

**STATE OF HAWAII
UNIVERSITY OF HAWAII
VICE PRESIDENT FOR PLANNING AND POLICY**

OFFICE OF THE VICE PRESIDENT FOR PLANNING AND POLICY

MAJOR FUNCTIONS

Provides executive leadership for system-wide academic support with responsibility for:

- Managing University-wide institutional planning efforts and providing planning support;
- Coordinating policy development/analysis and institutional assessment;
- Providing institutional research services and managing selected student services programs and information systems; and
- Providing distance education planning, policy and coordination, and serving as liaison with regional and national education entities.

Supports the Office of the President and facilitates the work of the President's senior administrative officers through provision of timely and accurate information for planning and management purposes and plays a major role in supporting Board information and policy needs.

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.

PLANNING OFFICE

MAJOR FUNCTIONS

Works closely with the offices of the Vice President for Planning and Policy, campus units, the Vice Presidents, Senior Vice Presidents/Chancellors, President, and the Board of Regents with responsibility for:

- Providing leadership, coordination, and management of system-wide planning efforts and activities, including mission statement and master planning documents;
- Developing linkages between the system-wide planning and budgeting processes, including developing policy papers and planning assumptions; and
- Coordinating system-wide academic affairs actions through the System Academic Affairs Council; coordinating unit plan development; managing and serving as liaison with state and county planning efforts; developing, monitoring, and refining major University planning policies; developing and coordinating activities in support of a systematic consideration and implementation of University planning policies; and handling system-wide tuition policy schedule preparation.

System-wide Planning and Academic Support

Serves as the administration's liaison with the All Campus Council of Faculty Senate Chairs and related academic affairs system-wide committees; provides coordination and support for system-wide initiatives relating to general education and other academic matters; and coordinates the system view of program actions requiring Board approval.

Formulates planning policy statements, recommendations for action, and guidelines for implementation;

provides planning policy interpretation and guidance, and monitors system-wide planning initiatives.

Develops the analytical framework that links the planning and budgeting processes and facilitates priority-setting at system and campus levels.

Researches and consults with University-wide constituents on emerging issues in higher education at the national, state, and local levels; assists with the identification, analysis, and development of responses to planning issues facing the University; prepares background and issue papers; conducts research and institutional comparisons; and prepares studies, reports, and briefing papers.

Assists with executive-level policy analysis and administration for University of Hawai'i system planning, and prepares studies and reports.

Prepares legislative reports, studies, and testimony.

Serves as liaison with other state agencies to ensure that University plans are consistent with state priorities; and provides support for the monitoring, reporting, and revision processes associated with state and county planning efforts.

Serves as a resource person to campuses, and provides training guidance on planning to University personnel.

Provides support for program development and evaluation at the campus level, such as unit and sub-unit plans, new program proposals, and review of established programs; and ensures that campus program proposals are consistent with University guidelines.

Prepares 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.

Provides analyses on a wide variety of policy issues spanning academic affairs, budget, fiscal, personnel matters, and distance learning.

Manages and provides support for a system-wide network of transfer specialists.

INSTITUTIONAL ASSESSMENT AND POLICY OFFICE

MAJOR FUNCTIONS

Provides leadership and direction for the University's system-wide institutional assessment and accountability requirements and support services.

Develops, interprets, monitors, and refines policy initiatives and major University policies; and develops and coordinates activities in support of a systematic consideration and implementation of University policies.

Administers and oversees selected University-wide student service operations such as the Coordinated Admissions Program Information Systems and student tracking.

Administers all budget, personnel, and administrative transactions for the Office of the Vice President of Planning and Policy.

Provides planning support to the Vice President and other executives by providing data, analyses, evaluations, and reports.

Works with the entire staff of the Office of the Vice President for Planning and Policy, campus officers,

senior executives, and the President in furnishing system-wide support, infrastructure, and expertise for executive presentations to the Board of Regents and other groups internal and external to the University of Hawai'i, such as the State Legislature and general public.

Institutional Assessment, Accountability, and Policy

Serves as the University-wide source of expertise and chief spokesperson on issues relating to assessment and accountability.

Coordinates the development and maintenance of University-wide benchmarks/performance indicators, and prepares required institutional reports.

Oversees assessment programs, such as those for exiting undergraduate students and alumni, and supports campus assessment programs.

Handles state and University assessment and accountability reporting requirements for the Office of the Vice President for Planning and Policy.

Assists the senior executives, the President, and Board of Regents with the formulation of Board and executive policies across the full array of University activities.

Monitors, evaluates, and handles policy interpretations and guidance across University campuses.

Provides management information for University-wide planning, policy analysis, research, and information sharing.

System-wide Student Service Operations

Administers, coordinates, and monitors updates to and accuracy of data element definitions and master codes for system-wide student-related information systems.

