INTRODUCTION
This office provides executive leadership in collaboratively setting forth the system wide academic vision and goals for the University of Hawai‘i.

MAJOR FUNCTIONS
- Advises the President and University executives on academic matters.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Oversees a council of campus chief academic officers.
- Develops and implements system wide tuition policies and procedures.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawai‘i.
- Translates plans into phased implementation strategies and timelines.
- Develops effective and innovative academic strategies, e.g. articulation, to meet the identified needs of the University and its students.
- Promotes, encourages, and develops new instructional and major research efforts.
- Evaluates University academic programs for appropriateness, consistency, and effectiveness.
- Serves as academic liaison with State and federal academic educational boards and system wide University offices.
- In consultation with campus academic and student affairs offices, initiates and develops policies and procedures that require coordination among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships, and tuition differentials.
- Coordinates system wide student assessment, research and surveys with Institutional Research Office.

PLANNING AND POLICY
- Manages University-wide institutional long range planning efforts and provides planning support.
- Coordinates policy development/analysis and institutional assessment.
- Provides institutional research services and manages selected student assessment and service programs and information systems.

June 21, 2005
• Oversees system wide distance learning education planning, policies, procedures, and coordination.

INTERNATIONAL EDUCATION

• Oversees system wide international education planning, policies, procedures and coordination (International Education Programs and Exchange, Visiting Scholars and International Faculty Services, and International Partnerships and Entrepreneurship).

ACADEMIC PLANNING AND POLICY AND STUDENT AFFAIRS COLLABORATION

The Office of the UH System Vice President for Academic Planning and Policy and the Office of the UH System Vice President for Student Affairs will work closely and collaboratively in matters related to enrollment management, admissions, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials. In general, the Vice President for Academic Planning and Policy will have jurisdiction and leadership for the initiation and development of policies related to these areas, while the Vice President for Student Affairs will have jurisdiction and leadership for coordinating among campuses the implementation of system wide student affairs policies.

June 21, 2005
MAJOR FUNCTIONS

Reports to the University of Hawai‘i System Vice President for Academic Planning and Policy and provides executive leadership with responsibility for:

- Managing University-wide institutional long range planning efforts and providing planning support;
- Coordinating policy development/analysis and institutional assessment; and
- Providing institutional research services and managing selected student assessment and service programs and information systems.

Supports the work of the Office of the Vice President for Academic Planning and Policy, the Office of the President, and other senior administrative officers through provision of timely and accurate information for planning and management purposes and plays a major role in supporting Board information and policy needs.

Serves as a lead senior executive responsible for developing and updating system-wide academic affairs policies and related matters and as chief provider of executive management information and analyses.

PLANNING AND ACADEMIC AFFAIRS SUPPORT

- System-wide institutional planning, including planning assumptions, mission statement updates, and long-range planning documents.
- System-wide executive staff support for academic affairs through the Council of Chief Academic Officers (CCAO) (e.g., new program proposals, academic policies that affect all campuses, faculty and student policy issues affecting all campuses).
- Liaison with state and county planning efforts.
- University Board and Executive planning policies.
- System liaison with All Campus Council of Faculty Senate Chairs (ACCFSC).
- System-wide articulation and transfer.
- System-wide distance learning.
- Policy and plan monitoring and reports to the Board.
- Liaison with regional and national higher education organizations.

System-wide Planning and Academic Support

- Formulates mission and planning documents, policy statements, recommendations for action, and guidelines for implementation.
- Serves as a resource person to campuses, provides training guidance on planning to University personnel; provides planning policy interpretation and guidance, monitors system-wide planning initiatives, and through the provision of updating planning documents assists the effort to link the planning and budgeting processes and facilitate priority-setting at system and campus levels.
- Provides support for program development and evaluation at the campus level, such as unit and sub-unit plans; ensures that campus program proposals are consistent with University guidelines; works with CCAO to review and recommend action on new program proposals; reviews established programs requiring Board approval; and prepares required reports to the Board of Regents.
- Researches and consults with University-wide constituents on emerging issues in higher education at the national, state, and local levels; assists with the identification, analysis,
and development of responses to planning and policy issues facing the University; prepares background and issue papers; conducts research and institutional comparisons; and prepares studies, reports, and briefing papers.

