STATE OF HAWAII
UNIVERSITY OF HAWAI'I AT MANOA
COLLEGE OF EDUCATION

MAJOR FUNCTIONS

I. Office of the Dean (Chart II)
   A. Provides executive/managerial direction and support to the primary
      programs of instruction and organized research and the support
      program of student services.
         1. Academic - Plans, organizes, and administers
            a. Program curricula and course development
            b. Program evaluation
            c. Staff recruitment and development
            d. Curriculum research, development and implementation
            e. Outreach instructional and community service programs
         2. Administrative Services - Plans, organizes, and administers
            a. Budget development, allocation, and administration
            b. Accounting for resources
            c. Procurement and property management
            d. Personnel
            e. Other logistical support services

II. Student Services (Chart III)
   A. Administers the functions of recruitment, orientation, application,
      selection, admission, registration, academic action and graduation of
      undergraduate and Professional Diploma students.
   B. Provides academic counseling services, career guidance, and placement
      services to all students in the College.
   C. Verifies student completion of state approved teacher education
      programs and recommends qualified candidates for State teacher
      certification.
   D. Conducts institutional research studies for program planning.
   E. Maintains accurate student records.
   F. Coordinates alumni activities and publications.

III. Instructional Departments (Charts IV to XII)
   A. Provides instruction for degree credit leading to the following
      educational objectives:
      1. Bachelor's Degree - Elementary Education, Recreation
         Leadership, and Secondary Education.

3. Doctor's Degree - Education (Ed.D.) and Educational Psychology (Ph.D.)

4. Professional Diploma - Elementary and Secondary Education

B. Provides continuing education instruction through courses, workshops, seminars, field work, and consultations to practicing professionals to assist them in maintaining currency of knowledge in their fields.

C. Makes available the skills, services, specialized facilities and resources to the educational community.

D. Shares in the development of policy, and program curricular, courses, standards and evaluation.

E. Facilitates individual research and training projects concerning problems and possibilities of teaching and learning.

IV. Intramural Sports (Chart IIA)

A. Provides sport and recreational opportunities for students, faculty, and staff to participate in activities as often as their time and interests permit.

B. Provides field work experiences for students to acquire leadership skills by serving as supervisors and game officials.

V. Curriculum Research and Development Group (Charts XIII, XIIIA, and XIIIb)

A. Conducts research and designing and testing more adequate models for educational programs.

B. Serves the State school system in its programs of curriculum and instruction improvement, including the development of courses of instruction and student and teacher materials.

C. Evaluates promising curriculum innovations and disseminates the information to schools.

D. Provides a research base, including a laboratory school, for a variety of educational research and development programs.

E. Conducts research on the process of curriculum change.