

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO

MAJOR FUNCTIONS

The University of Hawaii at Hilo is comprised of five major educational delivery units: College of Arts & Sciences, Hawaii Community College, the College of Agriculture, West Hawaii Program, and the Center for Continuing Education and Community Service. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Services, Library Services, and Student Services. The role of the campus is complex in that it offers a broad range of higher education activities, coordinated under a single administration, designed to meet most of the post-secondary education needs for the citizens of the State of Hawaii.

OFFICE OF THE CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawaii, the chief executive officer of the University of Hawaii at Hilo provides leadership, direction, and coordination for the students, faculty, and staff of the Hilo and West Oahu campus in their programmatic activities. More particularly, the Office of the Chancellor:

- . Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawaii at Hilo;
- . Interprets the objectives and development of the University of Hawaii to the citizens of the County of Hawaii and Oahu, to the alumni community, and to the students and their parents;
- . Provides executive leadership in the administration of the instructional, research, and public service programs;
- . Maintains effective working relationships with the Central Administration of the University of Hawaii, the University of Hawaii at Manoa, West Oahu College, and the Community Colleges; and
- . Acts on behalf of the President of the University on all matters affecting the University in the County of Hawaii; and also assumes delegated responsibility for the coordination of the activities of the Cloud Physics Laboratory, the Institute of Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service.

## COLLEGE OF AGRICULTURE

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, and general agriculture.

## OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture. Directs activities and personnel of the University of Hawaii at Hilo Agricultural Farm Laboratory.

- . Coordinates instructional activities.
- . Recruits and retains qualified faculty and research staff members.
- . Formulates and defends financial plans.
- . Allocates funds to various programs.
- . Controls the expenditure of funds.
- . Develops and maintains quality instructional, research, and community service programs.
- . Maintains communications with agricultural governmental agencies, client groups, and the general public.

## INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- . Provides courses and training for students planning agricultural careers.
- . Ensures that students complete a core of basic science courses and substantial courses in general education.

## HAWAII COMMUNITY COLLEGE

Offers vocational-technical and general education courses and programs leading to Certificates of Achievement and the Associate of Arts and Associate of Science degrees.

### OFFICE OF THE PROVOST

Directs the activities, curriculum and personnel of Hawaii Community College. This office coordinates all instructional activities to assure the orderly operation of vocational and general education programs.

- . Coordinates overall instructional activity to assure that the programs meet student, Board of Regents, accreditation, community, and business needs.
- . Coordinates and serves as liaison between the College and the community to assure that community and student needs and interests are met.
- . Coordinates the on-going and new instructional programs of the College with the public schools, other community colleges, and the University of Hawaii system.
- . Coordinates the activities of the existing programs which require the supervision of appropriate liaison between the college and community such as labor unions, business associations, private and non-profit organizations and hospital and medical affiliates required for the programs. Communicates with various county and state agencies which require licensure approvals and contracts.
- . Coordinates the federally funded projects with the various state, county and federal offices which manage the allocation of the funds. Each project requires separate contracts which need to be managed between the University's Contracts and Grants Office and county, state, and federal agencies.
- . Coordinates the liaison between each of the twenty-two programs and its program advisory committees. The members of the committees are appointed by the College. Members meet each semester to review recommendations from each program as well as consider the changing needs of the community.
- . Participates and joins community and civic organizations to provide a liaison between the community in general and the College. Close working relationship between the college and community is required to provide a mechanism for mutual understanding.

### OFFICE OF ASSOCIATE DEAN

Responsible for the academic support functions including planning, supervising, coordinating, communicating, reviewing, evaluating, and making recommendations for the academic programs of the College.

- . Supports staff through development of in-service training programs for new and continuing staff. Evaluations are made of faculty in their teaching and support is given to strengthen classroom instruction.
- . Reviews curricular materials with faculty for clarification and development of program objectives. Provides leadership to faculty in revising curriculum and assisting in articulating curriculum between and among community colleges and other colleges of the University of Hawaii at Hilo.
- . Reviews the level of instruction by faculty for appropriateness in relationship to student progress. Shares with the students their concerns over the instruction provided by faculty. Give counseling and advice to students who need additional assistance or change of majors or provide assistance in measuring academic progress.
- . Assists in the development of program reviews through providing information, lending support in the assessment and writing of these reviews for all of the programs.
- . Assists in the development of new programs needed in the community. Develops the program needs and assessment for the program, assists in developing the curriculum and articulates with other colleges in the system for development of programs.
- . Assists in the writing of project proposals with faculty and staff. Provides information to support proposals from various sources. Assists faculty in reviewing the various sources of funding for project proposals.