- Serves as the administration's liaison with the All Campus Council of Faculty Senate Chairs and related academic affairs system-wide committees; provides coordination and support for system-wide academic initiatives.
- Serves as liaison, with other state agencies to ensure that University plans are consistent with state priorities; and provides support for the monitoring, reporting, and revision processes associated with state and county planning efforts.
- Prepares responses to international, national, and local inquiries and ad hoc requests to the Board of Regents, State Postsecondary Education Commission, and the President of the University of Hawaii on University and state educational policies and practices.
- Provides leadership and support for system-wide course articulation and student transfer policy and procedures, including policy and procedure development and staffing articulation committees. Manages other major system-wide projects for academic improvements, including drafting Board and executive academic policies.
- Performs analysis and development of system-wide policies that impact distance learning.
- Gathers system-wide data and prepares system-wide reports or distance learning as required.
- Provides research, analytical, and staff support for system-wide distance learning initiatives.
- Prepares legislative reports, studies, and testimony.

INSTITUTIONAL ASSESSMENT AND POLICY OFFICE

- System-wide institutional assessment and accountability requirements, including student surveys and UI benchmarks/institutional effectiveness reports.
- Analysis, development, update, and interpretation of UI Executive and Board policies; monitors policy and prepares reports for executives.
- Update and maintenance of data element definitions and master codes for system-wide student-related information systems.
- Coordination of the participation of UI campuses in major national assessment and data exchange programs.
- System-wide support, infrastructure, and expertise for executive presentations to the BOR and groups internal and external to UI, including the state legislature and general public.
- Budget, personnel, and administrative support for the Office of Planning & Policy.
- Planning support to the Associate Vice President for Planning and Policy and other senior executives by providing data, analyses, evaluations, and reports.

Institutional Assessment, Accountability, and Policy

- Serves as the University-wide source of expertise and chief spokesperson on issues relating to institutional assessment and accountability.
- Coordinates the development and maintenance of University-wide benchmarks/institutional effectiveness indicators, and prepares required institutional reports.
- Oversees assessment programs, such as those for exiting undergraduate students and alumni, and supports campus assessment programs.
- Handles state and University assessment and accountability reporting requirements for the Office of Planning and Policy.
- Assists senior executives with the formulation of Board and executive policies across the full array of University activities.
- Monitors, evaluates, and handles policy interpretation and guidance across University campuses; and provides management information for University-wide planning, policy analysis, research, and information sharing.
- Administers and coordinates updates to and accuracy of data element definitions and master codes for system-wide student-related information systems.
- Administers student- and assessment-related budget for the Office of Planning and Policy.

NOV 18 2004
INSTITUTIONAL RESEARCH OFFICE

- Manage, modify the Operational Data Store (ODS)
- Data management, ODS
- Develop, maintain student data warehouse and management information system (SIMSV2)
- Data administration.
- Systemized series of MAPS reports.
- Data analyses support for administrators.
- Mānoa & Hilo Student Tracking Systems
- Ad hoc requests and special studies.
- Financial planning model.
- Special reports and studies.
- Coordinate and respond to selected surveys sent to the University
- IPEDS coordination for the University
- Coordinate applicable federal mandates
- Develop a student data warehouse capability.
- Training (data warehouse, IPEDS, etc)

Information Services

- Designs systematic reports, develops formats, defines terms, and summarizes and analyzes data to be distributed to University administrators and campus personnel as part of Management and Planning Support Studies (MAPS), and other special studies.
- Researches key changes in programs, course offerings, and other required information, and updates master code and lookup tables used in the generation of system-wide reports from data housed in administrative databases.
- Develops and coordinates online database structures and warehouses, including system design, systematic data, definition, installation, and training, e.g., the ODS and the Student Information Management System v.2 (SIMSV2), the University's student data warehouse and management information reporting system.
- Designs and develops automated reports or new administrative computer systems by using the latest computer technology (including the World Wide Web); and works with the Information Technology Services Office to streamline data retrieval, access, and reporting.

