

August 9, 1994

MEMORANDUM

TO: Board Secretary Pepper Shiramizu

FROM: Rodney Sakaguchi

**SUBJECT: NOTIFICATION OF REORGANIZATION FOR THE COLLEGE OF
CONTINUING EDUCATION AND COMMUNITY SERVICE, UH MANOA**

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on August 3, 1994 for the College of Continuing Education and Community Service, UH Manoa. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Dean Joseph Choy at 956-8866 or Associate Dean Gerald Morihara at 956-8549.

Attachment

c: Dean Joseph Choy
Associate Dean Gerald Morihara



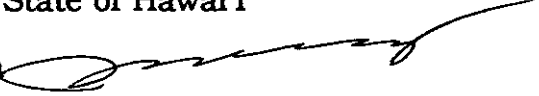
University of Hawai'i at Mānoa

College of Continuing Education and Community Service
2530 Dole Street • Honolulu, Hawai'i 96822

Wednesday, August 3, 1994

MEMORANDUM

TO: The Honorable Benjamin J. Cayetano
Lieutenant Governor, State of Hawai'i

FROM: Joseph W. Choy, Dean 

SUBJECT: **NOTIFICATION OF APPROVED REORGANIZATION,
UNIVERSITY OF HAWAI'I AT MĀNOA, COLLEGE OF
CONTINUING EDUCATION AND COMMUNITY SERVICE**

Enclosed for your files is a copy of the reorganization which was approved by the University for the College of Continuing Education and Community Service. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call me at 956-8866.

Enclosures

cc: The Honorable Eugene Imai
Director, Department of Budget and Finance
The Honorable Sharon Miyashiro
Director, Department of Personnel Services
University Personnel Management Office
✓ University Budget Office

EXECUTIVE SUMMARY

COLLEGE OF CONTINUING EDUCATION AND COMMUNITY SERVICE EXTENDED PROGRAM PROFESSIONAL AND SPECIAL PROGRAM

Enclosed for your information is the approved reorganization of the College of Continuing Education and Community Service. The reorganization reflects the evolution of a CCECS program, i.e., Division of Courses and Curricula, into two major programs: Extended Program and Professional and Special Program, whereby each needs to be separately managed both programmatically and administratively.

The rationale for this reorganization is to reflect the college-wide education program support responsibilities of the position. The position originally functioned primarily for our noncredit, Courses and Curricula, programs. However, the necessity for effective program support to all college educational programs has become more and more evident. In order to accomplish this, the position needs to be situated in the Dean's Office, thus reflecting the college-wide responsibilities of the position.

The Professional and Special Program has developed into a major CCECS program requiring the direct management of the Dean. The program is responsible to provide University and educational opportunities through noncredit courses not provided for in traditional University programs, thereby providing various individuals and groups with an opportunity to upgrade their professional skills, advance or change in career, or pursue personal enrichment or development. The following operative indicators substantiate the importance of this program and therefore the need to operate the program as a major program:

1. Annual revenues of \$800,000.
2. Annual course and registrations of 600 and 11,400, respectively.
3. Revenues exceed expenditures by \$140,000 per year.
4. Operational indicators represent approximately 35% of the College operation and therefore is the second largest College program (Extended Program, which is responsible for our University level credit courses, is the largest CCECS program).

The reorganization will not result in additional program costs or affect services and other clientele of the University. It does not require any reassignment of existing positions and functions; a director would be appointed from one of the staff members. There are no facilities or auxiliary functions necessary to implement this change as they currently exist.

Attachments:

**Current Organizational Charts and Functional Statements
New Organizational Chart**



University of Hawai'i at Mānoa

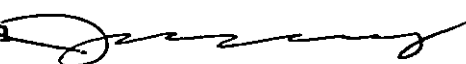
College of Continuing Education and Community Service

2530 Dole Street • Honolulu, Hawai'i 96822

Thursday, March 10, 1994

MEMORANDUM

TO: Paul C. Yuen
Senior Vice President, University of Hawai'i and
Executive Vice Chancellor, University of Hawai'i at Mānoa

FROM: Joseph W. Choy, Dean 

SUBJECT: **MINOR REORGANIZATION OF THE COLLEGE OF
CONTINUING EDUCATION AND COMMUNITY SERVICE**

We are requesting that the College of Continuing Education and Community Service's Division of Courses and Curricula be changed to two major CCECS programs: (1) Extended Program and (2) Professional and Special Program.

