

STATE OF HAWAII
UNIVERSITY OF HAWAII
KAPIOLANI COMMUNITY COLLEGE

FUNCTIONAL STATEMENTS

Kapiolani Community College's philosophy is to assist each individual in the lifelong process of personal growth through education. As an open-door community based school of higher education, the College is designed to enrich lives by offering academic and vocational programs of a comprehensive nature. The College offers liberal arts curricula and vocational programs in Business, Nursing, and Food Service and Hospitality, as well as the only Health Sciences, Emergency Medical Services and Legal Assistant programs in the State. The College currently offers the Associate in Arts degree, Associate in Science degree, Certificates of Achievement, and Certificates of Completion in over 20 career fields and a variety of shorter term credit and non-credit training programs. The Office of Community Services offers short-term non-credit programs in a variety of areas including computer education, small business assistance, visitor industry training, and historical and cultural interpretations of Hawaii.

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.

INSTRUCTION

The Office of the Dean of Instruction is responsible for the administration, development and improvement of the instructional staff and curricula. In addition, this office:

- . 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.

Instructional Departments: General Education, Business Education, Food Service Education, Office Administration and Technology, Legal Education, and Health Education

The instructional department 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 (transfer) programs in social sciences, language arts, mathematics and science, and the humanities.
- . Business education programs in accounting, business administration and data processing.
- . Food service and hospitality education programs.
- . Legal education programs in court reporting, legal secretary and legal para-professional work (paralegal).
- . Health education programs in dental assisting, dietetic technician, medical assisting, medical lab technician, nurse's aides, occupational therapy assisting, practical nursing, radiologic technology, respiratory therapy, and emergency medical services.

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:

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 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.
- . Coordinates video telecommunication and maintains the campus cable distribution system.
- . Operates the graphics and printshop operations.

Learning Assistance Center

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

Computing Center

- . Provides overall direction and control over all campus computing policies.
- . Provides administrative and academic computing services and assistance to students and faculty.
- . Schedules the use of the resources in the computing center.
- . Performs and manages the maintenance of hardware in the computing center.

- . Evaluates and makes recommendations on the purchase of software.
- . Provides assistance in the College's computing across the curriculum program.

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. This unit:

- . Provides academic, career, vocational and personal counseling.
- . Informs and advises students on program requirements.
- . Monitors academic progress for high-risk students.
- . Conducts information and instructional sessions on college success and survival techniques which affect student retention and completion of educational objectives.
- . Provides and arranges for tutorial, notetaking, interpreter and other similar services, including physical accommodations for selected student groups such as the disabled.
- . Provides job placement for currently-enrolled students as well as graduates.

- . Counsels, advises and conducts other individualized and group activities for students wishing to transfer to other community colleges or to baccalaureate-level campuses.
- . Offers co-curricular educational and social activities.
- . Provides 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. This unit:

- . Provides information concerning the College's programs, instructional and non-instructional services and curricula, and develops recruitment and markets activities for the College.
- . Processes admissions applications.
- . Provides academic assessment including course placement testing and student needs identification.
- . Provides college orientation activities for new students prior to initial registration.
- . Conducts student registration and manages student academic records.
- . Certifies enrollment status and other student status for educational and financial benefit programs such as veterans' and social security programs and responds to other official or legal inquiries.
- . Evaluates student academic records including transfer credit evaluation and program completion.
- . Administers the Student Financial Aid program which includes student loans, scholarships, grants, tuition waivers and employment.

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.

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.

Support Services

The support services unit is responsible for program market analyses, extramural grant and proposal coordination, and revenue collection. This unit:

- . Plans, develops and coordinates the public relations activities within the prescribed University guidelines.
- . Conducts market analyses for timely determinations on the viability of proposed program offerings.
- . Develops and coordinates extramural grant proposals.
- . Develops and implements contract training proposals for the community and private sector.
- . Collects revenue.

Program Divisions (Fine Arts; Leisure and Recreation; Computer Education; Business and Office Technologies; Humanities; Health Care, Cultural, Interpret Hawaii/Visitor Industry, Deaf Interpreter, and Special Programs)

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 unit:

- . Plans, develops curricula, and implements non-credit courses and community service programs.
- . Schedules, assigns classrooms, and develops program catalogs and brochures.
- . Recruits temporary faculty to teach non-credit courses in accordance with policies and procedures of the University and State of Hawaii.
- . Allocates the budget and controls expenditures for non-credit instructional programs.
- . Maintains data and files required for reporting and evaluating program effectiveness.

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- . 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.

SUPERSEDED

Date MAR 21 1997

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, Office Administration and Technology, Paralegal, 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:

- . General education (transfer) programs in social sciences, language arts, mathematics and science, and the humanities.
- . 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).
- . 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.

SUPERSEDED
Date SEP - 9 1996

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Technical Services

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- . Applies and administers the University's and College's rules concerning faculty, curricula and budget.
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- . Food service and hospitality education programs.
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Date MAR 21 1997 . 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.

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Date MAR 21 1997 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 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.
- . Coordinates video telecommunication and maintains the campus cable distribution system.
- . Operates the graphics and printshop operations.

Learning Assistance Center

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

Computing Center

- . Provides overall direction and control over all campus computing policies.
- . Provides administrative and academic computing services and assistance to students and faculty.
- . Schedules the use of the resources in the computing center.
- . Performs and manages the maintenance of hardware in the computing center.
- . Evaluates and makes recommendations on the purchase of software.

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- . Provides 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.

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- . 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.

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- . 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.

Support Services

The support services unit is 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.

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- . Responsible for revenue collection.

Program Divisions (Fine Arts; Leisure and Recreation; Computer Education; Business and Office Technologies; Humanities; Health Care, Cultural, Interpret Hawaii/Visitor Industry, Deaf Interpreter, and Special Programs)

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.

SUPERSEDED

Date MAR 21 1997