

**MAUI COMMUNITY COLLEGE**

**FACULTY HANDBOOK**

Published: August 2007

Updated: August 2008

# MAUI COMMUNITY COLLEGE FACULTY HANDBOOK

## TABLE OF CONTENTS

	Page
<b>Welcome from the Chancellor</b>	4
<b>The Community Colleges of the UH System</b>	4
<b>ABOUT MAUI CC</b>	
Maui Community College General Catalog	4
Strategic Plan	5
Mission Statement	5
Vision Statement	5
Commitments and Core Values	5
History, Facts and Figures	6
<b>COMMUNICATIONS</b>	
Campus Mail	7
Electronic Mail	7
News at UH	7
Student Publications	8
Telephones	8
<b>CAMPUS SECURITY</b>	8
Emergency Procedures	9
Academic Situations	9
Student Conduct Situations	9
Harassment, Civil Rights Violations, etc.	9
Hot List of Phone Numbers	10
<b>FACULTY FACTS</b>	
Academic Senate	10
Counseling	11
Students with Disabilities	11
Personnel Information	11
Professional Ethics	12
Syllabi, Student Learning Outcomes, and Assessment	12
New Courses	12
Evaluation	12
Banner Student Information and Registration System	13

## **POLICIES AND INFORMATION**

Class Management Software	13
Duty Period	13
Final Exam Week	14
Absence Due to Illness or Emergency	14
Class Cancellation	14
Classroom Management	14
Smoking Policy	15
Campus Policies	15
Food and Drink in the Classrooms	15
Staff Development	15

## **ACADEMIC SUPPORT**

Library	16
The Learning Center	16
Ka Lama Computer Center	16
Media Center	17
Computing Services	17
Outreach Education Centers	18

## **OTHER SERVICES**

Office of Continuing Education and Training	18
University of Hawai'i Center, Maui	18
Maui CC Bookstore	18
Campus Health Center	18

## **MAUI COMMUNITY COLLEGE FACULTY HANDBOOK**

### **Welcome From the Chancellor**

Aloha and welcome to our college community! I have the privilege of serving as Chancellor of Maui Community College and being one of your colleagues. We're delighted to welcome you aboard.

We have a formidable challenge before us. We are attempting to transform Maui County through higher education and to be part of a process that continues to improve our county community. With your help, we will make a difference for our students and for the community at large.

Our biggest challenge, the one that we believe is the most serious, is to ensure that our students successfully complete their courses, student learning outcomes, and programs. That can only happen with your help, and I am enlisting you to assist us in this effort.

I look forward to working with you and thank you in advance for the tremendous work that you are going to be doing for our students and our community. If you have questions for me, please email me online, [clydes@hawaii.edu](mailto:clydes@hawaii.edu) or call 984-3636. Mahalo.  
Chancellor Clyde M. Sakamoto

### **The Community Colleges of the UH System**

The University of Hawai'i (UH) System consists of three universities, Manoa, Hilo, and West Oahu, and seven community colleges: Honolulu, Kapiolani, Windward, and Leeward on Oahu; Hawai'i on the Big Island; Kauai, and Maui. The community college (CC) web page at [www.hawaii.edu/offices/cc/index.html](http://www.hawaii.edu/offices/cc/index.html) contains information about the community college leadership, including the Vice President for Community Colleges and his staff; the Council of Chancellors; CC Academic and Administrative Affairs; the CC Faculty Senate; and CC Policies. Links are provided with useful information on Accreditation, Administrative Policies, Faculty/staff Resources, and Fast Facts.

### **ABOUT MAUI CC**

#### **Maui Community College General Catalog**

The Maui CC general catalog contains information about the college and its courses, programs, and services. Ask your department chair for a copy or access the catalog online at [www.maui.hawaii.edu](http://www.maui.hawaii.edu). Click on *Prospective Students* to reach the *General Catalog* link.

