

**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; 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, ACADEMIC AFFAIRS, AND DISTANCE LEARNING SUPPORT

MAJOR FUNCTIONS

- System-wide planning, including planning assumptions, mission statement updates, and long-range planning documents.
- System-wide coordination of academic affairs through the System Academic Affairs Council (new program proposals, academic policies that affect all campuses, faculty and student policy issues affecting all campuses).
- Liaison with state and country planning efforts.
- University Board and Executive planning policies.
- System-wide tuition policy and schedule preparation.
- System-wide distance learning planning, policy, and coordination.
- System liaison with All Campus Council of Faculty Senate Chairs.
- System-wide articulation and transfer.
- Policy and plan monitoring and reports to the Board.
- Liaison with regional and national higher education organizations.

System-wide Planning, Academic, and Distance Learning Support

- Formulates mission and planning documents, policy statements, recommendations for action, and guidelines for implementation.
- 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 academic initiatives.
- Serves as a resource person to campuses, provides training guidance on planning to University personnel; provides planning policy interpretation and guidance, monitors system-wide planning initiatives, and develops the analytical framework that links the planning and budgeting processes and facilitates priority-setting at system and campus levels.
- Provides support for program development and evaluation at the campus level, such as unit and sub-unit plans; ensures that campus program proposals are consistent with University guidelines; works with SAAC to review and recommend action on new program proposals and reviews established programs requiring Board approval.
- Works with unit and system offices and committees to provide system-wide coordination of policy and planning support for distance learning programs and activities, including: coordinating master scheduling and prioritizing resource use; developing grant and resource initiatives; reporting assessments and enrollments; developing and interpreting University distance learning plans, policies, and procedures; and providing research, analytical, and staff support.
- 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 and policy issues facing the University; prepares background and issue papers; conducts research and institutional comparisons; and prepares studies, reports, and briefing papers.
- 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.
- 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.
- Provide leadership and support for system-wide course articulation and student transfer policy and procedures, including policy and procedure development and staffing articulation committees. Manage other major system-wide projects for academic improvement including drafting Board and executive academic policies.
- Prepares legislative reports, studies, and testimony.

INSTITUTIONAL ASSESSMENT AND POLICY OFFICE

MAJOR FUNCTIONS

- System-wide institutional assessment and accountability requirements, including surveys and UH Benchmarks/Performance Indicators Report.
- Analysis, development, update, and interpretation of UH Executive and Board policies.
- Update and maintenance of data element definitions and master codes for system-wide student-related information systems.
- System-wide support, infrastructure, and expertise for executive presentations to BOR and groups internal and external to UH, including the state legislature and general public.
- Policy monitoring and reports to the Board.
- Budget, personnel, and administrative support actions for the Office of the Vice President for Planning and Policy.
- Planning support to the Vice President and other executives by providing data, analyses, evaluations, and reports.

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

System-wide Student Service Operations

Administers and coordinates 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

- Develop, manage SIMS.
- Data management, SIS, SIMS.
- Data administration.
- Systemized series of MAPS reports.
- Data analyses support for administrators.
- Mānoa Student Tracking System.
- Ad hoc requests and special studies.
- Financial planning model.
- Special reports and studies.
- Response, UHM surveys.
- IPEDS coordination.
- Coordinate applicable federal mandates.
- Develop additional data warehouse capability.
- Training (data warehouse, IPEDS, etc.).

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), 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 administrative computer systems by using the latest computer technology (including the World Wide Web); and works with the Information Technology Services Office to streamline data retrieval, access, and reporting.

Administers system-wide data administration.

Administers, coordinates, and monitors data management on a system-wide basis for Student Information System (SIS) and Student Information Management System (SIMS). Administers and manages SIS and SIMS master code and data element definitions to ensure data integrity and consistency.

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.

Develops, coordinates and maintains a Local Area Network (LAN) for the Office of the Vice President for Planning and Policy to facilitate and enhance organizational data sharing/exchange requirements.

Analytical Services

Provides system-wide direction for institutional research.

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.

7/25/01