

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

FUNCTIONAL STATEMENT

This office provides executive leadership in collaboratively setting forth the systemwide academic vision and goals for the University of Hawai'i and oversees the University's distance learning program.

- Advises the President and University executives on academic matters.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Oversees a council of campus chief academic officers.
- Coordinates systemwide student policies.
- Develops and implements systemwide tuition policies and procedures.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawai'i.
- Translates plans into phased implementation strategies and time lines.
- Develops effective and innovative academic strategies to meet the identified needs of the University and its students.
- Promotes, encourages, and develops new instructional and major research efforts.
- Evaluates University academic programs for appropriateness, consistency, and effectiveness.
- Serves as academic liaison with State and federal academic educational boards and systemwide University offices.

DISTANCE LEARNING

- Oversees systemwide distance learning education planning, policies, procedures, and coordination.
- Works with unit and system offices and committees to provide systemwide 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.
- Evaluates the distance learning program to ensure that objectives of the University and its students are met.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS
COMMUNITY COLLEGES ACADEMIC AFFAIRS

FUNCTIONAL STATEMENTS

ACADEMIC AFFAIRS

This office is responsible for providing leadership in internal operational policy-making that has impact on the development and implementation of academic objectives and goals for the community colleges.

Develops a strong planning base derived from the University Strategic Plan and Master Plan, and an understanding of campus missions as articulated in the Campus Academic Development Plans.

Provides coordination and leadership in academic affairs in the areas of educational programs, intercampus and interagency relations, and special needs programs.

Provides assistance to colleges in their pursuit of their educational goals including: academic planning, program development, and institutional assessment.

Develops curriculum and programs to fulfill community education and vocational education needs.

Negotiates or participates in negotiating training contracts with agencies.

Works with senior systemwide and campus administrators, Board of Regents (BOR) and its committees, Legislative committees and their staffs and with City, State and Federal agencies and community groups.

Assists campuses in program, curriculum, and course development in fulfilling agencies' training needs.

Academic Support Services

Coordinates curriculum and program development through drafting academic policies and reviewing program proposals.

Coordinates and facilitates inter-campus and intra-campus program articulation.

Provides support for academic program management by reviewing program and degree proposals, assessing budget requests, and advising on academic personnel requests.

Undertakes research on selected academic program development issues.

Coordinates the development of federally funded vocational educational activities and programs, and monitors their implementation.

Coordinates with the campuses, educational curriculum and academic programs by responding to community needs.

Academic Planning, Assessment and Policy Analysis

Coordinates the development of the academic program planning process.

Facilitates the completion of selected planning and evaluation activities including: the State Higher Education Functional Plan, strategic development plans, campus academic development plans, accreditation self-studies, and program reviews.

Prepares selected reports to facilitate the management of academic programs.

Supports program planning and evaluation by developing and maintaining an academic program database.

Conducts selected policy analysis studies.

Student Affairs

Develops and prepares community college policy regarding student services.

Conducts analyses of student affairs policies and procedures to ensure programmatic consistency among campuses. Recommends resolution to identified problematic areas.

Serves as expert in interpreting and applying community college policies and procedures in exceptional or unique student affair cases.

NOV 21 2003

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
VICE PRESIDENT FOR ACADEMIC AFFAIRS**

OFFICE OF PLANNING AND POLICY

MAJOR FUNCTIONS

Reports to the University of Hawai'i System Vice President for Academic Affairs and provides executive leadership with responsibility for:

- Managing University-wide institutional long range planning efforts and providing planning support;
- Coordinating policy development/analysis and institutional assessment; and
- Providing institutional research services and managing selected student assessment and service programs and information systems.

Supports the work of the Office of the Vice President for Academic Affairs, the Office of the President, and other 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 a lead senior executive responsible for developing and updating system-wide academic affairs policies and related matters and as chief provider of executive management information and analyses.

PLANNING AND ACADEMIC AFFAIRS SUPPORT

MAJOR FUNCTIONS

- System-wide institutional planning, including planning assumptions, mission statement updates, and long-range planning documents.
- System-wide executive staff support for academic affairs through the System Academic Affairs Council (e.g., 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 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 and Academic Support

Formulates mission and planning documents, policy statements, recommendations for action, and guidelines for implementation.

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 through the provision of updated planning documents assists the effort to link the planning and budgeting processes and facilitate 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; reviews established programs requiring Board approval; and prepares required reports to the Board of Regents.

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 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 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.

Provides leadership and support for system-wide course articulation and student transfer policy and procedures, including policy and procedure development and staffing articulation committees. Manages 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 student surveys and UH benchmarks/institutional effectiveness reports.
- Analysis, development, update, and interpretation of UH Executive and Board policies; monitors policy and prepares reports for executives.
- Update and maintenance of data element definitions and master codes for system-wide student-related information systems.
- Coordination of the participation of UH campuses in major national assessment and data exchange programs.
- System-wide support, infrastructure, and expertise for executive presentations to the BOR and groups internal and external to UH, including the state legislature and general public.
- Budget, personnel, and administrative support for the Office of Planning and Policy.
- Planning support to the Associate Vice President for Planning and Policy and other senior 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 institutional assessment and accountability.

Coordinates the development and maintenance of University-wide benchmarks/institutional effectiveness 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 Planning and Policy.

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

Monitors, evaluates, and handles policy interpretation and guidance across University campuses; and provides management information for University-wide planning, policy analysis, research, and information sharing.

System-wide Student Services 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 student- and assessment-related budget for the Office of 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 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.

Academic Planning, Assessment and Policy Analysis

Coordinates the development of the academic program planning process.

Facilitates the completion of selected planning and evaluation activities including: the State Higher Education Functional Plan, strategic development plans, campus academic development plans, accreditation self-studies, and program reviews.

Prepares selected reports to facilitate the management of academic programs.

Supports program planning and evaluation by developing and maintaining an academic program database.

Conducts selected policy analysis studies.

Student Affairs

Develops and prepares community college policy regarding student services.

Conducts analyses of student affairs policies and procedures to ensure programmatic consistency among campuses. Recommends resolution to identified problematic areas.

Serves as expert in interpreting and applying community college policies and procedures in exceptional or unique student affair cases.

Statewide UHCC/K-12 Partnerships

Establishes a curriculum articulation process between the DOE, independent schools and the UHCC.

Facilitates coordination of Adult Basic Education and remediation services among the DOE, UHCC and other agencies.

Develops a curriculum articulation process and effectiveness measures with independent secondary schools in Hawai'i.

Initiates development of teacher certification and in-service education programs involving the DOE, independent schools, UHCC and post-secondary teacher education institutions.

Develop a set of measures to evaluate the effectiveness and efficiency of these collaborative processes and programs.

Promote community awareness of and support for these coordinated undertakings.

SUPERSEDED
Date NOV 21 2003