

**STATE OF HAWAII
UNIVERSITY OF HAWAII
COMMUNITY COLLEGES
UNIVERSITY OF HAWAII MAUI COLLEGE**

FUNCTIONAL STATEMENTS

University of Hawai'i Maui College (UH Maui College or UHMC) provides a comprehensive post-secondary instructional program in the liberal arts and a broad spectrum of offerings in general education, career and technical education, and continuing education. UH Maui College also offers a bachelor of applied Science's programs in Applied Business and Information Technology, Engineering Technology, and Sustainable Science Management.

General education courses and other courses lead to the Associate in Arts, Associate in Natural Sciences, and Associate in Hawaiian Studies degrees and lower division preparation for baccalaureate degrees. Career and technical education programs lead to Associate in Science and Associate in Applied Science degrees, certificates, and entry-level employment opportunities.

UH Maui College serves the islands of Maui, Molokai, and Lanai. The Molokai program includes a permanent campus in Kaunakakai and the Molokai Farm. Outreach education centers are located on Lanai and in Hana, Kihei, and Lahaina.

The Office of Continuing Education and Training provides training to Maui County in the primary areas of business and workforce development; computer technologies; English as a second language; apprenticeship; and community service and interest-related programs.

The University of Hawai'i Center, Maui delivers baccalaureate and graduate degree programs and professional certificates to students in Maui County from University of Hawai'i System campuses at Manoa, West Oahu, Hilo, and other UHCCs.

OFFICE OF THE CHANCELLOR

The Office of the Chancellor is responsible for the overall management of the college, overseeing activities in Academic Affairs, Student Affairs, Administrative Affairs, and Information Technology. The Office represents the University of Hawai'i and acts on behalf of UH Maui College, serving as the college's liaison to the President of the University of Hawai'i, the Vice President for Community Colleges, the Board of Regents, the State Legislature, and the general community.

The Office is responsible for adherence to governmental regulations and for maintaining the accreditation standards of the Western Association of Schools and Colleges (WASC) Accrediting Commission for Senior Colleges and Universities. It also:

- Establishes planning parameters for the development of program plans, budget and expenditure plans, maintenance and facility plans, and capital and improvement plans; approves these plans and incorporates them into institutional plans.
- Ensures the financial soundness of the college.
- Oversees the development and implementation of the Strategic Plan, long-range development plan, and accreditation process.
- Provides leadership through internal and external communication with the campus and community.
- Resolves grievances and disputes involving college faculty, academic staff, and students within established guidelines.
- Assures community involvement and program quality through the establishment of lay advisory bodies.

- Responsible for the assessment of and reporting on the overall health and quality of the institution.
- Responsible for fundraising, marketing, and public relations of the college; directs extramural fund solicitation.

OFFICE OF THE VICE CHANCELLOR OF ACADEMIC AFFAIRS

The Office of the Vice Chancellor of Academic Affairs is responsible for the overall planning, management, and budgeting of all academic programs, both credit and non-credit, offered by UH Maui College. The main functions of the Office are to plan, organize, conduct, and assess formal post-secondary education curricular offerings in both general education and career and technical education; maintain and improve ongoing certificate and degree programs; develop new programs; oversee and report on the operations of academic departments, academic support programs, the Office for Institutional Research, The Office of Continuing Education and Training, the University of Hawai'i Center, Maui, and the Molokai, Lanai, Hana and Lahaina Education Centers.

Instructional Programs

- Supervises and participates in programs and curriculum development; oversees off-campus credit and non-credit programs; reviews instructional programs; oversees the revision of programs and curriculum as needed; annually reports on progress.
- Supervises and coordinates the activities of department chairpersons, including faculty recruitment, selection, orientation, training and evaluation, and academic advising; planning, budgeting, and procurement; scheduling of classes; and coordinating facility usage for instruction.
- Assesses and reports on resource and staffing needs and progress; prepares biennium budget for instructional and academic support areas.
- Plans, budgets, organizes, implements, and evaluates in-service training programs.
- Implements plans to carry out federally-funded programs in the instructional area.
- Oversees the development of grant applications for public and private funding sources.
- Oversees the development and implementation of course and program student learning outcomes and assessment practices that meet accreditation requirements.
- Oversees and reports on the accreditation process, including program reviews, for all areas of instruction and academic support programs.
- Reviews and assists in the preparation of the college's long and short term educational plans, accreditation self-studies, program reviews, and special studies.
- Supervises the Office of Institutional Research.
- Supervises the Office of the Assistant Dean of Instruction.
- Supervises the Office of Continuing Education and Training in providing non-credit instruction based on community needs and interests.
- Supervises the University of Hawai'i Center, Maui in providing access to baccalaureate and graduate degrees to the citizens of Maui County through a variety of delivery strategies, including distance education technology and on-site instruction.
- Supervises the UHMC Molokai and other Education Centers in providing Maui County and Molokai island residents with access to associate, baccalaureate, and graduate programs through distance education technology and on-site classes.

