

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION

FUNCTIONAL STATEMENT

OFFICE OF THE VICE PRESIDENT FOR PLANNING AND POLICY

The Office of the Vice President for Planning and Policy is a system-wide academic support office with responsibility for: (1) managing University-wide institutional planning and providing planning support, (2) coordinating policy development and analysis, and institutional assessment, and (3) providing institutional research services and managing selected student service programs and information systems.

The office supports the Office of the President and facilitates the work of the President's line administrative officers through provision of accurate and timely information for planning and management purposes and plays a major role in supporting Board information and policy needs. The office provides executive leadership for system-wide long-range institutional planning efforts and serves as the President's senior executive responsible for system-wide academic affairs policies and related matters and as chief provider of executive management information and analyses.

Specific functional responsibilities include:

- Executive management of the University system-wide long-range planning processes, including institutional master and strategic plans.
- Maintaining institutional plans, managing planning processes and developing planning policies and guidelines.
- Managing the University's involvement with state functional planning process and program planning and policy liaison with the counties and regional and national entities.
- Providing leadership for coordination of campus academic development planning.
- Developing linkages between the system-wide planning and budget processes.
- Supporting planning at the campus and system level.
- Developing and coordinating a systematic consideration of policy and preparing management and academic policy studies and legislative reports;
- Formulating Board and executive policies across the full array of University activities.
- Providing policy interpretation and guidance.
- Chairing System Academic Affairs Council and coordinating academic affairs policies, practices, and issues that span multiple campuses.
- Handling liaison with All Campus Council of Faculty Senate Chairs.
- Coordinating system-wide institutional assessment, carrying out major assessment programs, and supporting system, campus and program-based assessment programs.
- Making accurate and timely information and data relating to students, enrollments, courses, curricula, degrees, etc., available to University decision-makers for planning and management purposes.

- Conducting institutional studies and preparing analytical reports on a wide range of subjects including, for example, workload, financial planning, outcomes, student progress, etc.
- Providing decision support designed to improve the integration of planning and budgeting.
- Developing and utilizing computer-based analyses that facilitate timely preparation of routine reports and responses to ad hoc queries.
- Assisting users with data interpretation and manipulation.
- Managing selected University-wide student services programs and information systems; and
- Establishing and maintaining data element definition and policy standards.

PLANNING OFFICE

Responsible for providing leadership, coordination and management of system-wide planning activities including mission statement and master planning documents, and developing linkages between the system-wide planning and budget processes including developing policy papers and planning assumptions. Responsibilities also include coordinating system academic affairs actions through the System Academic Affairs Council; coordinating campus academic development planning; managing and serving as liaison to state and county planning efforts; developing, monitoring, and refining major University planning policies; coordinating system-wide activities in support of implementation of University policies; and handling system-wide tuition policy schedule preparation. All functions require working closely with campus units, the Senior Vice Presidents/Chancellors, President and the Board of Regents.

System-wide Planning

- Managing the development, coordination and implementation of the system-wide planning effort; chairing the system Academic Affairs Council; serving as administration's liaison to the All Campus Council of Faculty Senate Chairs and related academic affairs system-wide committees; and coordinating the system review of program actions requiring Board approval.
- Formulating planning policy statements, recommendations for action, and guidelines for implementation; providing policy interpretation and guidance, and monitoring system-wide planning initiatives.
- Developing the analytical framework that links the planning and budgeting processes and facilitates priority-setting at system and campus levels;
- Researching and consulting with University-wide constituents on emerging issues in higher education at the national, state and local levels; assisting with the identification, analysis, and development of responses to planning issues facing the University; preparing background and issue papers; conducting research and institutional comparisons; and preparing studies, reports, and briefing papers.

Planning and Academic Support

- Preparing legislative reports, studies, and testimony.
- Serving as liaison to other state agencies to ensure that University plans are consistent with State priorities; and providing support for the monitoring, reporting, and revision processes associated with state and county planning efforts.
- Serving as a resource person to campuses; and providing training guidance on planning to University personnel.

- Providing support for program development and evaluation at the campus level such as academic/education development plans, new program proposals, and review of established programs; ensuring that campus program proposals are consistent with University guidelines.
- Preparing responses to international, national, and local inquiries and ad hoc requests to the Board of Regents, State Postsecondary Education Commission, and the President of the University of Hawai'i on University and State educational policies and practices.
- Providing analyses of a wide variety of policy issues spanning academic affairs budget, fiscal, and personnel matters.
- Managing and providing support for a system-wide network of transfer specialists.
- Providing coordination and support for system-wide initiatives of the All Campus Council of Faculty Senate Chairs relating to general education and other academic matters

POLICY OFFICE

The function involves: providing overall, high-level leadership, management, and coordination of system-wide institutional assessment; supporting system, campus, program based, and UH-DOE collaborative assessment programs; developing and coordinating a systematic consideration of policy with the staff and organizational units of the Office of the Vice President for Planning and Policy, campus officers, the senior executives, the President, and Board of Regents; and administering and overseeing selected University-wide student services operations and the associated budget.