Under the present organization, the Division of Courses and Curricula is the major program with Extended and Professional and Special Programs as subunits of the Division. The Extended Program is responsible to promote University level credit courses for those segment of Hawai'i's population that cannot take advantage of the UHM and Community College based regular day programs. The Professional and Special Program is responsible to provide University and educational opportunities through noncredit courses not provided for in traditional University programs; thereby providing various individuals and groups with an opportunity to upgrade their professional skills, advance or change in career, or pursue personal enrichment or development.

Under the proposed organization, the Division of Courses and Curricula would evolve into two major CCECS programs--(1) Extended Program and (2) Professional and Special Program. The Professional and Special Program has developed into a major CCECS program requiring the direct management of the Dean. Attached are the program plans for this activity. The following operational indicators substantiate the importance of the program:

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION INSTITUTION

1. Annual revenues of \$800,000.
2. Annual courses and registrations of 600 and 11,400, respectively.
3. Revenues versus expenditures of \$140,000 a year.
4. Operational indicators represent approximately 35% of the College operation and is the second largest College program (the Extended Program is the largest).

This proposed reorganization will require no reassignment of existing positions and functions; a director would be appointed from one of the staff members. There would be no new positions, functions and programs required as these entities currently exist. There are no facilities or auxiliary functions necessary to implement this change as they currently exist.

This minor reorganization will not alter or cause any change in the College's budget or mission objectives.

We have forwarded copies to James Takushi, Director, UH Personnel Management Office and to Rodney Sakaguchi, Director, University Budget Office.

Please review the proposal. If you have any questions, please feel free to contact me at extension 68866.

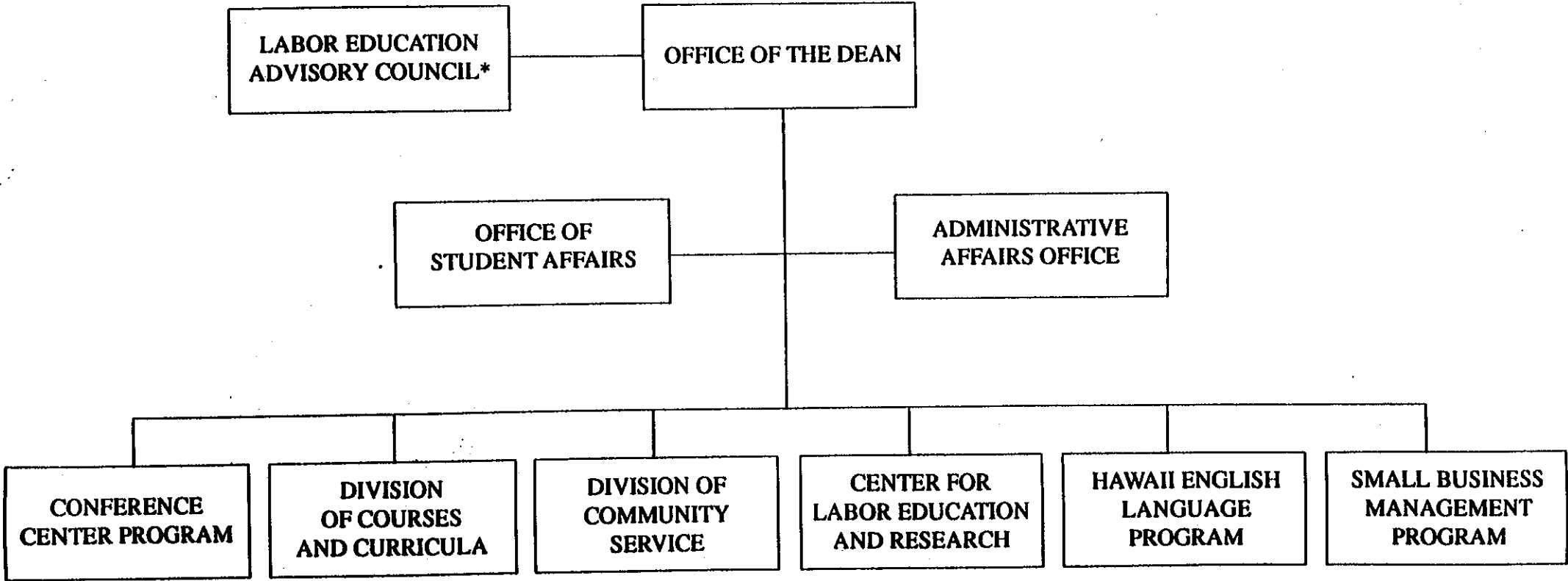
Attachments

FORMER ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

**UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF CONTINUING EDUCATION
AND COMMUNITY SERVICES**

**Organization Chart
Chart I**

CURRENT



*Act 202, SLH 1976, Advisory Body to the Dean
for the Center for Labor Education and Research

