

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 X)
 - A. Provides instruction for degree credit leading to the following educational objectives:
 1. Teacher Education & Curriculum Studies (Chart III). Offers undergraduate and post-baccalaureate teacher preparation programs and selected graduate preparation programs including:
 - a. Initial Teacher Certification – Elementary Education and Secondary Education
 - b. B.Ed. – Elementary Education and Secondary Education
 - c. Master's Degree – Teaching (MET), Elementary Education (M.Ed.), and Secondary Education (M.Ed.)
 - d. Ed.D. Degree – Curriculum and Instruction

2. Educational Administration (Chart IV). Provides graduate level programs to prepare educational administrators and supervisors for a broad range of administrative positions in both K-12 and higher education including:
 - a. Basic School (K-12) Administrator Certification
 - b. M.Ed. – K-12 Administration and Higher Education Administration
 - c. Ed.D. – Educational Administration and Higher Education Administration in areas of (1) policy formulation, (2) development of administrative competencies in leading organizations, (3) managerial theory and operations, and (4) research management.
3. Educational Technology (Chart V).
 - a. Provides graduate level education leading to the M.Ed. in educational technology to prepare education personnel to optimize the opportunities for learning of and through diverse technologies and media.
 - b. Also provides undergraduate instruction for elective courses in the B.Ed. programs.
4. Counselor Education (Chart VI). Provides graduate level education leading to the master's degree (M.Ed.) with specialization in the areas of school, rehabilitation, college, and community counseling to prepare professionals to become effective counselors in a variety of settings.
5. Educational Foundations (Chart VII).
 - a. Provides graduate level education leading to the M.Ed. and Ed.D. programs in educational foundations.
 - b. Also provides undergraduate instruction for required educational foundations courses in the B.Ed. programs.
6. Kinesiology & Leisure Science (Chart VIII). Provides undergraduate and graduate level instruction for the following programs:
 - a. B.Ed. – Secondary Physical Education
 - b. B.S. – Athletic Training, Health/Exercise Science, and Recreation & Leisure Science
 - c. M.Ed. – Secondary Physical Education specialization
7. Special Education (Chart IX). Provides undergraduate and graduate level instruction to prepare education personnel with basic knowledge, skills, and attitudes regarding identification, assessment, and intervention strategies for persons with disabilities in the following programs:
 - a. B.Ed. – Special Education emphasis
 - b. Alternative Basic Certification in Special Education

- c. M.Ed. – Special Education with emphasis in mild/moderate disabilities or severe disabilities at preschool, elementary, or secondary levels
 - d. Also provides undergraduate instruction for elective special education courses in the B.Ed. elementary and secondary education programs.
8. Educational Psychology (Chart X).
- a. Provides graduate level instruction leading to the M.Ed. and Ph.D. programs in educational psychology to prepare individuals to conduct basic or applied research and evaluation in public and private educational settings.
 - b. Also provides undergraduate instruction for educational psychology courses required for the B.Ed. degree.
- 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.