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 students in its credit programs per semester and about 4,000 students in its non-credit programs per year. Its Wai‘anae Moku Education Center serves approximately 500 students per semester. The college employs about 350 full-time faculty and staff, and 150 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 LC 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: (808) 455-0011
FAX: 455-0471

Wai‘anae Moku Education Center
87-830 Kula’aupuni Street
Wai‘anae, Hawai‘i 96792
Phone: (808) 454-4702

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

*Ala ‘Ike translated in Hawaiian is “Road to Knowledge”
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AWARDS

- UH Board of Regents Excellence in Teaching Award
- Leeward Outstanding Service Award
- Leeward Outstanding Lecturer Award
- Leeward CC Innovative Online Award
- Masaki and Momoe Kunimoto Memorial Award
- The Frances Davis Award for Excellence in Undergraduate Teaching
- Student Employee of the Year Award
- Sharon Narimatsu Faculty and Staff Development Award

WAI‘ANAЕ Moku Education Center

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LEEWARD COMMUNITY COLLEGE

The college offers several two-year Associate degrees and a plethora of certificates in career and technical fields. For more information, please see the Programs of Study.

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

The campus map can be found on the Leeward Community College website.
**QUICK DIRECTORY**
(808) 455-0011 | Information Switchboard

- **On-campus** callers can simply **dial the three-digit extension** number from a campus phone.
- **Off-campus** callers can **call directly** 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. Note: All AD Building offices will be temporarily located in the Diamond Head buildings for AY 2018-2019

<table>
<thead>
<tr>
<th><strong>EMERGENCY</strong></th>
<th><strong>Extension</strong></th>
<th><strong>Room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security</td>
<td>611</td>
<td>LA 238</td>
</tr>
<tr>
<td>Health Center</td>
<td>515</td>
<td>AD 122</td>
</tr>
<tr>
<td>Police-Ambulance-Fire</td>
<td>9-911</td>
<td>Off-Campus</td>
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<th><strong>ADMINISTRATION</strong></th>
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<th><strong>Room</strong></th>
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<tbody>
<tr>
<td>Chancellor</td>
<td>215, 665</td>
<td>AD 102</td>
</tr>
<tr>
<td>Vice Chancellor for Academic Affairs</td>
<td>453</td>
<td>AD 108</td>
</tr>
<tr>
<td>Vice Chancellor of Administrative Services</td>
<td>213</td>
<td>AD 112</td>
</tr>
<tr>
<td>Dean of Arts and Sciences</td>
<td>668</td>
<td>AD 101B</td>
</tr>
<tr>
<td>Dean of Career and Technical Education</td>
<td>228</td>
<td>AD 101A</td>
</tr>
<tr>
<td>Dean of Academic Services</td>
<td>440</td>
<td>LC 301B</td>
</tr>
<tr>
<td>Dean of Student Services</td>
<td>260</td>
<td>AD 224</td>
</tr>
<tr>
<td>Director of Planning, Policy, and Assessment</td>
<td>597</td>
<td>DA 205</td>
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</tbody>
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<thead>
<tr>
<th><strong>DIVISION CHAIRS</strong></th>
<th><strong>Extension</strong></th>
<th><strong>Room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Humanities</td>
<td>351</td>
<td>FA 111</td>
</tr>
<tr>
<td>Business</td>
<td>345</td>
<td>BE 211</td>
</tr>
<tr>
<td>Language Arts</td>
<td>329</td>
<td>LA 201A</td>
</tr>
<tr>
<td>Math and Sciences</td>
<td>252</td>
<td>BS 106A</td>
</tr>
<tr>
<td>Professional Arts and Technology</td>
<td>302</td>
<td>GT 117</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>369</td>
<td>FA 222</td>
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</table>

<table>
<thead>
<tr>
<th><strong>OFFICIALS</strong></th>
<th><strong>Extension</strong></th>
<th><strong>Room</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equal Employment Opportunity (EEO) and Affirmative Action (AA) Officer</td>
<td>277</td>
<td>AD 121</td>
</tr>
<tr>
<td>Section 504 Coordinator</td>
<td>440</td>
<td>LC 301B</td>
</tr>
<tr>
<td>Title IX Coordinator</td>
<td>213</td>
<td>AD 112</td>
</tr>
<tr>
<td>Sexual Orientation Commission Representative</td>
<td>248</td>
<td>AD 223B</td>
</tr>
<tr>
<td>PROGRAMS FOR SPECIAL POPULATIONS</td>
<td>Extension</td>
<td>Room</td>
</tr>
<tr>
<td>----------------------------------</td>
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</tr>
<tr>
<td>English Language Institute (ELI)</td>
<td>570</td>
<td>BE 109</td>
</tr>
<tr>
<td>Hālau ‘Ike o Pu’uloa</td>
<td>555</td>
<td>DA Building</td>
</tr>
<tr>
<td>Ho‘oulu</td>
<td>245</td>
<td>DA 106H</td>
</tr>
<tr>
<td>Kako‘o ‘Ike (KI)</td>
<td>421</td>
<td>LC 213</td>
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<tr>
<th>PLACES and SERVICES</th>
<th>Extension</th>
<th>Room</th>
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<tbody>
<tr>
<td>Admissions and Records, Admissions</td>
<td>642, 643</td>
<td>AD 220</td>
</tr>
<tr>
<td>Admissions and Records, Records</td>
<td>645</td>
<td>AD 220</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>462</td>
<td>Maintenance Bldg.</td>
</tr>
<tr>
<td>Bookstore</td>
<td>205, 207</td>
<td>CC, First Floor</td>
</tr>
<tr>
<td>Business Office</td>
<td>324</td>
<td>AD, First Floor</td>
</tr>
<tr>
<td>Cashier’s Office</td>
<td>308</td>
<td>AD, First Floor</td>
</tr>
<tr>
<td>Child Care Center</td>
<td>488</td>
<td>DA 107</td>
</tr>
<tr>
<td>Computer Help Desk</td>
<td>271</td>
<td>LC, First Floor</td>
</tr>
<tr>
<td>Copy Center</td>
<td>323</td>
<td>GT 104</td>
</tr>
<tr>
<td>Counseling and Advising</td>
<td>233, 234</td>
<td>AD 208</td>
</tr>
<tr>
<td>Educational Medial Center (EMC)</td>
<td>222</td>
<td>LC 116</td>
</tr>
<tr>
<td>Facilities Maintenance and Grounds</td>
<td>275</td>
<td>Maintenance Bldg.</td>
</tr>
<tr>
<td>Financial Aid Office (FAO)</td>
<td>606</td>
<td>AD 210</td>
</tr>
<tr>
<td>Health Center</td>
<td>515</td>
<td>AD 122</td>
</tr>
<tr>
<td>Human Resources Office (HRO)</td>
<td>326</td>
<td>AD 121</td>
</tr>
<tr>
<td>Innovation Center for Teaching and Learning</td>
<td>483</td>
<td>LC 111</td>
</tr>
<tr>
<td>Janitorial Services</td>
<td>276</td>
<td>Maintenance Bldg.</td>
</tr>
<tr>
<td>Job Prep Services (JPS)</td>
<td>240</td>
<td>AD 222</td>
</tr>
<tr>
<td>Learning Resource Center (LRC)</td>
<td>412</td>
<td>LC, Second Floor</td>
</tr>
<tr>
<td>Library</td>
<td>210</td>
<td>LC, Second/Third Floors</td>
</tr>
<tr>
<td>Mailroom</td>
<td>433</td>
<td>Maintenance Bldg.</td>
</tr>
<tr>
<td>Math Learning Resource Center (Math Lab)</td>
<td>400</td>
<td>MS 204</td>
</tr>
<tr>
<td>Office of Cont. Ed. and Workforce Dev. (OCEWD)</td>
<td>477</td>
<td>CE 101</td>
</tr>
<tr>
<td>Office of International Programs</td>
<td>570</td>
<td>BE 109</td>
</tr>
<tr>
<td>The Pearl Restaurant</td>
<td>475</td>
<td>CC, Second Floor</td>
</tr>
<tr>
<td>Security</td>
<td>611</td>
<td>LA 238</td>
</tr>
<tr>
<td>Student Life Office</td>
<td>208</td>
<td>AD 223B</td>
</tr>
<tr>
<td>Test Center</td>
<td>273</td>
<td>LC, First Floor</td>
</tr>
<tr>
<td>Location</td>
<td>Floor</td>
<td>Room/Office</td>
</tr>
<tr>
<td>---------------------------</td>
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<tr>
<td>Uluwehi Café</td>
<td></td>
<td>630, 376</td>
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<tr>
<td>VET Center</td>
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<td>410, BS 103</td>
</tr>
<tr>
<td>Writing Center</td>
<td></td>
<td>409, LC, Second Floor</td>
</tr>
</tbody>
</table>

