

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE SYSTEM
WINDWARD COMMUNITY COLLEGE

MAJOR FUNCTIONS

Provides a post-secondary education program in liberal arts, vocational/technical, and occupational education.

- * Offers liberal arts course work which leads to the Associate in Arts degree and lower division preparation for baccalaureate degrees.
- * Offers vocational/technical course work which leads to certificates and/or to the Associate in Science Degree.
- * Offers occupational course work which leads to certificates and/or to the Associate in Science Degree.
- * Offers continuing education and community service programs of both the non-credit and credit variety.

OFFICE OF THE PROVOST

The Office of the Provost is responsible for the orderly and proper functioning of Windward Community College. The Office is responsible for directing all aspects of the administration and development of the College in order that the College fulfills its mission.

Within the established policies and procedural guidelines of the University of Hawaii, and applicable Federal and State statutes, the Office of the Provost oversees the management and operations of the College in the following functional areas:

- * Curriculum and instruction.
- * Library and media services.
- * Student services including admissions and records, academic and career counseling, student activities, financial aids, and job placement.
- * Finance, accounting, budgeting, word processing, and copying services.
- * Personnel transactions and records.
- * Physical plan and grounds including parking and security.
- * Community services.

Additionally, the Office of the Provost is responsible for the following functions:

- * Issuance of campus policies and guidelines governing the activities of the College.
- * Recommendations associated with the hiring, tenuring, promotion, leave-taking, and termination of all College personnel.
- * Submittal of the recommended biennial (and supplemental) budgets of the College.

- * Maintaining liaison with other campuses of the University, with other post-secondary education institutions within the service area of the College, and with other agencies such as secondary schools, trade schools, community groups, and other State and County officials or representatives.
- * Advising the Chancellor for Community Colleges on matters of campus and system-wide concern.
- * Facilitating the Staff Development program of the College.

OFFICE OF THE DEAN OF INSTRUCTION

The Office of the Dean of Instruction is directly responsible for all of the functions concerned with credit instruction, academic support services, and extramural grants. This includes the following:

- * Instructional programs consistent with the Educational Development Plan of the College.
- * All new instructional program proposals and for program reviews of on-going instructional programs.
- * Evaluating instructional program outcomes.
- * The general supervision of the instructional and academic support personnel to assure performance is at an acceptable level.
- * Personnel action which relate to hiring, tenure, leaves, promotion, and termination of faculty and staff within above program areas.
- * Instructional and academic support budgets, allocations, and controls of expenditures.
- * Coordination of the development and periodic review of the Educational Development Plan, Vocational Education State Plan, and all accreditation reports required of the College.
- * Coordination with other University units on faculty personnel matters which may have system-wide implications.
- * Curriculum development and innovations in learning and teaching.
- * Publication of the College catalog, class schedules, and the regulating of course offerings.
- * Coordination of extramural grant proposal development for the College.
- * Coordination of all learning assistance center activities.
- * Supervision of secretary and assistant deans.

Instructional Divisions (I and II)

Each Instructional Division is responsible for the development, supervision, and improvement of instruction and curricula of selected disciplines which comprise that Division. This includes the following:

- * Supervision of division curriculum and instruction.
- * Preliminary scheduling, classroom assignments, and development of the catalog descriptions for courses and programs.
- * Clerical assistance as may be required by faculty for support of instruction.
- * Report writing, program evaluations, and program reviews.
- * Supervision of assigned clerical and APT staff.
- * Educational plans.
- * Assistance/supervision/development of special projects related to expertise within the disciplines.
- * Budgetary planning and expenditure reviews of disciplines within the Division.

Library Services

The Library is responsible for the organization, development, and control of all aspects of the Library including staff, materials, maintenance of recognized library standards, and presenting its budget requirements. This includes the following:

- * Acquisition of adequate collection of library materials including books, periodicals, audio tapes, video materials, films, slides, and related materials.
- * Long- and short-range planning and development of library services.
- * Keeping apprised of new developments in library technology and equipment, and evaluation of their applicability to instructional needs.
- * Budgetary planning and expenditure review of library funds.
- * Operation of the Automated Library System at Windward Community College.