### DISADVANTAGED/HANDICAPPED PROGRAM

Provides counseling, advising, and tutoring services for our disadvantaged and handicapped students.

- . Maintains good relationship with students and faculty.
- . Plans, recruits, schedules, and controls the tutorial program financed by Vocational Education funds.

- . Assesses and assists in the planning of the Vocational Education proposals for disadvantaged and handicapped students.
- . Communicates with students, staff, and administration clarifying informing, and resolving issues and problems.
- . Keeps a record of activities, expenditures, and submits final evaluation of the tutorial program.
- . Plans, evaluates, and selects and purchases instructional materials and equipment as designated in the budget.

DIVISIONS (General Education and Public Services, Business Education and Affiliated Programs, Trade and Industry)

Develops coherent programs among the disciplines within the respective divisions.

- . Coordinates curricular offerings among the disciplines.
- . Offers courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- . Consults and cooperates with other divisions on curricular matters.
- . Reviews and processes personnel transactions, administers student help and the operating and equipment budgets.

## COLLEGE OF ARTS AND SCIENCES

Provides for baccalaureate degree programs leading to the Bachelor of Arts in the Social Sciences, the Humanities and the Natural Sciences, and the Bachelor of Business Administration.

### OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- . Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- . Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors and Chancellor.
- . Responsible for overall curriculum development and long-range planning.

### DIVISIONS (Business Administration and Economics, Humanities, Social Sciences, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

- . Coordinate curricular offerings among the disciplines.
- . Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- . Consult and cooperate with other divisions on curricular matters.
- . Review and process personnel transactions, administer student help and the operating and equipment budgets.

CENTER FOR CONTINUING EDUCATION AND  
COMMUNITY SERVICE

OFFICE OF THE DIRECTOR

Provides overall leadership, program direction, evaluation, and development, coordination and administration of CCECS. Supervision of coordinators, secretary and account clerk, and special project staff. Meets with individual coordinators; conducts staff meetings; oversees new program development.

- . Attends meetings of statewide and community agencies in cooperative program planning; developing inter-agency linkages.
- . Works on assignments made by the Chancellor for broad planning, carrying out university policies and directives, special reports, and other assigned tasks, often in cooperation with other unit heads.
- . Processing official documents and forms — approval of hires for a constantly changing faculty, purchases, budgetary reports, and other administration paperwork required in the daily administration of CCECS.
- . Correspondence; report-writing; grantsmanship; other writing tasks.
- . Supervising special grants and projects; project director's input into a variety of projects.
- . Liaison with other units of the University System — Manoa: Summer Session, CCECS, CBA, College of Education, School of Social Work, etc.; Community Colleges; East-West Center; Hawaii Loa; UHM colleges.
- . Solving student and faculty problems; and problems relating to coordination of University services with OSS, Business Office, etc.
- . Public relations and developing community support; meeting with groups desiring University services; speaking to community organizations about CCECS; organizing publicity efforts.

CREDIT PROGRAM

Acts as liaison with UHM faculty in developing and implementing university courses offered by CCECS during Spring and Fall evening sessions and summer. Works with faculty in the development of new and different delivery systems to aid island-wide clientele attain their educational goals.

- . Works to expand CCECS capabilities to produce local instructional "learning packages" for islandwide distribution. Investigates ways to reach large audiences through common electronic media, e.g., radio, television, etc.
- . Meets with community groups and others to discover educational needs and establish objectives and ways to attain them.
- . Assists in coordination of evening and summer sessions.
- . Acts as a research agent for CCECS in discovering sources of funds for community service programs. Assists individuals and groups in writing program proposal grants for federal, state, and private funding.
- . Plans the establishment of "Learning Centers" in selected areas remote from the Hilo campus which CCECS students can use as a base for guided, individualized instruction.

#### INTERNATIONAL STUDIES/CULTURE AND ARTS PROGRAM

Plans, develops, and evaluates cultural, artistic and travel/study programs.

- . Serves as liaison with community groups, culture and arts association, and other relevant entities island-wide and abroad.
- . Implements programs and projects involving music, art, theatre, dance, lectures and films.
- . Implements travel/study programs.
- . Works with other coordinators to design courses to meet expressed needs.

#### HUMAN SERVICES PROGRAM

Responsible for total senior citizen educational effort including the operational aspects of Statewide UH Senior Citizens Tuition Exemption program overseeing a budget of \$90,000+ and serving as liaison for UHH with UH-Manoa, West Oahu College and the six community colleges. Assists in the preparation of the final narrative and budget reports as well as quarterly reports to the Executive Commission on Aging.