CHART UPDATED
DATE JUN 30 1993

UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF CONTINUING EDUCATION
AND COMMUNITY SERVICES
Division of Courses and Curricula
EXTENDED PROGRAMS

Position Organization Chart
Chart III

CURRENT

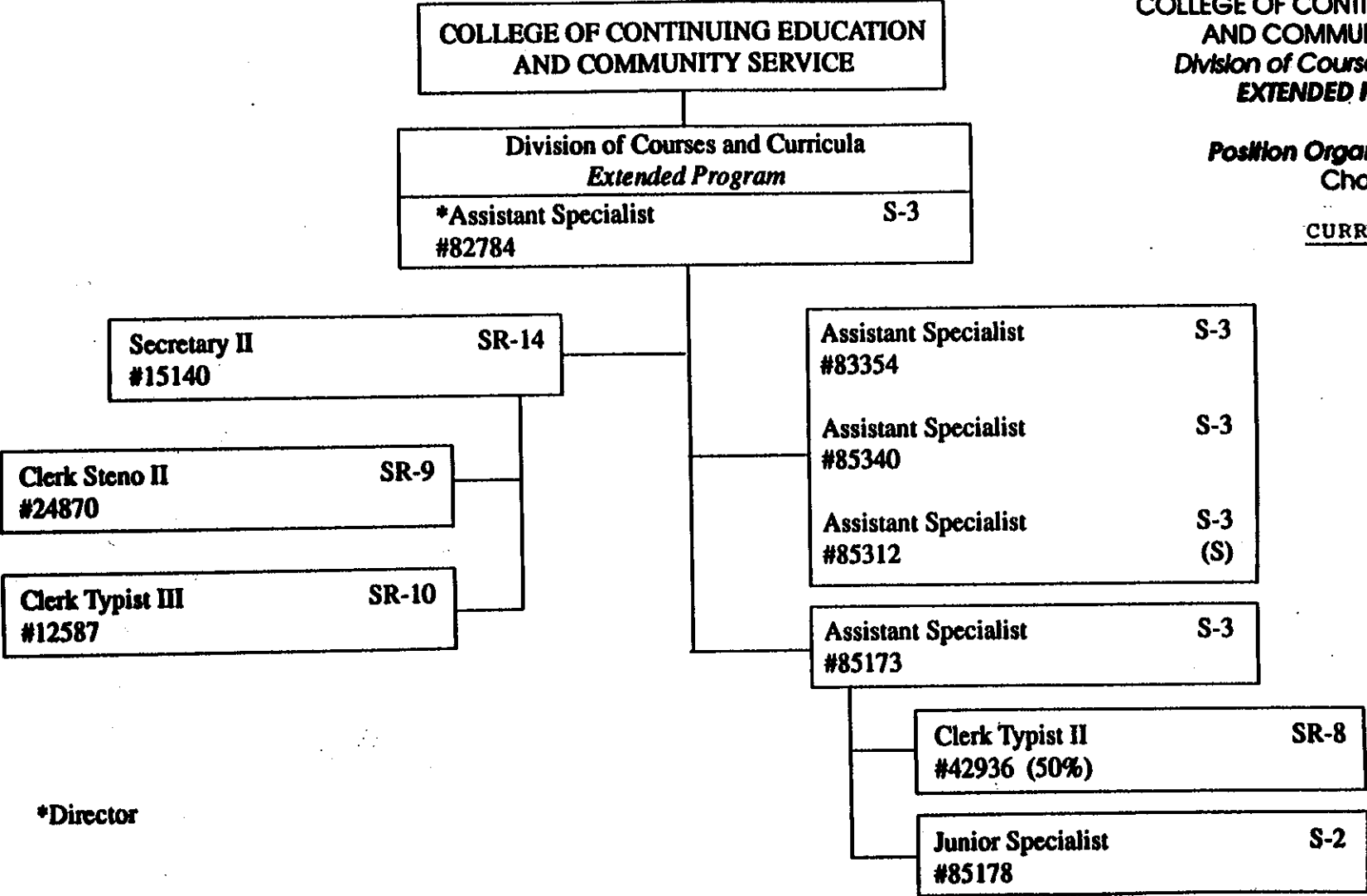