## Strategic Plan

For an in-depth look at the college's programs and priorities for the future, read the Maui Community College Strategic Plan 2003-2010, available on the Maui CC website at [www.maui.hawaii.edu](http://www.maui.hawaii.edu). Click on *Faculty & Staff* to reach the *Strategic Plan* link. Included in the Strategic Plan are the Maui CC mission and vision statements and the college's core values:

## Mission Statement

Maui Community College is a learning-centered institution that provides affordable, high quality credit and non-credit educational opportunities to a diverse community of lifelong learners.

## Vision Statement

We envision a world-class college that meets current and emerging Maui County education and training needs through innovative, high-quality programs offered in stimulating learning environments. The college mission, goals, and actions will be guided by the Native Hawaiian reverence for ahupua`a, a practice of sustaining and sharing diverse but finite resources for the benefit of all.

## Commitments and Core Values

Overreaching commitments reflect the core values that bind Maui Community College faculty, staff, and students together and contribute to the realization of the college's vision and mission:

**Aloha:** The Hawaiian concept of Aloha encompasses a respect for the history, traditions, and culture of Hawai`i and its indigenous people as well as a compassion and caring for the well-being of all people.

**Collaboration and respect:** Education, training, applied research, and community service are enhanced by a shared use of available resources in an atmosphere of open communication, integrity, and mutual respect.

**Academic freedom and intellectual rigor:** Faculty in all disciplines challenge their students and themselves to expand their knowledge, embrace intellectual challenges, and prepare for the future.

**Institutional integrity and service:** A commitment to knowledge, evidence, ethics, responsibility, and truth guides institutional activities and development. A spirit of service infuses all college activities.

Access, affordability, and excellence: The college is committed to offering open access to programs of the highest quality at an affordable cost.

Active learning and discovery: Learning opportunities that maximize active student engagement and lead to lifelong learning are valued and encouraged.

Diversity, fairness, and equity: The college is committed to ensuring that all populations are represented equitably. Diversity is valued and embraced.

Leveraged technology: Technology is used effectively to enhance instruction and learning and to expand access to educational opportunities through distance education.

Hawaiian Islands advantage: The college is committed to achieving a global advantage by making use of Maui County's unique cultural and geographic attributes.

Innovation and empowerment: The college is committed to a climate of innovation and empowerment, overcoming resource limitations and making continuous improvements in all aspects of its activities.

Accountability and fiscal integrity: Taxpayers, donors, and students who support the college receive maximum value for time and resources invested.

Malama `aina sustainability: The college supports the Hawaiian concept of malama `aina – living in harmony with the land – through conservation, sustainable use, and enhancement of the environment.

### History, Facts, and Figures

Maui Community College serves the educational needs of students on three islands, Maui, Molokai, and Lana`i. The main campus is located in Kahului, Maui. Outreach education centers are located on Maui in Hana, Kihei, and Lahaina and on the islands of Molokai and Lana`i.

The college began in 1931 as a vocational school; in 1958, it became a technical school. In 1965, the school was incorporated into a newly legislated statewide community college system and placed under the jurisdiction of the University of Hawai`i. In 1966, the UH Board of Regents approved a name change to Maui Community College and authorized the college to confer both associate in arts and associate in science degrees. In September 1967, the college offered its first lower division transfer course.

Maui CC employs approximately 300 faculty and staff. The student body represents a wide range of ages, backgrounds, academic preparation, and expectations of higher education. The average Maui CC student is 27.3 years old. Maui CC students are culturally diverse: 31% are Asian and Pacific Islanders; 35% are Hawaiian and Pacific Islanders; 28% are Caucasians; and 16% are from other groups. Thirty-five percent of the students are male and 65% are female. The fall 2007 enrollment included 2,981

credit students, 284 upper and graduate division students, 1,500 non-credit students and clients, and 266 apprentice students. Maui CC provides student housing for students from remote communities within its service area and beyond. In addition to the current 42-bed student housing, Hui Haumana, there is a new 400-bed facility, Kulanaa`o, which opened in Fall 2007. It is located a short walk from the campus in Kahului.