**LEEWARD COMMUNITY COLLEGE – WAI’ANAЕ MOKU**

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
<th>Address</th>
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<tbody>
<tr>
<td>Wai’anae Moku Emergency</td>
<td>711</td>
<td>454-4702, 87-380 Kulaupuni St.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wai’anae, HI 96792</td>
</tr>
</tbody>
</table>
Important Institutional Information

LEEWARD CC ACCREDITATION SELF EVALUATION REPORT
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.

LEEWARD CC ANNUAL REPORTS OF PROGRAM DATA
The Annual Reports of Program Data (ARPD) are analyses of assessment findings in student learning outcomes and program effectiveness. The comprehensive reviews and analysis culminates in tactical plans and resource requests. Completed ARPDs may be found online.

LEEWARD CC COURSE AVAILABILITY
The list of available courses is only available online. The current schedule can be found online.

LEEWARD CC CATALOG
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.

LEEWARD CC STRATEGIC PLAN
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.
Union Information

Information on Bargaining Units 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: (808) 847-2631). UPW 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: (808) 536-2351). HGEA 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: (808) 536-2351). HGEA 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: (808) 536-2351). HGEA Website; https://www.hgea.org/

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: (808) 528-5157). UHPA Website; https://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: (808) 536-2351). HGEA Website; https://www.hgea.org/
RESOURCES

Note: when calling from a campus phone, you can reach the office or person by dialing the last three digits in any 455-0XXX number. For cell phones or off-campus phones, the full seven (7) digital number should be used.

Admissions and Records
AD 220; Admissions: (808) 455-0642 and Records: (808) 455-0645
Monday-Friday, 8:00 a.m.-4:30 p.m.
For information related to admissions, registration, transcript evaluation, course drop/add/withdrawal, student enrollment verifications, official transcripts, and faculty grade changes, please contact the Registrar and staff. Questions on FERPA (the Family Educational Rights and Privacy Act) should be addressed to the Registrar.

Auxiliary Services
Maintenance Building; (808) 455-0462
Auxiliary Services handles Facilities Maintenance, Grounds, Janitorial Services, and the Mailroom.

Bookstore
CC First Floor, (808) 455-0205 and (808) 455-0207
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 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, in addition to textbooks, it provides everything needed for college life and more. As the one-stop supply shop for student, faculty and staff needs, the bookstore carries items including school, course-specific, office and personal supplies, snacks and drinks, spirit apparel and items featuring the H-logo, UH seal and Leeward CC logo, as well as gifts and general merchandise. The bookstore also rents and sells commencement regalia.

Faculty and staff have access to the following system-wide services via the bookstore:
• Custom printing for banners, signs, stickers, shirts, special event custom imprint supplies and awards, etc.
• Department supply orders
• As an Apple Authorized Campus Store and Dell product provider, the bookstore offers a wide-range of computers (at educational pricing), software and accessories as well as repair, upgrade and special ordering services.

For the latest about promotions, new merchandise and events, visit the Bookstore website: http://www.bookstore.hawaii.edu/lcc/home.aspx
Business Office  
AD 113; (808) 455-0649  
Monday-Friday, 7:45 a.m.-4:30 p.m.  
The Business Office is responsible for the fiscal operation of the College including: certifying availability of funds; review and approval of procurement transactions (i.e., purchase of supplies, equipment, services, etc.); appropriate and accurate recording and reporting of transactions; review and approval of travel requests and payments; processing of time sheets for casual and student employees; distribution of payroll and W-2s; processing of vendor invoices for payment; generating customer billings; safeguarding physical and financial assets; handling requests and authorization of access to the University's financial information system; managing campus Grant and Contract awards; serving as campus liaison with the UH Foundation; and coordinating the receipt and disbursement of Foundation funds.

Cashier's Office  
AD First Floor, facing ‘Ewa; (808) 455-0308  
Monday-Friday, 8:00 a.m.-3:30 p.m.  
The Cashier's Office handles student accounts and payments for tuition and fees. This office is also the campus' check pick-up location for faculty, staff, and students, and issues bus passes and vending machine cash refunds as well.