Administers system-wide data administration.

- Develops, administers, coordinates, and monitors data management information on a system-wide basis for ODS and SIMSV2. Administers and manages ODS and SIMSV2 master code and data element definitions to ensure data integrity and consistency.
- Coordinates, monitors, and responds to information needs as required by University administrators, planners, staff, and external agencies, such as other state departments and federal agencies; requirements include IPEDS, Student Right-to-Know, requests from the private sector, and special legislative requests.
- Researches the latest in computer hardware/software technology and their capability to increase productivity of institutional researchers; acquires, installs, and trains the staff in the use of updated equipment and/or software.
- Coordinates and conducts workshops, training sessions, and committees to facilitate the dissemination of information and information analysis to UH administrators and campus/program directors and their staffs as part of the University's overall management program.
- Develops, coordinates and maintains a Local Area Network (LAN) for the Office of Planning and Policy to facilitate and enhance organizational data sharing/exchange requirements.

NCV 18 2004
Analytical Services

- Provides system-wide direction for institutional research.
- Researches and prepares analyses supported by charts and graphs for management and planning support reports, assessment reports, and special reports as required.
- Researches, identifies and defines key data elements required for University-wide data use and analysis; develops policies and procedures required to systemize data across campuses; and disseminates information on definitions, scope, and use of these data elements.
- Develops and utilizes analytical techniques to support the University's institutional and campus-level planning process, including simulated models, enrollment projection models, quantitative unit activity and resources indicators analyses; workload measures; program efficiency measures; quantitative program review indicators; historical enrollment patterns; institutional comparisons; and student progress and outcomes analyses.
- Researches system-wide indicators and develops analytical data and studies on the factors affecting University programs, and researches and summarizes the external benefits directly or indirectly attributable to University programs.
- Provides analytical support, training, and consultation to campuses in academic and financial planning and analysis and the utilization of analytical techniques and systems.
- Provides technical support and consultation in the training and dissemination of computer model and statistical techniques as required for operations and strategic planning.
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY
OFFICE OF INTERNATIONAL EDUCATION

FUNCTIONAL STATEMENT

The Office of International Education is responsible for providing leadership for facilitating and coordinating international education system wide in order to accomplish Goal 3 of the newly adopted University of Hawai‘i strategic plan. The goal aims to "transform the international profile of the University of Hawai‘i system as a distinguished resource in Hawaiian, Asian-Pacific affairs, positioning it as one of the world’s foremost multicultural centers for global and indigenous studies."

Integral to meeting this goal is:

- Establishing and implementing system wide policies and procedures to ensure effective coordination of international student recruitment, marketing, admissions, immigration, study abroad, exchanges, academic and co-curricular support, visiting international delegations and scholar services.

- Integrating teaching, learning, curricular development, research and service to enable the University to become a model multicultural center and international education resource.

- Maintaining and developing contact with key international agencies, alumni, funding agencies and partner institutions in order to extend the University of Hawai‘i’s profile globally.

The following three major areas of international education initially to be included in this office include:

International Education Programs and Exchange

Provides students on a system wide basis with a wide range of education abroad opportunities to engage in study, research, service or internships by identifying appropriate international partners.

Facilitates global networking and intercultural exchanges involving students, faculty, visiting scholars, administrative staff through institutional linkages, partnerships and consortia arrangements.

Enables faculty and students to engage in multi-disciplinary international projects and programs.

Provides faculty with opportunities to be international and comparative in their teaching and research.

Maintains relations with funding agencies and foundations that enable UH faculty expertise to be utilized in technical assistance or international training projects.

Visiting Scholars and International Faculty Services

Liaises with hosting academic unit to coordinate appointments of all UH-sponsored visiting scholars and international faculty.

Provides monthly orientation to incoming scholars as well as on-going scholar services including immigration and personal counseling.