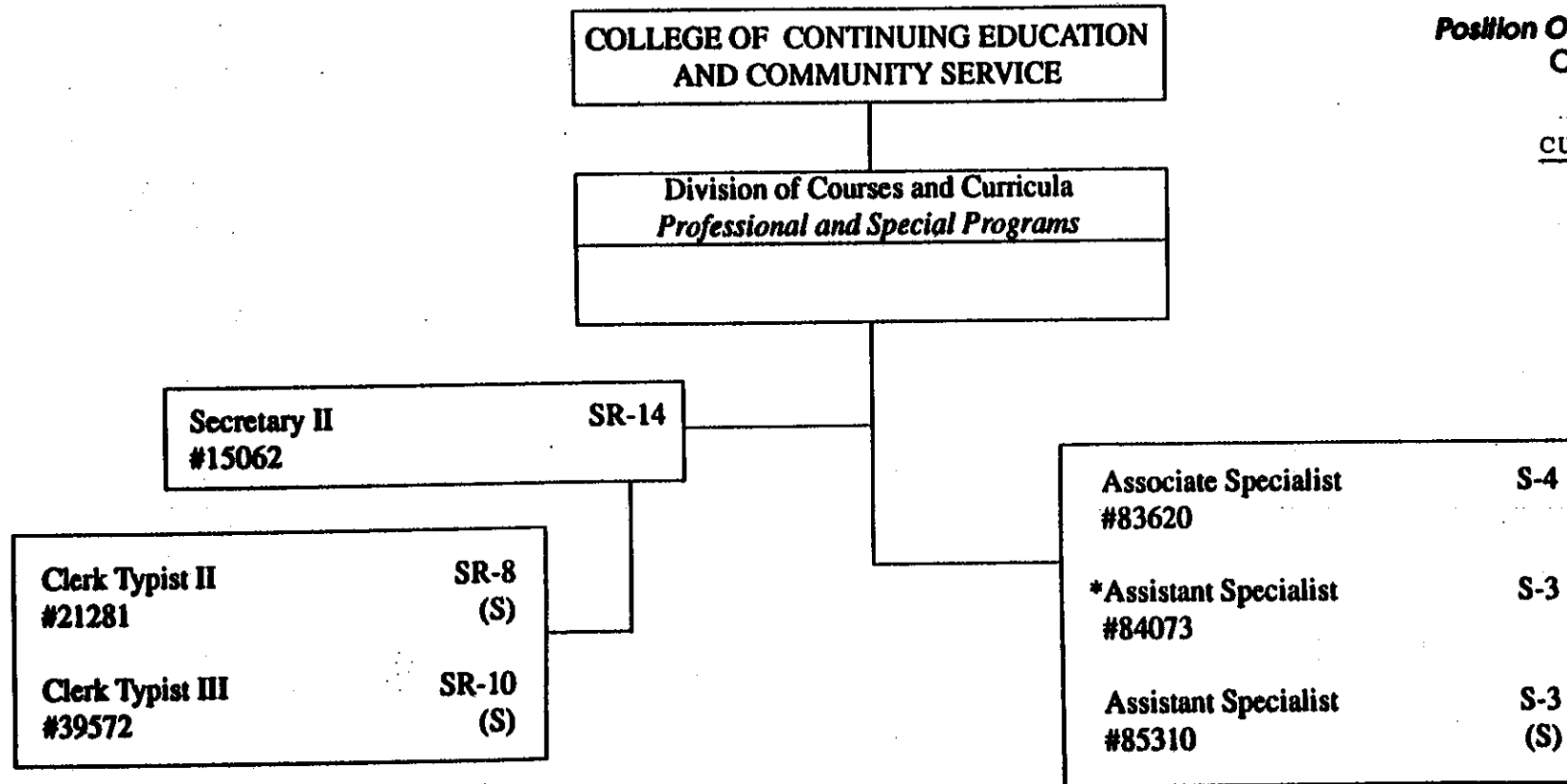
CHART UPDATED
JUN 30 1993

DATE _____

UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF CONTINUING EDUCATION
AND COMMUNITY SERVICES
Division of Courses and Curricula
PROFESSIONAL AND SPECIAL PROGRAMS

