

STATE OF HAWAII
UNIVERSITY OF HAWAII 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. Research and development activities
- 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 services
- 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.

2. Master's Degree - Counseling & Guidance, Educational Administration, Educational Communications and Technology, Educational Foundations, Educational Psychology, Elementary Education, Secondary Education, and Special Education.
 3. Doctor's Degree - Education (Ed.D.) and Educational Psychology (Ph.D.)
 4. Professional Diploma - Elementary and Secondary Education
- B. Support the development of faculty research skills and encourage faculty grant activity consistent with college goals.
 - C. 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.
 - D. Makes available the skills, services, specialized facilities and resources to the educational community.
 - E. Shares in the development of policy, and program curricular, courses, standards and evaluation.

IV. Intramural Sports (Chart IXA)

- 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, XIII A, and XIII B)

- A. Design, develop and test new instructional models and products.
- 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.