Honolulu Community College

Faculty Development Committee
Report

Fall 2016 – Spring 2017

Honolulu Community College considers the faculty one of its single greatest resources. The ongoing personal and professional growth of all faculty is essential to the continued strength and vitality of the institution.

Submitted by

Mieko Matsumoto
Faculty Development Coordinator
HONOLULU COMMUNITY COLLEGE
COMMITTEE REPORT
FALL 2016 – SPRING 2017

NAME OF COMMITTEE: Faculty Development

CHAIR: Mieko Matsumoto, University College

MEMBERS:
- David Medeiros, Tech 1
- Gaynel Buxton, Tech 2
- Derek Otsuji, University College
- Kimberley Gallant, Student Services
- Ina Miller Cabasug, Academic Support
- Monir Hodges, PCATT
- Wayne Sunahara, Administrative Liaison

FALL 2016 – SPRING 2017 - ACTIVITIES

The Committee solicited ideas and volunteers for activities through an online survey at the start of the fall 2016 semester. The committee strove to plan activities that met the suggestions provided.

The Faculty Development Committee organized the following workshops during the 2016-2017 academic year. Many of these workshops were well attended by faculty from both the liberal arts and career and technical education departments. The committee thanks the presenters for their excellent and well prepared presentations.

1. “Dossier Preparation Workshop” (Eric Shaffer) 9/9/2017
2. “Safezone Training” (Brent Rubio) 9/28/2016
4. “What you don’t know can hurt! An interactive presentation on: safety enforcement, basic employees’ safety and health rights, HonCC’s common hazards & hazard reporting, and updated on emergency notifications” (Chulee Grove) 11/17/2016
5. “Lessons From Professional Development: A Panel Discussion of Innovations and Skills Gained Through Professional Development Funding” (Ann Abeshima, Carol Hasegawa, Cassandra Kam, Pat Patterson, Eric Shaffer) 12/1/2016
6. “Mindfulness in the Classroom” (Bed Paudyal) 1/25/2017
7. “Negotiation, Leadership, and Game Theory” (Mike Ferguson) 2/9/2017
8. “Māla Team building Day” (Alapaki and crew) 2/24/2017
9. “Google Forms Workshop” (Ross Egloria) 3/1/2017
10. “Interactive Mental Health Toolbox Workshop” (Kimberley Gallant and Mara Pike) 3/10/2017
11. “STAR Registration Workshop for Faculty” (Erica Balbag Gerard, Nicole Ferguson, Melodee Himuro) 4/4/2017
12. “Stress Resilience Workshop” (Derek Otsuji) 4/5/2017
13. “Dossier Preparation Workshop” (Eric Shaffer) 5/1/2017

In addition, the Faculty Development Committee co-sponsored the following workshops with the groups/individuals listed below.

a. 5th Annual Social Science Speaker Series. “Racial Chameleons: Colonialism, Contexts, and Identities of Filipino Americans” (Anthony Ocampo) with Fumiko Takasugi and the Library – 10/13/2016
b. “Everything You Always Wanted to Know About Christmas But Were Afraid to Ask: An Interdisciplinary Q & A About Christmas and its Traditions” (David Panisnick) with the Library. 11/30/2017
c. “Mālama Honua Presentation and Discussion” (Ka‘iulani Murphy and Keala Kimura) with the Library 1/31/2017

FALL 2016 – SPRING 2017 – ADDITIONAL ACTIONS

CORRESPONDANCE AND MEETINGS

In an effort to promote campus sustainability, all correspondence with the campus was conducted electronically via email. The campus was regularly notified and reminded about professional development events.

Committee meetings were held regularly in the spring and fall semesters.

FACULTY DEVELOPMENT FUNDING

The Committee began the fiscal year with $10000 in professional development funding. Funding was distributed to 13 individuals (not including HNGTS awardees). Funding decisions were based on group consensus through a voting process. Decisions were based on information provided in funding applications. Funding was disbursed during two applications periods during the fall and spring semesters with the stipulation that funding be used during the fiscal year. The Committee reviewed 11 applications in the fall and 6 applications in the spring. 11 of the applications received in the fall were approved and 5 applications received in the spring were approved. The following funding awards were made.

<table>
<thead>
<tr>
<th>Individual</th>
<th>Request</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Abeshima</td>
<td>CLASS Toddler Age Group Recertification</td>
<td>$104.50</td>
</tr>
<tr>
<td>Ann Abeshima</td>
<td>CLASS Preschool Age Group Recertification</td>
<td>$104.50</td>
</tr>
<tr>
<td>Ann Abeshima</td>
<td>Class K - 3 Age Group</td>
<td>$104.50</td>
</tr>
</tbody>
</table>
Applications were collected for Hawai’i National Great Teachers Seminar (HNGTS) 2017. The committee decided to send one participant using HCC funds, an additional participant was sent using Perkins grant money. The decision to send one participant (instead of two) using HCC funds was made for two reasons. First, there has been a decrease in the number of HNGTS applications received. Second, the committee decided to reserve more money for general funding applications received in the fall and spring. The two HNGTS participants are Gretel Sia (HCC Faculty Development Funds) and Sandeep Chintabathina (Perkins grant).

A total of $10,000 in faculty development funding was disbursed during AY 2016-2017.

**FUNDRAISING**

The committee conducted a fundraising drive in the fall by participating in the Ward Thanks for Giving campaign. Net profit from the fundraiser was $260. In addition, two fundraisers with held in the spring with HI Cravings and Kona Ice. The profits were $127.70 and $67. This year the Foundation Account was used to purchase refreshments at several Faculty Development sponsored and co-sponsored activities. The account was also used to provide a donation to the After-Graduation Celebration.

**WEBSITE**

The committee continued discussing how to best improve the Faculty Development website. The committee decided to streamline the website. Monir Hodges is spearheading the effort by creating a basic Wordpress site. This site will house some of the information housed on the current website. The URL will remain the same. This site will be a professional development resource for all faculty. Committee specific information (for example, minutes) has been moved to the HCC intranet.

During AY 2015-2016 the committee was approached by the FSEC and asked to consider housing information for new faculty and lecturers on our website. Norman Takeya, Mieko Matsumoto, and Cynthia Smith (FSEC) met to discuss this. This year a section for lecturer
documents was added to the Faculty Development HCC Intranet site. Access was granted to Mieko Matsumoto and Cynthia Smith to upload pertinent documents.

OTHER INITIATIVES

Rachel Mullins approached the committee with an idea for holding a Faculty Student Success Strategies Competition. She attended the March meeting and asked the committee for feedback and suggestions. Detailed notes regarding committee feedback can be found in the March minutes.

The committee continued to collaborate with the Library on the co-sponsored Library Speaker Series during AY 2016-2017. The 3 talks were very successful and attracted a number of faculty, staff, and student attendees.

SUGGESTIONS/RECOMMENDATIONS

a. That the Faculty Development Statement of Purpose and Faculty Development Committee Charter, be continued as the vision and working statements for Faculty Development at HCC.

b. That the committee review the charter continually to ensure that the charter best reflects the activities and goals of the committee.

c. That a variety of activities and presentations be continued to help meet the needs of all faculty and staff members.

d. That the committee continue to partner with other groups and individuals on campus in support of professional development activities.

e. That professional development money granted to the faculty continues at least at the $10,000 per year level.

f. That fundraising be continued.

g. That 20% release time for the Faculty Development Coordinator be continued.

h. That the committee complete the Faculty Development Committee website redesign.

i. That the Speaker Series with the library continue.