

**STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
HAWAII COMMUNITY COLLEGE**

FUNCTIONAL STATEMENTS

Provides a comprehensive post-secondary instructional program including outreach education, career education, and general education courses. Career education programs lead to certificates and Associate of Science degrees, and are designed to prepare the graduate for entry-level employment. General education courses may lead to the Associate of Arts degree and may also transfer to Baccalaureate degree programs offered on the four-year campuses. At present, this College provides the following programs:

Accounting, Administration of Justice, Agriculture, Auto Body Repair and Painting, Automotive Mechanics Technology, Carpentry, Data Processing, Diesel Mechanics, Drafting and Engineering Aide, Early Childhood Education, Electrical Installation and Maintenance Technology, Electronics Technology, Fire Science, Food Service, Hotel Operations, Human Services, Liberal Arts, Nursing, Office Administration and Technology, Sales and Marketing, Welding and Sheet Metal

The College provides a wide range of student support services to meet the needs of a diverse student body.

The College also provides a summer session and an extensive array of non-traditional and non-credit programs.

Through its University of Hawaii, West Hawaii Center, the College provides West Hawaii communities with outreach services and access to programs offered elsewhere in the University of Hawaii (UH) system. Qualified students who are unable to travel to a University of Hawaii (UH) campus enroll in courses or credential programs that are offered by one or more of the University's accredited institutions.

OFFICE OF THE PROVOST

The Office of the Provost is responsible for the orderly and proper functioning of Hawaii Community College and is responsible for carrying out the objective of the College.

Within the rules and regulations of the University of Hawaii, the Office of the Provost:

- * Issues rules and regulations governing the activities of the College
- * Develops long-range plans for the growth and improvement of the College.
- * Recommends appointments, tenure, leaves, terminations and promotions for all College personnel.
- * Maintains accreditation standards as promulgated by the Accrediting Commission for Community and Junior Colleges, the State Legislature, and other governing bodies.
- * Approves and submits a College budget to the University System.
- * Serves as the College's liaison and representative to the general community including the Hawaii County Government, State Legislators, and other appropriate State and community agencies, organizations.
- * Assures community involvement and program quality through the establishment of lay advisory bodies to critically review instructional programs, the continuance of a fund raising committee, and the establishment of other committees as needed.

OFFICE OF THE DEAN OF INSTRUCTION

The Dean of Instruction is responsible for directing all instructional and academic support programs. The main functions of the office are to plan, organize, and conduct formal post-secondary education classes; maintain and improve on-going certificate and degree programs, develop new programs; conduct on-going evaluation of academic programs; and maintain standards of accreditation. For all credit instruction, the office:

- * Supervises and participates in delivering programs and curriculum development, off campus credit programs; reviews instructional programs, and coordinates programs and course revisions as needed.
- * Supervises and coordinates the activities of division chairpersons and program coordinators including personnel recruitment, selection, training, and evaluation; academic advising; planning, budgeting, requisitioning, and record-keeping; scheduling of classes; and coordinating facility usage for instruction.
- * Assesses resource and staffing needs and prepares biennium and supplemental budgets for the instructional and academic support programs.
- * Recommends to the Provost personnel transactions which relate to hiring, tenure, leaves, promotion, and terminations.
- * Plans, budgets, organizes, implements, and evaluates a staff in-service training program.
- * Prepares grant applications; operationalizes plans to carry out various federally-funded programs.
- * Maintains and updates articulation programs with the Department of Education, four-year campuses, and other agencies.
- * Coordinates the development of the College's vocational education state plan and all accreditation reports.
- * Coordinates externally-funded instructional programs.

INSTRUCTION

The instructional programs offers courses to meet the specific degree major requirements of academic programs in each division and the needs of general education and lower division students.

General Education and Public Service, Trade and Industry, Business Education and Affiliated Programs, and Nursing Program

Under the general supervision of the Dean of Instruction, the four divisions develop coherent programs among the disciplines within their respective divisions. The divisions:

- * Coordinates curriculum offerings among the disciplines.
- * Offers courses to meet the specific degree requirements of major programs and the needs of general education and lower division students.
- * Consult and cooperate with other divisions on curriculum matters.
- * Recommend personnel transactions and administer annual operating and equipment budgets necessary to deliver the instructional programs.

