

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SYSTEMWIDE ADMINISTRATION  
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY**

**FUNCTIONAL STATEMENT**

**INTRODUCTION**

This office provides executive leadership in collaboratively setting forth the system wide academic vision and goals for the University of Hawai'i.

**MAJOR FUNCTIONS**

- 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.
- Develops and implements system wide 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 timelines.
- Develops effective and innovative academic strategies, e.g. articulation, 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 system wide University offices.
- In consultation with campus academic and student affairs offices, initiates and develops policies and procedures that require coordination among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships, and tuition differentials.
- Coordinates system wide student assessment, research and surveys with Institutional Research Office.

**PLANNING AND POLICY**

- Manages University-wide institutional long range planning efforts and provides planning support.
- Coordinates policy development/analysis and institutional assessment.
- Provides institutional research services and manages selected student assessment and service programs and information systems.
- Oversees system wide distance learning education planning, policies, procedures, and coordination.

## **INTERNATIONAL EDUCATION**

- Oversees system wide international education planning, policies, procedures and coordination (International Education Programs and Exchange, Visiting Scholars and International Faculty Services, and International Partnerships and Entrepreneurship).

## **P-20 PARTNERSHIP INITIATIVE**

- Develops systemwide policies, programs, and initiatives designed to promote attainment of the P-20 mission to assure that more of Hawai'i's people persist through this pipeline, and especially to close the achievement gap between those who historically have been well-served by educational institutions and those who have not, so that the people of our state can be globally competitive in the twenty-first century.
- Serves as liaison to local, State and federal educational entities, stakeholder groups and system wide University offices.
- Support and promote the P-20 Council's efforts to develop a seamless system of educational delivery which will prepare Hawai'i's learners for success in a society

## **ACADEMIC PLANNING AND POLICY AND STUDENT AFFAIRS COLLABORATION**

The Office of the UH System Vice President for Academic Planning and Policy and the Office the UH System Vice President for Student Affairs will work closely and collaboratively in matters related to enrollment management, admissions, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials. In general, the Vice President for Academic Planning and Policy will have jurisdiction and leadership for the initiation and development of policies related to these areas, while the Vice President for Student Affairs will have jurisdiction and leadership for coordinating among campuses the implementation of system wide student affairs policies.

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OFFICE OF P-20 PARTNERSHIP INITIATIVE**

**FUNCTIONAL STATEMENT**

The Office of P-20 Partnership Initiative is responsible for developing policies, plans, and coordinating the implementation joint public-private ventures which have as their goals improving academic achievement of learners at all levels, closing the gap between those who have traditionally been well-served by educational institutions and those who have not, and – ultimately – improving the quality of life of all people of the state by enhancing the quality of our workforce and engendering greater civic engagement.

- Develops systemwide policies, programs, and initiatives designed to promote attainment of the P-20 mission to assure that more of Hawai'i's people persist through this pipeline, and especially to close the achievement gap between those who historically have been well-served by educational institutions and those who have not, so that the people of our state can be globally competitive in the twenty-first century.
- Partners with the Hawai'i Department of Education, the Good Beginnings Alliance and the University of Hawai'i to work with the P-20 Council to develop a seamless system of educational delivery to prepare Hawai'i's learners for success.
- Advises the Vice President for Academic Planning and Policy and other University executives on P-20 plans and initiatives..
- Coordinate, facilitate and partners in program development and administration efforts with the University of Hawai'i system and with participating state agencies and community stakeholder groups, e.g., the Hawai'i Department of Education, the Good Beginnings Alliance.
- Serves as liaison to local, State and federal academic educational entities, system-wide University offices, the State Department of Education, the legislature, and community stakeholder groups.

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**OFFICE OF INTERNATIONAL EDUCATION  
FUNCTIONAL STATEMENT**

The Office of International Education is responsible for providing leadership for facilitating, and coordinating international education systemwide in order to accomplish Goal 3 of the newly adopted University of Hawai'i strategic plan. The goal aims to "transform the international profile of the University of Hawai'i system as a distinguished resource in Hawaiian, Asian-Pacific affairs, positioning it as one of the world's foremost multicultural centers for global and indigenous studies."

Integral to meeting this goal are:

Establishing and implementing systemwide policies and procedures to ensure effective coordination of international student recruitment, marketing, admissions, immigration, study abroad, exchanges, academic and co-curricular support, visiting international delegations and scholar services.

