 106
Upward Bound DA101

ED Bldg

Anticipated opening in 2014

ET Complex

Automotive Technology Complex

FA Bldg

Arts & Humanities Division Office FA 109

GT Building

Copy Center
Ka'ala Room GT 105
Professional Arts & Technology Division Office GT 106

Learning Commons (LC)

Computer Help Desk LC 101
Educational Media Center LC 116
Innovation Center for Teaching & Learning LC 111
Test Center LC 101

HS Bldg, lower campus

OM Bldg

Auxiliary Services Office
Mail Room

T Theatre

Box Office & Lab Theatre



QUICK DIRECTORY

455-0011 * Information * Switchboard

- **On-campus** callers can simply **dial the three-digit extension** number.
- **Off-campus** callers can **call** direct by dialing **455-0** followed by the listed **three-digit extension**.
- To call off-campus from a campus phone, **dial 9 before the number** you are dialing.
- Building and room numbers are listed after extension numbers.

EMERGENCY	Extension	Room
Campus Security	611	LA 238
Health Center	216	AD 122
Police-Ambulance-Fire	9-911	Off-Campus

ADMINISTRATION	Extension	Room
Chancellor	215, 665	AD 102
Vice Chancellor of Academic Affairs	453	AD 108
Vice Chancellor of Administrative Services	213	AD 111
Dean of Arts and Sciences	440	AD 101B
Dean of Career and Technical Education	228	AD 101A
Dean of Academic Services	440	AD 125A
Dean of Student Services	260	AD 210
Director of Planning, Policy, and Assessment	598	DA 205

DIVISION CHAIRS	Extension	Room
Arts and Humanities	351	FA 111
Business	345	BE 211
Language Arts	329	LA 201A
Math and Sciences	252	BS 106A
Professional Arts and Technology	302	GT 117
Social Sciences	369	FA 222

OFFICIALS	Extension	Room
Equal Employment Opportunity (EEO) and Affirmative	277	AD 121
Section 504 Coordinator	260	AD 210
Sexual Harassment Officer	260	AD 210
Title IX Coordinator	277	AD 121
Sexual Orientation Commission Representative	431	LA 224

PROGRAMS FOR SPECIAL POPULATIONS	Extension	Room
English Language Institute (ELI)	570	BE 109
Ho’oulu	245	DA 106
Kako’o ‘Ike (KI)	421	L 208
Upward Bound	655	DA 101

PLACES and SERVICES	Extension	Room
Admissions and Records	642, 643	AD 220
Auxiliary Services	462	Maintenance Bldg.
Bookstore	205, 207	CC First Floor
Business Office	325	AD First Floor
Cashier’s Office	308	AD First Floor
Child Care Center	488	DA 107
Computer Help Desk	271	Library, First Floor
College Computing Labs	273, 623	Library, First Floor
Copy Center	323	GT 104
Counseling and Advising	233, 234	AD 208
Educational Medial Center (EMC)	222	L 116
Facilities Maintenance and Grounds	275	Maintenance Bldg.
Financial Aid Office (FAO)	606	AD 224
Health Center	216	AD 122
Human Resources Office (HRO)	326, 277	AD 121
Innovation Center for Teaching and Learning	483	L 111
Janitorial Services	276	Maintenance Bldg.
Job Prep Services (JPS)	240	AD 222
Learning Resource Center (LRC)	412	Learning Commons
Library	209	L 205
Mailroom	433	Maintenance Bldg.
Math Learning Resource Center (Math Lab)	400	MS 204
Office of Continuing Education and Workforce Development (OCEWD)	477	CE 101
The Pearl Restaurant	475	CC Second Floor
Security	611	LA 238
Student Activities Office	208	AD 233
Uluwehi Café	630, 375	CC First Floor
LEEWARD COMMUNITY COLLEGE @ WAI’ANAE	696-6378	

Important Documents and Where to Find Them

What is the **LEEWARD CC ACCREDITATION SELF EVALUTION REPORT** and where can I find it?

This document reports the work of the Accreditation Standard Committees in their review of Leeward CC.

A copy of this document can be obtained from your division/unit head or the Chancellor's Office.

Information on the current Accreditation Self-Evaluation can be found online at

<http://www.leeward.hawaii.edu/accreditation>.

What are the **LEEWARD CC ANNUAL PROGRAM REVIEWS** and where can I find completed reviews?

The Annual Program Reviews (APR) are an analysis of assessment findings in student learning outcomes and program effectiveness. The comprehensive reviews and analysis culminates in tactical plans and resource requests. Completed APRs may be found online at

<http://www.leeward.hawaii.edu/annual-program-review>.

What is the **LEEWARD CC COURSE AVAILABILITY** and where can I find it?

This document contains deadlines and registration information for the semester. The current schedule can be found online at: <http://www.sis.hawaii.edu/uhdad/avail.classes?i=LEE>.

What is the **LEEWARD CC CATALOG** and where can I find it?

The catalog lists academic, admissions, and related policies as well as a description of programs and courses. A copy of the current catalog is provided to each office on campus. Additional copies can be obtained from the Copy Center. The catalog can be found online at:

<http://www.leeward.hawaii.edu/catalog/>.

What is the **LEEWARD CC INSTITUTIONAL PLAN** and where can I find it?

This document is developed from careful consideration of the Annual Program Reviews and guides the decision-making and budgeting process. It can be found online at

<http://www.leeward.hawaii.edu/annual-program-review>.

What is the **LEEWARD CC STRATEGIC PLAN** and where can I find it?

This document provides direction for the college's continued growth and development. A copy of the current plan can be obtained from the Chancellor's Office or online at:

<http://emedia.leeward.hawaii.edu/sp/>.

Which **BARGAINING UNIT** do I belong and how do I get a copy of my **UNION CONTRACT**?

UNIT 01 - AGREEMENT UNITED PUBLIC WORKERS (UPW), AFSCME, LOCAL 646, AFL-CIO

This document covers blue-collar non-supervisory staff's rights and responsibilities. The Human Resources Office provides a copy of this document for new employees. Other members can obtain a copy through their shop stewards or from the United Public Workers office (Phone: 847-2631). Website: <http://www.upwhawaii.org>.

UNIT 02 - BLUE COLLAR SUPERVISORY CONTRACT AGREEMENT HGEA-AFSCME, LOCAL 152, AFL-CIO

This document covers blue-collar supervisory staff's rights and responsibilities. The Human Resources Office provides a copy of this document for new employees. Other members can obtain a copy through their shop stewards or from the Hawai'i Government Employees Association office (Phone: 536-2351). Website: <https://www.hgea.org>.

UNIT 03 - WHITE COLLAR NON-SUPERVISORY CONTRACT AGREEMENT HGEA-AFSCME, LOCAL 152, AFL-CIO

This document covers white-collar non-supervisory staff's rights and responsibilities. The Human Resources Office provides a copy of this document for new employees. Other members can obtain a copy through their shop stewards or from the HGEA office (Phone: 536-2351). Website: <https://www.hgea.org>.

UNIT 04 - WHITE COLLAR SUPERVISORY CONTRACT AGREEMENT HGEA-AFSCME, LOCAL 152, AFL-CIO

This document covers white-collar supervisory staff's rights and responsibilities. The Human Resources Office provides a copy of this document for new employees. Other members can obtain a copy through their shop stewards or from the HGEA office (Phone: 536-2351). Website: <https://www.hgea.org>.

UNIT 07 - AGREEMENT BETWEEN THE UNIVERSITY OF HAWAI'I PROFESSIONAL ASSEMBLY (UHPA) AND THE BOARD OF REGENTS OF THE UNIVERSITY OF HAWAI'I

This document covers faculty rights and responsibilities. The Human Resources Office provides a copy of this document for new employees. Other members can obtain a copy through their union representatives or from the UHPA office (Phone: 528-5157). Website: <http://www.uhpa.org>.

UNIT 08 - UH ADMINISTRATIVE, PROFESSIONAL AND TECHNICAL (APT) EMPLOYEES' CONTRACT AGREEMENT HGEA-AFSCME, LOCAL 152, AFL-CIO

This document covers APT staff's rights and responsibilities. The Human Resources Office provides a copy of this document for new employees. Other members can obtain a copy through their shop stewards or from the HGEA office (Phone: 536-2351). Website: <https://www.hgea.org>.

PLACES

Admissions and Records

AD 220; 455-0642 or ext. 642 and 455-0643 or ext. 643

Monday-Friday, 8:00 a.m. – 4:30 p.m.

For information related to applications, registration, transcript evaluation, drop/add, withdrawal, graduation applications, student verifications for enrollment and graduation, and changes to grades or personal information please contact the Coordinator of Admissions and Records (CAR) and staff. The CAR is also the person to whom questions on FERPA (the Family Educational Rights and Privacy Act) should be addressed.

Bookstore

CC First Floor, 455-0205 or ext. 205 and 455-0207 or ext. 207

Monday-Friday, 8:00 a.m. – 3:30 p.m.

The Leeward CC Bookstore is a branch of the University of Hawai'i Bookstore. The Vice-Chancellor of Administrative Services acts as the liaison between the campus and the UH Bookstore.

Faculty members should check with their Division Chair for a copy of the appropriate textbooks for courses. If you need to order a desk copy, please see your Division Secretary. The Bookstore will assist you with publishers' addresses and toll-free numbers. Please inform the Bookstore of special supplies/materials you might require for the students in your classes.

Browse the aisles of the Bookstore and discover that it is more than a textbook outlet. Sundries, sportswear, Leeward CC logo items, and light reading material are also available. In order to accommodate night and weekend students, there is a vending machine outside the bookstore with school supplies. The Bookstore also rents or sells academic garb to wear for commencement. Ordering deadlines vary, therefore please contact the bookstore for more information.

Computers are available by special order from UH-Mānoa for faculty, staff, and student purchases at bookstore prices.

Business Office

AD 113; 455-0492 or ext. 492

Monday-Friday, 7:45 a.m. – 4:30 p.m.

The Business Office is responsible for the fiscal operations of the College including: accounting, disbursing, cashiering, contracts and grants, procurement, payroll, casual and student help timesheets, and maintaining the telephone switchboard.

All requests to purchase materials, supplies, services, equipment, and obtain payment for mileage, and inter-island and out-of-state travel are processed through the Business Office (AD 113).

Cashier's Office

AD First Floor, facing Ewa; 455-0308 or ext. 308

Monday-Thursday, 8:00 a.m. – 4:00 p.m.; Friday, 8:00 a.m. – 3:30 p.m.

The Cashier's Office handles all payments for tuition and fees, transcript and diploma billings, check distribution, petty cash (including refunds for vending machine malfunctions), and tuition waivers.

Child Care Center

DA 107; 455-0488 or ext. 488

Monday-Friday, 7:45 a.m. – 3:15 p.m. during the semester only

The Leeward CC Children's Center provides quality early childhood care and education services for preschool-aged children (3-5 years old) of the campus community. Two-year olds may be accepted if they turn three years old during the semester of entry. The Children's Center is licensed by the State of Hawai'i, accredited by the National Academy of Early Childhood Programs and serves as laboratory for the Honolulu Community College early childhood teacher training programs. Two openings are reserved for the children of faculty and staff. Tuition is comparable to community day care centers rates. Applications are available through the Student Activities Office (AD 223B).