Outreach

Cooperative Vocational Education

The cooperative vocational education program enriches the quality and scope of post-secondary education through educationally-related work experiences which afford students an opportunity to earn funds needed for their education while enabling them to become better prepared to achieve their educational or career objectives. Instructors collaborate with local training station sponsors to assure that the educational objectives of the work laboratory are attained.

West Hawaii Center

The purpose of the University of Hawaii Center, West Hawaii is to coordinate curricular offerings among disciplines; offer courses to meet the specific degree requirements of major academic programs and the needs of general education and lower division students; and consult with other divisions on curricular matters.

ACADEMIC SUPPORT

Academic support services provide assistance to students outside the formal classroom environment. These services complement instruction, assist students who need additional help, and educate students on resources available to them to support their classroom learning.

Learning Center

The Learning Center Coordinates four primary services:

- (1) Academic tutoring in basic skills and content area subjects.
- (2) Computer-assisted instructional programs.
- (3) Instruction utilizing self-paced audio visual kits and print media.
- (4) Non-credit basic skills and literacy training.

The Learning Center also serves students in the University of Hawaii at Hilo by offering the same services noted above.

Library

The Library coordinates library services for community college students with the University of Hawaii at Hilo's Library. In conjunction with academic units, the library conducts instruction for students and faculty in the use of the libraries within the University System and the State of Hawaii System and assists community college faculty with library needs.

Academic Computing

The Academic Computing program coordinates and supervises computer labs designated for student use as classrooms and open lab arrangements and coordinates services for both Hawaii Community College and University of Hawaii at Hilo students.

STUDENT SERVICES

The Office of Student Services provides all the necessary and complementary services related to the needs of students which are not directly instructional. The services are to better enable students to succeed in their learning experiences, adjust to the College and seek future goals in a more orderly fashion.

Counseling and Student Life

- * Provides qualified, professional counseling services including assistance with career/life planning, establishing educational goals, adjusting to college life, developing job search skills, and job placement.
- * Disseminates information about services available on campus, college transfer information, occupational exploration, and labor market trends, and provides referral services to community resources for specific services and information not available on campus.
- * Coordinates assistance for students with disabilities and other groups in need of special assistance.
- * Conducts orientation and provides workshops and classes on student development topics such as, career/life planning, decision making, goal setting, time management, and self-knowledge.
- * Implements student center programs and other co-curriculum activities and advises student government and other major student organizations.

Enrollment Services

- * Provides information about the College to the general public and selected special target populations, and implements recruitment strategies for the College.
- * Provides pre-admissions counseling services including clarification of career/educational goals and workshops on preparing for college, and assistance in applying for financial aid.
- * Delivers timely financial aid services to meet the needs of entering and enrolled students, including coordination of all Federal and State student financial aid programs.
- * Delivers an efficient and flexible registration system for credit and non-credit programs, and assures that student academic records are properly maintained and made available to students.
- * Provides enrollment certification for students receiving veterans' benefits, financial aid, and other such benefits.

Joint Services

In cooperation with the University of Hawaii at Hilo, coordinates student housing for Hawaii Community College students in residence halls; coordinated health services; coordinates sharing of campus center facilities; and coordinates services for international students.

ADMINISTRATIVE SERVICES

The Office of Administrative Services provides for the various administrative support services and activities of the College which generally include personnel, administrative management, budget and fiscal services, and operations and maintenance. This operation:

- * Insures the College operates within Federal and State statutes, established policies and procedures of the University of Hawaii, and educates the campus community of applicable policies, guidelines, procedures, forms, and alternatives available in accomplishing tasks.
- * Reviews and assists in the preparation of the College's long and short term educational plans, accreditation self-studies, program reviews, special studies, etc.; makes corrections and recommendations for improvement; prepares and implements the short and long range plans for the Business Office and the Operations and Maintenance Programs, in coordination with the University of Hawaii at Hilo.
- * Performs and/or participates in special studies of interest or concern; making recommendations, offering alternatives, correcting problems, discussing the facts, etc., as appropriate.
- * Monitors all aspects of the activities of extramurally-funded projects including critically reviewing the proposal, ensuring the activities can be performed with available resources and time frame, monitoring progress, and following-up on reporting requirements.
- * Responds to requests for information, especially from systemwide offices, State agencies, and legislators.
- * Coordinates the budgeting for the College, including the biennium budget request, six-year operating budget plan, the Capital Improvements Program (CIP), and the Special Repairs and Maintenance Program in coordination with the University of Hawaii at Hilo.
- * Works with University of Hawaii at Hilo to see that proper maintenance and care of all physical facilities and properties of the College are performed, including adequate security of the premises; prepares short and long range plans and implements them within the resources available; monitors CIP, energy conservation, Special R&M and other campus projects.

