Annual Report

Academic Year 2013-2014

Jan Ray

Professional Development Liaison

8.24.14

During the 2013-2014 academic year, serving as Professional Development Liaison for the Office of Academic Affairs, I . . .

1. Represented UH Hilo and served on four different distance learning-related committees, three of which met monthly. They were the
   a. Council of Distance Coordinators (CDC),
   b. Distance Learning Program Planning Group (DLPPG),
   c. New Programs subcommittee of the DLPPG, and the
   d. system-wide Distance Learning Advisory Committee (DLAC)
2. Facilitated three Contract Renewal, Promotion, and Tenure workshops for faculty.
3. Facilitated three New Faculty Brown Bag Lunches for new faculty.
4. Created and populated a Tenure and Promotion Resources site in Laulima for faculty who wanted template files, sample files, and other assistance while compiling their dossiers for contract renewal, promotion and/or tenure.
5. Facilitated a dossier readers service for junior faculty members to have their dossiers reviewed by senior faculty members prior to submission for contract renewal, promotion, and/tenure. (Also served as a reader myself for several faculty members.)
6. Provided individual support for faculty members needing special assistance with their dossier creation—from helping them interpret and present their teaching evaluation data in table and graph format to dealing with organization and structure issues.
7. Facilitated the availability of PC and Mac computer systems for reviewers on all Tenure and Promotion Review Committees (TPRCs) across campus, since many dossier submissions included digital files.
8. Supervised Cindy Yamaguchi, Educational Specialist, who assisted faculty with designing, developing, and delivering their online courses.
9. Assisted faculty with designing, developing, and delivering their online courses as well.
10. Attempted to establish a fee waiver for distance learning students from Maui taking classes at UH Hilo who were being charged duplicate student fees due to dual enrollment.
11. Fielded all distance learning-related emails and phone calls from the UH Hilo website.
12. Developed a procedure and phone tree for employees responsible for opening HITS classrooms for local and distance instructors each weekday when not able to do so.
13. Facilitated the posting of all UH Hilo distance learning courses to the system website each term.
14. Represented UH Hilo and served on a committee that was charged by the Council of Chief Academic Officers (COCAO) with the task of looking into duplicate student fees for distance learners and coming up with a suitable system-wide solution/policy.
15. Researched faculty evaluations related to post tenure review.
16. On behalf of the VCAA, researched and composed Sabbatical Reporting Guidelines that were reviewed and approved by the deans and directors. The guidelines were requested by Faculty Congress and reviewed by members.

17. Created the Faculty Sabbatical Reports website, where faculty members approved for sabbaticals over the past three academic years are listed, along with their Departments/Divisions, sabbatical dates, and report due dates. All sabbatical reports received to date have been scanned and linked to this website. The website may be viewed at the following URL:

18. Created the Academic Professional Development website, where professional development programs are listed and explained, including professional development grants, professional development through conference attendance, professional development for distance educators, professional development through faculty sabbaticals, professional development and support for dossier creation, and professional development for new faculty. The website may be viewed at the following URL:

19. Researched policies and procedures for taking students off campus, including meeting with the Environmental Health and Safety Office. Composed a brief statement for the VCAA.

20. Attended bi-weekly team meetings with the VCAA, monthly Dean and Directors meetings, and other meetings as assigned.

21. Attempted to resolve course-availability issues related to distance learning students from Maui enrolled in an undergraduate program at UH Hilo that is no longer a distance learning program.