Children's Center (Leeward)  
DA 107  
(808) 455-0488 (Fall and Spring semesters)  
(808) 845-9466 (Summer)  
Monday–Friday 7:45 a.m.–3:15 p.m.  
The Leeward CC Children’s Center provides quality early childhood care and education services for preschool children (three, four, and five-year-olds) during the fall and spring semesters. Priority for enrollment is given to Leeward CC students, faculty, and staff. Full week and partial week schedules are offered. Tuition includes breakfast, and a morning and afternoon snack. A half-day summer program is offered if there is sufficient demand. The Children’s Center is licensed by the State of Hawai‘i and serves as a laboratory for the Honolulu Community College Early Childhood Program. For further information, call 455-0488 or 845-9466. To read more about the center and download a form-fillable application, visit the Children’s Center website; http://www.leeward.hawaii.edu/childrens-center.

Copy Center  
GT 104; (808) 455-0323  
Monday-Thursday, 8:00 a.m.-7:00 p.m.; Friday, 8:00 a.m.-4:30 p.m.  
The Copy Center’s strives to provide low-cost, high-quality duplicating services to all divisions, departments, units, faculty, staff, and students. The center provides black and white copies, collating, stapling, 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. For more information, visit the Copy Center’s website http://www2.leeward.hawaii.edu/emc/copy-center.

Counseling and Advising  
AD 208; (808) 455-0233 and (808) 455-0234  
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. (during fall and spring)  
See detailed description on page 22.
Creative Services
BE 225; (808) 455-0524; Email: leeward2@hawaii.edu
Monday-Friday, Variable hours.
Creative Services provides communications, marketing, design and public relation services for the College, including:
• Content management, style and organization of the College website
• Weekly bulletin
• Social media (please see Social Media Policy and Guidelines)
• Events Calendar
• Marketing, visual communication, public relations & design
• Institutional communications
• College publications and campus digital signage system

For more information visit
Creative Services website: http://intranet.leeward.hawaii.edu/group/cs
Creative Services Request Form
Bulletin Submission

Educational Media Center (EMC)
LC 116; (808) 455-0222; EMC website; http://www2.leeward.hawaii.edu/emc/
Monday-Friday, 8:00 a.m.-5:00 p.m.
The EMC inspires, facilitates, and supports teaching and learning using technology. The EMC's faculty and staff work as a team to provide services in:
• Professional Learning for Teaching: helping instructors explore innovative educational technologies aimed at improving their teaching and students’ learning. For more information, visit the Learning With Technology website; http://www2.leeward.hawaii.edu/emc/
• Professional Learning for Teaching Online (Distance Education): encouraging and assisting in the development of innovative approaches to distance teaching and by providing opportunities for instructors to learn and make choices on how they can enhance the effectiveness of online learning. For more information, visit the Support for Teaching Online website; http://blogs.leeward.hawaii.edu/iteach/
• Video Production Services: providing media production services to meet instructional, informational, and marketing needs of the college. For more information, visit the Video Production website: http://www2.leeward.hawaii.edu/emc/video-production
• Audio Visual Services: providing current and reliable technologies for classroom and campus-related events. For more information, visit the Intec Services website; http://www2.leeward.hawaii.edu/emc/intec

Financial Aid Office (FAO)
AD 210; (808) 455-0606
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 requirements, such as:
• Demonstrated financial need as determined by Federal guidelines.
• United States citizenship or an eligible noncitizen (e.g.: green card and/or permanent resident card).
• Valid Social Security Number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
• Be registered with Selective Service, if you’re a male (you must register between the ages of 18 and 25).
• High school diploma or the recognized equivalent of a high school diploma.
• Accepted or enrolled as a regular student in an eligible Associate Degree or a Certificate Program approved for Gainful Employment by US DOE.
• Meet Financial Aid Satisfactory Academic Progress Policy.
  a. Maintain a minimum cumulative grade point average (GPA) of 2.0;
  b. Must successfully complete at least 67% of total credit hours attempted;
  c. Not exceeding 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 FAO will contact faculty for information about attendance. Faculty cooperation is important, in order to comply with federal rules.

Health Center
AD 122; (808) 455-0515
Monday-Friday, 8:00 a.m.-4:30 p.m.
The Health Center offers a variety of medical services to students, faculty, and staff. 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, visit the Health Center website; http://www.hawaii.edu/shs/lcc/

Human Resources Office (HRO)
AD 121; (808) 455-0326 and (808) 455-0277
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. This office is the point of contact for questions related to employment with the State and the University of Hawai‘i. Personnel matters include job openings, 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; (808) 455-0271
Helpdesk Hours:
Monday-Tuesday, 8:00 a.m.-6:00 p.m.; Wednesday-Thursday, 8:00 a.m.-5:00 p.m. Friday, 8:00 a.m.-4:00 p.m.
Test Center Hours:
Monday-Tuesday, 8:00 a.m.-7:00 p.m.; Wednesday-Thursday, 8:00 a.m.-6:00 p.m. Friday, 8:00 a.m.-4:30 p.m.
Closed on weekends and holidays.
ITG provides support for technology services at the Pearl City and Wai‘anae-Moku campuses. All ITG service requests can be directed to ext. 271 or via email at lchelp@hawaii.edu. ITG’s faculty and staff provide services in:
• Helpdesk - Provides support, repair, and relocation services for all campus owned computers, printers and other peripherals, including campus-wide installed software and purchasing support.
• Test Center - Manages, supports, and proctors testing services provided in the Test Center. This includes Accuplacer testing, online and written tests for Distance Education courses, proctoring services for campus course make-up exams, and proctoring services for non-UH Institutional testing.
• Networking - Provides services and support for the campus wired and wireless network infrastructure.
• System Administrative services - Provides services and support for campus servers, Leeward CC computer accounts, Listserv accounts, campus surveys, and more.
• Web services - Provides support for Institutional websites and Intranet
• Telephone services - provides support for telephones on campus including voicemail and campus directory.
For more information, visit the [ITG website](http://www2.leeward.hawaii.edu/itg/)

**Innovation Center for Teaching and Learning**

**LC 111; (808) 455-0483**

**Monday-Friday, 9:00 a.m.-5:30 p.m.**

The Innovation Center for Teaching & Learning provides programs, activities, and funding for professional development for faculty, lecturers, and staff. Applications for funds for travel, conference and workshop fees, and food and lei are coordinated by this center. The Staff Development Coordinator works with faculty and staff to organize programs, such as Teaching Squares, Mid-Semester Assessment, Teaching Excellence Program, Leadership Excellence Program, and the Hawai‘i National Great Teachers Seminar. The center also offers Orientation for New Hires, Service 101 and 102, workshops to Prepare for Tenure & Promotion, Supervisory Skills, and other professional development programs. For more information visit the [ICTL Intranet](http://www2.leeward.hawaii.edu/ictl) site.