Position Organization Chart
Chart III-A

CURRENT



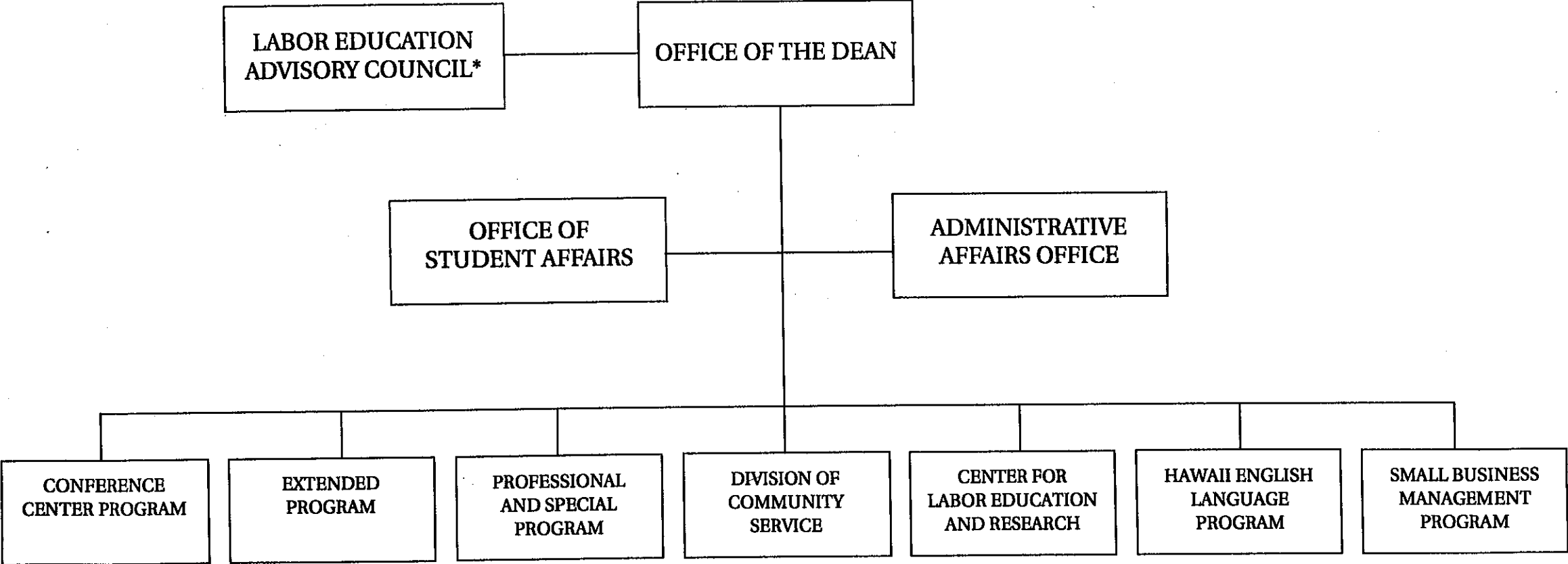
* Serves as Acting Director.

