STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
SYSTEM-WIDE ADMINISTRATION

FUNCTIONAL STATEMENT

OFFICE OF PLANNING AND POLICY

The Office of Planning and Policy is a system-wide academic support office with responsibility for: (1) managing University-wide planning and providing planning support, (2) coordinating policy development and analysis, and institutional assessment, and (3) providing institutional research services.

The office supports the Office of the President and facilitates the work of the President’s line administrative officers through provision of accurate and timely information for planning and management purposes. The office is responsible for managing University-wide planning including developing, overseeing, and monitoring implementation of the Master Plan, monitoring and revising the Strategic Plan and Agenda for Action, coordinating University planning with the Hawai‘i State Plan, managing the State Higher Education Functional Plan, coordinating system academic development planning, and providing planning support. In addition to these internal responsibilities, the office plays a major role in supporting Board information and policy needs.

Specific functional responsibilities include:

- Managing University-wide planning, including monitoring and revising the Strategic Plan and Agenda for Action, and coordinating and monitoring Master Plan implementation;
- Coordinating University planning with the Hawai‘i State Plan;
- Managing the State Higher Education Functional Plan process;
- Handling liaison with state planning task forces;
- Coordinating the University-wide Academic Development Planning process;
- Developing and implementing an interface between the system-wide planning and budgeting processes;
- Supporting planning at the campus and system level;
- Developing and executing planning policies and guidelines;
- Developing and coordinating a systematic consideration of policy and preparing major policy studies and legislative reports;
- Coordinating system-wide institutional assessment, carrying out major assessment programs, and supporting system, campus and program-based assessment programs;
- Formulating Board and executive policies across the full array of University activities;
- Providing policy interpretation and guidance;
- Chairing system Academic Affairs Council;
• Making accurate and timely information and data relating to students, enrollments, courses, curricula, degrees, etc., available to University decision-makers for planning and management purposes;

• Conducting institutional studies and preparing analytical reports on a wide range of subjects including, for example, workload, financial planning, outcomes, student progress, etc.;

• Providing decision support designed to improve the integration of planning and budgeting;

• Developing and utilizing computer-based analyses that facilitate timely preparation of routine reports and responses to ad hoc queries;

• Assisting users with data interpretation and manipulation;

• Managing selected University-wide student services programs and information systems; and

• Establishing and maintaining data element definitions and policy standards.

PLANNING OFFICE

Responsible for providing executive leadership, directing and managing system-wide planning including the University Mission Statement, Master Plan, and Strategic Plan; monitoring progress and accomplishments related to major planning documents; developing the Budget Policy Paper, Planning Assumptions, and Agendas for Action used as the foundation for the biennial budget development process; coordinating campus academic development planning; serving as the State higher education functional plan managing unit; serving as the University liaison with State agencies; directing planning and policy initiatives that serve to link planning and budgeting and to link campus goals with system goals; serving as the chief planning unit responsible for University planning analyses; developing, monitoring, and refining major University planning policies; and handling system-wide tuition policy schedule preparation. This function requires working closely with campus units, the Vice Presidents, Chancellors, President and Board of Regents.

System-wide Planning

• Provide planning support essential for the development, coordination, and implementation of the system-wide planning effort; and assist the Council of Senior Executives by coordinating the system review of program actions requiring Board approval.

• Develop the analytical framework that links the planning and budgeting processes and facilitates priority-setting and execution at a campus-wide level; and develop initiatives to link University-wide planning responsibilities with resource management and allocations.

• Research and consult with University-wide constituents on emerging issues in higher education at the national, state, and local levels; assist with the identification, analysis, and development of responses to planning issues facing the University; prepare background and issue papers for the University Executive Council and Council of Senior Executives; conduct research and institutional comparisons; and prepare studies, reports, and briefing papers.

• Provide support for the monitoring, reporting and revision processes associated with the Hawai‘i State Plan, the Hawai‘i State Priority Guidelines, the State Higher Education Functional Plan, the Master Plan, the Strategic Plan, and Agendas for Action.
Campus-Based Planning

- Serve as a resource person to campuses; and provide training and guidance on planning to University personnel.
- Provide support for program development and evaluation at the campus level such as academic/education development plans, new program proposals, and review of established programs; and ensure that campus program proposals/evaluations are consistent with University guidelines.