**Job Prep Services (JPS)**

**AD 222; (808) 455-0240**

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

Job Prep Services helps students develop skills to find and retain jobs in the career path of their choice. This office also assists the business community recruit qualified students for employment and partners with Leeward CC faculty and staff to help students understand the job search process. In addition, JPS offers students the HINET SNAP program (in partnership with the State of Hawai‘i, Department of Human Services) to access workforce and skills training opportunities so they can earn a living wage and achieve financial independence. This office provides Leeward CC students with:

- Regularly updated job postings
- Interviewing tips
- Career exploration and job search assistance
- Assistance in filling out applications and writing resume and cover letters
- Free resume/application faxing
- Finding a mentor in their career area
- Assistance in applying for the Department of Human Services SNAP program and support services

Provides the business community with:

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

**Kako‘o ‘Ike (KI)**

**Learning Commons; (808) 455-0421**

**Monday – Thursday, 8:30-4:30 p.m.**

**Friday - 8:30-3:00PM**

KI is the support program for Students with Disabilities. This office offers support and services to students with documented disabilities and works to increase awareness of disability issues among members of the college
community. In addition, they help students who may have undiagnosed learning disabilities and students who choose to better understand their own personal training strengths and styles. The mission of the KI office is to ensure that all students with disabilities can freely and actively participate in all facets of college life. KI provides and coordinates support and programs that enable students with disabilities to maximize their educational potential in order to develop their independence to the fullest extent possible, and 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. KI’s space provides a comfortable, secure study and testing environment to students in the program.

Kapunawai
Learning Commons
Monday-Thursday, 7:30 a.m.-7:00 p.m.; Friday, 7:30 a.m.-4:30 p.m.
Kapunawai, the Hawai‘i-Pacific Resource Room, is a multi-functional space hosting print resources, librarian-assisted research assistance, educational and art displays, and events related to Hawai‘i and the Pacific Islands.

Learning Commons (2nd floor, LC Building)
Monday-Thursday, 7:30 a.m.-7:00 p.m.; Friday, 7:30 a.m.-4:30 p.m.
The Learning Commons is a student-centered learning space offering academic services including writing and content tutoring; specialized research collections and resources; computer workstations and laptops; group and individual study areas; students with disabilities program (KI); and a coffee shop.

Learning Resource Center (LRC)
Learning Commons; (808) 455-0412
Monday – Thursday, 8:30-4:00 p.m.; Friday, 8:30-2:00 p.m.
After hours tutoring by appointment on Wednesday, 4:00-6:00 p.m. Hours are subject to change.
The Learning Resource Center provides a variety of free support services to help students succeed in their classes:
- Peer content tutors help students to master content and learn study strategies for a wide range of courses, including accounting, computer skills, languages, logic, psychology, and sciences
- Online tutoring is available for selected content subjects. Online tutoring for math, writing, and other subjects is also available through the Brainfuse online tutoring service.
- In addition to individual assistance, the LRC provides various group support services:
  - Language conversation groups, led by native speakers, offer students an opportunity for real communication in an informal atmosphere in the language they are studying
  - Interactive workshops facilitated by tutors offer success strategies for specific subject areas
  - Group review sessions, led by a tutor, are offered for some courses

The LRC also provides other learning resources for students, including Success Connection Workshops, free open workshops on academic and practical topics; a small group study room; several computers for student use; study skills handouts; and the LRC website; http://www2.leeward.hawaii.edu/lrc/

Library (2nd & 3rd floors, LC Building)
Learning Commons; (808) 455-0210
Monday-Thursday, 7:30 a.m.-8:00 p.m.; Friday, 7:30 a.m.-4:30 p.m.
The library’s extensive collection of print and electronic resources focuses on supporting the college’s liberal arts and vocational-technical programs. Librarians teach students how to find and evaluate information on an individual basis, through classroom-based sessions, and via an online information literacy program that introduces practical research skills and critical thinking. Librarians also collaborate with faculty in developing course assignments related to research. The library is an active leader and supporter of the campus Open Educational Resources initiative. More information, including access to the library’s catalog, e-books, research databases, and other online resources can be found on the Library website; http://www2.leeward.hawaii.edu/library/
Mailroom
Mailroom; (808) 455-0433
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 the Language Arts building). The mailroom also offers once-a-day pick-up and drop-off mail service, receives and delivers goods and supplies, and provides a State car after 11:00 a.m. (two-hour limitation) to attend meetings off-campus.

Math Learning Resource Center (Math Lab)
MS 204; (808) 455-0400
Monday-Thursday, 9:00 a.m.-6:00 p.m.
Friday, 9:00 a.m.-3:00 p.m.
The Math Learning Resource Center (Math Lab) provides assistance in Math courses and walk-in tutoring for students taking math classes at Leeward CC. In addition, the Math Lab provides access to calculators, computers, textbooks, and solution manuals. The Math Lab is open to all current Leeward CC students.

Mother’s Room
LA 232A
A private space for nursing mothers to express breast milk for their babies is available for students, faculty, and staff on the Pearl City campus. Please contact 455-0213 ahead of time to schedule use of the room and to pick up the key.

Office of Continuing Education and Workforce Development (OCEWD)
CE 101; (808) 455-0477
Monday-Thursday, 8:00 a.m.-4:30 p.m.; Friday, 8:00 a.m.-12 noon

Office of International Programs
BE 109; (808) 455-0570
Monday-Friday, 8:30 a.m.-4:00 p.m.
The mission of the Office of International Programs is to support, promote, and advance an international dimension on campus and facilitate a greater appreciation of cross-cultural relations and international issues to prepare students to become global citizens. The Office of International Programs provides admissions and services to international students through the English Language Institute and Leeward’s credit program; coordinates Study Abroad programs for Leeward students and Short-Term Study Programs for visiting groups; and fosters relationships with foreign partner institutions to further internationalize the campus.

