

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
**COLLEGE OF EDUCATION**

FUNCTIONAL STATEMENT

**OFFICE OF THE DEAN – Org Code: MADNED**

The College of Education (COE) consists of educators who provide innovative and cutting-edge research and teaching in an effort to further the field of education, and to prepare educators in Hawaii for future careers in teaching. Working in partnership with Hawaii's Department of Education, Hawaii Teachers Standards Board and private schools, the College of Education provides professional development and licensure opportunities for educators as well as prepares researchers and professionals for fields beyond Pre/K-12 education and in non-school settings.

The Office of the Dean directs, plans, coordinates, and supports the various departments and units within the College of Education in instruction, organized research, budget management, program and fiscal management, staff supervision, computer technology, community relations, grievance and litigation, travel, student services, and outreach programs.

Advisory Groups to the Dean:

COE Dean's Council: This group is comprised of COE Directors and Chairs and Dean's staff who advises the Dean in administrative, academic, and operational matters.

External Advisory Councils: These groups are comprised of educational constituents comprised of business, government and academic representatives who advise and work with the Dean on various academic and educational issues. These groups comprise of the Hawaii State Teacher Standards Board (HTSB), Teacher Education Coordinating Committee (TECC), the Business Roundtable and others.

**ADMINISTRATIVE SERVICES OFFICE – Org code: MAASED**

In conjunction with the Dean, this office advises, manages, and administers:

- a. Budget development, allocation, and administration
- b. Accounting for resources
- c. Procurement and property management
- d. Personnel
- e. Other logistical support services

**OFFICE OF THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS–Org Code: MAAAED**

Under the direction of the Dean, this office is responsible for planning, organizing, and administering:

- a. Program curricula and course development
- b. Program evaluation and accreditation
- c. Staff recruitment and development
- d. Curriculum research, development, and implementation
- e. Assessment and accreditation
- f. Facilities
- g. Student Academic Services

**Office Of Student Academic Services – Org code: MASSED**

Under the guidelines of the Associate Dean for Academic Affairs:

- a. Administers the functions of recruitment, application, selection, and admission of undergraduate and teacher licensure students and maintains accurate student records.
- b. Provides advising services, career guidance, and placement services to all students in the College.
- c. Conducts institutional research studies for program planning.

**OUTREACH PROGRAMS – Org code: MAORED**

Working with the Dean, this office plans, organizes, and implements:

- a. Delivery of College programs to the neighbor islands, remote areas on Oahu and other service areas via a mix of distance education initiatives and traditional delivery services which includes on-line programs and services
- b. Partnerships with appropriate educational agencies to support students at a distance.
- c. Professional development activities/programs for College faculty to infuse appropriate learning technologies throughout College programs
- d. College Collaboration Center oversight
- e. Manages and provides the College of Education with technical assistance in the areas of computer and classroom equipment, software, and student needs and requirements
- f. Works with other UH departments and external clients on mutually advantageous technological opportunities.

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**OFFICE OF THE ASSOCIATE DEAN OF RESEARCH**

FUNCTIONAL STATEMENT

**OFFICE OF THE ASSOCIATE DEAN OF RESEARCH – Org Code: MAARED**

Under the direction of the Dean, this office is responsible for planning, organizing, and administering:

- a. Grant development, writing, and administration
- b. Coordination between academic programs and research projects
- c. Review of research units
- d. Conducts institutional research studies for program planning
- e. Tracks legislative initiatives that influence the College

**RESEARCH UNITS – Org Code: MARSED**

**Curriculum Research and Development Group – Org code: MACRDG**

- a. Conducts research and designs and tests more adequate models for educational programs.
- b. 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.
- c. Evaluates promising curriculum innovations and disseminates the information to schools.
- d. Provides a research base, including a laboratory school, for a variety of educational research and development programs.
- e. Conducts research on the process of curriculum and school change.

**University Laboratory School – Org Code: MAULAB**

The University Laboratory School is a public charter school that operates in partnership with the UHM Curriculum Research and Development Group under an agreement with its Local School Board. The school serves as an experimental site for researching and developing innovation in teaching, learning, and assessment in grades K-12.

**Curriculum Research and Development Group – Non-appropriated funds – Org Code: MAXCRD**

The CRDG receives many extramural projects to meet the goals as stated above.

**Center on Disability Studies/University Affiliated Programs - Org code: MACDS**

Supports the quality of life, community inclusion, and self-determination of all persons with disabilities and their families by:

- a. Providing interdisciplinary training and student mentorship, through targeted course-work and certificate programs at the undergraduate and graduate levels,
- b. Conducting interdisciplinary research, demonstration, evaluation projects impacting upon policy, procedure and practice across special health, human service and education disciplines,

- c. 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,
- d. Developing research products, training materials, and media software/video formats,
- e. Planning and conducting interdisciplinary national and regional conferences, institutes, and forums,
- f. Disseminating information regarding research-based practices in the State of Hawai'i, the Pacific Region, the U.S. mainland, and internationally.

**Center on Disability Studies – Non-appropriated funds – Org Code:**  
**MAXCDS**

The CDS receives many extramural projects and funding to meet the goals of the Center as stated above.

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FUNCTIONAL STATEMENT

**INSTRUCTIONAL UNITS – Org Code: MAIUED**

**Department of Curriculum Studies – Org code: MAEDCS**

- 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.

**Department of Educational Administration – Org code: MAEDEA**

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.

**Department of Educational Foundations – Org code: MAEDEF**

- a. Provides graduate level education leading to the M.Ed. and Ph.D. programs in educational foundations.
- b. Also provides undergraduate instruction in educational foundations to support the B.Ed. programs.

**Department of Educational Psychology – Org code: MAEDEP**

- 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 in educational psychology to support the B.Ed. degree.

**Department of Educational Technology – Org code: MAETEC**

- a. Provides graduate level education leading to the M.Ed. and PhD. 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 in educational technology to support the B.Ed. programs.

**Institute for Teacher Education - Org code: MAITE**

Provides instruction for degree credit leading to the following educational objectives:

Offers teacher licensure in undergraduate programs, post-baccalaureate teacher preparation programs, and the Masters of Education in Teaching Program (M.Ed.T.) including:

- a. B.Ed. – Elementary & Early Childhood 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.

**Department of Kinesiology and Rehabilitation Science - Org code: MAKRS**

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 Lifestyle Management and Recreation & Leadership
- c. M.S. – Kinesiology and Rehabilitation Science
- d. PhD in Kinesiology and Rehabilitation Science

**Department of Special Education - Org code: MASPED**

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.

All instructional departments also:

- a. Provide 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.
- b. Make available the skills, services, specialized facilities, and resources to the educational community.
- c. Share in the development of policy, and program curricular, courses, standards, and evaluation.
- d. Facilitate individual research and training projects concerning problems and possibilities of teaching and learning.