NOV 18 2004
Provides on-going staff training to UH units in order to meet all federal requirements for bringing visiting scholars and international faculty to UH campuses.

Coordinates scholar immigration matters and serves as the University's primary point of contact for the U.S. Department of State and Immigration and Naturalization Services in implementation of federally-mandated electronic tracking systems.

**International Partnerships and Entrepreneurship**

Facilitates business development opportunities for research and training partnerships, including international capacity building contracts, enhancing the University's external revenues.

Facilitates private-public partnerships with businesses and local, state, federal agencies and international governments in order to advance the University's role in international training and economic development.

Identifies and develops, in cooperation with the University of Hawai'i Foundation, international donor prospects.

Works with the Office of External Affairs and University Relations to facilitate communications and marketing for international education and special projects in support of individual campus missions.

Coordinates special projects in conjunction with individual campus initiatives, focusing on the University's international business and resource development efforts.

**NOV 18 2004**
ACADEMIC AFFAIRS

This office is responsible for providing leadership in internal operational policy-making that has impact on the development and implementation of academic objectives and goals for the community colleges.

Develops a strong planning base derived from the University Strategic Plan and Master Plan, and an understanding of campus missions as articulated in the Campus Academic Development Plans.

Provides coordination and leadership in academic affairs in the areas of educational programs, intercampus and interagency relations, and special needs programs.

Provides assistance to colleges in their pursuit of their educational goals including: academic planning, program development, and institutional assessment.

Develops curriculum and programs to fulfill community education and vocational education needs.

Negotiates or participates in negotiating training contracts with agencies.

Works with senior systemwide and campus administrators, Board of Regents (BCR) and its committees, Legislative committees and their staffs and with City, State and Federal agencies and community groups.

Assists campuses in program, curriculum, and course development in fulfilling agencies' training needs.

Academic Support Services

Coordinates curriculum and program development through drafting academic policies and reviewing program proposals.

Coordinates and facilitates inter-campus and intra-campus program articulation.

Provides support for academic program management by reviewing program and degree proposals, assessing budget requests, and advising on academic personnel requests.

Undertakes research on selected academic program development issues.

Coordinates the development of federally funded vocational educational activities and programs, and monitors their implementation.

Coordinates with the campuses, educational curriculum and academic programs by responding to community needs.

SUPERSEDED

Date: Jun 21, 2005

Nov 18, 2004
Academic Planning, Assessment and Policy Analysis

Coordinates the development of the academic program planning process.

Facilitates the completion of selected planning and evaluation activities including: the State Higher Educational Functional Plan, strategic development plans, campus academic development plans, accreditation self-studies, and program reviews.

Prepares selected reports to facilitate the management of academic programs.

Supports program planning and evaluation by developing and maintaining an academic program database.

Conducts selected policy analysis studies.

Student Affairs

Develops and prepares community college policy regarding student services.

Conducts analyses of student affairs policies and procedures to ensure programmatic consistency among campuses. Recommends resolution to identified problematic areas.

Serves as expert in interpreting and applying community college policies and procedures in exceptional or unique student affair cases.

NOV 18 2004

SUPERSEDED
Date JUN 21 2005
INTRODUCTION

This office provides executive leadership in collaboratively setting forth the system wide academic vision and goals for the University of Hawai‘i.

MAJOR FUNCTIONS

- Advises the President and University executives on academic matters.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Oversees a council of campus chief academic officers.
- Develops and implements system wide tuition policies and procedures.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawai‘i.
- Translates plans into phased implementation strategies and time lines.
- Develops effective and innovative academic strategies to meet the identified needs of the University and its students.
- Promotes, encourages, and develops new instructional and major research efforts.
- Evaluates University academic programs for appropriateness, consistency, and effectiveness.
- Serves as academic liaison with State and federal academic educational boards and system wide University offices.
- In consultation with campus academic and student affairs offices, initiates and develops policies and procedures that require coordination among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships, and tuition differentials.
- Coordinates system wide student assessment, research and surveys with Institutional Research Office.

