

STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGE SYSTEM
KAPIOLANI COMMUNITY COLLEGE

FUNCTIONAL STATEMENT

OFFICE OF THE PROVOST

The Office of the Provost plans, organizes, directs, and controls the institution's academic and support programs at the campus level in accordance with established policy and procedural guidelines and applicable statutes, and oversees the management and operations of the College in the following functional areas:

- . Curriculum and instruction.
- . Student services, admissions and records, counseling, student government.
- . Library and media services.
- . Campus planning and research.
- . Finance, accounting and budgeting.
- . Personnel transactions and records.
- . Physical plant and grounds, including parking and security.
- . Public relations.
- . Institutional research and administrative data processing.
- . Community services.

Administrative Assistant

Provides staff assistance to the Provost and is in charge of the total scope of activities leading to the planning and relocation of the College to its new site.

- . Serves as coordinator and "project manager" to plan and coordinate the incremental development and transfer of Kapiolani Community College programs to Fort Ruger.
- . Works directly with consultants and agency personnel and coordinates their efforts with the College and Systems personnel on the development of the:

Educational specifications

Campus master plan

Environmental impact statement

Planning, programming and budgeting for renovation and
new construction

- . Represent the Provost in a liaison role with various constituencies such as concerned citizens, students, faculty, staff, advisory committees, community groups, legislators, other units of the University of Hawaii System, and appropriate departments of the State of Hawaii and City and County of Honolulu.
- . Serves as a troubleshooter for the Provost, reporting on areas of particular concern and sensitivity in order to develop information leading to a decision or recommendation.
- . Handles and processes the substantial flow of mail and memorandum to the Provost and prepares a significant portion of the writing of letters, policy papers, and public statements under the direction of the Provost.
- . Has responsibility for gathering various types of data, applying appropriate statistical techniques, and producing reports.
- . Serves as the Provost's designee in handling collective bargaining complaints and grievances relating to interpretation and application of contracts' terms and conditions.

OFFICE OF THE DEAN OF INSTRUCTION

The Office of the Dean of Instruction is responsible for the administration, development and improvement of the instructional staff and curricula, and may serve as the Acting Provost.

- . Oversees the recruitment, improvement, and evaluation of faculty.
- . Applies and administers the University's and College's rules concerning faculty, curricula and budget.
- . Coordinates the development of the College curriculum, program planning, and academic support services.

General Instruction Support

This office is responsible for certain defined areas as follows:

- . Federal grants.
- . Summer session.

- . Class schedules.

Division of General Education, Business Education, Food Service Education and Public Service

The instructional division is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas: general education, business education, food service education and public service.

- . General education (transfer) programs in social sciences and language arts.
- . Business education programs in accounting, business administration and data processing.
- . Food service and hospitality education programs.
- . Programs in secretarial science and legal para-professional work (paralegal).

Division of General Education and Health Education

The instructional division is responsible for the development, supervision and improvement of instruction and curricula of selected academic departments and/or programs of the College. It provides instruction in the following principal areas of general education and health education:

- . General education (transfer) programs in mathematics and science, and the humanities.
- . Health education programs in dental assisting, dietetic technician, medical assisting, medical lab technician, nurse's aides, occupational therapy assisting, practical nursing, radiologic technology, and respiratory therapy.

Library Services

The Library is responsible for providing information services to students and faculty on an individual basis as part of their independent study and research in support of classroom learning activities.

Using recognized methods of professional librarianship, the Library staff provides information covering the total diversity of the College's curricula and the wide range of student activities and faculty expertise. The main activity of the library staff is to mediate a carefully developed collection of information sources to library users according to their individual information needs. To accomplish

this activity successfully, the Library is organized into four functional areas to perform the following:

Technical Services

- . Orders and purchases new library materials.
- . Catalogs and classifies all new materials added to the collection.
- . Labels, stamps and electronically sensitizes new library materials.
- . Discards outdated or damaged library materials.
- . Maintains, edits and corrects records in the bibliographic database.

