

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF EDUCATION

MAJOR FUNCTIONS

I. Office of the Dean (Chart II)

A. Provides executive/managerial direction and support to the primary programs of instruction and organized research and the support program of student services.

1. Academic - Plans, organizes, and administers

- a. Program curricula and course development**
- b. Program evaluation**
- c. Staff recruitment and development**
- d. Curriculum research, development and implementation**
- e. Outreach instructional and community service programs**

2. Administration - Plans, organizes, and administers

- a. Budget development, allocation, and administration**
- b. Accounting for resources**
- c. Procurement and property management**
- d. Personnel**
- e. Other logistical support services**

II. Student Services (Chart III)

A. Administers the functions of recruitment, application, selection, and admission of undergraduate and Professional Diploma students.

B. Provides counseling services, career guidance, and placement services to all students in the College.

C. Conducts institutional research studies for program planning.

D. Maintains accurate student records.

III. Instructional Departments (Charts IV to XII)

A. Provides instruction for degree credit leading to the following educational objectives:

- 1. Bachelor's Degree - Elementary Education, Recreation Leadership, and Secondary Education.**

2. Master's Degree - Counseling & Guidance, Educational Administration, Educational Communications and Technology, Educational Foundations, Educational Psychology, Elementary Education, Secondary Education, and Special Education.

3. Doctor's Degree - Education (Ed.D.) and Educational Psychology (Ph.D.)

4. Professional Diploma - Elementary and Secondary Education

- B. Provides continuing education instruction through courses, workshops, seminars, field work, and consultations to practicing professionals to assist them in maintaining currency of knowledge in their fields.
- C. Makes available the skills, services, specialized facilities and resources to the educational community.
- D. Shares in the development of policy, and program curricular, courses, standards, and evaluation.
- E. Facilitates individual research and training projects concerning problems and possibilities of teaching and learning.

IV. Intramural Sports (Chart IXA)

- A. Provides opportunities for students, faculty, and staff to participate in sport and recreational activities as often as their time and interests permit.
- B. Plans and directs the operations and maintenance of the State Pool Complex and coordinates the activity schedules of University users and community groups.

V. Curriculum Research and Development Group (Charts XIII, XIII A, and XIII B)

- A. Conducts research and designing and testing more adequate models for educational programs.
- B. Serves the State school system in its programs of curriculum and instruction improvement, including the development of courses of instruction and student and teacher materials.
- C. Evaluates promising curriculum innovations and disseminates the information to schools.
- D. Provides a research base, including a laboratory school, for a variety of educational research and development programs.
- E. Conducts research on the process of curriculum change.