Office of Institutional Research

- Gathers and facilitates the analysis, interpretation, and implications of academic and institutional data and evidence to support appropriate planning, decision-making, and resource allocation across the institution.
- Organizes the completion and submittal of on-going data projects and reports, including Program Health Indices, NCCSE, CCSSE, Small Class Report, graduate surveys and campus effectiveness, Campus Climate Surveys, and measurements for assessment and program review.
- Oversees and reports on the Banner student registration system instructional component, including trouble-shooting, extracting data, updating new and revised programs, and training other personnel.
- Collaborates with faculty, staff, and administrators on development, implementation, and interpretation of surveys, tests, measurements, and research analysis to evaluate and improve performance.
- Collaborates with the UHCC System IR Office and other UHCC campuses on system approaches to institutional research.

Office of Continuing Education and Training

The Office of Continuing Education and Training is responsible for overseeing, budgeting, and reporting on training for Maui County in the primary areas of business and workforce development; non-credit to credit coordination; computer technologies; art, culture, and health; English as a second language; and apprenticeship.

The following are functions of the Office of Continuing Education and Training:

- Develops and delivers public and contract classes; grant-funded projects; and coaching, consulting, and assessment services.
- Schedules, monitors, evaluates, and hires continuing education trainers.
- Conducts on-going community needs assessments.
- Applies for grants and contracts to address community needs and opportunities.
- Coordinates the use of the campus facilities by state and county agencies and community organizations.
- Provides assistance for economic and workforce development to support new and existing businesses.
- Submits annual and comprehensive program reviews.

University of Hawai`i Center, Maui

The University of Hawai`i Center, Maui is responsible for publicizing and delivering baccalaureate and graduate degree programs and professional certificates to students in Maui County from the University of Hawai`i System campuses at Manoa, West Oahu, Hilo and the UHCCs. Classes are taught on-site at the UH Maui College campus and at the outreach centers and through distance learning technologies, including Hawai`i Interactive Television System, cable TV, and the Internet. The following are the functions of the University of Hawaii Center, Maui:

- Identifies and recommends Maui County priority needs for University Center delivery of baccalaureate and graduate programs; facilitates the delivery of distance education credit instruction from all other UH campuses to meet those needs.
- Develops a schedule of future offerings; determines specific facilities and academic support required for each program to be offered.

- Provides suitable instructional and administrative facilities, including classrooms, office space, and other work areas.
- Ensures student access to library, computing, and telecommunication resources.
- Collaborates with partner campuses to provide resources, general academic information, financial aid information, and counseling and guidance services to students and prospective students.
- Provides suitable instructional and administrative facilities, including classrooms, office space, and other work areas.
- Collects student, class, and enrollment data; reports annually on the University Center's activities.
- Prepares reports to meet University and Western Association of Schools and Colleges (WASC) requirements as needed.
- Coordinates with the UH Maui College Vice Chancellor of Academic Affairs to streamline pre-major course paths and to preclude any duplication of programs or courses offered by UH Maui College.
- Oversees the Kihei Education Center, primarily a receive site for distance classes.
- Submits annual and comprehensive program reviews.

Molokai Education Center and other Education Centers on Lanai, in Hana and in Lahaina

The Molokai and other Education Centers are responsible for providing Maui County and Molokai island residents with upper and lower division and graduate level educational programs and with academic and student support services. Courses are taught on-site and by distance education. The following are functions of the Molokai and other Education Centers:

- Assesses and determines Molokai and Maui County community need for certificates and associate degree programs; coordinates with the University of Hawai'i Center, Maui and other UH System institutions for delivery of baccalaureate and graduate programs.
- Develops a schedule of courses for each semester; publicizes offerings; works in unison with Kahului campus for delivery of distance courses.
- Schedules on-site courses efficiently to deliver comprehensive offerings in identified majors.
- Recruits, registers, advises, and tests students in concert with the Kahului campus.
- Provides academic and student support services, including library, media, computing, learning resources, academic advising, counseling, admissions, registration, and financial aid.
- Recruits, orients, hires, and evaluates all lecturers in conjunction with the Vice Chancellor of Academic Affairs.
- Plans and conducts college support functions, including graduations and exhibitions.
- Supervises clerical, maintenance, and academic support personnel as well as student assistants; conducts hiring process for new Molokai employees, both general and federally funded.
- Manages the Molokai program facility and staff; oversees the purchasing and repair of equipment and supplies.
- Organizes and maintains an active Molokai Education Center Advisory Committee; maintains linkages to community agencies and groups; develops

foundation support; and coordinates college representation at community functions.