Copy Center

GT 104; 455-0323 or ext. 323

Monday-Thursday, 8:00 a.m. – 7:00 p.m.; Friday, 8:00 a.m. – 4:30 p.m.

The Copy Center's mission is to provide low-cost, high-quality duplicating services to all offices, departments, faculty, staff and students of Leeward Community College. The center provides black & white copies, collating, single-staple, folding, copying on standard color paper, specialized printing (announcements, invitations, programs), binding, and high-speed scanning. Color copies and lamination are available for a nominal fee. The general catalog is also available for a small fee. Requests for duplicating are picked up from some offices twice daily; requests may also be sent online. Completed jobs are delivered or may be picked up.

Educational Media Center

LC 116; 455-0222 or ext. 222

Monday-Friday, 7:45 a.m. – 5:00 p.m.

The EMC provides services and resources primarily to faculty to support their teaching through the integration and use of technology. The EMC's ten faculty and staff work as a team to provide services in the following areas:

- Distance Education (DE): Plans, manages, supports, and assesses the DE program at Leeward CC. This unit provides support for faculty and students taking Distance Education courses.
- Technology Training: Designs, develops, implements, and supports the use of instructional technologies in Leeward CC courses.
- Video Production: Produces cable course programming and instructional/institutional videos for Leeward CC.
- Intec Services: Provides Audio-Visual (AV) setup services for campus activities. This unit also provides support services for the HITS studio (2-way video conferencing), PolyCom video conferencing, and equipment checkout and maintenance services for the campus.
- Audio-Visual Repair & Maintenance: Provides support, repair, and maintenance of classroom AV equipment, such as projectors, televisions, overhead projectors, and Smart Classroom equipment.

For more information: <http://emedial.leeward.hawaii.edu/emc/>.

Financial Aid Office (FAO)

AD 224; 455-0606 or ext. 606

Monday-Friday, 8:00 a.m.– 4:30 p.m.

Financial assistance programs include Federal grants, State tuition waivers, Federal college work-study (on-campus jobs), Federal student loans, and scholarships from other organizations. Students must meet eligibility criteria, such as:

- Demonstrate financial need as determined by Federal guidelines.
- Meet satisfactory academic progress in a classified degree program of study.
- United States citizenship or an eligible noncitizen (e.g.: green card and/or permanent resident card).
- Not exceed 150% of the number of credits required for their degree.

If a student receives financial aid, then completely withdraws OR stops attending classes, the student may be required to repay all or a portion of the aid they received and should contact the FAO for information regarding financial aid policies and procedures. The Financial Aid Office will contact faculty for information about attendance. Faculty cooperation is important, in order to be in compliance with federal rules.

Health Center

AD 122; 455-0515 or ext. 515

Monday-Friday, 8:00 am – 4:30 pm

The Health Center offers a variety of medical services to students, faculty, and staff at Leeward Community College. A full-time Registered Nurse and part-time physician staff this center. Physician services are offered on Monday and Wednesday mornings. Walk-ins for general medical visits, immunizations, minor nursing urgent care and referrals are welcome. Other services offered are physical exams, women's health, (including breast exams and pap smears), family planning and education, men's health exams, and laboratory services including urine and STD testing. Appointments are recommended for physical exams and women's health exams. Fees for services are reasonable. Insurance claims submissions will be made for physician visits and other services. For more information: <http://www.hawaii.edu/shs/lcc>.

Human Resources Office (HRO)

AD 121; 455-0326 or ext. 326 and 455-0277 or ext. 277

Monday-Friday, 7:45 a.m. – 4:30 p.m.

An employee's first contact with the College is generally through the Human Resources Office (HRO). This office is the point of contact for questions related to employment with the State and the University of Hawai'i. Personnel matters include jobs, applications, recruitment, employee benefits, leaves (sick leave, vacation, bereavement leave, jury duty, family leave, sabbaticals, professional and personal leave, etc.), retirement information, Island Flex spending (a flexible spending account of pre-tax money for dependent or health care expenses), bank/credit union payroll assignments, health insurance options, tax annuities, mutual funds, deferred compensation, tuition waivers, workers' compensation, collective bargaining contracts, personnel policies and procedures, and on-campus student employment.

Information Technology Group (ITG)

LC 101; 455-0271 or ext. 271

Helpdesk Hours: Monday-Tuesday, 8:00 a.m. – 7:00 p.m.; Wednesday-Thursday, 8:00 a.m. – 5:00 p.m.;

Friday, 8:00 a.m. – 4:00 p.m.; Saturday, 9:00 a.m. – 12:00 p.m.

ITG provides support for technology services at the Pearl City and Wai'anae campuses. Service requests can be directed to ext. 271 or via email at lcchelp@hawaii.edu.

Services include three main areas:

- Helpdesk/ College Computing Labs (CCL)/Test Center –The helpdesk provides support for both Macintosh and PC computers, the current operating systems and applications and repair services for computers, printer and other peripherals. Its staff also manages the College Computing Labs (CCL) and the campus Test Center.
- Network–Provides support for the campus network.
- Server and Web services– Provides services delivered from the campus servers. Web, File sharing and Exchange email services are examples of services provided.

More information at <http://emedia.leeward.hawaii.edu/itg>.

Innovation Center for Teaching and Learning

LC 111; 455-0483 or ext. 483

Monday-Friday, 8:00 a.m. – 4:30 p.m.

The Innovation Center for Teaching & Learning provides a wide variety of programs and activities for professional, institutional, and personal development. A full-time Staff Development Coordinator and the Innovation Center for Teaching & Learning Advisory Committee oversee professional development opportunities available for faculty, lecturers, and staff. Applications for funds for travel, conference and workshop fees, and food are coordinated by this center. The Staff Development Coordinator works with faculty and staff to organize other programs, such as The College Colloquia, Teaching Squares, Mid-Semester Assessment and the highly acclaimed Hawai'i National Great Teachers Seminar. The Center also offers Orientation for New Hires, Service 101 and 102, workshops to Prepare for Tenure & Promotion and Supervisory Skills, and other professional development programs. The Center has a conference room for 2 to 10 people (sign up for available times), computers, a scanner, and printers (laser and inkjet color) available for faculty, lecturers, and staff. For more information visit: <http://intranet.leeward.hawaii.edu/group/ictl>.

Job Prep Services

AD 222; 455-0240

Monday-Friday, 8:00 a.m.–4:30 p.m. and by appointment

Job Prep Services (JPS) helps students develop skills to find and retain jobs in the career path of their choice. This office also assists the business community to recruit qualified students for employment and partners with Leeward CC faculty and staff to help students understand the job search process.

Provides Leeward CC students with:

- Regularly updated job postings
- Interviewing tips
- Career exploration
- Job search assistance
- Assistance in filling out applications and writing resume and cover letters
- Free resume/application faxing
- Computers to apply for jobs
- Finding a mentor in their career area

Provides the business community with:

- Free job postings on the Leeward CC website and bulletin boards
- Assistance in arranging on-campus recruitment
- Opportunities to participate in Leeward CC's annual job fairs
- Opportunities for other partnership activities

Provides Leeward CC faculty, lecturers, and staff with:

- Interactive, informational workshops on employment for classes
- Online career/job exploration assessments and resources for class assignments
- Labor market information
- Assistance in administering online career exploration assessments and activities

Learning Resource Center (LRC)

Learning Commons; 455-0412 or ext. 412; Writing Center: 455-0409 or ext. 409

Monday – Thursday, 8:30 – 4:00; Friday, 8:30 – 2:00;

After hours tutoring by appointment on Tuesday and Wednesday, 4:00 – 6:00. Hours are subject to change.

The Learning Resource Center (LRC) provides a variety of support services to help students succeed in their classes. The LRC offers free, comprehensive peer tutoring services.

- Writing consultants help with writing assignments for any course, with reading and success (study) skills, and with scholarship essays
- Content tutors help students to master content and learn study strategies for a wide range of courses, including accounting, computer skills, logic, psychology, languages, and sciences
- Online tutoring via Skype and Smarthinking is available for writing and selected content subjects

In addition to individual assistance, the LRC provides various group support services:

- During in-class workshops, writing consultants work with students in their classrooms in small groups
- Language conversation groups, led by native speakers, offer students an opportunity for real communication in an informal atmosphere in the language they are studying
- Group review sessions, led by a tutor, are offered for some courses by request of an instructor or students

The LRC also offers a range of other learning resources to students, including:

- Success Connection Workshops, free open workshops on academic and practical topics
- Handouts on a range of writing and success skills topics
- Learning Resource Center site: <http://emedial.eeeward.hawaii.edu/lrc/> and Writing Center site: <http://emedial.eeeward.hawaii.edu/writingcenter/>

Library

Learning Commons; 455-0209 or ext. 209

Monday-Thursday, 8:00 a.m. – 8:00 p.m.; Friday, 8:00 a.m. – 3:00 p.m.; Saturday, 9:00 a.m. – 1:00 p.m.

The library provides services to support the faculty and students in achieving academic success at Leeward CC. The library's extensive collection of print and electronic resources focuses on supporting the college's liberal arts and vocational-technical programs. A select collection of government publications is also available. Librarians teach students how to find and evaluate information on an individual basis, as well as through group instructional sessions, and through online information literacy programs that teach practical research skills and critical thinking. Librarians also assist faculty in developing course assignments related to research. The library's website is <http://www.leeward.hawaii.edu/library/>.

Mailroom

Mailroom; 455-0433 or ext. 433

Monday-Friday, 8:00 a.m. – 3:30 p.m.

Campus mail within the UH System on O'ahu, United States mail, and courier mail is delivered by the mailroom staff to divisions/units. Official business mail does not need to be stamped. The mailroom does not receive nor send out personal mail (Personal mail may be deposited in the US postal mailbox located on the curb mauka of Language Arts). The mailroom also provides once-a-day pickup/drop off mail service, receive, and delivers goods and supplies, assists with telephone repair, provides a State car (two-hour limitation) to attend meetings off-campus, issues office keys to Division Secretaries, and conducts inventory management.

Math Learning Resource Center (Math Lab)

MS 204; 455-0400 or ext. 400

Monday-Thursday, 8:30 a.m.–7:30 p.m.

Friday, 8:30 a.m.–3:00 p.m.

The Math Learning Resource Center (Math Lab) provides academic assistance, primarily walk-in tutoring, to students taking math classes or who have math related questions. In addition, the Math Lab provides access to calculators, computers, textbooks & solution manuals. The Math Lab is open to students, faculty and staff from Leeward CC and the UH system.

Office of Continuing Education and Workforce Development (OCEWD)

CE 101; 455-0477 or ext. 477

Monday-Thursday, 8:00 a.m. – 4:30 p.m.; Friday, 8:00 a.m. – 12 noon

The OCEWD encompasses a broad scope of programs and services. Among its major non-credit programs are Business and Computers, Health Care and Health Technology, Hospitality & Food, Industry & Trades, Personal Enrichment, Transportation, Education and Contract Training. Visit their website at www.ocewd.org for more information.

