

**STATE OF HAWAII
UNIVERSITY OF HAWAII
COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE**

FUNCTIONAL STATEMENTS

The College of Continuing Education and Community Service (CCECS) serves the continuing education needs of individual adults and groups through formal and informal courses, conferences and institutes, cultural and specialized events, and other educational experiences. These educational opportunities are provided at various places and times on Oahu and the neighbor islands for students who cannot attend regularly scheduled courses at the Manoa Campus. It also administers the academic affairs of students who have been admitted to the UH but who are not candidates for a degree at the Manoa Campus.

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FUNCTIONAL STATEMENT

OFFICE OF THE DEAN

Under the general direction of the President, University of Hawaii, plans, organizes, directs, evaluates and controls the programs of the CCECS. Represents the College in community meetings and other events.

- . Provides leadership to the College.
- . Establishes program priorities.
- . Establishes policies and procedures based on Board of Regents and University of Hawaii policies.
- . Directs staff and program directors to assure that functions assigned to the College are carried out.
- . Represents the College in meetings of the Deans and Directors.
- . Represents the College in other administrative activities such as legislative hearings, meetings to solve College problems within and without the University of Hawaii system and at functions in which the College is a participant.
- . Oversees the development and evaluation of programs which are consistent with the mission of the College.

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FUNCTIONAL STATEMENT

OFFICE OF ADMINISTRATIVE AFFAIRS

Under the general direction of the Dean, provides for the fiscal, personnel and general administrative services of the College.

- . Works with program directors on the financial management of programs including the preparation of expenditure plans, financial statements and reports, the maintenance of accounting records and the processing of purchase orders, contracts and other fiscal documents.
- . Advises the Dean on financial status of the College and assists the Dean in the analysis and preparation of the budget and program plans for the College including recommendations on program content and method of financing.
- . Prepares the College budget submitted by program directors and as approved by the Dean.
- . Advises and works with the program directors in carrying out personnel management functions.
- . Advises the Dean on administrative personnel management and operating procedures of the State of Hawaii and the University of Hawaii and recommends courses of action to take.
- . Analyzes the financial implications of program policies and operations and recommends courses of action to the Dean.
- . Performs other duties as assigned.

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OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs (OSA) provides students, program participants, faculty and staff with evaluation, advising, registration and academic recordkeeping and information dissemination services relative to these tasks.

- . Provides advising services to students enrolled in courses and programs of the College including advice on courses to take, procedures to follow and obtain degrees in major areas of study, and other information as requested.
- . Registers and maintains records of students participating in College programs and has administrative and academic responsibility for all unclassified graduate and undergraduate students, including academic actions - e.g., probation, suspension or dismissal.
- . Disseminates information about the College and University of Hawaii system to evening students as well as the general public through orientation, career development and study skills workshops and flyers.
- . Provides the student services support which includes handling student registrations, insuring grades are posted, recorded and sent out to students, responding to student inquiries regarding University's academic policies and procedures.
- . Provides evaluation services for all courses offered through CCECS.

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FUNCTIONAL STATEMENT

LABOR EDUCATION ADVISORY COUNCIL

Serves as an advisory council to the Dean of the College of Continuing Education and Community Service on all activities and programs of the Center for Labor Education and Research, and assists the Dean in the assessment and evaluation of program needs for implementation.

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FUNCTIONAL STATEMENT

EXTENDED PROGRAM

Under the general direction of the Dean, this division establishes and administers credit course programs designed to serve individuals who otherwise cannot avail themselves of the regular University day program. Such individuals are thereby provided an opportunity to earn a college degree or upgrade their professional occupational skills or achieve personal enrichment.

The division determines the courses to be offered based on requests from the University's academic departments and requests emanating from the public; recruits qualified instructors; seeks approval for courses and instructors from appropriate academic departments; develops course informational materials; initiates employment contracts and related forms; schedule the classes; publicizes the programs; procures and distributes textbooks; assists in the conduct of registration; counsels and advises instructors; monitors programs.

The procedures described above are applied to the following distinct programs:

- . Accelerated University of Hawaii Credit Course Program: On campus and on military bases.
- . Military Base Community College Credit Program.
- . State Teachers Program: Courses to enable State teachers to enhance their professional career and to meet special requirements of the State Department of Education.
- . Overseas Program: Credit programs conducted in South Pacific Islands such as Canton, Kwajalein, Midway, and Johnston where American civilians and military personnel are stationed.
- . Community College/On Base Program: Credit programs conducted on military bases where community college courses are offered.
- . Credit Special Program: A program of credit courses that do not fit the regularly scheduled four-times-year program.
- . Mass Media Course Program: Courses offered for credit through use of newspapers, radio, and television.
- . Neighbor Islands Outreach: Providing upper division and graduate education courses and programs to neighbor islands.