## **COMMUNICATIONS**

### **Campus Mail**

All faculty have a mailbox in the mailroom, located on the bottom floor of the library building on the Kahului campus. Mailboxes for Hana, Lanai, Molokai, and Lahaina faculty are located at each education center. Mail should be checked regularly.

### **Electronic Mail**

Email is a fundamental means of communication. Every member of the Maui CC faculty is required to have a University of Hawai`i account—or UH Username—to access email, class information, web sites, and other important resources.

To obtain a UH username, follow the MyUH link on the Maui CC homepage, [www.maui.hawaii.edu](http://www.maui.hawaii.edu) and select *Get a UH Username*. Complete the form, and your Username will be assigned. If you experience any problems, contact your department chair or secretary.

The same username and password works for each service, so be certain that your password is a strong one that you will remember, and please do not share it with others.

Maui CC uses the University of Hawai`i email server that is located at the Manoa campus on Oahu. You can access your email account using your web browser's mail module or directly via the Internet. This means that you can access your email from your campus office, at home, or while traveling.

Since it is a state resource, email is limited to official business only. For more information on UH email account policies and usage, refer to <http://www.hawaii.edu/infotech/policies/> and <http://www.hawaii.edu/askus/563>.

### **News at UH and MCC**

To keep up on current events in the UH system, view the system-wide bulletin that arrives online each week [www.hawaii.edu/newsatuh/](http://www.hawaii.edu/newsatuh/). The bulletin arrives via *Maui Announcements*, an important email listing that you will need to sign up for. The Maui CC newsletter "The Campus Connection" is also accessible via *Maui Announcements*.

### Student Publications

A student newspaper and literary journal are also published regularly. The newspaper, Ho`oulu, is published several times a semester and is distributed throughout the Kahului campus. A literary journal is published annually.

### Telephones

Campus telephones work through a central switchboard. To get a local outside line from your office, dial 9. To place off-island and mainland calls, you will need to go through the campus operator by dialing 0. To call an office on the Kahului campus directly, the extension number is the last three digits of the 984-3 number. Telephone numbers are all listed in a directory that is updated each semester.

Outside callers can reach you by either calling your individual phone number or calling the central switchboard at 984-3500.

Directions to set up your telephone voice mailbox are included in the telephone directory that is updated and distributed via email each semester.

### **CAMPUS SECURITY**

The college is concerned about the safety and welfare of all campus members and guests and is committed to providing a safe and secure environment. Because no campus is isolated from crime, the college has developed a series of policies and procedures that are designed to ensure that every possible precautionary measure is taken to protect persons on the campus.

In an emergency on the Kahului campus, call campus security at 984-3255; the Maui police department at 911 (or 9-911 from an inside line); the vice chancellor of administrative affairs at 984-3253; or the vice chancellor of student affairs at 984-3268. Emergency telephone kiosks are located along sidewalks around the campus. These systems access the Maui CC campus security and/or the Maui police department.

All faculty who teach in the evening are requested to encourage and periodically remind students to return to their cars in pairs or groups to prevent any incidents. Security is on duty 24 hours to assist with any situations that might arise.

Faculty at the education centers should contact their coordinator for assistance. If you see any suspicious activities on campus, please contact security. We encourage a concept of “campus watch” to minimize vandalism and other problems.



The "short-list" version of how to initially handle difficult situations in the classroom and in other public venues on the Maui CC campus follows. For more detailed information, please contact the appropriate person at the number supplied on page 10.

There are nine emergency telephone towers on campus. When activated, the blue dome light will begin flashing and the phone will automatically dial Campus Security; if no answer, the phone will dial 911.

