

Kapi'olani Community College
Faculty Senate Action Request - #1516006

Did you request action from a union representative?	If YES, please contact your department or campus union representative.
Is this a personal matter?	If YES, please consider discussing the matter with your supervisor or union representative.
Have you filed a grievance/lawsuit over this matter?	If YES, please allow the grievance process to be completed before the matter is brought to Faculty Senate.
Timestamp in Google Doc:	12/7/2015 13:32:39
Submitted By:	Jeff Zuckernick
UH User Name:	zuckerni
Academic Unit:	EMS
Did you request action from a department head or administrator?	
Is this a departmental matter?	No
Is this a college wide matter?	Yes
Is this a system wide matter?	No
Does this matter align with the responsibilities of a Faculty Senate Committee? If YES, which one?	Assessment & SLOs, Budget, Elections
Does this matter align with the College's Strategic Plan? If YES, which one?	Yes – see below
Does this matter align with the UH System Strategic Directions? If YES, which one?	Yes – see below
Is there a relevant deadline for action by the Senate? If you answered YES, please indicate the deadline date:	
Please describe the action requested:	Currently, there is no centralized point to keep track of all important dates/deadlines that affect Department Heads, Program Directors, Deans ... in discharge of their responsibilities. And we have a number of important deadlines - and often these deadlines are modified which creates some conflict due to not knowing what the most current deadline is. These deadlines include routine enrollment activities..., however, also include, the numerous budget deadlines, program review deadlines, important campus wide events, and so on....
Proposed Recommendation:	To encourage Administration in creating a campus wide electronic calendar for those affected so that all important dates are housed in one location. Perhaps dates can be submitted to the Chancellors office who will designate an individual(s)/department who will have the writing privileges. This calendar can be housed on 'Ohana and could include the ability to be uploaded into each persons individual calendar. Since I am not a tech savvy person - details should belong to that individual..
Other:	An email was sent to all Department Chairs asking to opt out of this "collective" action request. Therefore, since no request was

	received to opt out - this action request is made on behalf of all Department Chairpersons!
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Faculty Senate Use Only	
Action Taken:	Date:
Outcome:	Date: