STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE

Functional Statements

MAJOR FUNCTION

The College of Continuing Education and Community Service (CCECS) serves the continuing education needs of individual adults and groups through formal and informal courses, conferences and institutes, cultural and specialized events, and other educational experiences. These educational opportunities are provided at various places and times on Oahu and the Neighbor Islands for students who cannot attend regularly scheduled courses at the Mānoa campus. It also administers the academic affairs of students who have been admitted to the UH but who are not candidates for a degree at the Mānoa campus.

OFFICE OF THE DEAN

Under the general direction of the Chancellor, University of Hawai‘i at Mānoa plans, organizes, directs, evaluates and controls the programs of the CCECS. Represents the College in community meetings and other events.

- Provides leadership to the College.
- Establishes program priorities.
- Establishes policies and procedures based on Board of Regents and University of Hawai‘i policies.
- Directs staff and program directors to assure that functions assigned to the College are carried out.
- Represents the College in meetings of the Council of Academic Deans.
- Represents the College in other administrative activities such as legislative hearings, meetings to solve College problems within and without the University of Hawai‘i system and at functions in which the College is a participant.
- Oversees the development and evaluation of programs which are consistent with the mission of the College.
LABOR EDUCATION ADVISORY COUNCIL

Serves as an advisory council to the Dean of the College of College of Continuing Education and Community Service on all activities and programs of the Center for Labor Education and Research, and assists the Dean in the assessment and evaluation of program needs for implementation.

PROGRAM DEVELOPMENT OFFICE

Under the general direction of the Dean develops programs in keeping with assigned functions of the College; programs are developed in consultation with program directors and interested groups from the University, other State agencies and private organizations.

- Works with program directors in developing new programs and in conducting research on existing programs to ascertain program effectiveness.
- Receives requests from other agencies, public and private, for programs ranging from a new course offering to development of a complete curriculum.
- Carries out research to ascertain program feasibility and submits report to the Dean.
- Seeks funding from federal and private sectors.
- Performs other duties as assigned.

STUDENT AFFAIRS OFFICE

Under the general direction of the Dean provides students, program participants, faculty and staff with advising, registration and academic recordkeeping services and information dissemination services relative to those tasks.

- Provides advising services to students enrolled in courses and programs of the College including advice on courses to take, procedures to follow to obtain degrees in major areas of study, and such other information as requested.
- Registers and maintains records of students participating in the College programs and has administrative responsibility for all University unclassified graduate and undergraduate students, including academic action -- suspension, dismissal, etc.
- Disseminates information about the College to students as well as the general public.
- Assists in Open Program planning by providing information on matters such as counseling and guidance and academic requirements for degrees.
- Performs other duties as assigned.
Under the general direction of the Dean, provides for the fiscal, personnel and general administrative services of the College.

- Works with program directors on the financial management of programs including the preparation of expenditure plans, financial statements and reports, the maintenance of accounting records and the processing of purchase orders, contracts and other fiscal documents.

- Advises the Dean on the financial status of the College and assists the Dean in the analysis and preparation of the budget and program plans for the College including recommendations on program content and method of financing.

- Prepares the College budget submitted by program directors and as approved by the Dean.

- Advises and works with the program directors in carrying out personnel management functions.

- Advises the Dean on administrative personnel management, and operating procedures of the State of Hawaii and the University of Hawaii and recommends courses of action to take.

- Analyzes the financial implications of program policies and operations and recommends courses of action to the Dean.

- Performs other duties as assigned.

DIVISION OF COURSES AND CURRICULA

Under the general direction of the Dean, this Division establishes and administers credit and non-credit course programs designed to serve individuals who otherwise cannot avail themselves of the regular University day program. Such individuals are thereby provided an opportunity to earn a college degree or upgrade their professional occupational skills or achieve personal enrichment.

The Division determines the courses to be offered based on requests from the University's academic departments and requests emanating from the public; recruits qualified instructors; seeks approval for courses and instructors from appropriate academic departments; develops course informational materials; initiates employment contracts and related forms; schedules the classes; publicizes the programs; procures and distributes textbooks; assists in the conduct of registration; counsels and advises instructors; monitors programs.

The procedures described above are applied to the following distinct programs:

- Accelerated University of Hawaii Credit Course Program—on campus and on military bases.

- Military Base Community College Credit Program.

- Program for Afloat College Education (Navy): Course offerings to crew members of selected Navy ships.

- State Teachers Program: Courses enable State teachers to enhance their professional career and meet special requirements of the State Dept. of Education.
. Legislative and Executive Internship Programs: Credit and non-credit courses which provide students with experience and exposure to the dynamics of governmental organizations.

. Overseas Program: Credit program conducted in South Pacific Islands where American civilians and military personnel are stationed.

. Credit Special Program: A program of credit courses which does not fit the regularly scheduled four-times-a-year program.

. Mass Media Course Program: Courses offered for credit through use of newspaper, radio, and television.

. Accelerated Non-Credit Course Program: Regularly scheduled (four times a year) non-credit course offerings on campus.

. Non-Credit Special Program: A program of non-credit courses and activities which does not fit the regularly scheduled four-times-a-year program.

. English Language Program: A special program of courses developed to assist people, particularly recent immigrants to Hawaii, in the use of the English language.

. Continuing Education for Professionals Program: A program of non-credit offerings for professionals to stay abreast of changes in their fields of employment.

DIVISION OF COMMUNITY SERVICE

Under the general direction of the Dean provides a variety of community service programs geared to the needs and interests of diverse groups throughout the State and the Pacific Basin.

. Provides cultural and aesthetic education for leisure-time enrichment activities--series of dance, drama, literary, and music events presented throughout the year in cooperation with statewide advisory groups.

. Provides experimental and on-going programs throughout the year in enatory, music, dance, drama, and film that will enhance the individual's opportunity to gain reliable knowledge and further cultivate his appreciation for the arts.

. Provides programs to women and their families in Hawaii to increase their horizons and talents and for maximizing their financial, social, political and cultural contributions to their community and serves as resource center to the University and to community organizations on needs and talents of women in labor force, in education, in community activities and in Pacific and Asian countries; maintains a library of books, reports, and articles on women's education and women's movement.

. Provides resources for the communities of Kauai for cultural, economic and social development.
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'Provides experimental and on-going programs throughout the year in oratory, music, dance, drama, and film that will enhance the individual's opportunity to gain reliable knowledge and further cultivate his appreciation for the arts.

'Provides resources for the communities of Kauai for cultural, economic and social development.
Division of Courses and Curricula - Extended Program

Under the general direction of the Dean, this division establishes and administers credit course programs designed to serve individuals who otherwise cannot avail themselves of the regular University day program. Such individuals are thereby provided an opportunity to earn a college degree or upgrade their professional occupational skills or achieve personal enrichment.

The Division determines the courses to be offered based on requests from the University's academic departments and requests emanating from the public; recruits qualified instructors; seeks approval for courses and instructors from appropriate academic departments; develops course informational materials; initiates employment contracts and related forms; schedules the classes; publicizes the programs; procures and distributes textbooks; assists in the conduct of registration; counsels and advises instructors; monitors programs.

The procedures described above are applied to the following distinct programs:

* Accelerated University of Hawaii Credit Course Program - on campus and on military bases.

* Military Base Community College Credit Program.

* State Teachers Program: Courses to enable State teachers to enhance their professional career and to meet special requirements of the State Department of Education.

* Overseas Program: Credit programs conducted in South Pacific islands such as Canton, Eniwetok, Midway, and Johnston where American civilians and military personnel are stationed.
Community College/On-Base Program: Credit programs conducted on military bases where community college courses are offered.

Credit Special Program: A program of credit courses that do not fit the regularly scheduled four-times-a-year program.

Mass Media Course Program: Courses offered for credit through use of newspaper, radio, and television.
Division of Courses and Curricula - Professional and Special Program

Under the general direction of the Dean, this Division establishes and administers non-credit course programs designed to serve individuals who otherwise cannot avail themselves of the regular University day program. Such individuals are thereby provided an opportunity to upgrade their professional occupational skills or achieve personal enrichment.

The Division determines the courses to be offered based on requests emanating from the public; recruits qualified instructors; seeks approval for courses and instructors from appropriate academic departments; develops course informational materials; initiates employment contracts and related forms; schedules the classes; publicizes the programs; procures and distributes textbooks; assists in the conduct of registration; counsels and advises instructors; monitors programs.

The procedures described above are applied to the following distinct programs:

- *Accelerated Non-Credit Course Program*: Regularly scheduled (four-times-a-year) non-credit course offerings on campus.

- *Non-Credit Special Program*: A program of non-credit courses and activities that do not fit the regularly scheduled four-times-a-year program.

- *Hawaii English Language Program*: A special program of courses developed to assist people, particularly recent immigrants to Hawaii, in the use of the English language.

- *Continuing Education for Professionals Program*: A program that provides a series of non-credit programs to professionals to stay abreast of changes in their field of employment.
Center for Labor Education and Research

Under the general direction of the Dean, the Center specializes in labor education, research, and programs.

- Coordinate, arrange for, or conduct evaluation of existing center programs of instruction for refinement, develop new courses of instruction, and plan their implementation on a continuing basis.

- Coordinate, arrange for, or conduct instructional programs including classes, courses, workshops, seminars, and research studies or projects.

- Coordinate, arrange for, or provide technical assistance to trade unions to improve or implement labor education programs within their organizations.

- Prepare and disseminate educational information and publications on various subjects of concern and interest to workers and their organizations.

- Develop or acquire and promote the dissemination of labor-related information and programs through the various public media (radio, TV, newspapers, public and private organizations, clubs, etc.).

- Coordinate, arrange for, or conduct teacher preparation classes to enable relevant and reliable department of education instruction in labor-related educational courses, programs, and activities.

- Labor Education Advisory Council serves as an advisory council to the Dean of the College of Continuing Education and Community Service on all activities and programs of the Center for Labor Education and Research, and assists the Dean in the assessment and evaluation of program needs for implementation.
SMALL BUSINESS MANAGEMENT PROGRAM

Under the general direction of the Dean, designs programs to meet the continuing educational needs of the small business community by offering practical management training opportunities for the development of managerial skills.

- Conducts courses, seminars, and other educational activities to provide the small business community with education and training opportunities in the functions and activities of management.

- Provides selective educational consultation.

- Provides a specialized series of real estate courses (Advanced Real Estate Certificate Program) which will qualify a salesperson to take the broker's examination by waiving one year of the two years selling experience and to meeting the educational requirements.

- Provides a real estate pre-licensing course which will qualify persons for the State of Hawaii real estate salesperson's examination.