OFFICE OF PLANNING AND POLICY

Functional Statement

The Office of Planning, Policy is a systemwide academic support office with responsibility for: (1) managing Universitywide planning and providing planning support, (2) coordinating policy development and analysis, (3) providing institutional research services, (4) providing administrative data processing and information support services; and (5) coordinating universitywide development and use of telecommunications technology.

The office supports the Office of the President and facilitates the work of the President's line administrative officers through provision of administrative computing support services and accurate and timely information for planning and management purposes. The office is responsible for managing Universitywide planning including developing, monitoring and revising the Strategic Plan and Agenda for Action, coordinating University planning with the Hawaii State Plan, managing the State Higher Education Functional Plan, coordinating campus academic development planning, and providing planning support. The office coordinates the use and development of telecommunications, computers, and information systems including interactive and closed circuit television using the Hawaii Interactive Television System. In addition to these internal responsibilities, the office plays a major role in supporting Board information and policy needs.

Specific functional responsibilities include:

- Managing Universitywide planning, including monitoring and revising the Stategic Plan and Agenda for Action

- Coordinating University planning with the Hawaii State Plan

- Managing the State Higher Education Functional Plan process

- Handling liaison with State planning task forces

- Coordinating the Universitywide Academic Development Planning process

- Developing and implementing an interface between the systemwide planning and budgeting processes

- Supporting planning at the campus level

- Developing and executing planning policies and guidelines

- Developing and coordinating a systematic consideration of policy

- Preparing major policy studies

- Formulating Board and Executive policies across the full array of University activities

- Providing policy interpretation and guidance

- Making accurate and timely information and data analyses relating to students, enrollments, courses, curricula, degrees, etc., available to University decision-makers for planning and management purposes

- Conducting institutional studies and preparing analytical reports on a wide range of subjects including, for example, workload, financial planning, outcomes, student progress, etc.

- Providing decision support designed to improve the integration of planning and budgeting

- Developing and utilizing computer-based analyses that facilitate timely preparation of routine reports and responses to ad-hoc queries

- Assisting users with data interpretation and manipulation

- Managing universitywide student affairs operations

- Establishing and maintaining data element definitions and policy standards

- Providing administrative data processing services and managing administrative information systems

- Handling all technical support requirements associated with administrative computing

- Providing user training and support services for administrative computing

- Developing strategic plans, programs, and policy guidelines for the acquisition and operation of telecommunications, computers, information systems and instructional technologies.

- Developing and coordinating universitywide use of interactive, closed circuit television for educational purposes, including the use of the Hawaii Interactive Television System (HITS).

PLANNING

This function involves responsibility for directing and managing Universitywide planning; coordinating academic development planning; serving as the State Functional Plan manager and the University liaison with State planning processes; directing planning and policy initiatives that serve to link planning and budgeting; and serving as the chief planning officer responsible for University planning analyses, policy development, monitoring, refinement, etc.

This function also involves the provision of planning support essential for the development, coordination, and implementation of a universitywide planning effort under the direction of the Director of Planning and Policy. Support functions include serving as a resource person to assist campuses in the planning process; providing for training and guidance on planning to university personnel; assisting with the development of unit planning processes and guides; serving as a resource for program assessment and evaluation; supporting campus academic development planning; assisting in the development of an analytical framework that links the planning and budgeting processes and facilitates priority-setting and execution at a campuswide level. Assists with the identification, analysis, and development of responses to planning issues facing the university; provides staff support for the monitoring, reporting and revision processes associated with the Hawaii State Plan, the State Higher Education Functional Plan, the Strategic Plan and Agenda for Action.

POLICY

This function involves the analysis of University policy issues and the development and coordination of a systematic consideration of policy with the staff in the Office of Planning, Policy and Budget, the Vice Presidents, Chancellors and their staffs, and campus officers. Specific functions include conducting research and institutional comparisons; preparing background and issue papers; preparing studies, reports, legislative testimony, and briefing papers; formulating policy statements, recommendations for action, and guidelines for implementation; providing policy interpretation and guidance; and handling responses to inquiries and ad-hoc requests. This function involves the analysis of a wide variety of policy issues spanning academic affairs, budget, fiscal, and personnel matters, and in particular systemwide oversight of student affairs policies. Oversight of universitywide student affairs operations is also a functional responsibility of this officer.

INSTITUTIONAL RESEARCH

Responsible for developing and preparing institutional analyses, reports and other similar support services to the University at the direction of the Director of Planning and Policy. Generally, these services include the analysis and dissemination of informational reports and studies, special ad-hoc studies, resource needs analysis and forecasting, and analytical support for the University's academic and financial planning process.

Information Services: Major Functions

1. Developing formats, defining terms, summarizing and analyzing routinized studies, reports and information systems (such as management information reports, UH Fact Sheet, crosswalk tables and Universitywide terms and definitions) that are required for planning, analytical, and management purposes. Working with the Management Systems Office in developing and executing automated procedures to streamline the compilation of routine information reports.