Integrating teaching, learning, curricular development, research and service to enable the University to become a model multicultural center and international education resource.

Maintaining and developing contact with key international agencies, alumni, funding agencies and partner institutions in order to extend the University of Hawai'i's profile globally.

The following three major areas of international education initially to be included in this office include:

**International Education Programs and Exchange**

Provides students on a systemwide basis with a wide range of education abroad opportunities to engage in study, research, service or internships by identifying appropriate international partners.

Facilitates global networking and intercultural exchanges involving students, faculty, visiting scholars, administrative staff through institutional linkages, partnerships and consortia arrangements.

Enables faculty and students to engage in multi-disciplinary international projects and programs.

Provides faculty with opportunities to be international and comparative in their teaching and research.

Maintain relations with funding agencies and foundations that enable UH faculty expertise to be utilized in technical assistance or international training projects.

**Visiting Scholars and International Faculty Services**

Liaises with hosting academic unit to coordinate appointments of all UH-sponsored visiting scholars and international faculty.

Provides monthly orientation to incoming scholars as well as on-going scholar services including immigration and personal counseling.

Provides on-going staff training to UH units in order to meet all federal requirements for bringing visiting scholars and international faculty to UH campuses.

Coordinates scholar immigration matters and serves as the University's primary point of contact for the U.S. Department of State and Immigration and Naturalization Services in implementation of federally-mandated electronic tracking systems.

### **International Partnerships and Entrepreneurship**

Facilitates business development opportunities for research and training partnerships, including international capacity building contracts, enhancing the University's external revenues.

Facilitates private-public partnerships with businesses and local, state, federal agencies and international governments in order to advance the University's role in international training and economic development.

Identifies and develops, in cooperation with the University of Hawai'i Foundation, international donor prospects.

Works with the Office of External Affairs and University Relations, to facilitate communications and marketing for international education and special projects in support of individual campus missions.

Coordinates special projects in conjunction with individual campus initiatives, focusing on the University's international business and resource development efforts.

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**OFFICE OF PLANNING AND POLICY  
FUNCTIONAL STATEMENT**

**MAJOR FUNCTIONS**

Reports to the University of Hawai'i System Vice President for Academic Planning and Policy 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 Planning and Policy, 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 a chief provider of executive management information and analyses.

**PLANNING AND ACADEMIC AFFAIRS SUPPORT**

- 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 Council of Chief Academic Officers (CCAO) (e.g. new program proposals, academic policies that affect all campuses, faculty and student policy issues affecting all campuses).
- Liaison with state and county planning efforts.
- University Board and Executive planning policies.
- System liaison with All Campus Council of Faculty Senate Chairs (ACCFSC).
- System-wide articulation and transfer.
- System-wide distance learning.
- 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 updating 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 CCAO 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 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 improvements, including drafting Board and executive academic policies.
- Performs analysis and development of system-wide policies that impact distance learning.
- Gathers system-wide data and prepares system-wide reports on distance learning as required.
- Provides research, analytical, and staff support for system-wide distance learning initiatives.
- Prepares legislative reports, studies, and testimony.

#### **INSTITUTIONAL ASSESSMENT AND POLICY OFFICE**

- 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 & 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.
- Administers and coordinates updates to and accuracy of data element definitions and master codes for system-wide student-related information systems.
- Administers student- and assessment-related budget for the Office of Planning and Policy.

## **INSTITUTIONAL RESEARCH OFFICE**

- Manage, modify the Operational Data Store (ODS)
- Data management, ODS
- Develop, maintain student data warehouse and management information system (SIMSV2)
- Data administration.
- Systemized series of MAPS reports.
- Data analyses support for administrators.
- Manoa & Hilo Student Tracking Systems.
- Ad hoc requests and special studies.
- Financial planning model.
- Special reports and studies.
- Coordinate and respond to selected surveys sent to the University.
- IPEDS coordination for the University.
- Coordinate applicable federal mandates.
- Develop a student 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 ODS and the Student Information Management System v.2 (SIMSV2), the University's student data warehouse and management information reporting system.
- 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**



- Develops, administers, coordinates, and monitors data management information a system-wide basis for ODS and SIMSV2. Administers and manages ODS and SIMSV2 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 staff 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 systemize 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, 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 model and statistical techniques as required for operations and strategic planning.

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**SUPERSEDED**  
DEC 22 2006  
Date \_\_\_\_\_

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