Automation

- . Maintains the hardware and software of several automated systems used in performing all library functions.
- . Provides instruction and technical assistance to the library staff in the use of automated resources.
- . Troubleshoots technical problems.
- . Installs new software and hardware.
- . Coordinates the library's automated activities with other libraries, vendors and external specialists.
- . Generates special database reports.

Circulation

- . Loans library materials to borrowers.
- . Receives returned library materials.
- . Manages periodicals, reserve items, and other specially controlled library materials.
- . Schedules library films and videos for use by instructors.
- . Registers patrons.
- . Collects fines and performs related accounting work.

Reference

- . Reshelves returned materials.
- . Assists library users with general research.
- . Obtains specific information requested by library users.
- . Answers reference and directional questions.
- . Provides individual and group instruction in the use of library materials and information technologies.
- . Consults with faculty to design and implement library reference and information services needed for their students.
- . Encourages faculty to request material for adding to the collection.

Educational Media Center

The Educational Media Center performs a full range of scope and duties and responsibilities as follows:

- . Provides information, advises and assists faculty on various instructional methodologies utilizing multi-media for more effective learning.
- . Maintains a basic resource of equipment, materials and facilities for circulation, previewing, listening and production services for classroom teaching and general support activities.
- . Conducts demonstrations to familiarize faculty and students with equipment available and to enable them to operate equipment.
- . Serves as liaison for the College faculty and staff and educational agencies for interchange of ideas and resources involving audio-visual media including workshops, institutes, projects, or research.
- . Works with College program heads in formulation of budget requirements and matters related to instructional improvement.
- . Coordinate video telecommunication and maintain the campus cable distribution system.
- . Operate the graphics and printshop operations.

Learning Assistance Center

- . Provide tutoring services for all instructional areas such as reading, writing, math, science and health and business education.
- . Provide retention activities for instructional programs across the curriculum.
- . Provide enrichment activities to augment classroom instruction, such as learning to learn skills.
- . Provide support for basic and developmental skills programs.
- . Provide makeup testing and other out-of-class support services.
- . Provide alternate instructional systems and deliveries for obtaining credits in basic skills courses.
- . Manage the College Credit Equivalency Program.

Computing Center

- . Provide overall direction and control over all campus computing policies.
- . Provide administrative and academic computing services and assistance to students and faculty.
- . Schedule the use of the resources in the computing center.
- . Perform and manage the maintenance of hardware in the computing center.
- . Evaluate and make recommendations on the purchase of software.
- . Provide assistance in the College's computing across the curriculum program.

OFFICE OF STUDENT SERVICES

The Office of Student Services is responsible for planning, developing and providing various support services and activities primarily for the students of the College. This Office also protects students' rights. Services and activities of this program include:

- . Admissions
- . Registration
- . Student Records Management
- . Financial Aid
- . Academic Assessment
- . Enrollment Verification
- . Evaluation of Academic Credentials
- . Academic Advising
- . Counseling
- . Educational Accommodations for the Physically Disabled
- . Employment Services and Placement
- . Student Co-Curricular Activities

Career and Personal Development

The primary function of this unit is to provide the support services and activities that assist students in completing their academic and training objectives. Such services and activities include:

- . Providing academic, career, vocational and personal counseling.
- . Informing and advising students on program requirements.
- . Monitoring academic progress for high-risk students.

- . Conducting information and instructional sessions on college success and survival techniques which affect student retention and completion of educational objectives.
- . Providing and arranging for tutorial, notetaking, interpreter and other similar services, including physical accommodations for selected student groups such as the disabled.
- . Providing job placement for currently-enrolled students as well as graduates.
- . Counseling, advising and conducting other individualized and group activities for students wishing to transfer to other community colleges or to baccalaureate-level campuses.
- . Offering co-curricular educational and social activities.
- . Providing dispensary-level health care and health education.