CHART UPDATED
DATE JUN 30 1993

NEW ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF CONTINUING EDUCATION
AND COMMUNITY SERVICES

Organization Chart
Chart I

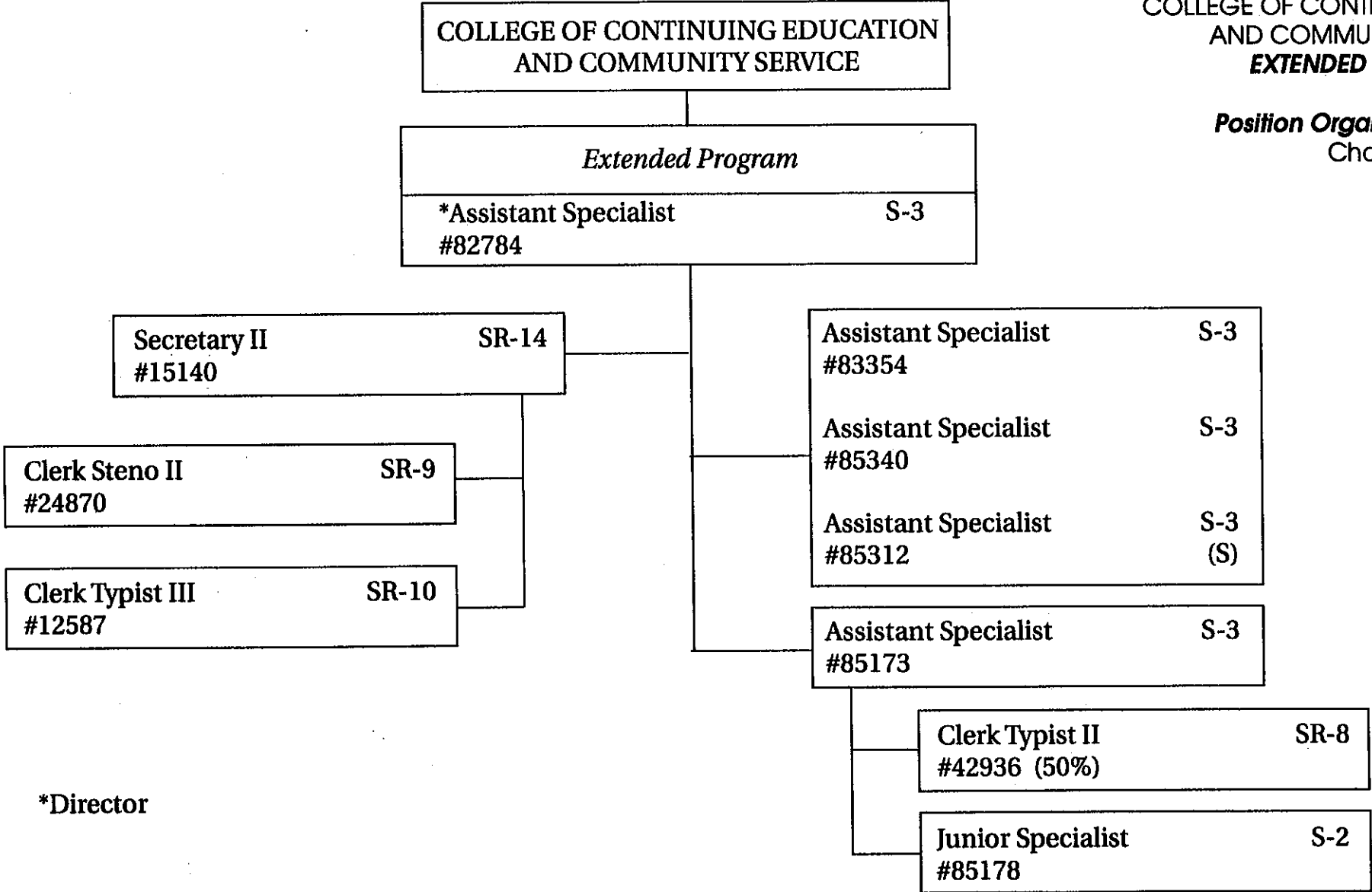


*Act 202, SLH 1976, Advisory Body to the Dean
for the Center for Labor Education and Research

Approved: [Signature]
Title: DEAN
Date: 8/3/44

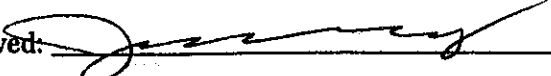
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF CONTINUING EDUCATION
AND COMMUNITY SERVICES
EXTENDED PROGRAM

