

Provides a comprehensive, postsecondary program in the liberal arts and a broad spectrum of program offerings in the vocational-technical areas.

- . Offers liberal arts programs which lead to the associate in arts degree and lower-division preparation for baccalaureate degrees.
- . Offers occupational programs which may lead to certificates of achievement and associate in science degrees.
- . Offers vocational-technical programs which lead to certificates of achievement and associate in science degrees.
- . Offers continuing education and community service programs of both the credit and non-credit variety.

OFFICE OF THE PROVOST (CHART II)

This office is charged with responsibility for overseeing the operations of the College as a whole, and insuring that all programs and services provided are in accord with approved educational plans, University and governmental regulations and provisions of employee contracts.

The unit is headed by a Provost who serves as the executive head of the College. The Provost supervises the Dean of Instruction, the Director of Student Services, the Director of Special Programs and Community Services, the Director of Administrative Services, and staff assigned to this Office.

Specific functions assigned include the following:

- . serving as liaison between the College and other units within the University

or City/State/Federal governments, and as representative of the College before the community at large;

- . establishing planning parameters for the development of program plans, budgets and expenditure plans, capital improvement plans for all program units; approving these plans and incorporating into institutional plans.
- . overseeing the scheduled evaluation of all programs and services offered;
- . reviewing and approving all personnel transactions involving all college staff (hiring, renewing contracts, termination, promotions, leave requests, etc.)
- . receiving and resolving grievances and disputes involving faculty, staff and students at the College, within established guidelines;
- . directing extramural fund solicitations.

OFFICE OF EDUCATIONAL SERVICES (CHART III)

The Educational Services unit is charged with responsibility for providing administrative support and directly supervise the operation of all instructional and instructional support (Academic Support) activities offered at the College.

Educational Services is headed by a Dean of Instruction. The Dean reports to the Provost of the College, and is assigned a staff to assist in carrying out assigned functions.

Specifically, this unit is charged with responsibility for the following functions:

- . developing program plans and targets for Instruction and Academic Support units;
- . providing for the scheduled evaluation of all activities in these program units;
- . developing a budget and expenditure plan for all approved activities (including staffing plans, equipment acquisition plans, etc.) and supervising the expenditure of funds allocated to operating units supervised;
- . responding to requests for information, problems, adjudicating disputes and grievances, within established guidelines;
- . representing the College at meetings on matters related to Instruction and Academic Support services;
- . supervising the recruitment, hiring and evaluation of staff; also, assignment of workload;
- . planning and implementing a program of staff development for faculty and staff assigned to unit;
- . developing informational materials on programs and services offered within unit.

INSTRUCTION (Chart IV)

Instruction Divisions/General Education Programs

Division and Division Administrative Committees (DAC)

There are four divisions charged with general education responsibilities. These are the Arts and Humanities, Language Arts, Math and Science, and Social Science. It is their function to provide transfer curricula, general education and developmental education. The division offices perform administrative functions to facilitate the realization of the goals of the College and University in these areas of instruction.

- . Responsible for the administration supervision, assessment, development and improvement of the faculty and curriculum.
- . Coordinates teaching assignments and the scheduling of courses.
- . Secures instructional materials for division personnel and prepares Divisional budgets.
- . Assists in the development of new courses and programs and facilities in-service training as necessary;
- . Makes recommendations to the Dean of Educational Services regarding faculty evaluation and the selection of new personnel;
- . Serves as liaison between the division and other units of the College.

Instructional Divisions/Vocational-Technical-Programs

Division and Division Administrative Committees (DAC)

There are two vocational-technical divisions; Business Education and Vocational-Technical. It is their function to provide education for employment in a

skill or craft area and offer in-service and/or retraining opportunities for those already employed. The division office perform administrative functions to facilitate the realization of the goals of the College and the University in these areas of instructions.

- . Responsible for the administration, supervision, assessment, development and improvement of the faculty and curriculum;
- . Coordinates teaching assignments and the scheduling of courses;
- . Secures instructional materials for division personnel and prepares divisional budgets;
- . Provides hot lunches to the college student body and staff;
- . Makes recommendations to the Dean of Educational Services regarding faculty evaluation and the selection of new personnel;
- . Serves as liaison between the division and other units of the college.

Waianae-Nanakuli Education Center (IV-E)

- . Provide for the planning, evaluation and implementation of all instructional and instructional support services provided at the College's Waianae-Nanakuli Education Center.

FUNCTIONAL STATEMENT

OFFICE OF ACADEMIC SUPPORT (CHART IV-D)

Responsible for assisting and facilitating, in a directly supportive way, the academic functions of the institution. Support functions include those undertaken by the Educational Media Center, the Library, the Learning Resource Center, the Computer Center and the Curriculum Resource Center.

Educational Media Center (EMC)

Plans, organizes and administers the educational media services for the College.

- *Coordinates use and maintenance of media facilities.
- *Organizes in-service training services for faculty and students.
- *Recommends the budget for EMC.
- *Acts as consultant for the planning and development of instructional facilities and hardware.
- *Evaluates media programs and services.

Library

Responsible for the organization, development, and control of all aspects of the library including staff, materials, maintenance of recognized library standards and budget preparation. When appropriate, responsible for synchronizing and developing teaching processes, including courses within the library.

Computer Center

Provides support services for the faculty and staff using computer applications in instruction and related activities.

- *Designs and develops instruction and instructional support systems equipment.

- *Determines needs for internal software and acquired software.**
- *Evaluates and selects software and equipment to be used.**
- *Prepares specifications for programming work for staff.**
- *Acts as consultant for the planning and development of computer use, equipment acquisition, and in-service training of faculty and staff.**

Learning Resource Center (LRC)

Responsible for designing individualized, modularized, open-entry/open-exit basic skills and other study programs as appropriate.