Specific institutional assessment and evaluation function include:

- Developing and monitoring implementation of the Board of Regents and executive policies relating to assessment;
- Managing and coordinating research studies such as historical enrollment patterns and institutional comparisons;
- Overseeing assessment programs such as those for entering/exiting undergraduate students and alumni and supporting campus assessment programs;
- Serving as the University-wide source of expertise and chief spokesperson on issues relating to assessment and preparing required reports;
- Coordinating the development and maintenance of University-wide health indicators; and preparing the required legislative reports; and
- Providing management information for University-wide planning, policy analysis, research and information sharing.

Specific policy functions include:

- Assisting the senior executives, the President and Board of Regents with the formulation of Board and executive policies across the full array of University activities;
- Monitoring, evaluating, and handling policy interpretations and guidance across University campuses;
- Assisting with executive level policy analysis and administration for the University of Hawai'i system and preparing studies and reports;

- Handling annual State and University reporting requirements for the Office of the Vice President for Planning and Policy;
- Handling project management for the preparation of executive and Board briefings, and responding to ad hoc requests.

Specific system-wide student service operational functions include:

- Administering, coordinating, and monitoring the Coordinated Admissions Program Information System, the student tracking systems, and the Senior Citizens Tuition Subsidy Program;
- Administering, coordinating and monitoring updates to and accuracy of data element definitions and master codes for system-wide student-related information systems;
- Assisting with project management coordination and liaison responsibilities for the development of a new system-wide Student Information Management System; and
- Administering student services budget responsibility assigned to the Office of the Vice President for Planning and Policy.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM-WIDE ADMINISTRATION

FUNCTIONAL STATEMENT

INSTITUTIONAL RESEARCH OFFICE

Responsible for developing and preparing institutional analyses, reports and other similar support services to the University at the direction of the Vice President for Planning and Policy. Generally, these services include the analysis and dissemination of informational reports and studies, special ad hoc studies, resource needs analysis and forecasting, and analytical support for the University's academic and financial planning process.

Information Services: Major Functions

- Designing systematic reports, developing formats, defining terms, summarizing and analyzing data to be distributed to University administrators and campus personnel as part of the management and planning support studies (MAPS) and UH Fact Sheet;
- Researching key changes in programs, course offerings and other required information, and updating master code and lookup tables used in the generation of system-wide reports from data housed in administrative databases;
- Designing and developing automated reports or new data administration computer systems by using the latest computer technology, and working with the Information Technology unit to streamline data retrieval, access and reporting;
- Collecting, summarizing, analyzing and responding to information needs as required by University administrators, planners and staff, as well as responding to information needs of external agencies, such as other state departments, federal agencies for comprehensive information requirements such as IPEDS and Student Right-to-Know, special legislative requests to the University, and requests from the private sector;
- Researching the latest computer software and hardware and their applicability to benefit IRO staff; acquiring and installing the software in staff computers; and training the staff in the use of updated equipment and/or software; and
- Coordinating and conducting workshops, training sessions and committees to facilitate the dissemination of information and information analysis to UH administrators and campus/program directors and their staffs as part of the University's overall management program.

Analytical Services: Major Functions

- Researching and preparing analyses, supported by charts and graphic displays, for management and planning support reports, and special reports as required, including assessment reports;
- Researching identifying and defining key data elements required for University-wide data use and analysis; developing policies and procedures required to systematize data across campuses; and disseminating information on definitions, scope and use of these data elements;
- Developing and utilizing analytical techniques to support the University's institutional and campus-level planning process, including: simulated models and other tools such as enrollment projection models, financial planning models, and budget models; quantitative unit activity and resource indicators analyses; workload measures; program efficiency measures; quantitative program review indicators; and student progress and outcomes analyses;

- Researching system-wide indicators, and developing analytical data and studies on the factor affecting University programs; and, researching and summarizing the external benefits directly or indirectly attributable to University programs;
- Providing analytical support, training and consultation to campuses in academic and financial planning and analysis and the utilization of analytical techniques and systems; and
- Providing technical support and consultation in the training and dissemination of computer models and statistical techniques as required for operations and strategic planning.