

KAPIOLANI COMMUNITY COLLEGE

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:
 - Educational specifications
 - Campus master plan
 - Environmental Impact statement
 - Planning, programming and budgeting for renovation and new construction
- . Represent 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 memorandum 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 Instruction Support

This office is responsible for certain defined areas as follows:

- . Federal grants.
- . Summer session.
- . 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, and data processing.
- . Food service and hospitality education programs.
- . Programs in secretarial science and legal para-professional work (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, 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.
- . Coordinate video telecommunication and maintain the campus cable distribution system.
- . Operate the graphics and printshop operations.

Learning Assistance Center

- . Provide tutoring services for all disciplines with emphasis on reading, writing, math, and basic skills.
- . Provide support for basic and developmental skills programs.
- . Provide makeup testing and other outside of class support for other programs.
- . Manage the College Credit Equivalency Program.

Computing Center

- . Provide academic computing services and assistance to students and faculty and staff in the computing center.
- . Schedule the use of the resources in the computing center.
- . Perform and manage the maintenance of hardware in the computing center.
- . Evaluate and make recommendation on the purchase of software.
- . Provide assistance in the College's computing across the curriculum program.

OFFICE OF ADMINISTRATIVE SERVICES

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

Business Office

This office is responsible for the following:

- . Accounting and financial management.
- . Procurement.
- . Payroll.
- . Cashiering.
- . Contracts and grants administration.
- . Operating and capital budget preparation.

Personnel Office

This office is responsible for the following:

- . Personnel administration.
- . Equal Employment Opportunity (Affirmative Action).
- . Staff development activities and training.
- . Workers compensation administration.

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.
- . Safety programs.
- . Parking and campus security.
- . Custodial and groundskeeping.

KAPIOLANI COMMUNITY COLLEGE
FUNCTIONAL STATEMENT
OFFICE OF COMMUNITY SERVICES

The Office of Community Services is responsible for all educational activities exclusive of the regular instructional programs of the College. The Office of Community Services consists of a Director to which two administrative support staff, a Secretarial Services Unit, and five non-credit instructional program units report.

DIRECTOR OF COMMUNITY SERVICES

The Director of Community Services is responsible for all functions concerned with non-credit programs. This includes the following:

- Identifies and responds to specific educational needs of the community. This includes assessing the special post-secondary educational needs of the community and private enterprises.
- Responsible for working with community organizations, groups and individuals in order to establish appropriate educational programs related to, but exclusive of the regular instructional programs.
- Responsible for all new non-credit instructional program proposals and for program reviews of on-going non-credit instructional programs.
- Responsible for evaluating non-credit instructional program outcomes.
- Responsible for the execution of the Office of Community Services Budget in accordance with University and State policies.
- Responsible for general supervision of non-credit instructional faculty and support staff to ensure performance is at an acceptable level.
- Responsible for personnel actions which relate to hiring, leaves, promotion and termination of non-credit instructional faculty and support staff.
- Responsible for overseeing curriculum development and innovations in non-credit learning and instruction.

The support positions under the Director of Community Services are responsible for program market analyses, extramural grant and proposal coordination, and revenue collection. This includes the following:

- Responsible for planning, developing, and coordinating the public relations activities for the Office of Community Services within the prescribed University guidelines.
- Responsible for conducting market analyses for timely determinations on the viability of proposed program offerings as well as the relative success of on-going Office of Community Services programs.
- Responsible for development and coordination of extramural grant proposals for the Office of Community Services.
- Responsible for developing and implementing contract training proposals for the community and private sector.
- Responsible for revenue collection.

SECRETARIAL SERVICES

This unit consists of clerical staff to support the Director and Program Divisions.

PROGRAM DIVISIONS (FINE ARTS, LEISURE AND RECREATION; COMPUTER EDUCATION; BUSINESS AND OFFICE TECHNOLOGIES; HUMANITIES; FOOD SERVICE)

Each non-credit instructional program is responsible for the delivery, development, supervision and improvement of non-credit instruction and curricula in their respective program area. This includes the following:

- Responsible for planning, developing curricula, and implementing non-credit courses and community service programs.
- Responsible for preliminary scheduling, classroom assignments, and development of program catalogs and brochures.
- Responsible for the recruitment of temporary faculty to teach non-credit courses in accordance with policies and procedures of the University and State of Hawaii.
- Responsible for non-credit instructional program budget allocation and expenditure control.
- Responsible for maintaining data and files required for reporting and evaluating program effectiveness.

OFFICE OF COMMUNITY SERVICES

Revised

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.

*Revised due to wrong
appd. 1/89.*