- A. **Emergency Procedures** – volatile situations that are escalating towards violence, are disrupting the class/location/event, or are affecting the safety and security of the individuals in the room:
- Take charge of the situation in a professionally firm manner.
  - Inform the individual that such behavior will not be tolerated.
  - Call Maui Community College security at extension 255 or 984-3255.
  - If, in your professional opinion, the individual causing the disturbance needs to be escorted off campus, it is your right and responsibility to instruct security to do so. Administration will follow up with a required assessment of the individual, which may result in a Student Conduct Code hearing and/or a campus no trespass notice.
  - If necessary, or if security does not answer or does not respond, call 911.
  - If the situation is a bomb scare, fire, flood, or other type of disaster, follow Maui Community College's Emergency Evaluation Procedures.
- B. **Academic Situations** -- situations where the individual in question is disputing your decision on grades, assignments, exams, projects, or any other academically oriented issue:
- Contact your program coordinator if you have one.
  - If issue still is unresolved, contact your department chair.
  - If the issue is still unresolved, either you or your department chair will contact the vice chancellor of academic affairs (or designee).
  - If you have questions, call the EEO/AA coordinator.
- C. **Student Conduct Situations** -- when a student's behavior is in non-compliance with the Student Conduct Code:
- Contact your program coordinator, if you have one.
  - If issue is still unresolved, contact your department chair.
  - If the issue is still unresolved, either you or your department chair will contact the vice chancellor of student affairs.
  - If you have questions, call the EEO/AA coordinator.
- D. **Harassment**, civil rights violations, hostile environment, violence, evolving situations:
- Contact EEO/AA coordinator.

### **Hot List of Phone Numbers:**

DIAL "9" TO GET AN OUTSIDE LINE

1. Security		x255	984-3255
2. Emergency			9-911
3. Maui CC Health Center		x493	984-3493
4. Nursing and Health Unit		x250	984-3250
5. Chancellor	Clyde Sakamoto	x636	984-3636
6. Vice Chancellor of Academic Affairs	Suzette Robinson	x213	984-3213
• Interim Assistant Dean of Instruction	Pat Adams	x376	984-3376
• Faculty Coordinator	Diane Meyer	x289	984-3289
7. Instructional Department Chairs			
• Allied Health	Nancy Johnson	x250	984-3250
• Business and Hospitality	Cyrilla Pascual	x344	984-3344
• English	Eric Engh	x633	984-3633
• Humanities	Robert Wehrman	x303	984-3303
• Social Science	Kathryn Fletcher	x274	984-3274
• Science, Technology, and Math	Bruce Butler	x282	984-3282
• CTE/Voc Tech	Cynthia Foreman	x235	984-3235
8. Vice Chancellor of Student Services	Alvin Tagomori	x268	984-3268
• Registrar	Steve Kameda	x517	984-3517
• Counselors (Academic)		x306	984-3306
• Financial Aid Officer	Cathy Bio	x519	984-3519
9. Vice Chancellor of Admin Services	David Tamanaha	x253	984-3253
• Personnel Officer	Debbi Brown	x204	984-3204
• Fiscal Officer (Business Office)	Cindy Yamamoto	x288	984-3288
• Operations & Maintenance	Robert Burton	x245	984-3245
10. UH Center Maui Director	Karen Muraoka	x527	984-3527
11. OCET Director	Lori Govaars	x231	984-3231
12. Media Center Coordinator	Mike Albert	x620	984-3620
• Computing Services Director	Mike Albert	x283	984-3283
• Software Problems	Melody Bohn	x283	984-3283
• Hardware Problems	Arthur Agdeppa	x283	984-3283
13. EEO/AA Coordinator	Robyn Klein	X345	984-3345
			(c) 281-3332

### **FACULTY FACTS**

#### Academic Senate

By charter with the UH Board of Regents, the Academic Senate plays an active part in the college governance. All faculty are welcome to participate in monthly academic senate meetings and serve on committees. The Academic Senate meets regularly the second Friday of each month at 1:30 pm in Ka`a`ike 105. Check e-mail for senate

meeting notices, agendas, and minutes of meetings. The Academic Senate chairperson is Michelle Katsutani. Senate committees include curriculum, procedures, hearing, student affairs, planning and budget, elections, writing intensive, and various ad hoc committees. The Senate can be accessed online at [www.maui.hawaii.edu](http://www.maui.hawaii.edu). Click on *Faculty and Staff*, and then on *Academic Senate*.