- . Responsible for the development, implementation, coordination and evaluation of non-credit programs in personal development, credit and non-credit programs, and special programs to meet the educational needs of our growing senior citizen clientele (e.g., Crime Prevention).



- . Acts as liaison between OCECS and the various public and private agencies to facilitate the cooperative utilization of UH resources to better serve the community.
- . Prepares written reports on areas of responsibility and participates in the formulation of the annual budget and other long-term planning.

#### IN-SERVICE EDUCATION PROGRAM

Develops, coordinates, implements and evaluates functional aspects of educational programs for study abroad, incoming travel, women's programs, career development, education in-service and local senior citizens to meet the needs of the community-at-large.

- . Plans, supervises, and participates in programs through conducting workshops, seminars, conferences; promotes incoming and outgoing travel, women's programs, career development, education in-service and local senior citizen programs by representing the UHH in various committees related to these programs.
- . Serves as overall coordinator in above programs, prepares itineraries and budgets, leads and participates in curriculum development activities.
- . Directs and coordinates conversational English programs for Japanese students; structures lectures, cultural experiences, tour excursions, and extracurricular activities related to this program.
- . Establishes and maintains liaison with directors and executives of both public and private agencies concerned, as well as private organizations.
- . Updates instructional materials and organizes new lessons as the need arises.
- . Interviews faculty; establishes and updates rules and regulations.

#### HEALTH SERVICES/PERSONAL DEVELOPMENT PROGRAM

Identifies, plans and develops credit and non-credit courses in Human Services and personal development.

- . Administers grants from Department of Planning and Economic Development, Energy Division, BIORTA and HCEOC.
- . Plans and implements a Summer Youth Program.

- . Provides liaison and develops continuing education opportunities for target groups in the health service professions.
- . Cooperates with other UHH units in planning for outreach credit programs and administers courses from the professional colleges.
- . Plans programs in community applications of agricultural technology and provides non-credit courses to complement the Culinary Arts program.

#### CCECS WEST HAWAII PROGRAM

Administration and coordination of all University of Hawaii at Hilo continuing education and community service programs in the districts of North and South Kona.

- . Meets with potential client groups to develop education and community service programs which will meet the needs and fulfill the desires of the people of Kona.
- . Acts as liaison with UHH-CCECS divisions at the home campus in Hilo. This includes Study Abroad, Agricultural/Vocational and Technical, Liberal Arts, Non-credit, and Culture and Arts.
- . Acts as liaison with other educational units and existing community organizations.
- . Recruitment of qualified instructors and assistance in the development of course offerings in both academic and non-academic areas.
- . Writing and dissemination of information about programs, courses, and events sponsored by the UHH-CCECS.
- . Acts as consultant and advisor to students seeking academic degrees.

#### CREDIT AND EXTENDED DEGREE PROGRAM

Academic/Program responsibility: Responsible for planning, developing, implementing and evaluating courses and programs for the business divisions, the UH-Manoa Small Business Management Program, the Small Business Administration, and various professional associations and organizations.

- . Administrative/Supervisory Responsibility: Serves as acting director in his/her absence. Administers and coordinates a broad based summer session and evening credit program; serves as liaison with the academic units, CCECS and the service units. Supervises the implementation of courses and the

extended degree programs in the Hilo area, as well as alternatively delivered programs islandwide. Supervises the staff of the OCECS Computer Learning Center. Supervises the major publications for the academic sessions.

- . Maintains comprehensive records of programs and prepares materials, information and reports as required for program planning and budgetary purposes. Maintains professional competencies by keeping abreast of recent trends and advances in professional areas and participates in the planning and implementation of staff training for colleagues and program personnel. Performs related work as required.

## OFFICE OF ADMINISTRATIVE SERVICES

As part of the Chancellor's Office, provides the business and managerial leadership required to support the administrative needs of the University of Hawaii at Hilo.

### OFFICE OF THE DIRECTOR

Serves as the principal assistant to the Chancellor in all non-academic matters.

Plans, organizes, directs, coordinates and evaluates all of the business, budgeting, personnel, financial, administrative and CIP activities, including management systems and analytical studies requirements of the campus and the systemwide office.

### AUXILIARY SERVICES

Administers the repair and maintenance of the campus buildings and grounds, campus security, campus communication, food service, inventory, safety program, and parking.

### BUSINESS MANAGEMENT

Prepares, administers, and audits budget and financial transactions of the UHH, including maintenance of position controls.