Assists with project management coordination and liaison responsibilities for the development of a new system-wide Student Information Management System.

Administers system-wide student services budget for the Office of the Vice President for Planning and Policy.

INSTITUTIONAL RESEARCH OFFICE

MAJOR FUNCTIONS

Develops and prepares institutional analyses, reports, and other 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

Designs systematic reports, develops formats, defines terms, and summarizes and analyzes data to be distributed to University administrators and campus personnel as part of Management and Planning Support Studies (MAPS), the UH Fact Sheet, and other special studies.

Researches key changes in programs, course offerings, and other required information, and updates master code and lookup tables used in the generation of system-wide reports from data housed in administrative databases.

Develops and coordinates on-line database structures and warehouses, including system design, systematic data definition, installation, and training, e.g., the Student Information Management System (SIMS).

Designs and develops automated reports or new data administration computer systems by using the latest computer technology; and works with the Information Technology Services Office to streamline data retrieval, access, and reporting.

Coordinates, monitors, and responds to information needs as required by University administrators, planners, staff, and external agencies, such as other state departments and federal agencies; requirements include IPEDS, Student Right-to-Know, requests from the private sector, and special legislative requests.

Researches the latest in computer hardware/software technology and their capability to increase productivity of institutional researchers; acquires, installs, and trains the staff in the use of updated equipment and/or software.

Coordinates and conducts 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

Researches and prepares analyses supported by charts and graphs for management and planning support reports, assessment reports, and special reports as required.

Researches, identifies and defines key data elements required for University-wide data use and analysis; develops policies and procedures required to systematize data across campuses; and disseminates information on definitions, scope, and use of these data elements.

Develops and utilizes analytical techniques to support the University's institutional and campus-level planning process, including simulated models, enrollment projection models, financial planning models, and budget models; quantitative unit activity and resources indicators analyses; workload measures; program efficiency measures; quantitative program review indicators; historical enrollment patterns; institutional comparisons; and student progress and outcomes analyses.

Researches system-wide indicators and develops analytical data and studies on the factors affecting University programs, and researches and summarizes the external benefits directly or indirectly attributable to University programs.

Provides analytical support, training, and consultation to campuses in academic and financial planning and analysis and the utilization of analytical techniques and systems.

Provides technical support and consultation in the training and dissemination of computer models and statistical techniques as required for operations and strategic planning.

11/24/98

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEM-WIDE ADMINISTRATION

FUNCTIONAL STATEMENT

SUPERSEDED

Date DEC - 3 1998

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;
- Establishing and maintaining data element definition and policy standards; and
- Distance education planning/policy and liaisons with regional and national distance education entities.

PLANNING AND POLICY 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 unit plan development; managing and serving as liaison to state and county planning efforts; developing, monitoring, and refining major University planning policies; developing and coordinating activities in support of a systematic consideration and implementation of University policies; and handling system-wide tuition policy schedule preparation. All functions require working closely with the entire Office of the Vice President for Planning and Policy, campus units, the Senior Vice Presidents/Chancellors, President and the Board of Regents.

System-wide Planning and Policy

- 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;

- 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; and
- Assisting with executive level policy analysis and administration for the University of Hawaii system and preparing studies and reports.

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 unit and sub-unit 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, personnel matters, and distance learning;
- Managing and providing support for a system-wide network of transfer specialists; and
- 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.

INSTITUTIONAL ASSESSMENT SUPPORT 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 and accountability programs; working with the entire staff of the Office of the Vice President for Planning and Policy, campus officers, the senior executives, the President, and Board of Regents to coordinate executive presentations that address outcomes and institutional accountability; administering and overseeing selected University-wide student services operations; and managing the budget and administrative matters for the Office of the Vice President for Planning and Policy.

Specific institutional assessment and accountability functions include:

- Developing and monitoring implementation of the Board of Regents and executive policies relating to assessment;
- Coordinating the development and maintenance of University-wide benchmarks/performance indicators; and preparing required institutional reports;
- 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 accountability; and
- Providing management information for University-wide planning, policy analysis, research and information sharing.

Specific assessment and administrative support functions include:

- Handling annual State and University assessment and accountability reporting requirements for the Office of the Vice President for Planning and Policy;
- Handling project management for the preparation of executive and Board briefings for OVPPP and other executive offices, and responding to ad hoc requests; and
- Assisting with overall budget and administrative management for the Office of the Vice President for Planning and Policy.

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.

SUPERSEDED
Date DEC - 3 1998

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEM-WIDE ADMINISTRATION

FUNCTIONAL STATEMENT

SUPERSEDED

Date DEC - 3 1998

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 Services Office to streamline data retrieval, access and reporting;
- Administering, monitoring, collecting, summarizing, analyzing and responding to information needs as required by University administrators, planners and staff, as well as 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 increase productivity of institutional researchers; 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; historical enrollment patterns; institutional comparisons; 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.

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