COMMUNITY COLLEGES ACADEMIC AFFAIRS

- Oversees system wide community college academic affairs planning, policies, procedures, and coordination that impact the development and implementation of academic objectives and goals for the community colleges.

SUPERSEDED
Date: JUN 21 2005

NOV 18 2004
PLANNING AND POLICY

- Manages University-wide institutional long range planning efforts and provides planning support.
- Coordinates policy development/analysis and institutional assessment.
- Provides institutional research services and manages selected student assessment and service programs and information systems.
- Oversees system wide distance learning education planning, policies, procedures, and coordination.

INTERNATIONAL EDUCATION

- Oversees system wide international education planning, policies, procedures and coordination (International Education Programs and Exchange, Visiting Scholars and International Faculty Services, and International Partnerships and Entrepreneurship).

ACADEMIC PLANNING AND POLICY AND STUDENT AFFAIRS COLLABORATION

The Office of the UH System Vice President for Academic Planning and Policy and the Office of the UH System Vice President for Student Affairs will work closely and collaboratively in matters related to enrollment management, admissions, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials. In general, the Vice President for Academic Planning and Policy will have jurisdiction and leadership for the initiation and development of policies related to these areas, while the Vice President for Student Affairs will have jurisdiction and leadership for coordinating among campuses the implementation of system wide student affairs policies.

NOV 18 2004

SUPERSEDED

Date JUN 21 2005
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

FUNCTIONAL STATEMENT

This office provides executive leadership in collaboratively setting forth the systemwide academic vision and goals for the University of Hawai'i and oversees the University's distance learning program.

- Advises the President and University executives on academic matters.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Oversees a council of campus chief academic officers.
- Coordinates systemwide student policies.
- Develops and implements systemwide tuition policies and procedures.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawai'i.
- Translates plans into phased implementation strategies and timelines.
- Develops effective and innovative academic strategies to meet the identified needs of the University and its students.
- Promotes, encourages, and develops new instructional and major research efforts.
- Evaluates University academic programs for appropriateness, consistency, and effectiveness.
- Serves as academic liaison with State and federal academic educational boards and systemwide University offices.

DISTANCE LEARNING

- Oversees systemwide distance learning education planning, policies, procedures, and coordination.
- Works with unit and system offices and committees to provide systemwide coordination of policy and planning support for distance learning programs and activities including: coordinating master scheduling and prioritizing resource use; developing grant and resource initiatives; reporting assessments and enrollments; developing and interpreting University distance learning plans, policies, and procedures; and providing research, analytical, and staff support.
- Evaluates the distance learning program to ensure that objectives of the University and its students are met.

SUPERSEDED
Date: NOV 18, 2004
ACADEMIC AFFAIRS

This office is responsible for providing leadership in internal operational policy-making that has impact on the development and implementation of academic objectives and goals for the community colleges.

Develops a strong planning base derived from the University Strategic Plan and Master Plan, and an understanding of campus missions as articulated in the Campus Academic Development Plans.

Provides coordination and leadership in academic affairs in the areas of educational programs, inter-campus and interagency relations, and special needs programs.

Provides assistance to colleges in their pursuit of their educational goals including: academic planning, program development, and institutional assessment.

Develops curriculum and programs to fulfill community education and vocational education needs.

Negotiates or participates in negotiating training contracts with agencies.

Works with senior systemwide and campus administrators, Board of Regents (BOR) and its committees, Legislative committees and their staffs and with City, State and Federal agencies and community groups.

Assists campuses in program, curriculum, and course development in fulfilling agencies' training needs.

Academic Support Services

Coordinates curriculum and program development through drafting academic policies and reviewing program proposals.

Coordinates and facilitates inter-campus and intra-campus program articulation.

Provides support for academic program management by reviewing program and degree proposals, assessing budget requests, and advising on academic personnel requests.

Undertakes research on selected academic program development issues.

Coordinates the development of federally funded vocational educational activities and programs, and monitors their implementation.

Coordinates with the campuses, educational curriculum and academic programs by responding to community needs.

SUPERSEDED
Date NOV 18 2004
MAJOR FUNCTIONS

Reports to the University of Hawai‘i System Vice President for Academic Affairs and provides executive leadership with responsibility for:

- Managing University-wide institutional long range planning efforts and providing planning support;
- Coordinating policy development/analysis and institutional assessment; and
- Providing institutional research services and managing selected student assessment and service programs and information systems.

Supports the work of the Office of the Vice President for Academic Affairs, the Office of the President, and other senior administrative officers through provision of timely and accurate information for planning and management purposes and plays a major role in supporting Board information and policy needs.

Serves as a lead senior executive responsible for developing and updating system-wide academic affairs policies and related matters and as chief provider of executive management information and analyses.

PLANNING AND ACADEMIC AFFAIRS SUPPORT

MAJOR FUNCTIONS

- System-wide institutional planning, including planning assumptions, mission statement updates, and long-range planning documents.
- System-wide executive staff support for academic affairs through the System Academic Affairs Council (e.g., new program proposals, academic policies that affect all campuses, faculty and student policy issues affecting all campuses).
- Liaison with state and country planning efforts.
- University Board and Executive planning policies.
- System liaison with All Campus Council of Faculty Senate Chairs.
- System-wide articulation and transfer.
- Policy and plan monitoring and reports to the Board.
- Liaison with regional and national higher education organizations.
System-wide Planning and Academic Support

Formulates mission and planning documents, policy statements, recommendations for action, and guidelines for implementation.

Serves as a resource person to campuses, provides training guidance on planning to University personnel; provides planning policy interpretation and guidance, monitors system-wide planning initiatives, and through the provision of updated planning documents assists the effort to link the planning and budgeting processes and facilitate priority-setting at system and campus levels.

Provides support for program development and evaluation at the campus level, such as unit and sub-unit plans; ensures that campus program proposals are consistent with University guidelines; works with SAAC to review and recommend action on new program proposals; reviews established programs requiring Board approval; and prepares required reports to the Board of Regents.

Researches and consults with University-wide constituents on emerging issues in higher education at the national, state, and local levels, assists with the identification, analysis, and development of responses to planning and policy issues facing the University; prepares background and issue papers; conducts research and institutional comparisons; and prepares studies, reports, and briefing papers.

Serves as the administration's liaison with the All Campus Council of Faculty Senate Chairs and related academic affairs system-wide committees; provides coordination and support for system-wide academic initiatives.

Serves as liaison with other state agencies to ensure that University plans are consistent with state priorities; and provides support for the monitoring, reporting, and revision processes associated with state and county planning efforts.

Prepares responses to international, national, and local inquiries and ad hoc requests to the Board of Regents, State Postsecondary Education Commission, and the President of the University of Hawaii on University and state educational policies and practices.

Provides leadership and support for system-wide course articulation and student transfer policy and procedures, including policy and procedure development and staffing articulation committees. Manages other major system-wide projects for academic improvement, including drafting Board and executive academic policies.

Prepares legislative reports, studies, and testimony.

INSTITUTIONAL ASSESSMENT AND POLICY OFFICE

MAJOR FUNCTIONS

- System-wide institutional assessment and accountability requirements, including student surveys and UH benchmarks/institutional effectiveness reports.

- Analysis, development, update, and interpretation of UH Executive and Board policies; monitors policy and prepares reports for executives.

- Update and maintenance of data element definitions and master codes for system-wide student-related information systems.

- Coordination of the participation of UH campuses in major national assessment and data exchange programs.

- System-wide support, infrastructure, and expertise for executive presentations to the BOR and groups internal and external to UH, including the state legislature and general public.

- Budget, personnel, and administrative support for the Office of Planning and Policy.

- Planning support to the Associate Vice President for Planning and Policy and other senior executives by providing data, analyses, evaluations, and reports.

SUPERSEDED

Date NOV 18 2004
Institutional Assessment, Accountability, and Policy

Serves as the University-wide source of expertise and chief spokesperson on issues relating to institutional assessment and accountability.

Coordinates the development and maintenance of University-wide benchmarks/institutional effectiveness indicators, and prepares required institutional reports.