Office of Planning, Policy & Assessment (OPPA)

DA 205

Monday-Friday, 8:00 a.m. – 4:30 p.m.

The Office of Planning, Policy & Assessment (OPPA) serves as the information liaison between the campus and the University of Hawai'i Community College (UHCC) System. OPPA provides the college with accurate data reports, assists in the planning and assessment process, and assists with the development, maintenance, and publication of campus policies. Additionally, OPPA assists with grant development and management for the college. Visit the OPPA website to access information on accreditation, annual program reviews, assessment, institutional research data, policies, and grant opportunities. For more information: <http://www.leeward.hawaii.edu/oppa>.

Recruitment Office

AD 221C; 455-0533

Monday-Friday, 8:00 a.m. to 4:30 p.m.

The Recruitment Office provides information about Leeward CC to schools and the community. Promotion of our campus is conducted through campus tours, workshops, Leeward CC presentations, college fairs, Discover Leeward CC Day, and events coordinated with partners in the community. Please contact this office to be included in campus tours or to participate in recruiting events.

Student Life Office

AD 233B; 455-0208 or ext. 208

Monday-Friday, 8:00 a.m. – 4:30 p.m.

The Student Life Coordinator advises the ASUH-LeeCC Student Government, Student Activities, and Budget and Finance Committee. The Student Life Office coordinates student organizations, commencement, UH student ID card, bulletin boards, intramural sports, the Student Lounge, Senate Chambers, and other services for students. The Student Life Coordinator Co-chairs the Mandatory New Student Orientation (NSO) with Counseling and trains the NSO student leaders. The Student Life Coordinator chairs the Board of Student Communications (BOSC) that oversees the digital signage, other forms of communication to the students, and the student produced magazine, Ka Mana'o. Faculty can serve as voting members of the BOSC.

Theatre

455-0385 (Box Office) or ext. 385; 455-0380 (Administrative Offices) or ext. 380

The Leeward CC Theatre offers comfortable seating for 574 and serves as a major performing arts center for the Leeward and Central Oahu areas. The theatre presents shows by Leeward CC Drama, Dance, and Music students as well as contracted touring shows. The theatre also hosts events by community groups who rent the facility for performances, lectures, and meetings. Located in the theatre lobby is a 100-foot long by 23 foot high mural by Jean Charlot, "The Relation of Man and Nature in Old Hawaii."

Places to Dine on Campus

The Uluwehi Cafe

CC First Floor, Facing Mauka

Monday-Thursday, 7:30 a.m. – 2:00 p.m.; Friday, 7:30 a.m. – 1:00 p.m.

The Cafe is open for public dining and offers hot meals, snacks, breakfast items, salads, sandwiches, burgers, and desserts. Catering requests may be made through the Cafeteria Manager (455-0375).

The Pearl Restaurant

CC Second Floor, Facing Diamond Head; 455-0475 or ext. 475

Wednesday-Friday, for lunch only after the third week of the semester

The Pearl is Leeward CC's "best kept" secret. It features a fine dining menu and atmosphere and is open to the public. Meals are prepared by the students in the Contemporary Cuisines class and service is provided by the Dining Room Operations students.

Subway

CC First Floor, inside Uluwehi Café

Monday-Friday, 7:30 a.m. – 6:00 p.m.

Hot Dog Hawaii

Learning Commons Concourse

Monday-Friday, 9:30 a.m. – 2:00 p.m.

Vending Machines

There are beverage and snack machines at various locations on campus.

SERVICES

Auxiliary Services

Maintenance Building; 455-0462 or ext. 462

Auxiliary Services handles Facilities Maintenance, Grounds, Janitorial Services, the Mailroom, and Security.

Campus Communications

There are several channels of communication on this campus:

- The Division Chair/Unit Head is responsible for keeping his/her staff informed.
- The Intranet is intended for Leeward CC faculty, lecturers, and staff only. It is restricted from general viewing and covers categories such as budget and governance. Go to <http://intranet.leeward.hawaii.edu/> and log on using your UH username and password.
- The weekly Leeward CC Bulletin is emailed to the faculty and staff in electronic form and is available on the Intranet.
- Campus information and announcements are disseminated through a faculty and staff email listserv. APT, clerical and faculty have separate email listservs.
 - To send an email campus-wide use: lccfacstaff-l@lists.hawaii.edu
 - To send an email to faculty only use: lccfaculty-l@lists.hawaii.edu
- Campus mail is collected and distributed once a day. Every faculty and staff member has a mailbox, usually located in their division/unit office.
- Most campus phones have voicemail allowing faculty and staff to send and receive messages 24 hours a day, on and off-campus.
- Email accounts are available for faculty, staff, and students. Sign up for an email account by following the directions at: <http://hawaii.edu/google/>.
- Fax machines are available in most division/unit offices and also in the Administration building next to the Human Resources Office. See one of the secretaries in AD 107 for directions on its use.
- A long distance phone line for out-of-state business calls is available in AD 107.
- Campus bulletin boards are available throughout the campus to publicize upcoming events and other campus and community information. Submit requests to post notices on campus bulletin boards to the Student Life Office (AD 223B).
- Ka Mana'o is the campus' student-produced publication. This publication is produced quarterly by Leeward CC student writers, photographers and graphic designers. Ka Mana'o is distributed on campus and can also be read online at <http://www.leewardhawaii.edu/kamanao>.
- The newsblog of the University of Hawai'i System, News@UH, is emailed weekly to faculty and staff.
- For the Academic Calendar visit <http://www.leeward.hawaii.edu/academic-calendar>.

Counseling and Advising

AD 208; 455-0233 or ext. 233 and 455-0234 or ext. 234

Monday-Friday, 8:00 a.m. – 4:30 p.m.

Wednesday & Thursday evenings by appointment only from 4:30 p.m.–6:00 p.m.

Counselors help students:

- Explore and clarify their educational goals and make plans to reach those goals
- Explore and decide on a college major or an appropriate degree or certificate program
- Identify and select the courses, prerequisites and other requirements for their major, degree, certificate, or other educational goal
- Explore career and vocational options; address problems which interfere with the achievement of educational or career goals
- Check progress toward these goals
- Conduct graduation checks for Leeward CC degrees and certificates
- Advise students about transfer and admission to Hawai'i or mainland colleges
- Improve study and survival skills and other specialized services that students may need
- Develop personal growth; and interpret College policies, procedures and regulations that impact students.

For the convenience of our students, the Counseling & Advising Office maintains a supply of current degree or program advising sheets for Leeward CC degrees/certificates and for most of the degree programs at UH Manoa. The Office also keeps reference copies of the current catalogs of all UH campuses and also provides the Library with copies of such UH catalogs for student or faculty use.

Counselors help students explore and develop their career/life goals, develop strategies to meet those goals, identify barriers and overcome obstacles, provide information on specific jobs and general occupational areas, develop an educational goal consistent with a career objective, and complete inventories and activities that help students become self-aware. Counselors are available by appointment for in-depth help with the career search process.

Students should drop by during office hours to make an appointment to meet with a counselor. Faculty and staff cannot require students to see a counselor; however, they can encourage students who appear to need or could benefit from counseling services or need a referral for specialized services outside the College. In cases covered by or actionable under the Student Conduct Code, they may want to consult with their Division Chair before meeting with the Dean of Student Services who administers the Code.

Students in need of more in-depth support around mental health issues and challenges can meet with Leeward's Mental Health Counselor (from the UH Mānoa Counseling Center) who is available at the Pearl City campus on Wednesdays from 9:00 am - 12:00 p.m. and Thursdays from 9:00 am - 4:30 p.m., and at the Wai'anae campus on an as-needed basis. To refer a student for mental health counseling, contact the Counseling and Advising Office at ext. 233.

Elevators

Elevators are located in the following buildings: Arts and Music, Campus Center, Theatre, and Learning Commons. See the campus map for specific locations (click <http://www.leeward.hawaii.edu/campus-map> or refer to page 7. If an elevator is locked or out of service, contact Security at 455-0611.

Equipment Disposal & Purchasing

Do not dispose of any equipment without contacting your Division Secretary or supervisor. Offices may choose to send out a campus-wide email offering the equipment to others.

New equipment is obtained by following the procurement and disbursement process. The procurement documents are reviewed to ensure fund availability, compliance with State and Federal regulations, required approvals, and reasonableness of purchases. Faculty and staff should contact their Division/Unit Secretaries for assistance in preparing requisitions.

Facilities Maintenance and Grounds

Maintenance Bldg.; 455-0275 or ext. 275

Monday-Friday, 6:30 a.m. – 3:00 p.m.

The Facilities Maintenance staff maintains the physical facilities, air conditioning, electrical and plumbing systems, and performs painting, carpentry, and minor repairs. They also maintain fire alarms and install safety equipment. The maintenance crew handles repairs of lights, fans, furniture, toilets, sinks, etc. Repair requests are sent to Auxiliary Services (Maintenance Bldg.) on a Work Order Request form (available from Division/Unit office). Requests can also be made online <http://www.leeward.hawaii.edu/auxiliaryservices>. The grounds staff maintains landscaped areas, assists faculty and staff with planting needs, and provides plants for events.

Facilities Use

In addition to the normal class scheduling, Leeward CC makes available the majority of its facilities (i.e. theatre, cafeteria, classrooms, outdoor courtyards, recreational facilities) to various college constituencies and the community at-large. Rental fees are typically assessed to non-University of Hawai'i affiliated groups. To reserve facilities, complete a Facilities Request Form available from the Office of Administrative Services–Facilities Use (LA 232, 455-0558) or visit the Facilities Use website at <http://intranet.leeward.hawaii.edu/group/facilities>.

The Facilities Use application should be submitted at least two weeks prior to the date of intended use in order to accommodate the review, authorization, and scheduling process.

Injuries/Damages

If you are injured in line with your duties at Leeward CC, submit an industrial injury report within three working days of the injury to the Human Resources Office (AD 121) via your supervisor. All other (non- employee) claims for injuries or damages can be reported on a Claim for Damage or Injury Form at the Office of the Vice-Chancellor of Administrative Services (AD 111).

Janitorial Services

Maintenance Bldg.; 455-0276 or ext. 276

Monday-Friday. 5:00 a.m.-1:30 p.m.

Janitors are responsible for general cleaning, picking up of trash and materials for recycling, changing light bulbs, moving furniture (e.g., tables and chairs), and assisting in event set-up. Each building on campus has a janitor assigned to clean the building. When the regular janitor is absent, another janitor will provide basic service for health and sanitation. Report any locations that have broken glass or hazardous materials to the Janitorial Supervisor (455-0276). Other special requests should be sent to Auxiliary Services (Maintenance Bldg.) on a Work Order Request form, which can be obtained from the Division/Unit Secretary. In an emergency, call the Janitorial Supervisor (455-0276).

Keys

All employees should request keys from their respective Division Secretaries or supervisors.

Lost and Found

Lost and found items may be turned in or reported to the Security Office (LA 238; 455-0611).