Office of Planning, Policy & Assessment (OPPA)
DA 205; (808) 455-0598
Monday-Friday, 8:00 a.m.-4:30 p.m.
The Office of Planning, Policy & Assessment serves as the information liaison between the campus and UHCC System. OPPA provides the college with accurate data reports, assists in the planning and assessment process, and supports the development, maintenance, and publication of campus policies. Additionally, OPPA assists with grant development and management. The OPPA website includes information on accreditation, annual program reviews, assessment, institutional research data, policies, and grant opportunities. For more information, visit the OPPA website; http://www.leeward.hawaii.edu/oppa
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 at (808) 455-0375.

The Pearl Restaurant
CC Second Floor, Facing Diamond Head; (808) 455-0475
**Wednesday-Friday for lunch after the third week of the semester**
This 'Ilima Award-winning restaurant 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 students in the Dining Room Operations class.

Subway
CC First Floor, inside Uluwehi Cafe
**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.**

KiMOBEAN Hawaiian Coffee
Learning Commons
**Monday-Thursday, 7:30 a.m.-6:00 p.m. and Friday, 7:30 a.m.-4:00 pm.**

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

Recruitment Office
AD 221C; (808) 455-0533
**Monday-Friday, 8:00 a.m.-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, presentations, college fairs, Discover Leeward 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 223B; (808) 455-0208
**Monday-Friday, 8:00 a.m.-4:30 p.m.**
The Student Life Coordinator advises the ASUH-Leeward CC Student Government, Student Activities Board, and Budget and Finance Committee. The Student Life Office coordinates registered independent student organizations, commencement ceremony, UH student ID cards, bulletin boards, intramural sports, the Student Lounge, the 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 student communication, and the student produced magazine, *Ka Mana’o*. 
Theatre
Box Office: (808) 455-0385 Admin Offices: (808) 455-0380; Backstage: (808) 455-0383;
or email: LTheatre@hawaii.edu
The Leeward Theatre was built in 1974 as a gathering place for art and culture on the Leeward Community College campus, serving the greater Leeward O'ahu area. The Theatre facilitates cultural dialogue by presenting and developing the work of local, national and international artists and sponsoring outreach education and performances. It advocates for the cultural sustainability of its community with a special commitment to local artists and Native Hawaiian culture. The Theatre also hosts events featuring students in Leeward CC theatre, dance, and music courses. Located in the theatre lobby is a 100-foot long by 23-foot high fresco mural by Jean Charlot, "The Relation of Man and Nature in Old Hawai‘i" - it is Charlot's largest surviving fresco mural and one of his final works. You can learn more by visiting the theatre's website; http://lcctheatre.hawaii.edu/

The Veterans Resource Center (VRC)
BS 103; (808) 455-0410
Monday-Friday 8:30 a.m.-4:30 p.m.
This center helps veterans and active military students transition into college life and academic success. The VRC offers assistance in accessing VA benefits and VA healthcare through the Veteran Success on Campus (VSOC) and Veterans in Transition to Academic Leadership (VITAL) programs. These programs serve as the on-campus face of the VA to address the unique needs of veterans in college.

Writing Center
Learning Commons; (808) 455-0409
Monday - Thursday, 8:00-4:00 p.m., Fridays, 8:00-2:00 p.m.
Extended appointment-only availability: Tuesday and Wednesday, 4:00-5:00 p.m., Friday, 2:00-3:00 p.m.
The Writing Center offers free writing and success skills support for Leeward CC students. The writing consultants are students who provide peer support:
• With writing assignments for any Leeward CC course, with reading and college success skills, and with scholarship essays.
• On both a drop-in and appointment basis.
• In individual sessions and in group workshops.
• In person in the Writing Center and (by invitation) in the classroom, online via SKYPE and by phone.

Writing Center website includes information about services and links to writing and success skills resources. Handouts, created by the writing consultants and by Leeward CC faculty, on writing and success skill strategies are available in the Writing Center. The Writing Center has study space, a scanner, and computers (one with wheelchair accessibility and Kurtzweil and Dragon Naturally Speaking programs) available for student use. Writing Center website; http://www2.leeward.hawaii.edu/writingcenter/
GETTING THINGS DONE

Campus Communications
There are several channels of communication on this campus:

- The Division Chair/Unit Head is responsible for keeping his/her faculty, lecturers, and 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 the Leeward Intranet and log on using your UH username and password.
- The weekly Leeward CC Bulletin is emailed to the faculty and staff in electronic form. Archives are available online.
- Campus information and announcements are disseminated through a faculty and staff email listserv. APT, clerical staff, 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.
- 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 this website.
- 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.
- 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.
- The newsblog of the University of Hawai‘i System, News@UH, is emailed weekly to faculty and staff.
- The College website includes news, features, and events.

Counseling and Advising
AD 208; (808) 455-0233 and (808) 455-0234
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. (during fall and spring)

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 goals
- 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 college survival skills and other specialized services that students may need
- Develop personal growth; and interpret College policies, procedures and regulations that impact 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. Students are also encouraged to use STAR (registration tool) to see the requirements of their current degree and other program within the UH System.

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 can make an appointment online through their MySuccess by going to their Success Network. Students can also drop by during office hours or call the Counseling Office 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, 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 in-depth support regarding mental health issues and challenges can meet with Leeward’s Mental Health Counselor who is available at the Pearl City campus, Monday through Friday by appointment, 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, Learning Commons, and the Education Building. See the campus map for specific locations. If an elevator is locked or out of service, contact Security at (808) 455-0611.

Equipment Disposal & Purchasing
Do not dispose of any equipment without contacting your division/unit secretary or supervisor. There are campus policies on equipment disposal. 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 availability of funds, compliance with State and Federal regulations, required approvals, and reasonableness of purchases. Faculty and staff should contact their division/unit secretary for assistance in purchasing equipment.

Facilities Maintenance and Grounds
Maintenance Bldg.; (808) 455-0275
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. Work requests can be made online (minimum five days advance notice). The grounds staff maintains landscaped areas and assists faculty and staff with planting needs.

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 college constituencies and the community. Rental fees are typically assessed to non-University of Hawai‘i affiliated groups. To reserve facilities, complete an online Facilities Request Form or pick up a form from the Office of Administrative Services—Facilities Use (LA 232, 455-0558).
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 while working 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 112).