Liaison with State Agencies

- Prepare legislative reports, studies, and testimony.
- Work closely with other state agencies to ensure that University plans are consistent with State priorities; and serve as liaison with other state agencies in the development of their functional plans.

Planning Related Policies

- Prepare 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 Hawai‘i on University and State educational policies and practices.
- Formulate planning policy statements, recommendations for action, and guidelines for implementation; provide policy interpretation and guidance; and provide analyses of a wide variety of policy issues spanning academic affairs, budget, fiscal, and personnel matters.

POLICY OFFICE

This function involves: providing overall, high-level leadership, management, and coordination of system-wide institutional assessment; supporting system, campus, program based, and UH-DOE collaborative assessment programs; developing and coordinating a systematic consideration of policy with the staff of the Office of Planning and Policy, campus officers, the Vice Presidents, Chancellors, President, and Board of Regents; and administering and overseeing selected University-wide student services operations and the associated budget.

Specific institutional assessment and evaluation functions include:

- Developing and monitoring implementation of the Board of Regents and executive policies relating to assessment;
- Managing and coordinating research studies such as historical enrollment patterns and institutional comparisons;
- Overseeing assessment programs such as those for entering/existing undergraduate students and alumni;
- Supporting campus and University-wide assessment programs;
- Being the University-wide source of expertise and chief spokesperson on issues relating to assessment;
- Preparing testimony and legislative-mandated reports on assessment to the state legislature; and
• Providing management information for University-wide planning, policy analysis, research and information sharing.

**Specific policy functions include:**

• Assisting with executive level policy analysis and administration for the University of Hawai‘i system;

• Assisting the Vice Presidents, Chancellors, President and Board of Regents with the formulation of Board and executive policies across the full array of University activities;

• Preparing executive studies and reports;

• Monitoring, evaluating, and handling policy interpretations and guidance across University campuses;

• Responding to queries and ad hoc requests; and

• Handling project management for the preparation of background and issue papers.

**Specific system-wide student service operational functions include:**

• Administering, coordinating, and monitoring the Coordinated Admissions Program Information System, the student tracking systems, and the Senior Citizens Tuition Subsidy Program;

• Handling project management coordination and liaison responsibilities for the development of a new system-wide Student Information Management System; and

• Administering student services budget responsibility assigned to the Office of Planning and Policy.
INSTITUTIONAL RESEARCH OFFICE

Responsible for developing and preparing institutional analyses, reports and other similar support services to the University at the direction of the Director of Planning and Policy. Generally, these services include the analysis and dissemination of informational reports and studies, special ad hoc studies, resource needs analysis and forecasting, and analytical support for the University's academic and financial planning process.

Information Services: Major Functions

- Designing systematic reports, developing formats, defining terms, summarizing and analyzing data to be distributed to University administrators and campus personnel as part of the management and planning support studies (MAPS) and UH Fact Sheet;
- Researching key changes in programs, course offerings, and other required information, and updating master code and lookup tables used in the generation of system-wide reports from data housed in administrative databases;
- Designing and developing automated reports or new data administration computer systems by using the latest computer technology, and working with the Information Technology unit to streamline data retrieval, access and reporting;
- Collecting, summarizing, analyzing and responding to information needs as required by University administrators, planners and staff, as well as responding to information needs of external agencies, such as other state departments, federal agencies for comprehensive information requirements such as IPEDS and Student Right-to-Know, special legislative requests to the University, and requests from the private sector;
- Researching the latest computer software and hardware and their applicability to benefit IRO staff; acquiring and installing the software in staff computers; and training the staff in the use of updated equipment and/or software; and
- Coordinating and conducting 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.

Analytical Services: Major Functions

- Researching and preparing analyses, supported by charts and graphic displays, for management and planning support reports, and special reports as required, including assessment reports;
- Researching, identifying and defining key data elements required for University-wide data use and analysis; developing policies and procedures required to systematize data across campuses; and disseminating information on definitions, scope and use of these data elements;
• Developing and utilizing analytical techniques to support the University’s institutional and campus-level planning process, including: simulated models and other tools such as 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; and student progress and outcomes analyses;

• Researching system-wide indicators, and developing analytical data and studies on the factors affecting University programs; and, researching and summarizing the external benefits directly or indirectly attributable to University programs;

• Providing analytical support, training and consultation to campuses in academic and financial planning and analysis and the utilization of analytical techniques and systems; and

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