Money Services on Campus

The Bank of Hawaii Automated Teller Machine (ATM) and First Hawaiian Bank ATM are located in the Uluwehi Cafe.

University of Hawai'i Federal Credit Union (UHFCU)

UH System employees and students are eligible for membership in the UHFCU. A representative is on campus in GT 115 on Mondays and Thursdays from 12:30 – 2:30 p.m. to serve credit union members. For more information, contact the Human Resources Office at 455-0326 or 455-0277.

Parking

Parking at Leeward CC is free. Faculty, staff, and students may park anywhere in the parking lot except in areas painted red, yellow, or in designated reserved stalls.

- White lines - regular parking for students, faculty, and staff
- Blue lines - accessible (handicapped) parking with valid placards displayed
- Yellow lines - loading zone for marked vendor/contractor vehicles
- Red lines - no parking
- Overflow parking areas are marked by signs at the start of each semester.

Please observe the five MPH speed limit on campus as well as posted stop signs. The Hawai'i Revised Ordinance states that only vehicles with valid disability placards displayed can park in accessible stalls. The Honolulu Police Department may give citations and tow vehicles without warning for vehicles illegally parked in an accessible stall. There is also a campus towing policy in effect for vehicles improperly parked.

Weekdays: The majority of the gates are locked at 9:00 p.m. with the exception of the center gate, which is locked at 11:00 p.m.

Weekends and holidays: All gates are locked except for the center gate. If you are locked in the lot after hours, contact Security (455-0611).

Parking Passes

There is a charge for parking at some of the other campuses in the UH System. If you plan to attend a College related/official business function at one of the other campuses, you may request a parking pass through your respective Dean's or Director's Office.

Security

LA 238; 455-0611 or ext. 611

Leeward CC has 24-hour campus security, seven days-a-week, to enforce Federal, State, and City and County laws as well as University of Hawai'i regulations. Officers are trained in First-Aid and CPR for emergency situations. They do not carry firearms. Criminal incidents are referred to the Honolulu Police Department.

Security personnel also oversee lost and found. Campus security provides walking escort service for anyone when walking to any facility or vehicle parked on campus at night. An escort can be summoned to your location by calling Security at Ext. 611.

There is a blue call box located on the outside wall of the Security Office at LA 238. This emergency call box is activated by picking up the handset. Additional emergency call boxes (identified by their blue light) are located throughout the campus and will connect the caller directly with Campus Security 24 hours a day

Team C.A.R.E. (Campus Assessment, Response and Evaluation)

Team C.A.R.E. is an interdisciplinary group of campus professionals, representing the main Pearl City campus and Leeward CC- Wai'anae, that meets regularly to provide proactive support for students in need. Team C.A.R.E. serves three basic functions:

1. Serves as a triage mechanism that increases the College's ability to effectively support students with high levels of need
2. Serves as a repository for information regarding students of concern
3. Serves to increase the campus' awareness and knowledge about mental health and safety issues commonly seen in our students or faced by our faculty and staff

Referrals to Team C.A.R.E. can be made via Referral Form found on the intranet at

<http://intranet.leeward.hawaii.edu/group/teamcare> or via email to teamcare@hawaii.edu. Questions about Team C.A.R.E. can be directed to teamcare@hawaii.edu or to the Dean of Student Services at 455-0260.

Telephones

To add a phone or have one relocated, send a Telecom Request Form to Auxiliary Services (Maintenance Bldg.). For phone repairs, contact Auxiliary Services (455-0462).

You can log in from home by dialing 455-0600, logging in, and following the voice prompts. To make a long distance phone call, go to AD 107.

Unions

Faculty, lectures, and staff are also represented by their unions. A listing of unions is available in the FAQ section. Bargaining unit contracts are available in the Human Resources Office (AD 121) or on the unions' websites.

University of Hawai'i Tuition Exemption

Employees as well as the spouses/partners of faculty and APT staff (Bargaining Units 07 & 08 respectively) are exempted from tuition to take credit courses of up to six credits per semester at any of the UH campuses. Dependent children of Unit 7 members are eligible for a scholarship for undergraduate education equivalent to one-half of the cost of tuition. This scholarship may be renewed up to four calendar years for students in good standing. Consult your contract for specific provisions and obtain forms and approval from the Human Resources Office (AD 121; 455-0326; 455-0277).

WHERE TO FIND HELP

Leeward CC is an Equal Employment Opportunity/Affirmative Action (EEO/AA) employer and abides by all Federal and State laws and University policies prohibiting discrimination in the College programs and activities. Several appointees assist in carrying out these responsibilities. All employees should be prepared to assist anyone having a complaint of discrimination by referring him/her to the appropriate College official.

Names and phone numbers are found in the Quick Directory. Responsibilities of each official are listed below. Students or employees also have the right to file complaints with Federal or State agencies.

Equal Employment Opportunity (EEO) and Affirmative Action (AA) Officer

A complaint of discrimination may be referred to the EEO/AA Coordinator, Dean/Directors/Vice-Chancellor, Division/Unit Chairs, or any other designated campus official. The Chancellor appoints an Investigation Officer to investigate employee or applicant complaints of discrimination due to race, color, ancestry, national origin, age, sex, religion, pregnancy, veteran status, sexual orientation, political affiliation, marital status, arrest or court record, physical or mental disability, or any other protected class. The Chancellor will also appoint a decision maker who will review the facts and circumstances reported by the investigating officer and render a decision as to the allegations made. Contact information for system-wide officers is available at: <http://www.hawaii.edu/offices/eo/coordinators.html>.

Section 504 Coordinator – Discrimination Based on Disabilities

The Section 504 Coordinator receives and investigates complaints from prospective or current students about discrimination in College programs or activities on the basis of disability, including denial of appropriate accommodations. Complaints of disability discrimination from College employees, applicants for employment, and members of the general public will be referred to the EEO/AA Coordinator.

Sexual Harassment Officer

The Chancellor appoints a Sexual Harassment Officer who is responsible to receive and investigate complaints and help to educate the campus about sexual harassment. Complaints of discrimination may also be referred to the EEO/AA Coordinator.

Title IX Coordinator - Education Discrimination

The Title IX Coordinator receives and investigates complaints from prospective or current students about discrimination in educational programs or other campus activities on the basis of race, color, national origin, age, or sex. Complaints of educational discrimination may also be referred to the Dean of Student Services.

The UH President's Commission on the Status of LGBTI Equality

The Chancellor appoints representatives to the Commission on the Status of LGBTI (Lesbian, Gay, Bisexual, Transgendered and Intersex) Equality who are responsible for sensitizing this campus and work at the UH System level to help make all campuses safer. These representatives often field complaints by LGBTI students, faculty, and staff, however, they (the representatives) are not complaint officers. Instead, they refer complainants to the appropriate official/administrator.

In addition, Leeward has a rapid-response team called PER (Prevent, Educate and Respond) comprised of faculty and student representatives. PER primarily helps with prevention and education efforts, such as conducting Safe Zone workshops, and supporting the student-led GSA (Gay Straight Alliance). As an official arm of the Commission, PER also responds to any LGBTI-related problems on campus.

Procedure for Emergency Situations

In the event that you become aware of bomb threats, fires, or other emergency situations on campus, contact Security (455-0611) or the Vice-Chancellor of Administrative Services (455-0213 or 455-0214). If College officials become aware of an impending hurricane, tidal wave, or other disaster, everyone on campus will be notified of evacuation procedures.

POLICIES & PROCEDURES

Leeward CC operates under Federal and State laws, Board of Regents Policies, UH System-wide Executive Policies, and UH System-wide Administrative Procedures. All Leeward CC policies and links to system-wide policies can be found on the Leeward CC website at <http://www.leeward.hawaii.edu/policies>.

Policy on Nondiscrimination and Affirmative Action

Leeward CC declares and reaffirms its commitment to the University of Hawaii's equal education and employment opportunity policy. The College is "committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, veteran status, and gender identity and expression in all of its programs, policies, procedures, and practices. This nondiscrimination policy covers students, employees, and applicants for admission or employment" (excerpt from the UH System-wide Administrative Procedure A.9.920, Discrimination Complaint Procedures for Students, Employees, and Applicants for Admission or Employment, August 2002).

Policy on Curriculum Review and Revision

The purpose of this policy is to institutionalize curriculum review and revision, and the periodic review of core outlines and course syllabi. The policy's goals are to assure continued academic rigor and integrity in all courses, and appropriateness of curriculum content, instructional methods, course activities and student learning outcomes.

Policy on Annual Program Review

The overall focus of annual program review (APR) is the collection, analysis, presentation, and use of evidence to ensure that a high quality of education is being provided to students and that the mission of the college is being achieved. The evidence gathered in program reviews is used in the decision-making process for planning and resource allocations for all divisions, programs, academic areas, and support areas.

Policy on Assessment

Leeward CC is committed to a process of ongoing assessment to ensure a cycle of continuous improvement of student learning and support area effectiveness. This Policy on Assessment is established to ensure the implementation of regular and systematic assessment of outcomes for all areas of the institution.

Policy and Procedures on Course and Program Prerequisites

In order to promote student readiness and success in courses and degree/certificate programs, Leeward CC shall establish and implement prerequisites for its courses.

Prerequisites shall represent the minimum level of competency in the basic skills of reading, writing, and/or mathematics that the applicable discipline faculty determines is necessary for students to complete or master the course objectives and content with reasonable success. The discipline may identify other skills that may be equally responsible for student success.

Policy on Illicit Drugs and Alcohol

In conformance with the existing law, University faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research, or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

Policy on Smoking

In compliance with State law, smoking is not allowed in classrooms, offices, restrooms, lobbies/reception areas, hallways, restaurants (to include cafeterias), or other enclosed and partially enclosed (e.g., breezeways, areas under eaves, covered walkways) facilities and public areas on campus. Smoking should also not occur within 20 feet of buildings' doorways, windows, and ventilation intake. Smoking is prohibited in vehicles owned, leased, or operated by the State.

There are five designated smoking areas on campus. They are:

1. Arts & Music (AM) Building: corner lanai area, makai of the building, facing Tuthill Courtyard
2. Student/Campus Center: Diamond Head of the Bookstore
3. Theatre: Mauka of the closed second level, near the top of the stairs
4. Language Arts: Ewa of the Language Arts building on the parking lot side
5. Campus bus stop

Policies on the Responsibilities and Rights of Students

Student Conduct

The purpose of the University of Hawai'i is to pursue knowledge through teaching, learning, and research in an atmosphere of physical and intellectual freedom. In order to maintain this type of environment, members of Leeward CC's academic community must respect each other's rights and must not disrupt the basic activities of the University. Students who violate these tenets are subject to a variety of academically related penalties that may include reprimand and probation, restitution, suspension for a definite time, or expulsion.

The following policies help to facilitate a positive learning environment by outlining students' rights and responsibilities. These policies as well as a complete listing of all student-related policies are available on the College's website at <http://www.leeward.hawaii.edu/policies>.

Students with Disabilities

The College complies with all requirements relating to nondiscrimination on the basis of disability. It prohibits discrimination on the basis of disability and assures qualified students with disabilities access to all programs of the College.

