

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE SYSTEM
HAWAII COMMUNITY COLLEGE
FUNCTIONAL STATEMENTS

Provides a comprehensive post-secondary instructional program including outreach education, career education, and general education courses. Career education programs lead to certificates and Associate of Science degrees, and are designed to prepare the graduate for entry-level employment. General education courses may lead to the Associate of Arts degree and may also transfer to Baccalaureate degree programs offered on the four-year campuses. At present, this College provides the following programs:

Accounting, Administration of Justice, Agriculture, Auto Body Repair and Painting, Automotive Mechanics Technology, Carpentry, Data Processing, Diesel Mechanics, Drafting and Engineering Aide, Early Childhood Education, Electrical Installation and Maintenance Technology, Electronics Technology, Fashion Technology, Fire Science, Food Service, General Clerical, Hotel Operations, Human Services, Liberal Arts, Machine Technology, Nursing, Office Administration and Technology, Sales and Marketing, Science, Welding and Sheet Metal.

Structured non-credit instruction is offered through the Apprenticeship Training and Job Training Partnership Act (JTPA) programs. Community services provides non-credit training related to the College's credit programs and general interest programs.

The College provides a wide range of student support services to meet the needs of a diverse student body.

OFFICE OF THE PROVOST

The Office of the Provost is responsible for the orderly and proper functioning of Hawaii Community College, and is responsible for carrying out the objectives of the College.

Within the rules and regulations of the University of Hawaii System, the Office of the Provost:

- * Issues rules and regulations governing the activities of the College.
- * Develops long-range plans for the growth and improvement of the College.
- * Recommends appointments, tenure, leaves, terminations and promotions for all college personnel.
- * Maintains accreditation standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and other governing bodies.
- * Approves and submits a College budget to the University System.
- * Serves as the College's liaison and representative to the general community including the Hawaii County Government, State Legislators, and other appropriate State and community agencies, organizations.
- * Assures community involvement and program quality through the establishment of lay advisory bodies to critically review instructional programs, the continuance of a fundraising committee, and the establishment of other committees as needed.

OFFICE OF DEAN OF INSTRUCTION

The Dean of Instruction is responsible for directing all instructional programs, Academic Support and Special Programs and Community Services. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit and non-credit instruction, the Dean:

- * Supervises and participates in delivering programs and curriculum development, off campus credit and non-credit programs; reviews instructional programs and coordinates programs and course revisions as needed.
- * Supervises and coordinates the activities of division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; coordinating facility usage for instruction. Assesses resource and staffing needs, prepares biennium budget for the instructional, academic support and special programs and community services areas.
- * Recommends to the Provost personnel transactions which relate to hiring, tenure, leaves, promotion, and terminations.
- * Plans, budgets, organizes, implements, and evaluates a staff in-service training program.
- * Prepares grant applications; operationalizes plans to carry out various federally-funded programs.
- * Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.
- * Coordinates the development of the College's vocational education state plan, and all accreditation reports.
- * Supervises and coordinates special programs such as non-credit, apprentice training programs, community service activities, externally-funded instructional programs and short-term training programs.

INSTRUCTION

The purpose of instruction is to offer courses to meet the major needs of academic programs in each division and the needs of general education and lower division students.

General Education and Public Service, Trade and Industry, Business Education and Affiliated Programs, Nursing Program

Under the general supervision of the Dean of Instruction, the four Divisions develop coherent programs among the disciplines within the respective divisions. The divisions each:

- * Coordinate curricular offerings among the disciplines.
- * Offer courses to meet the specific degree requirements of major programs and the needs of general education and lower division students.
- * Consults and cooperates with other divisions on curricular matters.
- * Recommends personnel transactions, administers annual operating and equipment budgets necessary to deliver the instructional programs.

Cooperative Vocational Education

The purpose of cooperative vocational education is to enrich the quality and scope of post-secondary education through educationally-related work experiences which afford students an opportunity to earn funds needed for their education, while enabling them to become better prepared to achieve their educational or career objectives. Instructors collaborate with local training station sponsors to assure that the educational objectives of the work laboratory are attained.

ACADEMIC SUPPORT

Academic support services provide assistance to students outside the formal classroom environment. These services complement instruction, assist students who need additional help, and educate students on resources available to them to support their classroom learning.

The Learning Center

The Learning Center coordinates four primary services:

- (1) Academic tutoring in basic skills and content area subjects.
- (2) Computer-assisted instructional programs.
- (3) Instruction utilizing self-paced audio visual kits and print media.
- (4) Non-credit basic skills and literacy training.