**Janitorial Services**
**Maintenance Building; (808) 455-0276**
**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, or other emergencies to the Janitorial Supervisor at (808) 455-0276. Work requests can be made online (minimum five days advance notice).

**Keys**
All employees should request office/room keys from their division secretary or supervisor.

**Lost and Found**
**LA 238; (808) 455-0611**
Lost and found items may be turned in or reported to the Security Office.

**Money Services on Campus**
A First Hawaiian Bank ATM is 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 throughout the semester to serve credit union members. For more information on exact dates and times, contact the Human Resources Office at (808) 455-0657.

**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
- Green lines - electric vehicles
- Overflow parking areas are marked by signs at the start of each semester.

Please observe the five MPH speed limit on campus and 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 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 at (808) 455-0611.

Parking Passes for Other UH Campuses
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.

Protocol Items
To share the aloha spirit, the College has purchased small imprinted items to acknowledge the contribution of time or resources, to express appreciation for services, to promote goodwill, and to use as prizes or incentives. These small gifts may be given to guest speakers, government officials, visitor on official business, volunteers, donors, and others. Visit the protocol item website for more information and to request items.

Security
LA 238; (808) 455-0611
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 the 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.

Telephones
To add a phone or have one relocated, complete the Telecom Request form.

To listen to messages or make changes, you can log in to the phone system from home by dialing 455-0600, logging in, and following the voice prompts. Telephone use Instructions are found online.

Unions
Faculty, lecturers, and staff are also represented by their unions. A listing of unions is available on page 12. Bargaining unit contracts are available on the unions’ websites.

University of Hawai‘i Tuition Exemption
Employees (and 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. Consult your contract for specific provisions and obtain forms and approval from the Human Resources Office, AD 121. For information call (808) 455-0326 or (808) 455-0277.

UH Alert
The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. Emergency notifications are delivered via email and text messaging. You need to sign-up online to receive these notices. This is the best way to keep informed about campus closures and emergency situations at Leeward.
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 that prohibit discrimination in College programs and activities. Several appointees assist in carrying out these responsibilities. All employees should be prepared to assist anyone with 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 on the allegations made. Contact information for system-wide officers is available online.

Section 504 Coordinator – Discrimination Based on Disabilities
The Section 504 Coordinator receives and may investigate 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. For more information visit this website.

Title IX Coordinator – Sex Discrimination or Gender-Based Violence
The Title IX Coordinator receives and may investigate complaints or reports about sex discrimination or gender-based violence in educational programs or other campus activities. Complaints or reports of sex discrimination and gender-based violence must be reported to the campus Title IX Coordinator or a Deputy Title IX Coordinator. Contact information for system-wide coordinators.

The UH President’s Commission on LGBTQ+ Equality
The Chancellor appoints representatives to the Commission on LGBTQ+ (Lesbian, Gay, Bisexual, Transgendered and Queer) Equality in promoting a safe and inclusive environment by creating a culture of equality, acceptance, and respect throughout the University of Hawai‘i System. The commission advocates the creation and implementation of and adherence to Hawai‘i State and UH policies that serve the needs of LGBTQ+ students, staff, and faculty.

Please contact your Leeward Commissioners for questions, concerns, or feedback. The commissioners hold Safe Zone Trainings annually and will conduct trainings as requested. Find your Commissioners online.

Procedure for Emergency Situations
If you become aware of bomb threats, fires, or other emergency situations, please contact Campus Security at: Pearl City Campus (808) 455-0611 or extension 611; Waianae Moku Ed Center (808) 455-0711 or extension 711; or the Vice Chancellor of Administrative Services at (808) 455-0213 or (808) 455-0214. If college officials become aware of an emergency situation, the campus community will be notified of via the UH Alert emergency notification system (text and email) and by social media.
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 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
This policy institutionalizes 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, 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 also identify other skills that may be equally responsible for student success.

Policy on Illegal Drugs, Alcohol and Substance Abuse
In conformance with the existing law and University policy, 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 policy shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this policy are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules. (UH Exec Policy EP 11.201)
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. The use of e-cigarettes is also subject to the same restrictions as tobacco products.

There are seven (7) designated smoking areas (DSAs) on the Pearl City campus and one (1) DSA on the Waianae Moku campus. More information and the locations of the DSAs and the College’s Policy on Smoking can be found online.

Policies on the Responsibilities and Rights of Students

Student Conduct
In order to maintain a positive learning 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.

All 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;

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) Office at (808) 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, Dean for Academic Services at (808) 455-0440.

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:

- Grades (test grades and final grades) may not be released to any outside party, including parents and employers, without the written consent of the student.
- 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 at (808) 455-0260 for handling.

- 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).
- 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 or exam. Exams and papers should not be left in the open to be picked up by the student.

Faculty and lecturers should read the description of other FERPA provisions.

**Sex Discrimination and Gender-Based Violence**

The University of Hawai‘i EP1.204, Interim Policy and Procedure on Sex Discrimination and Gender-Based Violence reads:

The University of Hawai‘i is committed to maintaining and promoting safe and respectful campus environments that are free from sex discrimination and gender-based violence. This includes:

- Sex discrimination
- Sexual harassment
- Gender-based harassment, including harassment based on actual or perceived sex, gender, sexual orientation, gender identity, or gender expression
- Sexual exploitation
- Sexual assault
- Domestic violence
- Dating violence
- Stalking

This Policy establishes an integrated and consistent approach to preventing, reporting, and promptly responding to these forms of sex discrimination and gender-based violence across all campuses and centers at the University of Hawai‘i.

Consistent with this Policy, the College has procedures in place to address informal and formal complaints or reports of sex discrimination or gender-based violence. Copies of these procedures are available from the Dean of Student Services (808) 455-0260, any administrator, the EEO/AA Coordinator (808) 455-0277, or Title IX Coordinator (808) 455-0213.

- Complaints or reports involving an employee of the College should be directed to either the Deputy Title IX Coordinator for Employees (808) 455-0657 or the Title IX Coordinator (808) 455-0213
- Complaints or reports involving students should be directed to either the Deputy Title IX Coordinator for Students (808) 455-0236 or Title IX Coordinator (808) 455-0213.

Additional information regarding Title IX can be found at this [website](#).

**Non-Students/Visitors**

The College has a [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. This includes 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.

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.
Minors (i.e., anyone under the age of 18 who is a dependent of a student) are not permitted in a “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.”

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 at (808) 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. Leeward CC’s Student Conduct Code.