### Counseling

The college offers counseling services throughout the academic year and summer months. A comprehensive program of individual and group counseling is provided to enable each student to develop to his or her fullest potential while realizing educational and career goals. To visit the counseling website at [www.maui.hawaii.edu](http://www.maui.hawaii.edu), click on *Current Students* and then on *Campus Services*. The telephone number is 984-3306.

### Students with Disabilities

The college has a disabilities coordinator/counselor to help students with documented physical, sensory, systemic, cognitive, learning, and psychiatric disabilities. This counselor is also available to help faculty work with students who have these challenges. Faculty need to include one of the following statements in their class syllabi:

- 1) If you have a disability and have not voluntarily disclosed the nature of your disability and the support you need, you are invited to contact Lisa Deneen, disabilities coordinator, at 984-3227 or Telecommunication Device for the Deaf (TDD) 984-3325 or the Text Telephone (TT) replay service at 643-8833.
- 2) Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning, and psychiatric disabilities. If you believe you have a disability requiring accommodations, please notify Lisa Deneen, disabilities coordinator, at 984-3227 or Telecommunication Device for the Deaf (TDD) 984-3325 or the Text Telephone (TT) replay service at 643-8833. The disabilities coordinator will verify your disability and provide the course instructor with recommendations for appropriate accommodations.

### Personnel Information

When you are hired as a new faculty or lecturer, you will need to complete a packet of personnel papers in a timely manner. Your department secretary can help you with this. Timing is important because you will not be put on the payroll until all your paperwork is completed. Generally, if all paperwork is submitted correctly, your first paycheck will arrive in six weeks. If you are in need of a loan to tide you over until your check arrives, you may contact the UH Foundation office at 984-3261.

## Professional Ethics

Academic integrity is essential to the meaning and mission of the community college system. Although no set rules or professional statements can either guarantee or take the place of a faculty member's integrity, the community colleges believe that the adoption of the American Association of University Professors Statement on Professional Ethics clearly states the commitment of the community college faculty. The policy was formally adopted in 1989 by the UH Community College System. The policy can be accessed online at:

[http://www.hawaii.edu/offices/cc/docs/policies/UHCCP\\_5.211\\_Statement\\_on\\_Professional\\_Ethics.pdf](http://www.hawaii.edu/offices/cc/docs/policies/UHCCP_5.211_Statement_on_Professional_Ethics.pdf).

## Syllabi, Student Learning Outcomes, and Assessment

Every course you teach at the college must have a syllabus that describes in detail the student learning outcomes (SLO's) for the class. These SLO's make it clear to your students exactly what it is that they will learn in each of your classes. Hand in hand with student learning outcomes is assessment. Your assessment practices should be designed to ensure that you as a teacher know that your students did, in fact, acquire the SLO's for the class. Course outlines containing the SLO's for many of the classes you will teach are at [www.maui.hawaii.edu](http://www.maui.hawaii.edu). Click on *Faculty and Staff* and then *Curriculum Committee*. Hard copies of course outlines are located in the office of the vice chancellor of academic affairs, Pilina 201.

Also included on the course syllabus are grading criteria, attendance policy, attendance on late work and make-ups, field trips, assignments, assessment schedule, and disabilities statement. Syllabi should be available to students on the first day the class meets, or if an online class, at the beginning of the semester. Some faculty ask students to read the class syllabus and sign an acknowledgment that they will abide by its terms and deadlines. Department chairs or secretaries have sample syllabi for review. Each time a syllabus is changed or updated, a copy should be given to the department chair.

## New Courses

If you wish to propose a new course, see your department chair or department curriculum representative for assistance. A very structured procedure must be followed. Each department has a representative on the curriculum committee with whom you can consult.