The Learning Center also serves students in the University of Hawaii at Hilo by offering the same services noted above.

Library

The Library coordinates library services for community college students with the University of Hawaii at Hilo's Library. In conjunction with academic units, conducts instruction for students and faculty in the use of the libraries within the University System and the State of Hawaii System and assists community college faculty with library needs.

Academic Computing

The Academic Computing program coordinates and supervises computer labs designated for student use as classrooms and open lab arrangements and coordinates services for both Hawaii Community College and University of Hawaii at Hilo students.

COMMUNITY SERVICES

Under the Dean of Instruction, this functional area offers non-credit training on-and off-campus and delivers special programs to the community.

Special Programs and Community Services

Offers to the community non-credit programs related to on-campus curricular programs and facilitates the delivery of credit programs using interactive television, cable access, and on-site methodology. Partnerships with business and secondary education will enhance outreach to all population groups and geographic areas of the island.

Apprenticeship Programs

Provides evening and weekend courses for apprenticeship training in the fields of carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing, and sheet metal. Training may be offered in other fields if there is a demand. The programs meet the requirement of the State of Hawaii Apprenticeship Law and enable an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.

OFFICE OF STUDENT SERVICES

The purpose of this office is to provide all the necessary and complementary services related to the needs of students which are not directly instructional. The services are to better enable students to succeed in their learning experiences, adjust to the College and seek future goals in a more orderly fashion.

Counseling and Student Life

- * Provides qualified, professional counseling services including assistance with career/life planning, establishing educational goals, adjusting to college life, developing job search skills, and job placement.
- * Disseminates information about services available on campus, college transfer information, occupational exploration, and labor market trends, and provide referral services to community resources for specific services and information not available on campus.
- * Coordinates assistance for students with disabilities and other groups in need of special assistance.
- * Conducts orientation and provide workshops and classes on student development topics such as, career/life planning, decision making, goal setting, time management, and self-knowledge.
- * Implements student center programs and other co-curricular activities; advise student government and other major student organizations.

Enrollment Services

- * Provides information about the College to the general public and selected special target populations, and implement recruitment strategies for the College.
- * Provides pre-admissions counseling services including clarification of career/educational goals and workshops on preparing for college, and assistance in applying for financial aid.
- * Delivers timely financial aid services to meet the needs of entering and enrolled students, including coordination of all Federal and State student financial aid programs.
- * Delivers an efficient and flexible registration system for credit and non-credit programs, and assure that student academic records are properly maintained and made available to students.
- * Provides enrollment certification for students receiving veterans' benefits, financial aid, and other such benefits.

Joint Services

In cooperation with the University of Hawaii at Hilo, coordinates student housing for Hawaii CC students in residence halls; coordinates health services; coordinates sharing of campus center facilities; and coordinates services for international students.

OFFICE OF ADMINISTRATIVE SERVICES

The Office of the Director for Administrative Services provides for the various administrative support services and activities of the College which generally include personnel, administrative management, budget and fiscal services, and operations and maintenance. This operation:

- * Insures the College operates within Federal and State statutes, established policies and procedures of the University of Hawaii, and educates the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks.
- * Reviews and assists in the preparation of the College's long and short term educational plans, accreditation self-studies, program reviews, special studies, etc.; makes corrections and recommendations for improvement; prepares and implements the short and long range plans for the Business Office and the Operations and Maintenance Programs, in coordination with the University of Hawaii at Hilo.
- * Performs and/or participates in special studies of interest or concern; making recommendations, offering alternatives, correcting problems, discussing the facts, etc., as appropriate.
- * Monitors all aspects of the activities of extramurally-funded projects including critically reviewing the proposal, ensuring the activities can be performed with available resources and time frame, monitoring progress, and following-up on reporting requirements.
- * Responds to request for information, especially from systemwide offices, State agencies, and legislators.
- * Coordinates the budgeting for the College, including the biennium budget requests, six-year operating budget plan, the Capital Improvements Program (CIP) projects, and the Special Repairs and Maintenance Programs in coordination with the University of Hawaii at Hilo.
- * Works with University of Hawaii at Hilo to see that proper maintenance and care of all physical facilities and properties of the College is performed, including adequate security of the premises; prepares short and long range plans and implements them within the resources available; monitors CIP, energy conservation, Special R&M and other campus projects.

Business Office

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

Works with University of Hawaii at Hilo to insure that the fiscal and business services clerical functions relating to the above operations are maintained.

Human Resources:

Responsible for the College's human resources operations including classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; and workers' compensation.

Works with University of Hawaii at Hilo to insure that the human resources clerical functions relating to the above operations are maintained.