Oversees assessment programs, such as those for exiting undergraduate students and alumni, and supports campus assessment programs.

Handles state and University assessment and accountability reporting requirements for the Office of Planning and Policy.

Assists senior executives with the formulation of Board and executive policies across the full array of University activities.

Monitors, evaluates, and handles policy interpretation and guidance across University campuses; and provides management information for University-wide planning, policy analysis, research, and information sharing.

System-wide Student Services Operations

Administers and coordinates updates to and accuracy of data element definitions and master codes for system-wide student-related information systems.

Assists with project management coordination and liaison responsibilities for the development of a new system-wide Student Information Management System.

Administers student- and assessment-related budget for the Office of Planning and Policy.

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INSTITUTIONAL RESEARCH OFFICE

MAJOR FUNCTIONS

- Develop, manage SIMS.
- Data management, SIS, SIMS.
- Data administration.
- Systemized series of MAPS reports.
- Data analytic support for administrators.
- Mänos, Student Tracking System.
- Ad hoc requests and special studies.
- Financial planning model.
- Special reports and studies.
- Response, HIM surveys.
- IPEDS coordination.
- Coordinate applicable federal mandates.
- Develop additional data warehouse capability.
- Training (data warehouse, IPEDS, etc.).

SUPERSEDED

Date Nov 18 2004

Information Services

Designs systematic reports, develops formats, defines terms, and summarizes and analyzes data to be distributed to University administrators and campus personnel as part of Management and Planning Support Studies (MAPS), and other special studies.

Researches key changes in programs, course offerings, and other required information, and updates master code and lookup tables used in the generation of system-wide reports from data housed in administrative databases.

Develops and coordinates on-line database structures and warehouses, including system design, systematic data
definition, installation, and training, e.g., the Student Information Management System (SIMS).

Designs and develops automated reports or new administrative computer systems by using the latest computer technology (including the World Wide Web); and works with the Information Technology Services Office to streamline data retrieval, access, and reporting.

Administers system-wide data administration.

Administers, coordinates, and monitors data management on a system-wide basis for Student Information System (SIS) and Student Information Management System (SIMS). Administers and manages SIS and SIMS master code and data element definitions to ensure data integrity and consistency.

Coordinates, monitors, and responds to information needs as required by University administrators, planners, staff, and external agencies, such as other state departments and federal agencies; requirements include IPEDS, Student Right-to-Know, requests from the private sector, and special legislative requests.

Researches the latest in computer hardware/software technology and their capability to increase productivity of institutional researchers; acquires, installs, and trains the staff in the use of updated equipment and/or software.

Coordinates and conducts workshops, training sessions, and committees to facilitate the dissemination of information and information analysis to UH administrators and campus/program directors and their staffs as part of the University's overall management program.

Develops, coordinates and maintains a Local Area Network (LAN) for the Office of Planning and Policy to facilitate and enhance organizational data sharing/exchange requirements.

Analytical Services

Provides system-wide direction for institutional research.

Researches and prepares analyses supported by charts and graphs for management and planning support reports, assessment reports, and special reports as required.

Researches, identifies and defines key data elements required for University-wide data use and analysis; enforces policies and procedures required to systematize data across campuses; and disseminates information on definitions, scope, and use of these data elements.

Develops and utilizes analytical techniques to support the University's institutional and campus-level planning process, including simulated models, enrollment projection models, financial planning models, and budget models; quantitative unit activity and resource indicators analyses; workload measures, program efficiency measures; quantitative program review indicators; historical enrollment patterns; institutional comparisons; and student progress and outcomes analyses.

Researches system-wide indicators and develops analytical data and studies or the factors affecting University programs, and researches and summarizes the external benefits directly or indirectly attributable to University programs.

Provides analytical support, training, and consultation to campuses in academic and financial planning and analysis and the utilization of analytical techniques and systems.

Provides technical support and consultation in the training and dissemination of computer models and statistical techniques as required for operations and strategic planning.

SUPERSEDED

Date NOV 18 2004