

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

3. Student Services

- 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.

II. Instructional Department (Charts III to XI)

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 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 Disploma - 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.

III. Curriculum Research and Development Group (Charts XII, XIIA, and XIIB)

- 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.