Enrollment Services

The primary function of this unit is to provide the activities and services generally associated with the matriculation process for the student and prospective student. The activities and services include:

- . Providing information concerning the College's programs, instructional and non-instructional services and curricula, and developing recruitment and marketing activities for the College.
- . Processing admissions applications.
- . Providing academic assessment including course placement testing and student needs identification.
- . Providing college orientation activities for new students prior to initial registration.
- . Conducting student registration and managing student academic records.
- . Certifying enrollment status and other student status for educational and financial benefit programs such as veterans' and social security programs and responding to other official or legal inquiries.
- . Evaluating student academic records including transfer credit evaluation and program completion.
- . Administering the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment.

OFFICE OF ADMINISTRATIVE SERVICES

This office is responsible for the administrative management of the College including the Business Office, Personnel Office, and the operations and maintenance activities.

Business Office

This office is responsible for the following:

- . Accounting and financial management.
- . Procurement.
- . Payroll.
- . Cashiering.
- . Contracts and grants administration.
- . Operating and capital budget preparation.

Personnel Office

This office is responsible for the following:

- . Personnel administration.
- . Equal Employment Opportunity (Affirmative Action)
- . Staff development activities and training.
- . Workers compensation administration.

Operations and Maintenance

This office performs a variety of duties and responsibilities in the areas listed:

- . Physical plant operations and maintenance.
- . Inventory control and recordkeeping.
- . Mail, transportation and community services.
- . Safety programs.
- . Parking and campus security.
- . Custodial and groundskeeping.

OFFICE OF COMMUNITY SERVICES

This office is responsible for all educational activities exclusive of the regular instructional programs of the College. The Office of Community Services consists of a Director to which two administrative support staff, a Secretarial Services Unit, and five non-credit instructional program units report.

Director of Community Services

The Director of Community Services is responsible for all functions concerned with non-credit programs. This includes the following:

- . Identifies and responds to specific educational needs of the community.
This includes assessing the special post-secondary educational needs of the community and private enterprises.
- . Responsible for working with community organizations, groups and individuals in order to establish appropriate educational programs related to, but exclusive of, the regular instructional programs.
- . Responsible for all new non-credit instructional program proposals and for program reviews of on-going non-credit instructional programs.
- . Responsible for evaluating non-credit instructional program outcomes.
- . Responsible for the execution of the Office of Community Services budget in accordance with University and State policies.
- . Responsible for general supervision of non-credit instructional faculty and support staff to ensure performance is at an acceptable level.
- . Responsible for personnel actions which relate to hiring, leaves, promotion and termination of non-credit instructional faculty and support staff.
- . Responsible for overseeing curriculum development and innovations in non-credit learning and instruction.

Support Services

The support positions under the Director of Community Services are responsible for program market analyses, extramural grant and proposal coordination, and revenue collection. This includes the following:

- . Responsible for planning, developing and coordinating the public relations activities for the Office of Community Services within the prescribed University guidelines.
- . Responsible for conducting market analyses for timely determinations on the viability of proposed program offerings as well as the relative success of on-going Office of Community Services programs.
- . Responsible for development and coordination of extramural grant proposals for the Office of Community Services.
- . Responsible for developing and implementing contract training proposals for the community and private sector.
- . Responsible for revenue collection.

Program Divisions (Fine Arts; Leisure and Recreation; Computer Education; Business and Office Technologies; Humanities; Food Service)

Each non-credit instructional program is responsible for the delivery, development, supervision and improvement of non-credit instruction and curricula in their respective program area. This includes the following:

- . Responsible for planning, developing curricula, and implementing non-credit courses and community service programs.
- . Responsible for preliminary scheduling, classroom assignments, and development of program catalogs and brochures.
- . Responsible for the recruitment of temporary faculty to teach non-credit courses in accordance with policies and procedures of the University and State of Hawaii.
- . Responsible for non-credit instructional program budget allocation and expenditure control.
- . Responsible for maintaining data and files required for reporting and evaluating program effectiveness.