STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANA  
SCHOOL OF PUBLIC HEALTH  

MINOR FUNCTIONS  

A. Academic Support Program  

1. Dean’s Office  
   
The Dean’s Office is concerned primarily with the faculty and with  
curricular and academic programs of the School of Public Health.  
Responsibilities include recruitment, retention, and improvement of  
faculty; budgets; course schedules; teaching assignments and depart-  
mental research; students enrolled in the School; and the administra-  
tion of University rules as they apply to the School. The Dean is  
also responsible for business services and for the public relation-  
ships of the School, including intra-university relationships as well  
as those with community organizations, and State and Federal government  
agencies.  
   
In carrying out his responsibilities, the Dean plans, organizes,  
directs and coordinates the School’s programs and activities with the  
assistance of the Associate and Assistant Deans, department chairs,  
and various faculty committees.  

2. Business Affairs  
   
Functional responsibilities are budgeting and expenditure control;  
purchasing and property management; personnel management and trans-  
actions; building and office space assignments; contracts and grants  
administration; and such auxiliary services as parking permit  
clearances, telephone installation, and motor vehicle rentals.  

3. Student Services  
   
Functions are the central review and processing of applications for  
enrollment in the School and the registration of students for courses;  
administration and coordination of traineeships, including the pro-  
vision of advice and assistance to programs in the administration of  
traineeships; and the maintenance of records on students and traineeships.  

4. Continuing Education  
   
Major functions are: providing health workers in the community with  
the latest knowledge, techniques, developments, and trends in public  
health and related fields through non-credit short courses, workshops,  
conferences, seminars, institutes, colloquia, and other appropriate  
media; promoting and coordinating for the School credit courses and  
programs for practitioners; and assisting public and private organi- 
ations and agencies in conducting their own programs of practitioner  
training.  

5. Reference Room Services

Functions include the maintenance of reference collection services, including the purchasing and cataloging of reference materials, assisting faculty and students in locating appropriate reading materials, conducting searches for information and material; maintenance of system of administration of books through the use of mini-computers; and purchase and maintenance of microfiche materials and supplies.

6. Audio-Visual Services

Functions are the production of high quality audio-visual materials to augment the communication efforts of the school in the classroom, the community, and in publications; the provision of advice and assistance to faculty and students in the use of audio-visual equipment and techniques; and the maintenance of audio-visual equipment in effective working order. This unit is operated in concert with other schools of the College of Health Sciences and Social Welfare.

7. Special Educational Opportunities Program

Functions are to offer minority groups such as the linguistically and culturally deprived residents of Hawaii, individuals from the Pacific Basin and native Americans to participate in the public health programs to allow them to contribute to the elevation of health status.

8. International Health Service Programs

Functions include the coordination, review and encouragement of broad participation in the international health service programs.

B. Instructional Departments and Programs

1. Department of Community Health Development

This department consists of programs that are primarily concerned with the practice of public health based on the principles of natural and social sciences. This department is responsible for teaching, research, and public service activities in the field of Health Services Administration and Planning, Maternal and Child Health, and Public Health Education.

2. Department of Public Health Sciences

This department consists of programs that are based essentially on the natural sciences and deals with scientific and technical foundations in public health. This department is responsible for teaching, conducting research, and providing public service in the fields of Biostatistics, Epidemiology, Public Health Nutrition, and Environmental Health.

3. International Health Program

This program consists of sub-programs in International Health and Population and Family Planning Studies; and it has responsibilities for teaching, research, and public service activities in these specialty areas.