Procures all goods and services, receipts and disburses all University of Hawaii at Hilo funds, and maintains accounting and financial records.

### FACILITIES PLANNING AND CONSTRUCTION

Administers the CIP program (planning, design, construction) repairs and maintenance projects, facilities use program, space utilization programs and facilities inventory management.

### PERSONNEL

Administers and manages all areas of personnel administration and management; e.g., recruitment, labor relations, employee benefits, health and safety standards, training, etc.

### OFFICE OF STUDENT SERVICES

Plans, organizes, budgets, directs, evaluates, and coordinates student services programs for students and prospective students of the University of Hawaii at Hilo.

### OFFICE OF THE DIRECTOR

Plans, organizes, and directs activities related to the following:

- . Recruitment, advising, counseling, evaluation, and selection of students for admission.
- . Student financial aid program and financial counseling services.
- . Student government and student activities, residence life, student clubs and organizations, health services, and veteran's affairs.
- . Personal, vocational and academic counseling and testing services.
- . Career planning and placement services.
- . Construction, maintenance, and management of residence halls and other facilities as necessary to carry out the functions of the Office of Student Services.
- . Student registration, collection, and maintenance of student records, evaluation of records for graduation, and compilation, production, and presentation of analytical or related reports.
- . Budgets for the expenditure of funds of the Office of Student Services.
- . Diagnostic services, instructional support services, and tutorial assistance in basic skills and course content.

### EDUCATIONAL ASSISTANCE CENTER

Provides diagnostic services and academic guidance to entering students who appear to be unprepared, educational counseling to students experiencing academic difficulty, and activities and tutorial assistance designed to develop and improve skills in the following areas: composition, reading, mathematics, speech-communications and study skills.

### ADMISSIONS

- . Handles correspondence from prospective students, gives information about the University and various programs, evaluates credentials, processes applications for admission, evaluates transfer credits, compiles admission statistics,

and works with the Coordinated Admissions Program on a system-wide basis.

- . Evaluates student's academic progress to insure proper adherence to area requirements, credits earned, degree requirements met for all degree and certificate programs at the University of Hawaii at Hilo.
- . Counsels students regarding admission and academic problems. Assists in academic advising. Determines residency requirements and maintains school and college relations program.

#### FOREIGN STUDENT ADVISING

Advises and assists in various areas, including academic, immigration, financial and health concerns, coordinates home and group hospitality; evaluates and determines admission of foreign students; maintains liaison with the U.S. Immigration Service; works with foreign student organizations; counsels foreign students with academic, personal and special problems.

#### STUDENT ACTIVITIES, STUDENT GOVERNMENT, AND CAMPUS CENTER

Supervises programming, facilities management and services at the Campus Center; acts in advisory and supportive roles to the student governments at the University of Hawaii at Hilo; responsible for budgeting and fiscal planning and control of the Campus Center; oversees activities of all student organizations; serves as primary University of Hawaii at Hilo liaison with Board of Publications; fulfills responsibilities in carrying out policies, rules and procedures of the Campus Center Board; coordinates the orientation activities of new and transfer students.

#### RECORDS AND REGISTRATION

Oversees the registration for the University of Hawaii at Hilo, including reservation of physical facilities, schedules for advising, obtaining course cards; maintains liaison with Management Systems Office and faculty in matters relating to registration, and repository for all reports emanating from Management Systems Office, as well as other computer reports generated locally.

- . Prepares schedule for final examinations.
- . Supervises development of a computerized system of record-keeping and registration, as well as computerization of other areas such as financial aids and housing.
- . Issues transcripts, maintains academic records of all students at the University of Hawaii at Hilo, sends grade reports, certifies grade point average for good driver claimants, attendance for Social Security Administration, as well as other organizations.

- . Advises veterans on credits, courses and program adjustments as they relate to the various veterans' programs; certifies veterans for G.I. benefits and allowances; certifies student attendance for orphans and dependents of veterans; maintains cooperative relationships with the Veterans Administration and its local representative; and provides such other assistance as indicated.

#### FINANCIAL AIDS/EMPLOYMENT (ON-CAMPUS)

Handles matters involving all financial aids, including federal programs — National Direct Student Loan, Basic Economic Opportunity Grant, College Work-Study Program, Federally Insured Loan, state scholarships, and State Higher Education Loan Program, tuition waivers, general fund employment, and short term emergency loans.

#### COUNSELING AND TESTING

Counsels students with educational, vocational, and/or personal problems, including counseling of senior citizens and women returning to school; makes referrals to proper university or community resources as necessary; administers a variety of psychological tests and inventories; and administers the National Testing Program.