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 procedures pertaining to those who violate the Student Conduct Code can be found online.

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, or in the college 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. 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 Leeward CC EEO/AA Coordinator. 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 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.
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 (BOR)
The Board of Regents 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 student and academic services including off-campus sites.

The Vice Chancellor of 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 planning, renovation, and maintenance, security, 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 Sciences, and Social Sciences Divisions. This dean also oversees the management and administration of the Native Hawaiian Student Support Center and the Office of International Programs.

The Dean of Career and Technical Education handles the administration of 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 the Wai‘anae Moku Education Center. 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 services 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, Financial Aid, Health Center, Job Prep Services, Recruitment, and Student Life Activities. In addition, the Dean of Student Services oversees grants, special services, 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 chair who is a member of the faculty, elected by the division’s faculty, recommended by the Dean, and appointed by the Vice Chancellor for Academic Affairs and Chancellor. In addition to teaching, with the assistance of discipline program coordinators, the Chair coordinates teaching assignments, plans course schedules, 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.

**Administrative Support Group (ASG)**
The Administrative Support Group promotes and improves communications and mutual understanding among the clerical staff, faculty, staff, students, administration, and the community. Members of the ASG assists with commencement and serves on campus-wide committees.

All clerical staff at the College are members of 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). The APT Group 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, including 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:
- Wai’anae Moku Ed Center
- Academic Services
- Auxiliary Services
- Faculty Senate
• Administrative Support Group
• APT Group
• Lecturers’ Group
• Na ‘Ewa Council
• Student Government

Administrators are non-voting members.

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 shapes 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. 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.

Pūkoʻa no nā ‘Ewa Council
Pūkoʻa no nā ‘Ewa is the recommending and advisory body of Leeward Community College concerning issues pertaining to Hawaiian language, culture, and history, and other matters as they impact Native Hawaiians and Native Hawaiian programs. The Council also represents Leeward Community College as part of the larger Pūkoʻa Council, which includes similar councils from all ten UH system campuses.

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 community.
• Improve their work environment and productivity at Leeward.
• Promote a continuing program of staff development and training.

Student Government
The Associated Students of the University of Hawaiʻi at Leeward CC (ASUH-Leeward CC) 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-LeewardCC and elect the ten-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 to represent student interests in academic matters. 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 see their website.
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.

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” (UHPA Contract 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 matter, 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” (UHPA Contract Article IV).

Accuplacer Testing and Re-testing
Leeward CC uses multiple measures to place students into the English and math sequences and meet math and English prerequisites for various courses. One option is for students to take the Accuplacer test, a two-part test (writing and math), that students take at the College’s Test Center. Although the test is untimed, students generally should allow 90 minutes to two hours for the test. Students may take the test in one session (highly recommended), or they may complete the test in multiple sessions. Test results are valid for two years.

Non-Instructional Teaching Equivalents (Release Time/Assigned Time)
Release/Assigned 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/assigned time may include but is not limited to:

- major curriculum revision
- new program development
- research and development in teaching pedagogy
- program coordinators
- development of major grant or contract proposals
- institutional service
- selected campus chairs (e.g. Faculty Senate Chair, Curriculum Committee Chair, Division Chairs)
- providing expert technical assistance to federal, state, county and other agencies that serve the public and benefit the college

Student Attendance
Faculty have a responsibility to report the last date of attendance of students and/or last date of assignment submission for students not receiving a passing grade in the course. This information is required to comply with college and federal regulations. Faculty members’ attendance policy should appear in their course outline and be reviewed with the class.
Class Changes Requested by Faculty/Lecturer
Although not common practice, changes in mode of delivery, classroom location, meeting time, and/or dates must be approved by the Division Chair.

Class Lists
Class lists are available via the MyUH portal system.

Class Syllabus/Outline
All course syllabi/outline must include the approved core outline for that course from the Kuali Student Curriculum Management (KSCM). First time instructors should submit their course syllabus/outline to the discipline/program coordinator or Division Chair. The first page of the course outline or syllabus must contain: the title, alpha and number, course description, number of credits, prerequisites, and student learning outcomes. In addition, each syllabus must contain grading policies, textbook information, instructor’s name, office location, contact information, and office hours.

The course outline/syllabus is shared with students by the first class meeting. 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. See the Division Secretary for specific policies of the individual division.

Commencement
Annual commencement dates are found in the College Catalog and on the College website. 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 Commencement and solicits participants via the faculty/staff listserv. The Faculty Senate strongly encourages participation by the faculty to present lei to the students as they walk down the stage.

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.

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. Consult your discipline coordinator and/or division chair for guidance.

Faculty/Lecturers Absence from Class
Faculty and lecturers must notify their Division/Unit Secretary and Division Chair/Unit Head when they will be absent from class so that students are informed. The online Leave of Absence/Sick Leave form must be completed upon return. Absences due to illnesses of more than five consecutive days require a medical certificate from a licensed physician that must be submitted through the online leave of absence form.

Faculty and lecturers may be absent from class for professional reasons (e.g., attending a conference). Requests must be approved in advance by their Division Chair and appropriate arrangements for student learning must be made. Students or non-employees of the College must not be left in charge of a class.

Faculty Off-Island Travel During Duty Period
Faculty must receive approval their Division Chair in advance when they will be traveling off-island during duty period.
Field Trip
Risk and Release forms must be completed and signed by all participating students prior to any off-campus field trip. These forms are available from Division Secretaries and online.

Final Examination Period
Faculty members should check the schedule of courses for the time of their final exams. Comprehensive finals should be given during the published time period assigned by the college. It is not acceptable to schedule final exams early without the approval of the Division Chair.

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 student’s last date of attendance or last date of assignment submission must be provided.

Laulima
Laulima is the University of Hawaii’s online collaborative learning environment. You can use Laulima to organize class materials, communicate with your students (including feedback on assignments and grades), reduce paper use, and increase student engagement for your online and face-to-face classes. Log in using your UH username and password. For assistance, click on the "Request Assistance" link on any Laulima page.

The Maka’ala Program
The Maka’ala Program is a campus-wide, early referral system for students having difficulty in their classes. Faculty and staff utilize Maka’ala to identify and intervene with students who may be struggling early in the semester. The goal of the program is to connect with students while there is still time to facilitate their success.

Instructors are encouraged to identify 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.

