

OFFICE OF THE PROVOST

The Office of the Provost plans, organizes, directs, and controls the institution's academic and support programs at the campus level in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

- . Curriculum and instruction.
- . Student services, admissions and records, counseling, student government.
- . Library and media services.
- . Campus planning and research.
- . Finance, accounting and budgeting.
- . Personnel transactions and records.
- . Physical plant and grounds, including parking and security.
- . Public relations.
- . Institutional research and administrative data processing
- . Community services

Administrative Assistant

Provides staff assistance to the Provost and is in charge of the total scope of activities leading to the planning and relocation of the College to its new site.

- . Serves as coordinator and "project manager" to plan and coordinate the incremental development and transfer of Kapiolani Community College programs to Ft. Ruger.

Works directly with consultants and agency personnel, and coordinates their efforts with the College and Systems personnel on the development of the:

Approved
11/19/86

Educational specifications
Campus master plan
Environmental impact statement
Planning, programming and budgeting for
renovation and new construction

- . Represents the Provost in a liaison role with various constituencies such as concerned citizens, students, faculty, staff, advisory committees, community groups, legislators, other units of the University of Hawaii System, and appropriate departments of the State of Hawaii and City and County of Honolulu.
- . Serves as a troubleshooter for the Provost, reporting on areas of particular concern and sensitivity in order to develop information leading to a decision or recommendation.
- . Handles and processes the substantial flow of mail and memoranda to the Provost and prepares a significant portion of the writing of letters, policy papers, and public statements under the direction of the Provost.
- . Has responsibility for gathering various types of data, applying appropriate statistical techniques, and producing reports.
- . Serves as the Provost's designee in handling collective bargaining complaints and grievances relating to interpretation and application of contracts' terms and conditions.

OFFICE OF STUDENT SERVICES

The Office of Student Services is responsible for the following activities of the Student Services Program:

- . Admissions and records.
- . Registration.
- . Placement and financial aids.
- . Student activities.

- . Guidance and counseling.
- . Resource to faculty and College administration on all student matters.
- . Veterans.
- . Disadvantaged and handicapped students.
- . Foreign students.

Admissions and Records

The function of this office is to coordinate, direct and follow through on activities in the following areas:

- . Dissemination of information concerning admissions and academic offerings.
- . Processing of applications, registration, placement testing.
- . Maintenance of student academic reports, evaluation and certification.
- . Articulating with instructors, staff and students regarding policies and regulations concerning academic standards, etc.

Counseling

Student Activities

- . Serves as advisor to the Associated Students of Kapiolani Community College.
- . Oversees all ASKCC social and service activities.
- . Conducts intramural program.
- . Supervises preparation of ASKCC budget and reviews expenditures.

Financial Aids

- . Coordinates financial aids program including loans, deferred payments, scholarships, and grants.
- . Counsels students on educational, vocational and other problems.

Job Placement

- . Collects and disseminates occupational and career information, and interprets local employment trends.
- . Gathers, clarifies and publicizes employers' notices of job opportunities and maintains records of student referrals and employment.
- . Secures part-time and full-time employment for currently enrolled students as well as graduates.
- . Counsels students on educational, vocational and other problems.

General

- . Coordinates orientation and small group testing programs.
- . Assists students with educational, personal, vocational, and other problems.
- . Maintains liaison with instructional divisions and high schools and other community agencies.

OFFICE OF THE DEAN OF INSTRUCTION

The Office of the Dean of Instruction is responsible for the administration, development, and improvement of the instructional staff and curricula, and may serve as the Acting Provost.

- . Oversees the recruitment, improvement and evaluation of faculty.
- . Applies and administers the University's and College's rules concerning faculty, curricula and budget.
- . Coordinates the development of the College curriculum, program planning, and academic support services.

General Instructional Support

This office is responsible for certain defined areas as follows:

- . Federal grants.
- . Summer session.
- . College catalog.
- . Class schedules.

Division of General Education, Business Education, Food Service Education,
and Public Service

The instructional division is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas: general education, business education, food service education, and public service.

- . General education (transfer) programs in social sciences and language arts.
- . Business education programs in accounting, business administration, data processing, and secretarial science.
- . Food service and hospitality education programs for immediate work and in culinary arts.
- . Program in the emerging field of the legal para-professional (paralegal).

Division of General Education and Health Education

The instructional division is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas of general education and health education:

- . General education (transfer) programs in mathematics and science,

and the humanities.

- . Health education programs in dental assisting, dietetic technician, medical assisting, medical lab technician, medical records technician, nurse's aides, occupational therapy assisting, practical nursing, radiologic technology, and respiratory therapy.

Library Services

The Library is responsible for the organization, development and control of all aspects of the library including staff, materials, maintenance of recognized library standards, and the budget. The following functions are carried out:

- . Acquisition of an adequate collection of library materials.
- . Long and short-range planning and development of library services.
- . Keeping apprised of new developments in library technology and equipment, and evaluation of their applicability to the campus.
- . Budgetary planning and expenditure review of library funds.

Educational Media Center

The Educational Media Center performs a full range of scope and duties and responsibilities as follows:

- . Provides information, advises and assists faculty on various instructional methodologies utilizing multi-media for more effective learning.
- . Maintains a basic resource of equipment, materials and facilities for circulation, previewing, listening, and production services for classroom teaching and general support activities.
- . Conducts demonstrations to familiarize faculty and students with equipment available and to enable them to operate equipment.

- . Serves as liaison for the College faculty and staff and educational agencies for interchange of ideas and resources involving audio-visual media including workshops, institutes, projects, or research.
- . Works with College program heads in formulation of budget requirements and matters related to instructional improvement.

OFFICE OF ADMINISTRATIVE SERVICES

This office is responsible for the administrative management of the College including the Business Office and the operations and maintenance activities.

Business Office

This office is responsible for the following:

- . Accounting and financial management.
- . Personnel management.
- . Payroll.
- . Recruitment of non-academic personnel.
- . Operating and capital budget preparation.
- . Safety program.

Operations and Maintenance

This office performs a variety of duties and responsibilities in the areas listed:

- . Physical plant operations and maintenance.
- . Inventory control and record keeping.
- . Mail, transportation and communication services.
- . Parking and campus security.
- . Duplicating services.
- . Custodial and groundskeeping.

OFFICE OF COMMUNITY SERVICES

This office is responsible for all educational activities exclusive of the regular instructional programs of the College.

- . Identifies and responds to specific educational needs of the community.
- . Works closely with the academic programs of the College.
- . Assesses and plans short and long-range community services programs.
- . Develops and offers non-credit programs and services.
- . Develops and offers short-term vocational training, conferences and seminars.