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. Administration - 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, application, selection, and admission of undergraduate and Professional Diploma students.

B. Provides counseling services, career guidance, and placement services to all students in the College.

C. Conducts institutional research studies for program planning.

D. Maintains accurate student records.

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.