There are many ways for faculty and staff to assist students who have special needs, so it is important to stay informed. Faculty members are required, by law to provide appropriate classroom accommodations for students with a documented disability. If you have any questions about the accommodations for a particular student with learning, physical or mental disability, consult the Kako'o 'Ike (KI) Coordinator (455-0421).

Students with complaints about discrimination on the basis of disability, including access to facilities, services, and/or instruction, should be referred to the Section 504 Coordinator, Christopher Manaseri (455-0260).

Students' Rights

The College cannot overemphasize its concern for the protection of the rights of students. Both the *College Catalog* and the College website explain clearly what the College expects from its students and what it will do for them. The following are some of the areas considered especially important for faculty and staff:

Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA), guarantees students the right to privacy. This includes the right of protection from disclosure of personally identifiable information. There are many implications of this in the way we do business in the classroom. For example:

- o Grades (test grades and final grades) may not be released to any outside party, including parents, employers, without the written consent of the student.

- o Grades or class attendance information may not be provided to any outside party including parents, spouses, friends, the police, or any other organization or agency. Government agencies should be aware that they must legally subpoena such records. Subpoenas should be referred to the Dean of Student Services (455-0260) for handling.
 - o Posted grades should not be connected with any personally identifying information. Instructors may post grades after removing all but the last four digits of the student's Social Security number (and should not post grade in alphabetical order).
 - o Care should be taken when returning graded papers and exams. Grades are not public information; they should be on the last page of the paper. Exams and papers should not be left in the hallways to be picked up.
- Faculty should read the description of other FERPA provisions in the *College Catalog* (see Student Regulation under Policies section).

Sexual Harassment

The University of Hawai'i E1.203, Policy on Sexual Harassment and Related Conduct, reads:

"This policy reflects the University of Hawai'i's System-wide commitment to eliminate sexual harassment. Sexual harassment is a form of sex discrimination. It is the policy of the University of Hawai'i that harassment based on sex is prohibited and will not be tolerated in any part of the University's programs, activities, or employment. Acts of sexual harassment undermine the trust and mutual respect essential to the mission and function of the academy."

Sexual harassment includes, but is not limited to, the following:

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal comments or physical conduct of a sexual nature.
- B. Solicitation of sexual activity or other sex-related behavior by promise of rewards and/or threats of punishment.
- C. Activities of a sexual nature, which have the effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment, as defined by law.
- D. Verbal or physical conduct of a sexual nature, expressed or implied, imposed on the basis of sex, that denies, limits, or conditions the provision of aid, benefits, services, treatment, or employment decision.

The College has a procedure to address both informal and formal sexual harassment complaints. Copies of this procedure are available from the Dean of Student Services (455-0260), any administrator, or the EEO/AA Coordinator (455-0277).

- Complaints involving an employee of the College should be directed to the EEO/AA Coordinator (455-0277).
- Complaints involving students should be directed only to the Dean of Student Services (455-0260).

Information about sexual harassment complaint procedures may also be found on the College's website

<http://www.leeward.hawaii.edu/policies-students-sexual-harassment>.

Non-Students' Rights

Students' right to not have their learning disrupted by people who are not enrolled at the College is protected by the College's General Policy Involving Non-Students. Anyone who is not officially enrolled for credit or audit in a course or is not an invited guest is not entitled to be in a classroom at any time. This includes the children, family members or acquaintances of students, as well as any Leeward CC student who has not yet registered for the class.

Faculty have the discretion to include or exclude such students if their registration for the class is pending. No one is allowed to "sit" in class for any length of time as an unofficial audit. Minors (i.e., anyone under the age of 18 who is a dependent of a student) are not permitted in "hazardous classroom environment" for any reason. Faculty teaching the course in consultation with other faculty using the area and the Division Chair will determine a "hazardous classroom environment." Faculty cannot allow students to bring minors into these classroom environments, and students who do bring minors into a "hazardous classroom" may be asked by their instructor to leave class for that day.

Student Death

The death of an individual is a painful event for family and friends. To prevent Leeward CC from entering a situation that may further traumatize the survivors, specific procedures have been developed.

Leeward CC faculty/staff will inform the Dean of Student Services (455-0260) of a student's death. It is the Dean's responsibility to obtain verification of death and notify next of kin if the death occurs on campus. The Dean will also notify the other campus offices to take appropriate action.

Students' Responsibilities—The Student Conduct Code

To facilitate a positive learning environment, members of Leeward CC's academic community must adhere to specific rules of conduct that are similar to those in our society at-large, but also incorporate the special interests and needs of the University and its community. Leeward CC's Student Conduct Code outlines the students' responsibilities and what is expected of them when participating in the campus community. To view Leeward CC's Student Conduct Code, visit: http://www.leeward.hawaii.edu/files/StuPol_StConductCode_May2010.pdf.

Violations of the Student Conduct Code

Occasionally, students do violate the Student Conduct Code and it is important that any behavior that is an immediate threat to learning be stopped as soon as possible. In the event that the Student Conduct Code has been breached, faculty and staff may contact the Dean of Student Services (ext. 260) or the Student Services Program Officer (ext. 236) for assistance. The related procedures pertaining to those who violate the Student Conduct Code can be found at: http://www.leeward.hawaii.edu/files/StuPol_StuCondCodeProcedures_May2010.pdf.

Procedures for Protecting the Rights of Students

Academic Grievance Procedure

The University of Hawai'i subscribes to that part of the 1968 "Joint Statement on Rights and Freedom of Students" that has been adopted by several higher education organizations including the American Association of University Professors.

"The professor in the classroom and in conference should encourage free discussion, inquiry, and expression. Student performance should be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students should have protection of freedom of expression, protection against improper academic evaluation, and protection against improper disclosure."

Any student who believes that a faculty member has acted improperly or in a manner otherwise inconsistent with the faculty member's responsibilities or the student's customary academic expectations may initiate action to achieve a remedy.

Faculty should read the Academic Grievance Procedure. Copies are available in the Office of the Dean of Student Services (AD 210), on the College website (<http://www.leeward.hawaii.edu/policies>), or in the college catalog (<http://www.leeward.hawaii.edu/catalog>) to resolve the issue at the point closest to the action, starting with the requirement for the student to first approach the instructor to discuss the matter.

Due Process Requirements

The Student Conduct Code lists the procedures for faculty who suspect that academic dishonesty has occurred. The Code restricts grade penalties to students who admit dishonesty. Under the Student Conduct Code, faculty must report infractions to the Dean of Student Services (455-0260). When a student does not admit dishonesty, faculty should be aware that they risk personal liability for a violation of a student's right if a grade penalty is imposed without the due process described in the Code.

The following are suggestions, which may have varying degrees of applicability depending upon the course and the instructor's approach:

- Provide clear instructions when giving an assignment. It is best to provide written instructions.
- Students can easily misunderstand oral instructions, especially if there is a lot of detail. It is also important to challenge your own assumptions as to what you consider should be understood based upon your own experience.
- Provide clear instructions for exams, including what materials students are and are not allowed to use during the test.
- Ask students to sign an honor pledge on the front page of an exam.
- Use multiple forms on an exam.
- Change exams frequently.
- If space allows, seat students in every other chair. If that is not possible, use assigned seating to avoid having friends sitting next to each other.
- If you require students to use bluebooks, collect them blank in advance and redistribute them randomly. This works best if students know in advance that you will be doing this.
- Grade exams in ink.
- Provide clear instructions on the documentation you will require on papers.
- Be very, very clear on what you expect or will tolerate in student collaboration on projects, papers, or homework.

Procedures for Protecting the Rights of Students, Employees, and Applicants

Discrimination Complaints

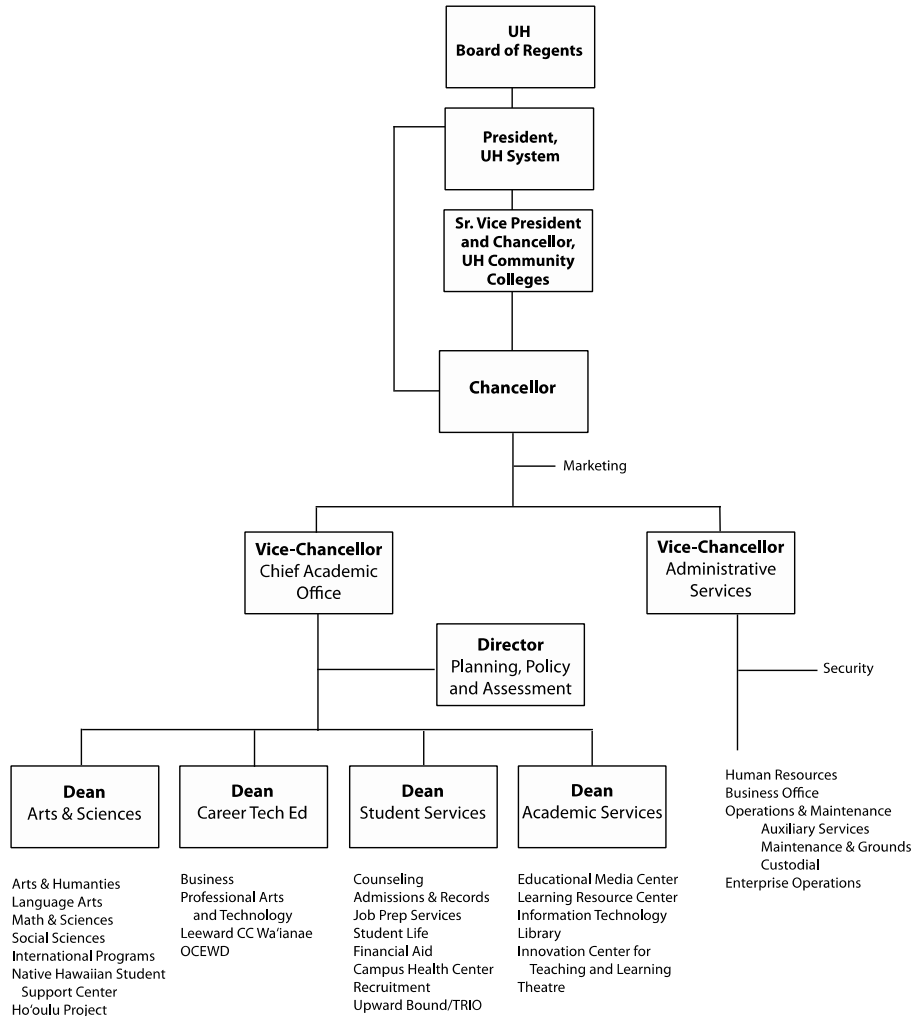
Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status, veteran's status or arrest and court record may file a complaint with the EEO/AA Coordinator, Leeward CC. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office. Students and applicants for admission may elect to file discrimination complaints with the Dean of Student Services or any college administrator. The complaint will be promptly and properly coordinated with the EEO/AA Coordinator. The process of addressing allegations of discrimination are described in the University of Hawai'i Administrative Procedure A9.920, Discrimination Complaint Procedures for Students, Employees, and Applicants for Admission or Employment, August 2002. Complaints of discrimination may also be filed with

Director of EEO/AA
UH Community Colleges
2327 Dole Street
Honolulu, HI 96822

Organizational Chart



UNIVERSITY of HAWAI'I®
LEEWARD
 COMMUNITY COLLEGE



Organizational Chart, September 2012

COLLEGE GOVERNANCE & ORGANIZATION

Shared Governance Policy

1. Any individual or group of individuals on campus has the right to provide views on any issue important to them. The College shall educate the faculty and staff of this right and provide opportunities for faculty and staff to provide input.
2. Administrators shall demonstrate a willingness to incorporate a large amount of faculty and staff input into decision-making, especially relating to academic policies, academic procedures, and financial and budgetary matters.
3. Administrators and other decision makers shall provide reasons for decisions that are contrary to the wishes of constituency groups and other recommending bodies.