“No Show” Reporting
Leeward CC has a “No Show” reporting process. “No shows” are students who are enrolled in the course but who have not attended any class meeting or participated in class. During the second week of instruction of the semester, instructors are emailed direction on how to report their “no shows” in each of their classes. It is important that all instructors participate in reporting students who have never attended, as this information has potentially significant financial aid implications for students and for the institution.

To find out more about the Maka’ala Program and No Show reporting, visit this website.

Office Hours
The office hour(s) is the time when faculty are available in their offices to meet with students. Faculty must schedule a minimum of one office hour per week for each class they teach. Those teaching modular, laboratory, or other variations may need to adjust their office hours accordingly.

Office hours should be scheduled at a time that is reasonably convenient for students. Office hours should be listed in the course syllabus/outline and posted outside the faculty member’s office door. Copies of the scheduled office hours are also given to the Division Secretary at the beginning of each semester.
Peer Evaluations
The guidelines for contract renewal require two peer evaluations per semester for probationary faculty. 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.

Lecturers are also required to obtain peer evaluations based on their step. Step A Lecturers are expected to have one peer evaluation each semester. Step B and Step C Lecturers are expected to have one peer evaluation each calendar year.

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. Students are screened for appropriate prerequisites during registration. Consult with your discipline/program coordinator or division chair before overriding a prerequisite for a student.

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

Student Evaluations of the Instructor
Probationary 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 include them in applications for promotion and the senior faculty evaluation applications.

Several different student evaluation forms and formats are available. Faculty members are encouraged to choose the form and format that best suits their discipline and approach. The discipline/program coordinators or division chair can help with this decision. Forms are available from the division secretary.

The evaluation should be administered during the last two weeks of class 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.

**Summer School**
Instructors and lecturers may teach during summer sessions for additional compensation. The division chairs have authority on summer teaching assignments.

**Teaching Assignments**
In accordance with UHPA Bargaining Unit 07’s agreement, the standard teaching assignment for full-time instructional faculty is 27 teaching equivalents in an academic year. An instructor may teach up to six teaching equivalents as an overload in an academic year. The division chairs have authority on teaching assignments.

**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. Instructors have the option of adopting no-cost textbooks. Contact your discipline/program coordinator or division chair for more information.

**Writing Intensive (WI) Courses**
Writing Intensive 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 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 Intensive Focus Board.
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 committee or panel made up of students and former winners. These prestigious awards are bestowed during commencement exercises. For more information visit this website.

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 as evidenced by professional activities and institutional service. Award amount: $1,000.
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. Award amount: $500.
Deadline: February (exact date TBA)

Leeward Outstanding Lecturer Award
Awarded by the College to a Leeward lecturer (currently teaching at least three credits per semester during the academic year) who exhibit an extraordinary level of subject mastery and scholarship, creative and effective teaching practice, and personal values as evidenced by engagement and activities that benefit students. Award amount: $500.
Deadline: February (exact date TBA)

Leeward CC Innovative Online Award
This award recognizes the innovation and creativity by any faculty or lecturer who teach an online course at Leeward. Award amount: $500.
Deadline: February (exact date TBA)

Masaki and Momoe Kunimoto Memorial Award
This award recognizes outstanding achievement and significant contribution to vocational and technical education by a community college faculty member or student. Award amount: $1,000.
Deadline: February (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. This award rotates amount the UH system campuses. Award amount: $1,000.
Deadline: February (exact date TBA)

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. Award amount: $100.

Sharon Narimatsu Faculty and Staff Development Award
This award provides funds for professional development to a Leeward CC faculty, lecturer on long-term contracts, or staff who has shown enthusiasm, demonstrates strong work ethic, embraces challenges, and has contributed to the college. Award amount: $1,000.
Deadline: April (exact date TBA)
Leeward’s Wai’anae Moku is a full-service education center serving the Wai’anae Coast that operates from UH owned facilities in Ma’ili and is managed by an on-site coordinator. The facility houses five classrooms, three computer labs, a study and testing center, and a math and writing tutoring rooms. This campus supports an enrollment of approximately 500 students each semester. Wai’anae Moku offers 60 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. 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, Accuplacer Testing, and registration and tuition payment can be handled at Wai’anae Moku, in addition to book order processing and student identification cards.

Other Wai’anae Moku 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 Kauhale 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. 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, see the [Bridge to Hope webpage](#).

**Dual Enrollment Programs**

**Early Admit**, similar to Running Start (see below), is a way for public, private, and home-schooled students to take courses at Leeward while attending high school. These students require permission from their school and parents in order to participate. After receiving acceptance, they may take classes for which they meet the prerequisites. Students register after meeting with a Leeward Early College counselor and must pay the regular college tuition, fees, and book costs. Those taking classes via Early Admit do not earn dual credit; they earn only college credit.

**Early College** is a specific dual-enrollment program that allows 9th-12th grade students to take Leeward classes via a partnership between the College and the participating high school. Through Memoranda of Agreements, Leeward holds courses on the high school campus specifically for the students attending that high school. The sponsoring high school recruits students and assists them through the application and course selection process. Registered students are supported by both the high school and the College as they complete their courses, and credits earned may be applied to the students’ high school graduation requirements (i.e., dual credit). In most cases, the cost of tuition and fees are covered in part or in full by the sponsoring high school.

**Jumpstart** is a dual-enrollment program that allows high school seniors attending Department of Education schools to enroll in a Leeward Career and Technical Education (CTE) Program. Jumpstart students are enrolled as full-time students at Leeward, and spend their entire 12th grade year on our campus. Upon high school matriculation, these students can continue in Leeward’s CTE Program and, hopefully, complete it earlier. Jumpstart students can use some of their Leeward credits to satisfy high school graduation requirements (i.e., earn dual credit). Their tuition and fees are paid for by their sponsoring high school. Students, however, are responsible for the cost of books and supplies.

**Running Start** is a program for high school students attending Department of Education (DOE) schools, that allows students to take college classes at Leeward and earn credits that apply to both their college degree and their high school graduation requirements (i.e., dual credit). Students must receive the approval of their high school principal, high school college and career counselors, and their parents in order to participate. Private school students 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 a Leeward-Early College counselors and must pay the regular college tuition, fees, and books.

**English Language Institute (ELI)** provides academic/social support and direction for non-native speakers of English who are international students as well as local immigrants. 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 know students who are non-native speakers and are having difficulty in their college courses, refer them to the ELI counselor or the ELI Coordinator in the Office of International Programs (BE 109).
**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 Hālau ‘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.