## Evaluation

All campus faculty and staff participate in some form of evaluation, according to the duties and responsibilities outlined by their contracts with the UH Board of Regents. Staff members are evaluated by their department heads. Faculty and lecturers are evaluated through their respective departments and follow a system of evaluation as prescribed by the UH Board of Regents and the UH Professional Assembly (UHPA).

Faculty normally participate in four levels of evaluation: self, student, peer, and administrative. Student evaluations are strongly recommended as a tool to improve instruction. They are also required for tenure, promotion, contract renewals, and staff development purposes.

Questions concerning evaluation should be discussed in detail with your department chair. Throughout the year, informational and procedural workshops will be held concerning all levels and types of evaluation. Your department secretary will have student evaluation forms you can use in your classroom. Evaluations should be conducted when the majority of the students are available to complete them.

Guidelines on student evaluations and peer evaluations can be found on the college homepage at [www.maui.hawaii.edu](http://www.maui.hawaii.edu). Click on *Faculty and Staff*, and then on *Policies and Procedures*.

### Banner Student Information and Registration System

The Banner program is used by the UH system to maintain student records, facilitate scheduling and registration for classes, secure class rosters, and enter grades. All class information is maintained using the UH system's Banner database. Each faculty member is responsible for accessing Banner to get his or her initial class roster, review the roster for active students, and submit semester grades. Banner can be accessed from the *MyUH* link; your UH username and password are required for access. For assistance, contact your department chair. Training is held for new faculty and lecturers at the beginning of each semester.

## **POLICIES AND INFORMATION**

### Class Management Software (CMS)

Many members of the Maui CC faculty use class management software for their classes, both local and distance. These software packages allow class-specific modules for examinations, assignments, discussions, and many other functions.

The current UH-supported CMS package is Laulima (Sakai). Contact your department chair for more information. A part-time instructional designer is located in the Media Center and can be reached at x.624.

### Duty Period

Faculty are on duty from approximately August 14 until May 14 (dates may vary slightly due to calendar changes). Teachers' primary responsibilities during that time include conducting assigned classes, attending campus meetings, and performing committee work.

One office hour per week must be held for each class taught. The hour should be scheduled at a time when most students in the class are available, and the teacher should be consistently present during that time. Each semester, faculty members must post current class schedules and office hours on their office doors during the first week of school.

### Final Exam Week

The last week of each semester is final exam week. The week begins with a reading day that allows students to prepare for the final assessment. Final exam schedules appear in the general catalog and in the schedule of classes. Finals are to be given on the days and times scheduled, not before. They may consist of written tests, projects, presentations, or other forms of student learning outcome assessment.

### Absence Due to Illness or Emergency

If you are unable to meet a class or office hours you should do the following in this order:

1. Call your department secretary and inform her.
2. If no one answers, call the vice chancellor of academic affairs secretary (984-3234).
3. If no one answers, call your department chair.
4. Calls should be made until you reach someone to talk to. Do not just leave a voice mail message.

The secretary posts notices on classroom doors and, if names and numbers are available, calls students. The secretary also calls the absent teacher's phone and leaves a message reminding him or her upon return to work to go to [www.hawaii.edu/ohr/docs/forms/form1.htm](http://www.hawaii.edu/ohr/docs/forms/form1.htm), fill out the sick leave form, and submit it to the department chair for his or her signature. Secretaries also have forms available in their offices. Lecturers do not have paid sick leave but are expected to follow this procedure as well. Check with your department chair for clarification.

### Class Cancellation

In the case of an emergency, such as heavy rain, faculty should not cancel classes without first conferring with their department chairs, who in turn confer with the vice chancellor or other administrator. Whenever possible, students must be notified in advance of any class cancellation.

### Classroom Management

As the teacher, you have control of your classroom. If emergencies arise and you need assistance, depending on the situation, please follow the procedures outline on page 9 of this document.