Board of Regents

The Board of Regents (BOR) of the University of Hawai'i is the body responsible for setting University directions, priorities, budgets, and policies; entering into contracts and financial agreements; and appointing the executive staff of the University. The BOR is comprised of fifteen community members appointed by the Governor of the State of Hawai'i and confirmed by the legislature.

Vice President for Community Colleges

The Vice President for Community Colleges is responsible for executive leadership, policy decision-making, resource allocation, and development of appropriate support services for the university's seven community colleges.

Chancellor

The Chancellor is the Chief Executive Officer of Leeward CC. The Chancellor's responsibilities include setting the institutional goals of the College, ensuring the efficiency of its operations, representing the College at the legislature and in public forums, and providing vision and leadership. The Chancellor's Office also manages institutional fund raising, marketing, and public relations.

Vice Chancellors

The Vice Chancellor for Academic Affairs/Chief Academic Officer is responsible for the overall management of instructional programs and academic support including off-campus sites.

The Vice Chancellor for Administrative Services is responsible for the planning, organizing and directing of all administrative support services relating to budget and financial management, personnel administration, procurement and property management, facilities maintenance, security, facilities planning, and Auxiliary Services.

Deans and Directors

The Dean of Arts & Sciences handles the administration of academic programs. This dean assists with personnel matters and coordinates the activities of the Arts and Humanities, Language Arts, Math and Science, and Social Sciences Divisions.

The Dean of Career and Technical Education handles the administration of all career and technical education programs. This dean assists with personnel matters and coordinates the activities of the Business Division, Professional Arts and Technology Division, and Leeward CC-Wai'anae. This dean also oversees the management and administration of the Office of Continuing Education and Workforce Development (OCEWD) that coordinates Leeward CC's non-credit programs. OCEWD is a financially self-supporting unit of the College.

The Dean of Academic Services is responsible for the management of academic support units: Educational Media Center, Learning Resource Center, Library, Information Technology Group, Innovation Center for Teaching and Learning, and the Leeward CC Theatre.

The Dean of Student Services is responsible for the administration of all student support services units: Admissions and Records, Counseling and Advising (Academic Advising, Transfer Advising and Career Counseling), Financial Aid, Health Center, Job Prep Services, Recruitment, and Student Activities. In addition, the Dean of Student Services oversees grants (e.g.: Upward Bound), special services (Bridge to Hope and Women in Transition) and some course offerings.

The Director of Planning, Policy, and Assessment is responsible for the college-wide planning efforts, developing and coordinating policy, and coordinating institutional assessment and analysis. More specifically, the director oversees institutional research services; coordinates policy development and institutional assessment; facilitates the planning process; and ensures the College's policies and procedures are current.

Division Chairs

Each instructional division has a Division Chair who is a member of the faculty, elected by the division's faculty, recommended by the Dean, and appointed by the Vice-Chancellor of Academic Affairs, Chancellor, and Board of Regents. In addition to teaching some classes, with the assistance of discipline program coordinators, the Chair coordinates teaching assignments, schedules courses, oversees the division budget and personnel, evaluates the performance of instructors and lecturers, is a conduit of information to and from the administration and the division, and performs related duties as assigned. Most often, the division office will be the faculty member's first stop for answers to questions related to instruction.

Administrative Support Group (formerly the Clerical Staff Council)

The purpose of the Administrative Support Group (ASG) is to promote and improve communications and mutual understanding among the clerical staff, faculty, staff, students, administration, and the community. Among the services the ASG provides are assisting with commencement and serving on various campus-wide committees.

All clerical staff at the College is eligible to join the ASG. The Chancellor and other campus committees contact the ASG when a clerical representative is needed or when clerical input on an issue is requested. A member of the ASG sits on the Campus Council.

APT Group

Administrative/Professional/Technical (APT) staff serves the College in a wide variety of roles (e.g., lab managers, educational service specialists, student services specialists, media specialists, theatre personnel, human resources, and fiscal officers). This group of employees deals with common issues and concerns and participates in campus governance. A member of the APT staff serves on the Campus Council.

Campus Council

The Campus Council, established in January 1995, serves as the recommending and advisory body in matters relating to the priorities for the College, especially for budget planning and resource allocation. Representing a broad cross-section of College constituencies, the Council recommends budget priorities to the Chancellor, Vice President for Community Colleges, and Board of Regents.

Members of the Campus Council include Division Chairs of the instructional units and Student Services, Deans and Directors, and representatives of:

- Leeward CC at Wai'anae
- Academic Services
- Auxiliary Services
- Faculty Senate
- Administrative Support Group
- APT Group
- Lecturers' Group
- Student Government

The nineteenth member is randomly selected from faculty who apply.

Faculty Senate

The Faculty Senate is chartered by the Board of Regents as the primary voice of faculty in the academic governance of the College. Through the Curriculum Committee, the faculty has a powerful role in shaping the programs and courses offered at the College. The Budget, Student, and Faculty Committees of the Faculty Senate provide faculty input and recommendations to the administration. A member of the Faculty Senate sits on the Campus Council.

The Senate is comprised of 22 senators elected at-large from among the full-time faculty, with approximately half elected each year for two-year terms, as well as one lecturer. The Senate elects its own chair. Membership on Senate committees is also open to faculty who are not Senate members.

Lecturers' Group

Members of the Lecturers' Group discuss common issues and concerns and provide input for professional development needs of lecturers at Leeward CC. This group provides a means for lecturers to participate in campus governance on the Faculty Senate as well as the Campus Council.

Operations & Maintenance Group

The Operations and Maintenance Group provides a way for its members to:

- Fully participate in the shared governance of the College.
- Improve communications between the Operations and Maintenance staff and the Leeward CC community.
- Improve their work environment and productivity at Leeward CC.
- Promote a continuing program of staff development and training.

Student Government

The Associated Students of the University of Hawai'i at Leeward CC (ASUH-LCC) receive their charter from the Board of Regents to establish a student government, to administer expenditure of student activity fees and represents student interests on campus. All credit students are automatically members of ASUH-LCC and elect the nine-seat Senate each year. Student Government organizes a variety of activities and services for students, provides student members for the Academic Grievance Committee, Student Conduct Committee, Campus Council, and approximately 10 other campus committees. Student Government represents student interests to the administration through meetings with the Chancellor, and provides a liaison to the Faculty Senate and Curriculum Committee to represent student interests in academic matters. ASUH-LCC Student Government advocates and strives to represent the student body with leadership, honesty, and integrity while providing a positive learning experience and promoting active participation from students and the community. For more information please check: www.leeward.hawaii.edu/studentlife.

INSTRUCTIONAL INFORMATION

Faculty Responsibilities

A full description of the duties and responsibilities of faculty members is found in the University of Hawai'i Classification Plan. See "Attachment 1 Faculty Classification Plan" link at:
http://www.leeward.hawaii.edu/files/TPApp_GuidIns2010-2011.doc

Academic Freedom & Responsibility

Excerpts from the current Agreement between the University of Hawai'i Professional Assembly (UHPA) and the Board of Regents of the University of Hawai'i state:

Academic Freedom: "Faculty Members are entitled to freedom in the classroom in discussing subjects of expertise.... The Employer recognizes that Faculty Members, in speaking and writing outside the University upon subjects beyond the scope of their own field of study, are entitled to precisely the same freedom and are subject to the same responsibility as attaches to all other citizens. When thus speaking as a citizen, they should be free from censorship or discipline" (Article IX).

Responsibility: "Faculty Members are responsible for maintaining high professional standards of scholarship and instruction in their field of special competence. In giving instruction upon controversial matters, Faculty Members are expected to set forth justly and without suppression the differing opinions of other investigators, and in their conclusions provide factual or other scholarly sources for such conclusions. Faculty Members should be careful not to introduce into their teaching controversial matter that has no relation to their subject.... When speaking and acting as citizens, Faculty Members shall take suitable precaution to assure that personal utterances or actions are not construed as representing the University" (Article IV).

Release Time

Release time is a reduction in teaching load provided to perform a non-teaching duty in lieu of part of a faculty member's teaching assignment. Release time may include but is not limited to:

- major curriculum revision
- new program development
- research and development in teaching pedagogy
- development of major grant or contract proposals
- institutional service
- providing expert technical assistance to federal, state, county and other agencies that serve the public and benefit the college

Attendance

Leeward CC does not have an official attendance policy, however, it is useful to take attendance in classes. The Financial Aid Office (FAO) asks faculty for the last date of attendance of students on financial aid. Being able to provide this information is critical to keep Leeward CC in compliance with federal law. Faculty members' attendance policy should appear in their course outline and be reviewed in class.

Canceling Classes

Class cancellations are initiated by the Division Chair and authorized by the Dean of Arts and Sciences or the Dean of Career and Technical Education.

Class Changes

Changes in class meeting room, time, and/or dates should be initiated by the Division Chair and authorized by the Dean of Arts and Sciences or the Dean of Career and Technical Education. Faculty may change their meeting room to use a computer lab or a Smart classroom and are responsible for reserving such locations in advance.

Class Length

Classes meet three days a week for fifty minutes each, twice a week for seventy-five minutes, or once a week for two hours and fifty minutes. Some classes have different schedule patterns.

Class Lists

Class lists are available in the Banner system and accessible through MyUHPortal. More information is available from the Division/Unit Secretary.

Class Syllabus or Outline

All course syllabi must be based on the core outline for that course. Course syllabi may be created in Curriculum Central so that it includes the course description and student learning outcomes from the database. All core course outlines are available for display in Curriculum Central that may be accessed from Leeward CC's webpage. Select "Faculty and Staff," click on "Curriculum Central," and use your UH ID to log in.

The first page of the course outline or syllabus must contain the required information provided from Curriculum Central: the title, alpha and number, course description, number of credits, prerequisites, student learning outcomes, and the standard disability statement. In addition, each syllabus must contain grading policies and textbook information provided by the instructor.

The course outline/syllabus is provided to students during the first week of class. This allows them to make decisions about time management and to share in the responsibility for their own success in the class.

Copies of the syllabus should be submitted to the division office, where it will be kept on file or forwarded to the library and the appropriate Dean's office. See the Division Secretary for specific policies of the individual division.