Business Office

Responsible for the College's fiscal operations including accounting, disbursing, cashiering, contracts and grants management, procurement, inventory management, payroll, etc.

Works with University of Hawaii at Hilo to insure that the fiscal and business services clerical functions relating to the above operations are maintained.

Computer Center

Responsible for all aspects of administrative and non-instructional computing requirements of the College. Responsible for providing technical support in managing, maintaining and modifying commercially obtained software, and the maintenance of computer hardware and peripherals.

Human Resources

Responsible for the College's human resources operations including classification and pay administration; recruitment and employment; contract interpretation; EEO/AA; training and staff development; and workers' compensation.

Works with University of Hawaii at Hilo to insure that the human resources clerical functions relating to the above operations are maintained.

CONTINUING EDUCATION AND TRAINING

Under the Director of Continuing Education and Training (CET), the function of this organizational unit is to administer all non-traditional programs, including apprenticeship programs and non-credit instructional programs and activities. The latter includes: seminars, lectures, and workshops for the general public and special interest groups of the community; cultural programs; international programs; Intensive English Program; and the regular credit summer session.

Apprenticeship Program

The Apprenticeship Program provides evening and weekend courses for apprenticeship training in such fields as carpentry, electricity, heavy equipment mechanics, masonry, painting, plumbing and sheet metal. Training may be offered in other fields if there is a demand. The program meets the requirements of the State of Hawai'i Apprenticeship Law and enables an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.

Non-Credit Programs

The Non-Credit Program offers to the community programs related to on-campus curricular programs, employment preparation programs, basic skills programs, the Intensive English Program, and workforce development programs. Partnerships with businesses and secondary education institutions will enhance outreach to all population groups and geographic areas of the Island.

UNIVERSITY OF HAWAI'I CENTER, WEST HAWAI'I

The University of Hawai'i Center, West Hawai'i establishes a permanent University of Hawai'i (UH) presence in a community that otherwise lacks access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to a specific UH campus can enroll in courses or credential programs that are offered by one or more of the University's accredited programs.

While the primary purpose of the University of Hawai'i Center, West Hawai'i is instructional, it may also provide for various research and/or public service programs. The Center:

- * Ascertains community needs in West Hawai'i; identifies the UH campus that is responsible for and capable of responding to those needs; and facilitates the delivery of all levels of outreach credit and non-credit instruction to meet those needs. The methods of delivering instruction include the use of the Hawai'i Interactive Television System (HITS), compressed video, satellite TV, and the World Wide Web.
- * Reviews and analyzes community needs and coordinates the creation and updating of a multi-year plan to reflect community needs and available resources.
- * Determines the appropriate courses and programs to be offered at the University of Hawai'i Center, West Hawai'i; with the various UH campuses and other UH education centers, develops a schedule of future offerings; and determines the specific facilities and academic support requirements for each program to be offered.
- * Provides access to a library with a basic collection suitable for the programs being offered; operates and maintains computing resources consistent with program requirements; establishes and maintains suitable telecommunications resources that include the use of the telephone, FAX, connectivity to HITS, compressed video, satellite TV, electronic mail, and the World Wide Web.
- * Distributes and collects student applications for program admission and financial aid; develops and operates an on-site registration process for all admitted students; and provides general academic information, financial aid information, counseling and guidance services to students and prospective students.
- * Provides for the collection, accounting, and appropriate disbursements of tuition and fees, State general funds, and other monies according to established University policies; secures and maintains suitable instructional and administrative facilities that include office space, classrooms, and other work areas; and provides for appropriate security of the Center's facilities.
- * Collects student, class, and enrollment data; prepares and publishes a summary report of the Center's activities; and prepares assessment reports to meet University and Western Association of Schools and Colleges (WASC) requirements as needed.