## Smoking Policy

Smoking is prohibited on campus except in designated smoking areas, in accordance with the state No Smoking Acts, Act 108, SLH 1976 and 245, SLH 1987 and University policy. Effective January 2003, in an effort to improve the working and learning environment and protect faculty, staff, students, and visitors from secondhand smoke exposure while on UH campuses, the UH system implemented a new Tobacco Products Policy Areas where smoking is prohibited:

(1) in all interior space owned, leased, or rented by the University; (2) in building courtyards, breeze-ways, and terraces; on exterior stairways and access ramps; and on outdoor patios, terraces and lanais; (3) within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air conditioned; (4) in any area that has been designated by the person having control of the area as a nonsmoking area and marked with a “no smoking” sign. Additional details can be accessed at <http://www.hawaii.edu/smokingpolicy>.

## Campus Policies

The Maui CC general catalog contains policy statements on such matters as EEO/AA, alcohol use on campus, sexual harassment, field trips, utilization of classrooms and facilities for non-instructional purposes, and a number of other items. Other policy statements in the catalog cover academic matters, such as credit by exam, academic grievance procedures, grading, and privacy rights for students. Before negotiating contracts with your students, please review these regulations as well as the policy statements that provide the basis for college operations.

## Food and Drink in Classrooms

Food and drink should not be brought into the classrooms; the cumulative effect leads to sanitation problems. We are fortunate to have a very conscientious custodial staff; your full cooperation in maintaining a neat learning environment will be greatly appreciated.

## Staff Development

Funding for staff development activities, including travel to workshops, seminars, and conferences, is managed by the staff development committee. Each unit of the college has a representative on this committee. Staff development travel, with or without college funds, requires prior approval. Staff Development information can be accessed online at <http://www2.hawaii.edu/%7Emauifsd/>.

## ACADEMIC SUPPORT

### Library

The Library is undergoing extensive renovations and is closed for the Fall 08 and part of Spring 09 semesters. During this time library services are available at two places on campus:

- Library Business Office -- in The Learning Center -- library circulation services. Pick up interlibrary loans, pay fines and fees, and return items.
- Library Research and Instruction Office -- the Ka Lama building, room 106 -- library instructional and research services. Request assistance and instruction in accessing databases & reference/research sources as well as scheduling library instruction sessions customized for your courses.

Staff are available at both sites and can be reached via email or by phone. The online UH/MCC public access catalog, databases for library research, inter-library loans and renewals, can be accessed online on campus or remotely through the library's home page. While Maui CC students/faculty have borrowing privileges at all the UH system libraries, they are not permitted to use other UH system libraries' online databases. Visit the library's homepage at [www.maui.hawaii.edu/library](http://www.maui.hawaii.edu/library) for information and access to the many services.

### The Learning Center

The Learning Center (TLC) is an academic support facility offering a wide variety of services, including testing, tutoring, study skills information, and computing services. Testing services include English and math placement tests that are offered on a walk-in basis throughout the year. Arrangements for students to take make-up tests and tests for distance education courses can also be made at The Learning Center. Tutorial support includes professional and peer assistance in reading, writing, math, study skills, foreign languages, and other subject areas. A computer lab is also available for student or faculty use. Visit the website at [www.maui.hawaii.edu/tlc](http://www.maui.hawaii.edu/tlc) or call 984-3240.

### Ka Lama Computer Center

The Ka Lama Computer Center is a supervised study area where students use computers and business machines to complete their classroom assignments. Personal assistance in the use of computer applications is available at all times in the center. Also offered is assistance in accessing the student support websites for registration, email, and employment. Visit the website at [www.maui.hawaii.edu/buslab](http://www.maui.hawaii.edu/buslab) or call 984-3358.



## Media Center

The media center is located in the Ka`a`ike building. Upstairs, in rooms 203/205, duplication, color printing, desktop publishing, laminating, and limited graphic arts services are offered. Individual PC and Mac workstations featuring common software applications are also available there. Most of these services are self-service, though staff is available if assistance is needed.