Commencement

Annual commencement dates are found in the *College Catalog*, on the College website, and in the Schedule of Courses. The Commencement Ceremony is planned by the Commencement Committee and chaired by the Student Life Coordinator. If you would like to be part of the planning process, please contact the Student Life Coordinator. The Commencement Committee needs volunteers on the day of the Ceremony and solicits for volunteers via the faculty/staff listserv. The Faculty Senate strongly encourages participation by the faculty to hand out leis to the students as they walk down the stage.

COMPASS Testing and Re-testing

The COMPASS test is used to place students into the English and math sequences and meet math and English prerequisites for various courses. All new students are instructed to take the COMPASS test prior to registration. The COMPASS is a three-part test (reading, writing and math), that students take at the College's Test Center. Although the test is untimed, students generally should allow 2-3 hours for the test. Students may take the test in one session, or they may complete the test in multiple sessions. Test results are valid for two years.

Students who speak English as a Second Language (ESL) should take the ESL version of the COMPASS test. It is important that students take the version of the test (i.e., English vs. ESL) that best suits them.

Students who wish to retake the COMPASS test may do so at any time. There is no limit to the number of times a student may retake the test, however, they will be charged a \$25 fee for each retesting session.

Contract Renewal, Tenure & Promotion

Faculty should thoroughly familiarize themselves with procedures for contract renewal, tenure, and promotion. Read relevant articles in the Board of Regents and University of Hawai'i Professional Assembly Union Agreement, attend workshops held each semester, make note of deadlines, and talk with the Division Chair/Unit Head, Division Personnel Committee, and/or other senior faculty. Faculty may ask to read the dossiers of successful applicants to use as models.

Course Integrity/Core Outlines

All courses must provide the content and/or experiences stipulated in the official course description from Curriculum Central. Courses in the catalog have been approved by the appropriate authorities and may only be modified in Curriculum Central. See the Curriculum Committee Chair for details on deadlines and process.

Curriculum Modifications & Course/Program Proposals

Faculty members who are interested in proposing a new course or program or modifying an existing course should visit the Curriculum Committee webpage: <http://emedial.leeward.hawaii.edu/facsenate-cc/home>.

Faculty Absence From Class

Faculty are expected to notify their Division Chair/Unit Head or Division/Unit Secretary when they will be absent from class due to illness so that students may be informed. A leave card must be submitted to the Division Chair within five days after returning. Absences due to illnesses of more than five consecutive days require a medical certificate from a licensed physician that must be submitted with the leave card.

Faculty who must be absent from class for professional reasons (e.g., attending a conference) must notify their Division Chair and arrange for a colleague to be responsible for the class. Students or non-employees of the College must not be left in charge of a class.

Field Trips/Lab Assignments

Risk and Release forms are to be completed and signed prior to any field trip and/or any classroom activity, which may be inherently dangerous. These forms are available from Division Secretaries.

Final Examination Period

Faculty members should check the schedule of courses for the time of their final exams. Finals (whatever form they take) should be given during the time period assigned. Giving final exams early is not acceptable without the approval of the Vice-Chancellor of Academic Affairs. This practice places a burden on students and may interfere with their attendance and/or performance in other classes. Other class activities scheduled for finals week should also be held during the time assigned for your exam.

Grading Policy

The College's grading policy is discussed in detail in the *College Catalog*. If the student earns a non-passing grade, (F, I, I/F, or NC), the date the student last attended class must be provided.

Institutional Documents

Faculty members are responsible for familiarizing themselves with institutional documents. Among them are:

- Leeward CC Accreditation Documents (<http://www.leeward.hawaii.edu/accreditation>)
- Leeward CC Annual Review (<http://www.leeward.hawaii.edu/annual-program-review>)
- Leeward CC College *Catalog* (<http://www.leeward.hawaii.edu/catalog>)
- Leeward CC Schedule of Courses (log onto the UH Portal and click "Check Class Availability")
- Leeward CC Strategic Plan (<http://www.leeward.hawaii.edu/oppa-strategic-plan>)
- UH Community College Organizational Chart (<http://www.leeward.hawaii.edu/college-organization>)

It is also important to understand how such documents and their policies impact your primary duties.

Laulima

Laulima is the University of Hawaii's online collaboration and learning environment. Laulima provides students with access to course content and communication tools for interaction with the instructor and other students within the course. A course offered through Laulima can be accessed 24/7 via the Internet. Some courses will use Laulima as a supplement to their traditional face-to-face course. Other courses will deliver all of the course material, testing, and communication within Laulima as a totally online course. Each class taught in the UH System has a page with available online tools. Log in using your UH username and password.

The Maka'ala Program

The Maka'ala Program is a campus-wide, early referral system that asks instructors to help identify students in their classes having on-going difficulty so that counselors can reach out to them and intervene in time to have an impact on their success that semester. The goal of the program is to connect with students early in the semester (2nd to 5th weeks of instruction) while there is still time to facilitate their success.

Instructors are asked to refer students who 1) are having on-going difficulty in class; and 2) with whom the instructor has already attempted to help. Maka'ala appropriate students are those who need more support than they can get in the classroom or with the instructor alone. Instructors who wish to participate in the Maka'ala Program should inform their students both verbally and via their class syllabus that they may be referring them to the program should the instructor feel they need additional support. To find out more about the Maka'ala Program and how to refer students, go to:

<http://intranet.leeward.hawaii.edu/group/makaalaprogram>

"No Show" Reporting

Leeward CC has a "No Show" reporting process. During the second week of instruction of the semester, instructors are asked to report their "no shows" in each of their classes; "no shows" are students who are enrolled in the course but who have not attended a single day of class. Students designated as a "no show" are contacted by the Dean of Student Services Office prior to the end of the 50% tuition refund period reminding them to withdraw from the course if they do not intend to participate in it.

The "No Show" reporting process is important for two reasons. It assists students in avoiding financial and academic consequences (students are not always aware that their course registration remains valid even if they have not paid their tuition). It also assists the Dean's Office in making determinations on students' registration appeals when the appellant claims that he/she never attended class. Students reported as a "no show" by their instructors are eligible for a full refund on their tuition and fees upon the submission of a written appeal. For more information on "No Show" reporting, contact the Dean of Student Services at (808) 455-0260.

Non-Teaching Faculty

Some faculty members have non-teaching assignments. This category includes Student Services and Academic Support faculty as well as program coordinators for the Office of Continuing Education and Workforce Development. The Vice Chancellor of Academic Affairs, the appropriate Dean, the Division Chair, or the Unit Head determines the specific duties for these faculty members.

Office Hours

Faculty must schedule a minimum of one office hour per week for each three or four credit class they teach. Those teaching modular, laboratory, or other variations may need to adjust their office hours accordingly. If in doubt, consult your Division Chair.

Office hours should be scheduled at a time that is reasonably convenient for students. Office hours are to be listed in the course syllabus/outline and posted outside the faculty member's office door. The office hour(s) is the time, outside of class, when faculty are available in their offices to meet with students. Copies of the scheduled office hours are also given to the Division Chair and to the appropriate Dean at the beginning of each semester.

Peer Evaluations

The guidelines for contract renewal require two peer evaluations per semester for non-tenured faculty. Lecturers are expected to do likewise. Some divisions assign peer evaluators; some leave it to the instructors to ask their peers. Tenured faculty members are expected to present peer evaluations when applying for promotion.

It is recommended to have at least one peer evaluation each semester from someone in your discipline/area or a closely related discipline/area. It is also recommended that tenured faculty perform the peer evaluations. If there is a question, consult with your Division Chair/Unit Head before selecting a peer evaluator.

Most evaluators appreciate advance scheduling and find it helpful to receive a copy of the course outline/syllabus with information about the scheduled lesson they will observe.

Prerequisites

The main objective of prerequisites is to improve a student's opportunity for success by requiring them to have appropriate reading, writing, and math skills before entering various courses. A computer program screens students for appropriate prerequisites during registration. The CCL currently administers testing.

Record of Outside Employment

In accordance with the Bargaining Unit 07 agreement, faculty may engage in outside employment for additional compensation. A faculty member shall file a Form 50 (go to www.hawaii.edu/svpa/apm/pers/a9240.pdf; see Attachment 1) with the Division Chair/Coordinator one week before the commencement of each semester or whenever a change in outside employment is proposed. A faculty member engaged in consulting, contract or private employment during the duty period shall not exceed one (1) day or an accumulation of eight (8) hours per calendar week excluding Sundays and holidays of outside employment.

Sabbaticals and Other Leave

Tenured faculty members are eligible for a sabbatical leave after completion of six years or twelve semesters of full-time creditable service with the university. Clerical and APT employees who have served six continuous years may qualify for sabbatical leave of absence/professional improvement leave. Faculty and staff should consult their respective contracts for details on sabbaticals and other types of leave. See your Division Chair/Unit Head and/or the Human Resources Office (AD 121) with additional questions.

Deadline to apply for sabbaticals is December 31 for the following academic year (semester or annual leave requests will be considered). Requests should be turned in to your Division Chair/Unit Head.

Student Evaluations of the Instructor

Non-tenured faculty and lecturers are required to have student evaluations completed for every class, every semester. Tenured faculty members are encouraged to conduct student evaluations and are expected to include student evaluations in applications for promotion and the senior faculty evaluation process.

There are several different student evaluation forms. Faculty members are encouraged to choose the form that best suits their discipline and approach. The Division Chair can help with this decision. Forms are available from the Division Secretary.

The evaluation should be administered before or during the last week of instruction. It is recommended that fifteen minutes be allowed for the process, and faculty must inform students that faculty will not see the evaluations until after grades have been submitted.

Faculty must not remain in the room while students complete their evaluations. A student is selected as a monitor. The directions for the monitor are on the cover sheet of the envelope containing the evaluations.

Teaching Assignments

In accordance with Bargaining Unit 07's agreement, the standard teaching assignment for full-time instructional faculty is 27 semester credits in an academic year. This can vary based on the division needs, type of courses taught, and special assignments. Division Chairs provide teaching and office assignments.

Team C.A.R.E. (Campus Assessment, Response and Evaluation)

Team CARE is an interdisciplinary group of campus professionals, representing both the main Pearl City campus and Leeward CC Wai'anae, that meets twice a month to review student situations and provide proactive support for students in need. This campus intervention model encourages the sharing of important but sensitive information among a small team of caregivers, to allow for more comprehensive and holistic support of individual students, a more coordinated response to students needing services, and a more proactive approach to student and safety concerns on campus.

Team CARE serves three primary functions: 1) it serves as a triage mechanism to help garner maximum support for students of high need; 2) it serves as a repository for information regarding students of concern; and 3) it serves to increase the campus awareness and knowledge about mental health and safety issues commonly seen in our students or faced by our faculty and staff. Team CARE is not a crisis intervention team nor does it provide direct services to students.

For more information about or to make a referral to Team CARE, visit the intranet site at <http://intranet.leeward.hawaii.edu/group/teamcare>

Textbook Adoption

Divisions vary in their methods for adopting textbooks. Faculty may have the choice made for them, or they may be expected to select their own textbook. Contact your Division Chair for more information.