2. Designing, researching, analyzing and using new computer systems, computational techniques and analytical methods to respond to UH and external requirements (e.g., OSHA, SHEP), national developments and internal innovations.

3. Collecting, summarizing, analyzing and responding to information needs as required by the University's planning and management policies and processes and as required by external agencies. These include comprehensive information requests, (e.g., HEGIS, IPEDS), categories of information needed by campus administration, special legislative requests to the University and other University needs.

4. Conducting, coordinating and consulting for workshops, training seminars and committees to facilitate the dissemination of information and information analysis to UH administrators and campus/program directors as part of the University's overall management program.

Analytical Services: Major Functions

1. Preparing brief analyses, supported by charts and graphic displays, or the Management Information Reports.

2. Developing and utilizing analytical techniques to support the University's institutional and campus-level planning process. This may include quantitative unit activity and resource profiles, simulated resource projection models, workload indicators and analysis, enrollment projections, program efficiency measures, quantitative resource allocation measures, surveys of alumni, and student progress and outcomes analyses.

3.   Developing, testing, maintaining and utilizing a variety of analytical techniques to support the integration of institutional and academic planning with budgeting and financial planning, to include cost/efficiency analyses, current service and/or workload financial projections, inflation analyses, computer plotting, historical/current/planned data displays and revenue projections.

4.   Providing analytical support, training and consultation to campuses in academic and financial planning and analysis and the utilization of analytical techniques and systems.

5.   Providing technical support and consultation in the training and dissemination of computer models and statistical techniques as required for operations and strategic planning.

MANAGEMENT SYSTEMS OFFICE

The Management Systems Office is a systemwide office responsible for providing administrative data processing and information support services to both systemwide and campus administrators.

Administrative Information Systems Support

o   Works with key operational units to define data processing requirements and develop solutions/plans for present/future needs.

o   Provides systems analysis and feasibility studies on request.

o   Designs and develops computer programs and documentation.

o   Maintains EDP applications including production of routine management information reports.

o   Trains users in the use of the system.

o   Provides computer program maintenance.

o   Provides data entry services to convert source documents into machine readable form.

o   Coordinates computer report schedules.

o   Secures necessary computer time and resources.

o   Prepares and submits computer jobs into the computer.

Technical Support

o   Operates and maintains minicomputer systems.

o   Monitors performance of administrative computer systems and modifies configuration and workload as needed.

o   Establishes computer utilization procedures and recommends policies.

o   Implements and maintains computer hardware and software packages.

o   Maintains central data base.

o   Maintains the on-line teleprocessing environment.

o   Maintains and manages machine-readable program libraries.

o   Controls security of on-line systems, data bases, physical facilities and backup tapes.

o   Conducts research and development of new products.

o   Installs and troubleshoots computer terminals and data transmission equipment, and maintains the data communications network.

o   Provides technical staff training and technical assistance to the staff and users.

o   Serves as the liaison to the UH Computing Center.

User Support

o   Provides training, technical services, and a bi-monthly newsletter to a selected group of administrative users sharing a computer system.

o   Assists users in reviewing their requirements and determining specific solutions which best meet their present and future needs, and recommends acquisition of new software by MSO as appropriate.

o   Coordinates and conducts demonstrations and information sessions as required.

o   Conducts training in the use of various minicomputer software packages and maintains training records of users and staff.

o   Assists in testing software packages prior to release.

o   Coordinates MSO form design and ensures standardization.

o   Provides training to end users on UH-developed information systems.

o   Analyzes management information requirements and develops computer program specifications.

o   Recommends data definition policies and standards.

o   Assists users in accessing data files and developing their own reports.

OFFICE OF INFORMATION TECHNOLOGY

Functional Statement

The Office of Information Technology is responsible for developing strategic plans, programs and policy guidelines for the acquisition and operation of telecommunications, computers, information systems and instructional technologies for the University.

Specific functional responsibilities include:

- Coordinating and monitoring policy and project planning; including the coordination of the computer resources of the Management Systems Office, UH Computing Center, and the campuses.

- Coordinating systemwide use and development of interactive and closed-circuit television for instruction, research and community service, including the coordination, development and use of Hawaii Interactive Television System (HITS) for University outreach purposes.

- Working in cooperation with campus officials, creating a unified data and video communications network for the UH system with "gateways" to library facilities and national and international networks.

- Facilitating faculty access to appropriate research and training activities, and instructional technology; disseminating information about computers, information and telecommunication innovations and technology.

- Providing leadership and serving as the University's technical expert in liaison for telecommunications, acquisitions and on such projects as the selection, installation, implementation and management of University telephone systems.

- Providing guidance in the integration of various new and existing information and telecommunication technology, for example, developing a plan for low-cost, high-quality computer-aided printing publishing capabilities for all University campuses for use by both the administration and faculty.

- Serving as a liaison among University senior executives and campus administrators on issues relating to telecommunications, computers and information systems.

- Chair and provide leadership for the University Advisory Committee on Computers and Telecommunications and the University Coordinating Council for HITS.

- Develop effective functional relationships with state, national and international organizations and institutions.