In the interactive classrooms on the bottom floor of Ka`a`ike, the media center hosts a variety of teleconferencing services, including cable, video over IP, and satellite downlink services. Seven distance education classrooms allow instructors to broadcast two-way synchronous courses to Maui CC's five outreach education centers. Video over IP services allows teleconferences worldwide via the Internet. Ka`a`ike is also home to MCC-TV, the college's 24-hour educational television network.

A wide array of audiovisual equipment is available for faculty use, including monitors, video projectors, DVD players, VHS players, slide projectors, and overhead projectors. Media workstations, including a PC, ELMO visual presenter, and a monitor or video projector, are also available in designated classrooms throughout the campus.

For more information and to access media services, please visit the website at [www.maui.hawaii.edu](http://www.maui.hawaii.edu) and click on *Current Students* for a dropdown menu. From there, click on *Campus Services* to find *The Media Center*. The phone number is 984-3261.

## Computing Services

The computing services department, also located in the Ka`a`ike building, provides technical support for individual on-site computers and maintains the network infrastructure for the entire college. This includes the installation and support of any hardware and software necessary to maintain the college's computing infrastructure, including network and central servers for fiber, Ethernet, and wireless communications devices.

Computing services is also responsible for configuring, maintaining, and repairing network and server equipment, including maintenance and operations of the college website. The staff provides expert advice, training, service, and assistance for a wide variety of computing needs, including the purchasing of departmental and campus unit computers, software, and peripherals, and the maintenance and repair of college-wide computing equipment and peripherals.

For more information and to access computing services, please visit the website at [www.maui.hawaii.edu](http://www.maui.hawaii.edu) and click on *Current Students* for a dropdown menu. From there, click on *Campus Services* to find *Computing Services*. The phone number is 984-3283.

## Outreach Education Centers

The college serves students through a variety of both on-site and distance classes at outreach education centers located on the islands of Lana'i and Molokai and on Maui at Hana, Kihei, and Lahaina. To learn more about these outreach centers, visit [www.maui.hawaii.edu/learning/outreach.html](http://www.maui.hawaii.edu/learning/outreach.html).

## **OTHER SERVICES**

### Office of Continuing Education and Training

The mission of the Office of Continuing Education and Training (OCET) is to promote lifelong learning for all Maui County residents. A variety of non-credit classes and programs are available in the arts, health and fitness, culture, computer technology, business, commercial driver's licensing, trades, and apprenticeship. Students are also served globally by the Maui Language Institute. OCET's VITEC division also customizes training programs to meet the specific needs of the business community. Classes are offered in Kahului, Lahaina, and at various other sites in Maui County. OCET's strategy is to focus on quality programs, innovation, and relevance. Visit the website at [www.ocet.org](http://www.ocet.org) or call 984-3231.

### University of Hawai'i Center, Maui

This center delivers bachelor and master's programs and professional certificates to Maui County from the UH colleges at Manoa, West Oahu, and Hilo. Classes are taught at the Kahului campus or through distance technology, including the Internet and videoconferencing, giving students who live and work in Maui County access to advanced degrees. Visit the website at [www.umaiui.net](http://www.umaiui.net) or call 984-3525.

### Maui CC Bookstore

The Maui CC bookstore, located in the Pilina building on the Kahului campus, provides students with textbooks, workbooks, and other required supplies. A variety of other items are also available, including chef and nursing uniforms, art supplies, UH system catalogs, UH and Maui CC logo souvenirs and clothing, and other sundry items. Visit the website at [www.bookstore.hawaii.edu](http://www.bookstore.hawaii.edu) or call 984-3248.

### Campus Health Center

This campus health center, also located on the Kahului campus, provides affordable and accessible health care to Maui CC students, faculty, and staff. A variety of adult vaccinations, TB testing, diagnosis and treatment for minor illnesses, and family planning services are available. For more information about the health center, visit the website at [www.maui.hawaii.edu](http://www.maui.hawaii.edu) and click on *Current Students* and choose *Campus Services*. The phone number is 984-3493.