Writing Across-the-Curriculum (WAC)

Writing-Across-the-Curriculum (WAC) is an instructional approach that uses writing as a tool for learning in any subject area. At Leeward CC, WAC is an ongoing initiative that informs faculty about how and why they should use writing in their classes and encourages sharing teaching ideas related to writing. Leeward CC courses that incorporate writing are as diverse as Business, History, or Biology. The types of writing assignments vary from major research projects, chapter summaries, and essay exams to lab reports, journals, and "one-minute papers."

Writing Committee

This committee promotes WAC through workshops, training sessions, and other means of support. This committee administers the Writing Intensive (WI) program at Leeward CC. WAC workshops and other information about WAC and WI are announced regularly on the Leeward CC website and on the College Colloquia schedule.

Writing Intensive (WI) Courses

Writing Intensive (WI) courses use writing as a primary tool for learning and are required for degrees in the UH System. Leeward CC requires two WI courses for the AA degree, while BA and BS degrees at UH-Manoa require five WI courses. WI courses are marked with a WI in the course schedule (e.g., History 151WI) and enroll a maximum of 20 students. Instructors teaching courses with the WI designation must meet a number of specific criteria. Instructors wishing to propose a course for WI designation should contact their Division Chair or the Chair of Leeward CC's Writing Committee.

AWARDS

The following awards recognize outstanding work performance by faculty, lecturers, and staff at Leeward CC. Awardees are nominated by faculty, staff, and/or students and selected by a panel made up of students and former winners. These prestigious awards are bestowed during commencement exercises. For more information visit: <http://www.leeward.hawaii.edu/facstaff-awards>.

UH Board of Regents Excellence in Teaching Award

Awarded by the Board of Regents as tribute to faculty members who exhibit an extraordinary level of subject mastery and scholarship, teaching effectiveness and creativity, and personal values that benefit students.

Deadline: February (exact date TBA)

Leeward Outstanding Service Award

This award recognizes a civil service or APT employee for outstanding demonstrated work performance, service, leadership and/or fostering of excellence in higher education.

Deadline: February (exact date TBA)

Leeward Outstanding Lecturer Award

This award recognizes a lecturer (currently teaching at least 3 credits per semester during the academic year) for outstanding performance, service, leadership and/or fostering of excellence in higher education. Previous recipients are not eligible.

Deadline: February (exact date TBA)

Leeward Laulima Innovation Award

This award recognizes the innovation and creativity by any faculty or lecturer who uses Laulima to teach an online course at Leeward.

Deadline: March (exact date TBA)

The Frances Davis Award for Excellence in Undergraduate Teaching

This award recognizes dedication and demonstrated excellence of teachers in the UH system who teach undergraduate students. It was established as a memorial to the late Frances Davis, who taught mathematics at Leeward CC and UH Mānoa for 19 years.

Student Employee of the Year Award

This award recognizes a student employee at Leeward CC who has displayed uniqueness in their contribution to their division/unit, professionalism, initiative, reliability, record of competence, and sustained efficiency in their quality of work.

Programs and Degrees

The instructional program includes Associate in Arts (AA) degree, Associate in Arts in Teaching (AAT) degree, Associate in Science in Natural Sciences (ASNS) degree, Associate in Arts in Hawaiian Studies degree, and certificates or degrees in several career and technical fields. The AA degree does not carry a major, but is intended to serve as the first two years of a baccalaureate program. Courses numbered 100 or above generally transfer to baccalaureate-granting institutions. Students who earn the AA degree may transfer to any campus of the University of Hawai'i with credit for having met the general education "core" requirements of that campus and with junior standing. Similar articulation agreements provide smooth transfer for students to the private colleges in the state: Hawai'i Pacific University, Chaminade University, and Brigham Young University.

To earn the AA degree, students must complete 60 credits of college-level work (courses numbered 100 and above). The 60 credits are composed of 31 credits of general education requirements, 26 elective credits and Leeward CC's graduation requirements (2 WI courses in any discipline; 1 Hawaiian, Asian, Pacific focus course; and 3 credits of Oral Communication).

The AAT degree is a 62-credit degree which either prepares the individual for a position as an educational assistant or for transfer to a bachelor's degree program in Education. The program provides the student with skills in classroom management; preparation to teach reading, math, and other subjects; and experience in a classroom with a skilled teacher.

The Associate in Science (AS) and the Associate of Applied Science (AAS) degrees are awarded to students who complete a program of at least 60 credits, which prepares them for employment. Please consult the *College Catalog* for the Career and Technical (CTE) programs at Leeward CC.

The College also offers a Certificate of Achievement (CA) and a Certificate of Completion (CC) to students completing the prescribed series of courses in a vocational program area. Specific program requirements are listed in the catalog.

The College offers a variety of Academic Subject Certificates (ASC) for students who have successfully completed a specific sequence of credit courses from the AA curriculum. The ASCs offered are listed in the catalog.

For more information, go to <http://www.leeward.hawaii.edu/programs>.

Leeward Community College-Wai'anae (Leeward CC-W)

Leeward CC has a satellite campus serving the Wai'anae Coast that operates out of leased facilities and is managed by an on-site coordinator. The facility houses five classrooms, three computer labs, a study and testing center, and a math center. This campus supports an enrollment of approximately 500 students each semester. Leeward CC-W offers 50 general education courses each semester in Language Arts, Arts and Humanities, Social Sciences, Math and Science, and Professional Arts and Technology that lead to the Associate in Arts degree, as well as numerous courses in remedial and developmental math, reading, and writing. In addition, the campus offers academic and financial aid counseling, personal counseling services, tutoring and resource support for Leeward CC courses as well as assistive technology for students with disabilities. Business transactions, such as transcript requests, application submission, COMPASS Testing, and registration and tuition payment can be handled at Leeward CC-W. Book orders are taken and student identification cards are produced at Leeward CC-W once a semester.

Other Leeward CC-W activities include:

- Opportunities for student leadership and engagement through organized student activities and participation in Leeward CC Student Government
- Support for pre-education students through the Ka Lama Education Academy, a program resulting from a partnership between Leeward CC and INPEACE
- Support for students who are participating in the Wai'anae Health Academy, a program resulting from a partnership between Leeward CC and the Wai'anae Coast Comprehensive Health Center
- Support for students accepted into the MA'O Farms Youth Leadership Training internship program
- Outreach into local public and charter schools (Nanakuli High and Intermediate, Kamaile Academy, Wai'anae Intermediate) and partnership with Kamehameha Schools, INPEACE, and community service providers to help improve college going rates on the Wai'anae Coast

Programs for Special Populations

The wide range of programs offered by Leeward CC demonstrates the College's commitment to meeting the academic needs of its diverse population. For all of the following, please refer to the Quick Directory for the phone numbers of the program coordinators.

Bridge to Hope is an on-campus employment program to assist students, who are First-to-Work participants with the Department of Human Services (DHS) and successfully meet the employment mandates of the DHS program. Supported by a partnership between the Department of Human Services and the University of Hawai'i, Bridge to Hope assists students with on-campus job placement and provides additional support services to help participants reach their educational goals. For more information, go to: <http://www.hawaii.edu/bridgetohope/faq/index.htm>.

Early Admit is similar to Running Start (see below) in that it is a way for juniors and seniors in high school to take courses at Leeward CC while still attending high school. However, students taking classes via Early Admit do not earning dual credit; they earn only college credit. Because of this, students from public, private and home schools may participate in this program. They do still require permission, however, from their school and their parents in order to participate. After meeting the admission criteria and accepted, they may take any class for which they meet the prerequisite. Students who participate in this program may register after meeting with the Early Admit counselor and must pay the regular college tuition.

English Language Institute (ELI) provides academic/social support and direction for non-native speakers of English who are international students. Four levels of courses are offered through the Language Arts Division to help these students develop the academic language proficiency necessary to succeed in college courses. If you have non-native speakers in your class or are acquainted with any non-native students who are having difficulty in their college courses, refer them to the ELI counselor in Student Services or the ELI Coordinator in the Language Arts Division.

English as a Second Language (ESL) is for permanent residents and immigrants who are non-native speakers of English and who need further development of their English language skills. Students are tested and placed into Basic, Intermediate, High Intermediate and Advanced levels. In addition to classroom instruction, individualized instruction in the Learning Resource Center and personal conferences with ESL instructors are offered at all levels.

Hālau 'Ike o Pu'uloa is an academically rigorous and culturally rich kīpuka (a naturally formed oasis within a lava bed) which seeks to *"inspire excellence, promote growth, and advance opportunities for Native Hawaiians."* Leeward CC's Hālau 'Ike o Pu'uloa is dedicated to improving the personal, academic, and career success rates of its Native Hawaiian students via culturally focused initiatives. Programs, courses, services and events offered by the Hālau and its partners support the study of Hawaiian language, culture, and history in ways that honor, perpetuate, strengthen, and sustain their longevity into the future.

Ho'oulu is the College's oldest Native Hawaiian serving program. Established in the 1990's, Native Hawaiian Career and Technical Education Program at Leeward CC and is located at Halau 'Ike o Pu'uloa in DA-111. Its goal is to increase the recruitment, retention, and completion of Native Hawaiian students in career and technical education programs by providing cultural engagement activities, support services and academic advising.

Kako'o 'Ike (KI) provides support and services to students with documented disabilities. This support enables students with disabilities to maximize their independence to the fullest extent possible. This program also helps to increase the level of awareness among all members of the college community so that students with disabilities are able to perform at a level limited only by their abilities, not their disabilities.

Running Start is a program for high school juniors and seniors attending Department of Education (DOE) schools, in which students begin taking classes at Leeward CC after their sophomore year. Through this program, students can take college courses here and earn dual credit that applies to their college degree and their high school graduation requirements. In order to participate in this program, students must attain the approval of their high school principal, high school, college and career counselors, and their parents. They also need to do well on the COMPASS test. Students who are attending private schools cannot participate in this program because the dual credit has been approved only by the DOE. Students who participate in this program may register after meeting with the Running Start counselor and must pay the regular college tuition. If students qualify for the DOE's free or reduced lunch, they may qualify for a GEAR UP scholarship to help with their tuition and textbook costs.

Upward Bound is a program for promising high school students who would be the first generation in their families to attend college. Because students are from six area DOE (public) schools, they earn dual credit for high school and college and receive year-round services until they graduate from high school. These services include free tutoring, summer instruction, work study and mentoring experience, college tours, counseling, advising, career and college research services and assistance with financial aid. This program at Leeward CC regularly sends over 90% of its graduating seniors to colleges across the country.

The TRIO Upward Bound Program and the TRIO Upward Bound Math and Science Regional Center are college preparatory federally funded grant programs from the US Department of Education – Office of Postsecondary Education, which target students from low-income backgrounds and first generation college-going students. These TRIO Programs provide academic preparation, college campus visits, career and college planning, scholarship and financial literacy, and other tools necessary to enter and succeed in a collegiate atmosphere. The programs also provide tutoring, cultural events, mentoring and internship opportunities for participants. Both programs achieve a college going rate of over 85% of their graduating senior class.

Women in Transition Program recognizes the needs of returning adult students. The program provides help in overcoming the many obstacles that can be encountered by the adult student attending college. Classes are available for both men and women. Faculty and staff may send students to these programs or may contact the director of the program in Student Services for more information.