- *Provides students with supplement classroom instruction including tutorial assistance in various discipline areas.**
- *Provides an extensive collection of study materials, equipment and facilities, including printed materials, audio cassettes, foreign language laboratory, microcomputers and computer programs.**
- *Develops and implements on-going assessment and placement of all in-coming students.**
- *Develops and implements other types of testing programs as necessary.**
- *Provides a program of assistance to students with mild, moderate or severe learning disabilities.**

Curriculum Resource Center

Responsible for developing a program which will enable faculty and staff to update their skills in their respective areas and to learn about and utilize the various applications of educational technologies in their work.

- *Assists faculty in making significant changes to courses and curricula and in undertaking research projects aimed at**

evaluating the effectiveness of various instructional approaches.

- *Provides faculty and staff with access to various resources and people to help them develop ideas for course, curriculum, and program change.
- *Develops and implements a plan to search for and secure extramural and intramural support for faculty and staff projects that relate to instruction (e.g., developing and packaging various types of coursewares and programs).

OFFICE OF STUDENT SERVICES (Chart V)

Supervises and coordinates the College student services programs including student activities, registration, admissions, student records, financial aid, psychometry, counseling and guidance, and job placement.

- . Recommends and monitors the student services budget including operating funds, student activity funds and special funds.
- . Coordinates activities with other major component areas such as instruction and academic support.
- . Represents the College at meetings and conferences involving student affairs.

Student Services Coordinator

- . Facilitates the development and implementation of student services programs.
- . Coordinates the budget preparation, processes and monitors the expenditure of these funds for the division.
- . Supervises the daily functions of the counseling staff and facilitates the ongoing interaction between the Office of Student Services and those of the Registrar, Student Activities, Psychometry, and Career Development.

Counseling and Guidance

- . Conducts a systematic program of advisement and orientation for all new students.
- . Provides counseling assistance to any student requesting such services in the areas of academic planning, career goals, and interpersonal problems.
- . Responsible for the continued development and administration of the ISS self-development courses.

- . Responsible for services to special groups of students such as the disadvantaged, handicapped, veterans, immigrants, women's groups, and others in need of special help.

Career Development

- . Responsible for specialized counseling and guidance in the area of career development.
- . Administers financial support from federal and state funds.
- . Provides vocational exploration, evaluation of life experience for College credit, and opportunities for cooperative education.
- . Provides job-hunting skills and guidance in a search for part-time or full-time employment.

Test Battery

- . Administers, evaluates, and interprets all diagnostic testing during student orientation.
- . Administers, evaluates, and interprets tests on a referral basis and/or by individual student request.
- . Conducts in-service workshops and acts as the test and measurement resource to the faculty and staff.

Student Activities

- . Coordinates and develops extracurricular programs and services of benefit and interest to students.
- . Provides emergency and non-emergency care on a nursing level and conducts health screening.
- . Provides health education and counseling for students and academic community

on demand.

- . Supervises the Kokua Information Center.

Admissions

- . Coordinates and supervises the activities relating to admissions and records.
- . Serves as a resource person to all areas of the College and the community regarding the activities of the Admissions and Records Office.
- . Serves as liaison with the Community College Institutional Research Office in the maintenance of records.
- . Supervises work of staff.

OFFICE OF PUBLIC SERVICE (Chart VI)

Special Programs and Community Service

Supervises and coordinates all educational activities and special programs that are not part of the regular instructional program of the College.

- . Develops, coordinates and solicits special sources of funding for non-credit courses and special programs.
- . Oversees the college's public service obligations in such areas as continuing education and extension.
- . Coordinates the use of the college facilities, exclusive of the regularly scheduled instructional activities, and cooperates with community organizations in the use of off-campus facilities.
- . Schedules and oversees Theater activities.
- . Recommends and monitors special programs and community services, budget, plans and reviews new and ongoing programs and activities.

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES (CHART VII)

Responsible for the planning, organizing, and directing of all administrative support services required by the College. These services include, but are not limited to, overall management processes, budgetary and financial management, personnel administration, procurement, and property management, facilities maintenance, security, and physical facilities planning of both repair and maintenance and capital improvements projects.

A. BUSINESS OFFICE

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, duplicating services, payroll, etc.

B. PERSONNEL

Responsible for the College's personnel functions including the processing of personnel transactions, insuring adherence to established policies, regulations, collective bargaining agreements, etc.

C. OPERATIONS AND MAINTENANCE (CHART VII-A)

1. CUSTODIAL

Responsible for the custodial services to maintain health and sanitation standards.

2. MAINTENANCE AND GROUNDS

Responsible for the maintenance of the College's facilities and grounds including the maintaining of physical facilities, landscaped areas, roadways and parking areas, etc.

3. SECURITY

Responsible for the College's security program which provides for the protection of personnel and property.

4. CLERICAL SUPPORT

Responsible for providing clerical support to the Operations and Maintenance Branch.

Leeward Community College
University of Hawaii

ADMINISTRATIVE SERVICES DIVISION

*Revised - per memo
approved 2/7/84*

OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES

Responsible for the planning, organizing, and directing of all administrative support services required by the College. These services include, but are not limited to, overall management processes, budgetary and financial management, personnel administration, procurement and property management, facilities maintenance, security, and physical facilities planning of both repair and maintenance and capital improvements projects.

BUSINESS OFFICE

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

PERSONNEL OFFICE

Responsible for the College's personnel functions including the processing of personnel transactions, insuring adherence to established policies, regulations, collective bargaining contracts, etc.

OPERATIONS AND MAINTENANCE

Responsible for the College's maintenance program including building and grounds maintenance, and minor repair and maintenance projects.

Responsible for the College's security program.