Media Production Center

The Media Production Center plans, organizes, and administers the educational media services for the College. This includes the following:

- * Providing information, advising, and assisting faculty on various instructional methodologies utilizing multi-media for more effective learning.
- * Maintaining a basic resource of equipment, materials, and facilities for circulation, previewing, listening, and production services for classroom teaching and general support activities.
- * Conducting demonstrations to familiarize faculty and students with equipment available and to enable them to operate equipment.
- * Serve as liaison for the College faculty and staff and educational agencies for interchange of ideas and resources involving audiovisual media including workshops, institutes, projects, or research.
- * Assisting College program heads in formulation of budget requirements and matters related to instructional media.
- * Supervision of civil service staff and student assistants.

OFFICE OF THE DIRECTOR FOR COMMUNITY SERVICES

The Office of the Director for Community Services promotes, implements, and publicizes all non-formal, including non-credit instructional programs and activities and the regular credit summer session. This includes the following:

- * The selective delivery of programs and services which the College can effectively deliver in serving identified community needs.
- * Planning, developing, and administering the delivery of community service programs which includes non-credit courses, special credit programs and workshops for professional competencies improvement, and cultural exhibits and performances which will enrich the lives of Windward residents.
- * Developing procedures and activities for faculty, students, and community members to assume a participatory role in the planning for the community service programming, including the development of staff support to a Community Service Advisory Committee.
- * Working directly with community organizations, groups, and individuals in Windward, Oahu, various community advisory and planning committees and board, and representatives of business, industry, labor, and governmental agencies to assess needs and interests in the College's instructional capabilities in order to establish appropriate educational programs related to, but exclusive of the regular instructional program.
- * Providing technical support to faculty, students, and staff in executing community services or outreach activities, including the development of an understanding of community needs and the application of appropriate resources to meet those needs.
- * The recruitment of temporary faculty to teach non-credit courses in accordance with policies and procedures of the University and State of Hawaii.

- * The preparation and execution of the Community Service budget in accordance with University and State policies.
- * Maintaining data and files required for reporting and evaluating program effectiveness.
- * Administering the Summer Session program including advertising, and coordination of day-to-day matters associated with the functioning of this program.
- * Planning, developing, and coordinating the public relations activities for the College within the prescribed University guidelines.
- * Scheduling community use of campus facilities in accordance with the University policy.
- * Supervision and operation of the Central Duplicating Services of the College.
- * Operation of the Fujio Matsuda Technology Training and Education Center at Windward Community College.

OFFICE OF THE DEAN FOR STUDENT SERVICES

The Office of the Dean for Student Services is responsible for planning, implementing, and evaluating those supportive student services which are designed to complement the instructional programs of the College, thus enabling students to benefit more fully from their college experiences. This includes the following:

- * The implementation of the University and campus policies affecting the general welfare of students.
- * The planning and supervision of admission, registration and student record services, financial aids counseling and academic advising services, co-curricular activities, job placement services, and the alumni affairs programs of the College.
- * The creation and maintenance of all official student records.
- * Students requiring assistance in their adjustment to college, understanding of their needs and interest, and their pursuit of personal self-development programs.
- * Students requiring assistance in meeting the costs associated with enrolling at the College.
- * Students requiring assistance in determining academic and career goals and advising them regarding educational requirements.
- * The co-curricular program at the College including advising student organizations in the conduct of activities, and the supervision of the expenditure of mandatory student activity and publications fees in accordance with approved budgets and University policies.
- * Students who have special needs such as the academically disadvantaged, handicapped, veterans, and non-native speakers to receive the necessary services.
- * Students seeking to transfer to other colleges upon termination of enrollment at the College.

- * Job placement services both on and off campus including pre-employment orientation, development of employment opportunities, listing of job opportunities, follow-up surveys on college leavers/graduates and alumni relations.

