

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, the support program of student services, and the outreach programs.
 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
 2. Research – Plans, organizes, and administers
 - a. Grant development, writing, and administration
 - b. Coordination between academic programs and research projects
 3. 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
 4. 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.
 5. Outreach Programs – Plans, organizes, and implements
 - a. Delivery of College programs to the neighbor islands and remote areas on Oahu via a mix of distance education initiatives and traditional delivery services
 - b. Partnerships with appropriate neighbor island educational agencies to support students at a distance.
 - c. Professional development activities/programs for College faculty to infuse appropriate learning technologies throughout College programs
- II. Instructional Department (Charts III to X, XIII)
 - A. Provides instruction for degree credit leading to the following educational objectives:

1. Institute for Teacher Education (Chart III). Offers undergraduate and post-baccalaureate teacher preparation programs and the Masters of Education in Teaching Program (M.Ed.T.) including:
 - a. B.Ed. – Elementary Education (including dual Elementary/Special Education) and Secondary Education
 - b. Post-Baccalaureate Program in Secondary Education
 - c. Master's Degree – Master's of Education in Teaching (M.Ed.T.) program.
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. Ph.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 Ph.D. programs in educational foundations.
 - b. Also provides undergraduate instruction for required educational foundations courses in the B.Ed. programs.
6. Kinesiology and 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
- d. M.S. – Kinesiology and Leisure Science
- 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. Post-Baccalaureate Program in Special Education
 - b. M.Ed. – Special Education with emphasis in mild/moderate disabilities or severe disabilities at preschool, elementary, or secondary levels
 - c. Also provides instruction for special education courses in the B.Ed. elementary and secondary education programs and the post-baccalaureate secondary education program.
- 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.
- 9. Curriculum Studies (Chart XIII).
 - a. Provides graduate level instruction leading to the M.Ed. and Ph.D. programs in curriculum studies and the M.Ed. in early childhood education (approved by BOR, 3/15/02; effective Fall 2002).
 - b. Also provides undergraduate and graduate instruction to support the teacher preparation programs.
- 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.
- III. Research Units (Charts XI and XII)
 - A. Curriculum Research & Development Group (Chart XI)
 - 1. Conducts research and designs and tests more adequate models for educational programs.

2. Serves the State school system in its programs of curriculum and instruction improvement, including the development of courses of instruction and student and teacher materials.
 3. Evaluate promising curriculum innovations and disseminates the information to schools.
 4. Provides a research base, including a laboratory school, for a variety of educational research and development programs.
 5. Conducts research on the process of curriculum change.
- B. Center on Disability Studies/University Affiliated Programs (Chart XI): Supports the quality of life, community inclusion, and self-determination of all persons with disabilities and their families by:
1. providing interdisciplinary training and student mentorship, through targeted course-work and certificate programs at the undergraduate and graduate levels,
 2. conducting interdisciplinary research, demonstration, evaluation projects impacting upon policy, procedure and practice across special health, human service and education disciplines,
 3. conducting interdisciplinary community and university service activities which result in an improved quality of life for persons with special health, human service and education needs,
 4. developing research products, training materials, and media software/video formats,
 5. planning and conducting interdisciplinary national and regional conferences, institutes, and forums,
 6. disseminating information regarding research-based practices in the State of Hawai'i, the Pacific Region, the U.S. mainland, and internationally.