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FUNCTIONAL STATEMENT

PROFESSIONAL AND SPECIAL PROGRAM

Under the general direction of the Dean, this division establishes and administers noncredit course programs designed to serve individuals who otherwise cannot avail themselves of the regular University day program. Such individuals are thereby provided an opportunity to upgrade their professional occupational skills or achieve personal enrichment.

The division determines the courses to be offered based on requests emanating from the public, recruits qualified instructors; seeks approval for courses and instructors from appropriate academic departments; develops course informational materials; initiates employment contracts and related forms; schedules the classes; publicizes the programs; procures and distributes textbooks; assists in the conduct of registration; counsels and advises instructors; monitors programs

The procedures described above are applied to the following distinct programs:

- . Accelerated Noncredit Course Program: Regularly scheduled (three-times-a-year) noncredit course offerings on campus.
- . Noncredit Special Program: A program of noncredit courses and activities that do not fit the regularly scheduled three-times-a-year program.
- . Continuing Education for Professionals Program: A program that provides a series of noncredit programs to professionals to stay abreast of changes in their field of employment.

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DIVISION OF COMMUNITY SERVICE

Under the general direction of the Dean provides a variety of community service programs geared to the needs and interests of diverse groups throughout the State and the Pacific Basin.

- . Provides cultural and aesthetic education for leisure time enrichment activities--series of dance, drama, literary, and music events presented throughout the year in cooperation with statewide advisory groups.
- . Provides experimental and on-going programs, throughout the year in oratory, music, dance, drama, and film that will enhance the individual's opportunity to gain reliable knowledge and further cultivate his appreciation for the arts.
- . Provides resources for the communities of the neighbor islands for cultural, economic and social development.

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CENTER FOR LABOR EDUCATION AND RESEARCH

Under the general direction of the Dean, the Center specializes in labor education, research, and programs.

- . Coordinates, arranges for, or conducts evaluation of existing center programs of instruction for refinement, develop new courses of instruction, and plan their implementation on a continuing basis.
- . Coordinates, arranges for, or conducts instructional programs including classes, courses, workshops, seminars, and research studies or projects.
- . Coordinates, arranges for, provides technical assistance to trade unions to improve or implement labor education programs within their organization.
- . Prepares and disseminates educational information and publications on various subjects of concern and interest to workers and their organizations.
- . Develops or acquires and promotes the dissemination of labor-related information and programs through the various public media (radio, TV, newspapers, public and private organizations, clubs, etc.).
- . Coordinates, arranges for, or conducts teacher preparation classes to enable relevant and reliable department of education instruction in labor-related educational courses, programs, and activities.
- . Labor Education Advisory Council serves as an advisory council to the Dean of the College of Continuing Education and Community Service on all activities and programs of the Center of Labor Education and Research, and assists the Dean in the assessment and evaluation of program needs for implementation.

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SMALL BUSINESS MANAGEMENT PROGRAM

Under the general direction of the Dean designs programs to meet the continuing educational needs of the small business community by offering practical management training opportunities for the development of managerial skills.

- . Conducts courses, seminars, and other educational activities to provide the small business community with education and training opportunities in the functions and activities of management.
- . Provides selective educational consultation.
- . Provides a specialized series of real estate courses (Advanced Real Estate Certificate Program) which will qualify a salesperson to take the broker's examination by waiving one year of the two years selling experience and to meeting the educational requirements.
- . Provides a real estate-pre-licensing course which will qualify persons for the State of Hawaii real estate salesperson's examination.

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CONFERENCE CENTER

Under the general direction of the Dean, provides a program that will meet the needs of the University of Hawaii at Manoa in the area of organizing and managing conferences, institutes and symposia through the College of Continuing Education and Community Service.

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HAWAII ENGLISH LANGUAGE PROGRAM

Under the general direction of the Dean, the Hawaii English Language Program (HELP) provides a noncredit intensive English language development program. This language development program will enable both immigrants and non-immigrants to improve their English abilities so that English can be used as the medium of learning at an American institution of higher learning or to enable those in the professional and business fields improve their abilities to communicate effectively in a variety of situations.