Admission, Registration and Records

This office is directly responsible for the student admission, registration, and academic records functions of the College. This includes the following:

- * All activities associated with receiving applications, admitting, and registering students for college.
- * Management of student information systems data.
- * Dissemination of consumer information regarding academic programs and admission requirements to prospective students.
- * Assuring all grades issued by instructors are properly recorded and students properly notified.
- * Maintaining accurate records of all students, certify course completion/evaluation.

Financial Aids

This office is directly responsible for the student financial aids function of the College. This includes the following:

- * Supervising and managing the delivery of financial aids services to students seeking such assistance.
- * Maintaining accurate records of financial aid transactions.
- * Reviewing and disseminating information to prospective students, while complying with Federal and State statutes affecting same.
- * Providing on-campus student employment services.

Career Counseling and Academic Advising

This office is directly responsible for the guidance and counseling functions of the College. This includes the following:

- * Provide pre-college information, testing, and orientation of new students.
- * Provide outreach services to educationally and culturally "disadvantaged".
- * Provide career guidance services.
- * Provide academic advisement and transfer evaluation services.
- * Provide special services to students who are handicapped or are veterans.

Special Student Services

This office is directly responsible for providing support services to the Special Services Project and students of the College. This includes the following:

- * The peer tutorial program, including the selection, training, and supervision of tutors.
- * Extending special assistance to the handicapped, including those who are learning disabled, for whom testing services are coordinated with cooperating agencies.
- * Providing assistance to the Learning Assistance Center (LAC) by providing for and conducting study skills and personal development workshops for the LAC participants.
- * The Return-to-Academics program (RAP) for students on academic probation, helping them design an individual educational and support program which hopefully will return them to good academic standing.
- * The recruitment of economically and culturally disadvantaged students, providing information on the College and resources, including financial aid, career counseling, and special programs.

Office of the Director for Administrative Services

The Office of the Director for administrative Services administers, coordinates, and supervises various administrative support services and activities of the College. This includes:

- * CIP planning and maintaining liaison between the College, Contractors, State Department of Accounting and General Services, and University of Hawaii Facilities Planning Office.
- * Development of the College Biennial and annual budget.
- * Human resource management.
- * Development of the expenditure plan and maintain fund control.
- * Cashiering and disbursement of funds and certifying availability of resources and propriety of expenditures.
- * Maintenance of facilities and grounds for preservation, safety, and health.
- * Institutional Computing.
- * Other auxiliary services such as the Bookstore, \1 vending machines, lunch wagon, mail, and telephone services.

\1 NOTE: The Bookstore is a branch of and under the operational control of the UH Manoa Bookstore.

Business Affairs

This office is directly responsible for cashiering, purchasing, disbursing, and mail for the College. This includes:

- * Cashiering for tuition, fees, fines, reimbursements and charges, issuing receipts and crediting the proper accounts.
- * Acquisition of goods and services.
- * Preparation of contract specifications for acquisition of goods and services that require formal bidding.
- * Imprest checking and petty cash in accordance with University policy for the payment of goods and services.
- * U.S. and campus mailing services.

Human Resources

This section is responsible for the human resource management for the College. This includes:

- * Personnel Management, recordkeeping, and transactions.
- * Recruitment and Equal Employment Opportunity/Affirmative Action (EEO/AA).
- * Classification, pay administration, and contract interpretations.
- * Workers' compensation, employee benefits, and temporary disability insurance administration.
- * Organizational Chart updates.

Computing and Data Processing

This section is responsible for the management and maintenance of the central computing and data processing equipment and software for the College's administrative programs. This includes:

- * Systems development and maintenance - systems analysis, systems design, application programming, systems testing, and systems installation.
- * Operations and supervision - scheduling and control, equipment operation, production support, and data entry.
- * Technical support - data processing, standards, technical assistance, and training.

Operations and Maintenance

This section is responsible for the maintenance of all facilities and grounds on campus. This includes:

- * Custodial and groundskeeping services.
- * Minor repairs and upkeep of physical plant facilities.
- * Inventory control and recordkeeping.
- * Transportation services.
- * Campus security.
- * Preventative maintenance program for college facilities and equipment.
- * Programs to maintain health, safety, and sanitation standards.