Position Organization Chart
Chart III



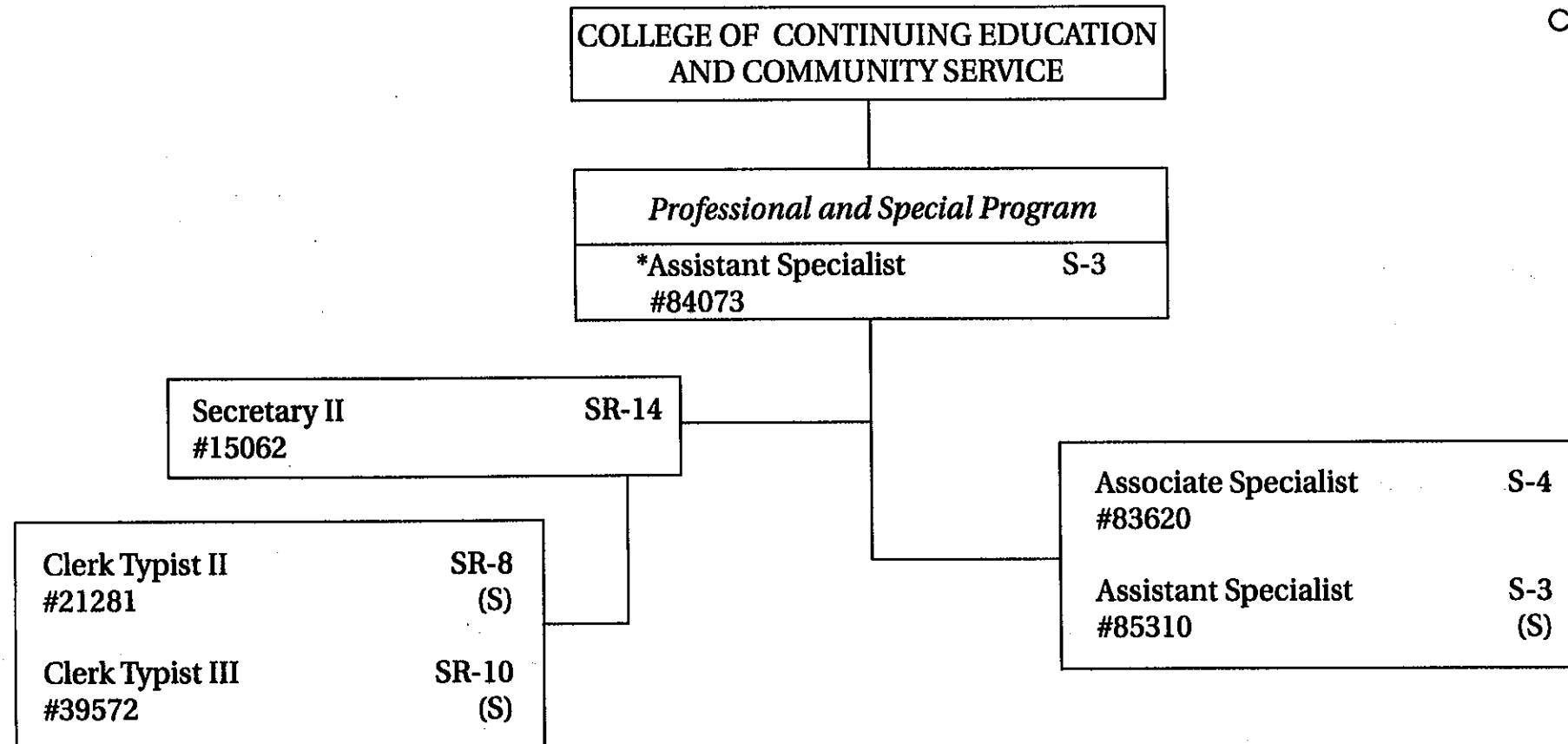
*Director

"Pending Establishment"
Pseudo No. 94532F Assistant Specialist

Approved: 
Title: DEAN
Date: 8/3/94

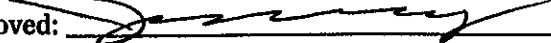
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF CONTINUING EDUCATION
AND COMMUNITY SERVICES
PROFESSIONAL AND SPECIAL PROGRAM

Position Organization Chart
Chart III-A



* Serves as Director.

"Pending Establishment"
 Pseudo No. 94527F Assistant Specialist

Approved: 
 Title: DEAN
 Date: 8/3/94

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

FUNCTIONAL STATEMENT

EXTENDED PROGRAM

Under the general direction of the Dean, this program 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 program 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 Hawai'i Credit Course Program: On campus and on military bases.
- 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.
- Military On-Base Program: Upper division and graduate credit programs conducted on military bases.
- 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.

APPROVED: _____

TITLE: _____

DATE: _____

8/3/94

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

FUNCTIONAL STATEMENT

PROFESSIONAL AND SPECIAL PROGRAM

Under the general direction of the Dean, this program 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 program 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

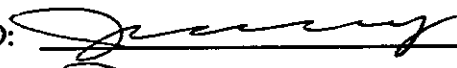
The procedures described above are applied to the following distinct programs:

- 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.

APPROVED: _____

TITLE: _____

DATE: _____


Dean
8/3/94