#### HOUSING

Coordinates the operation of the residence halls (Hale Kanilehwa, Hale Kuanoe, Hale Aloha and Hale 'Ikena), including application and admission, setting and enforcement of policies, maintenance, budget, and supervision of the residents. Acts as liaison to off-campus housing units, including Adult Student Housing.

#### PLACEMENT AND CAREER DEVELOPMENT

Assists in identification of career objectives; provides employment information for use of students, faculty, and alumni; initiates program of placement services for students; assists in completing confidential vitae for use by students, sets up files and resumes for distribution, acts in liaison capacity to promote establishment of contacts between University of Hawaii at Hilo and business and governmental sectors of community; promotes employment of University of Hawaii at Hilo graduates; supervises placement of students in part-time, off-campus employment; assists former students and promotes alumni activities.

#### HEALTH SERVICES

Provides emergency and first aid for all students at the University of Hawaii at Hilo; provides health counseling in such areas as family planning, birth control methods, alcohol and drug abuse, mental health, etc.; referral services to other agencies as indicated. Disseminates health information, such

as availability of health insurance forms, and assists in processing of applications for health insurance; scheduling of chest X-rays, evaluates health forms and determines necessary follow-up; maintains confidential health files.

#### NATIONAL STUDENT EXCHANGE

Facilitates the exchange of students among institutions for a short-term educational experience at reduced tuition costs. Disseminates program information, screens potential applicants, processes in-coming and out-going applications, facilitates transition of exchange participants, and communicates with NSE Consortium and member institutions.



## LIBRARY SERVICES

### ADMINISTRATION

Directs all library activities, services and personnel for the University of Hawaii at Hilo.

- . Directs the development of library services, collections, and facilities.
- . Responsible for fiscal planning and management to insure the efficient operation and development of the UHH Library.
- . Provides for staff development and training to insure an adequate level of library services.
- . Directs the evaluation, acquisition and processing of library services.
- . Provides for special collections and services in response to curriculum, academic, and community needs.

### MAIN LIBRARY

#### Public Services:

- . Provides informational and reference services.
- . Responsible for the selection and development of the reference collection.
- . Supervises activities in circulation.
- . Circulates all library materials to faculty, students and the community, including films and reserve books.
- . Provides for stack maintenance for the collection.
- . Provides for automated data base searching for faculty.
- . Supervises operation of special collections.
- . Provides access to Hawaii newspapers through the Big Island Newspaper Indexing Project.
- . Works with faculty in the coordination, evaluation and selection of library materials.

#### Catalog:

- . Responsible for all cataloging and materials processing procedures.
- . Responsible for developing a data base of machine readable records which will be the basis for the Library's on-line catalog.
- . Responsible for handling the receipt and processing of gift materials.

#### Government Documents and Periodicals:

- . Provides check-in, claiming and binding of periodicals and newspapers.
- . Responsible for the selection, acquisition, processing and development of the U.S. documents collection.
- . Provides reference information services for U.S. documents.

#### Acquisitions, Serials, and Interlibrary Loan:

- . Responsible for the ordering of all library materials.
- . Receives and processes library materials including serials and prepares invoices for payment.
- . Maintains budget control over the materials budget.
- . Provides interlibrary loan services for faculty, staff, and students.

## INTERCOLLEGIATE ATHLETICS

Plans, organizes, budgets, evaluates, and coordinates, athletic programs (intercollegiate and intramural) for UH at Hilo.

- . Responsible for the general control, administration, supervision and coordination of the Athletic Department, its programs, personnel, budget and finances, facilities, equipment, publicity and public relations.
- . Establishes and maintains athletic relations with other institutions.
- . Advises, recommends and reports to the Chancellor all matters pertaining to athletics.

## MEDIA SERVICES

Provides support services and resources for the faculty and staff to improve the efficiency and effectiveness of the learning process for all students.

- . Provides production, audio-visual, reprography and curriculum development services.
- . Responsible for the purchase, inventory, repair and maintenance of all media equipment.
- . Explores curriculum problems with the faculty, staff development, delivery systems, utilization of equipment, scheduling and production.

### COMPUTING CENTER

Plans, organizes, directs and coordinates the functions of the Computing Center to serve the instructional programs, administrative programs, and research activities.

- . Coordinates and facilitates use of the center according to established priorities (instruction, administrative and research) for maximum and efficient use.
- . Assists programs in developing packages usable in their respective programs.
- . Provides technical assistance to faculty, staff and students in use of computers.