

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF EDUCATION

MAJOR FUNCTIONS

I. Office of the Dean (Chart II)

- A. Provides executive/managerial direction and support to the primary programs of instruction and organized research and the support program of student services.
 - 1. Academic – Plans, organizes, and administers
 - a. Program curricula and course development
 - b. Program evaluation
 - c. Staff recruitment and development
 - d. Curriculum research, development, and implementation
 - e. Outreach instructional and community service programs
 - 2. Administration – Plans, organizes, and administers
 - a. Budget development, allocation, and administration
 - b. Accounting for resources
 - c. Procurement and property management
 - d. Personnel
 - e. Other logistical support services
 - 3. Student Services
 - a. Administers the functions of recruitment, application, selection, and admission of undergraduate and Professional Diploma students.
 - b. Provides counseling services, career guidance, and placement services to all students in the College.
 - c. Conducts institutional research studies for program planning.
 - d. Maintains accurate student records.

II. Instructional Department (Charts III to XI)

- A. Provides instruction for degree credit leading to the following educational objectives:
 - 1. Bachelor's Degree – Elementary Education, Recreation Leadership, and Secondary Education
 - 2. Master's Degree – Counseling & Guidance, Educational Administration, Educational Technology, Educational Foundations, Educational Psychology, Elementary Education, Secondary Education, and Special Education
 - 3. Doctor's Degree – Education (Ed.D.) and Educational Psychology (Ph.D.)
 - 4. Professional Diploma – Elementary and Secondary Education

- B. Provides continuing education instruction through courses, workshops, seminars, field work, and consultations to practicing professionals to assist them in maintaining currency of knowledge in their fields.
- C. Makes available the skills, services, specialized facilities, and resources to the educational community.
- D. Shares in the development of policy, and program curricular, courses, standards, and evaluation.
- E. Facilitates individual research and training projects concerning problems and possibilities of teaching and learning.

III. Curriculum Research & Development Group (Charts XII, XIIA, and XIIB)

- A. Conducts research, designs and tests more adequate models for educational programs.
- B. Serves the State school system in its program of curriculum and instruction improvement, including the development of courses of instruction and student and teacher materials.
- C. Evaluates promising curriculum innovations and disseminates the information to schools.
- D. Provides a research base, including a laboratory school, for a variety of educational research and development programs.
- E. Conducts research on the process of curriculum change.