

STATE OF HAWAII
UNIVERSITY OF HAWAII

WEST OAHU COLLEGE

MAJOR FUNCTIONS

*Resubmitted
8/88*

OFFICE OF THE CHANCELLOR

Provides leadership in developing academic programs and plans for the West Oahu College.

- . Establishes close relationships with and solicits the participation and support of the community in which West Oahu College will be located.
- . Actively participates in the planning and design of physical facilities at the earliest stage.
- . Develops educational plans for an arts-and-science college.
- . Recruits instructional and administrative staff for the new College.
- . Represents the college in all matters involving system-wide applicability such as in the areas of long-range program development and personnel practices and procedures.
- . Coordinates all presentations before various state legislative bodies.
- . Directs and coordinates the activities of the instructional program together with the non-instructional resources personnel, including the librarian and audio visual services to back up the quality of the educational program.

STUDENT SERVICES

Plans, develops and administers the activities of the entire student services program.

- . Provides guidance and counseling in all areas to assist students to become more aware of their potential.

- . Develops plans for admissions and registration, including the compilation of catalogs, and is responsible for the administration of financial aids.
- . Coordinates and advises students on activities, especially on housing, health and insurance.
- . Maintains student records and scheduling of classes.
- . Determines the resident or non-resident tuition status of all applicants.
- . Maintains the University controlled growth policies established by the Board of Regents.
- . Plans and executes registration of students each semester.
- . Coordinates the reporting of grades for input into the University's computer system.
- . Administers funds for the college's work study program.

INSTRUCTIONAL SERVICES (Upper Division)

Develops, and constantly monitors the instructional staff and the curriculum for improvement.

- . Devises course scheduling, room assignments, etc.
- . Assigns instructors ensuring balancing of teaching loads and courses.
- . Coordinates educational development planning for the college.
- . Monitors promotion and tenure procedures.
- . Coordinates procedures for publicizing, interviewing, and advising on the selection of instructional personnel.
- . Coordinates and develops, when and where appropriate, the teaching process, including inter-disciplinary courses, practicums, and other aspects of college curriculum.

ACADEMIC SUPPORT SERVICES (Library)

- . Works closely with instructors to acquire educational materials needed to implement the educational objects of the college.
- . Plans, develops and controls all the aspects of the college library and the learning resources center.

ADMINISTRATIVE SERVICES

This office is responsible for providing leadership and direction in the administrative management of the College and exercises general direction, control and coordination over all aspects of the non-academic administrative and support functions, including budgeting, fiscal, personnel, facilities, auxiliary services, and management information.

- . Budgeting: Develops and coordinates preparation and execution of budget and all attendant reports.
- . Administers accounting, disbursing, treasury, purchasing, contracting and inventory functions.
- . Plans and administers the employee relations classification, developments and training programs.
- . Develops and administers all support services for the college relating to administrative matters.
- . Responsible for long-range planning related to the growth pattern approved by the Board of Regents.
- . Added responsibilities to Administrative Services with the University System's delegation and the administrative flexibility granted by the Governor in the areas of personnel, budgeting, and fiscal and accounting.