- Collects, maintains, and annually reports on Molokai student enrollment and learning outcome data.
- Develops and manages externally funded grants as needed; assists with a variety of externally funded programs affiliated with the college in the community served on Molokai.
- Contributes Molokai perspectives to campus committees on accreditation, assessment, academic senate, long range planning, budget, self-study, curriculum, and others as needed.
- Submits annual and comprehensive program reviews.

OFFICE OF THE ASSISTANT DEAN OF INSTRUCTION

The Office of the Assistant Dean of Instruction is responsible for the overall management of the UH Maui College academic support services, including the Library, The Learning Center, the Ka Lama Computer Lab, and the outreach education centers in Hana and Lahaina and on Lanai. The Molokai Education Center is the only outreach center that reports directly to the Vice Chancellor of Academic Affairs. The Office of the Assistant Dean of Instruction will also support the Vice Chancellor of Academic Affairs in other areas of instruction.

Library

- Responds to and helps to lead the Information Retrieval campus outcomes.
- Provides a diverse collection of materials and resources in support of the college curriculum, including print and audiovisual materials as well as online research databases.
- Develops grants and other resources to continue to improve library and information retrieval resources and services.
- Provides a library integrated automation, circulation, and public access online catalog, allowing UHMC users county-and state-wide access to print and digital collections through-in all UH System libraries as well as other resources.
- Provides UH System users with access to the library's research databases from their offices, homes, and UH Maui College Education Centers via internet-accessible computers.
- Provides on-campus internet-accessible computer stations for catalog access and database and internet research.
- Provides reference services, including library instruction, research assistance, and inter-library loans.
- Provides instructional support services to faculty and students for traditional and alternative delivery methods of instruction.
- Provides UH Maui College students, faculty, and staff with borrowing privileges at all UH System libraries.
- Provides pay-for-print stations for students who need hard copies of computer-generated assignments and research.
- Provides support services for community users.
- Assesses and reports annually on impact of services on student learning outcomes.
- Provides library resource data and statistics to local, state, and national agencies, associations, and consortiums as requested.

- Submits annual and comprehensive program reviews.

The Learning Center (TLC)

- Provides academic support services to students and faculty.
- Provides training for tutors and tutorial services for students in reading, writing, study skills, math, Hawaiian, foreign languages, and content area courses.
- Provides writing and proofreading assistance in TLC, using a variety of tutorial resources.
- Consults with faculty in identifying students who require individualized and group tutoring. Provides individualized study programs for development of specific skills.
- Presents study skills workshops and TLC on-site and online orientations to students, classes and programs.
- Provides computer labs with access to word processing, email, internet, CAI programs, course software, and testing.
- Coordinates placement, distance learning, and make-up testing services as well as community proctoring services.
- Provides students with special needs services.
- Provides study areas and print materials.
- Provides pay-for-print stations for students who need hard copies of computer-generated assignments and research.
- Provides students with campus information and resources.
- Assesses and reports annually on impact of services on student learning outcomes.
- Submits annual and comprehensive program reviews.

Outreach Education Centers

- Provide educational opportunities for those who may not otherwise have access to educational programs on Lanai and in Hana, Kihei, and Lahaina.
- Serve as receiving sites for distance education courses from UH Maui College and other UH System institutions.
- Provide computer labs and access to library services for UH Maui College students and community members.
- Offer on-site courses as needed by members of the surrounding communities.
- Plan and conduct the intake of students, including recruitment, advising, testing, and registration in concert with the main campus.
- Coordinate essential academic and student support services.
- Oversee the purchasing and repair of equipment and supplies.
- Work in unison with the main campus for delivery of courses.
- Recruit, hire, and evaluate lecturers in conjunction with the Vice Chancellor of Academic Affairs.
- Organize and maintain active advisory committees; maintain linkages to community agencies and groups; represent the college at community functions.

- Assess and report annually on impact of services on student learning outcomes.
- Submit annual and comprehensive program reviews

Ka Lama Computer Lab

- Provides computers and software for student access to the Internet, academic programs, and websites for courses in all departments.
- Provides training for tutors and tutorial services for students seeking help in accessing and using the technology to complete assignments.
- Coordinates lab support required for each student through regular program and faculty communications.
- Tracks effectiveness of Lab support and services for all student users.
- Provides pay-for-print stations for students who need hard copies of computer-generated assignments and research.
- Provides various technologies for use by students, including digital scanners, electronic calculators, and voice-activated word processing and CD burners.
- Provides equipment and assistance to students who register for classes online.
- Provides wireless computer access for students, faculty, and staff.
- Assesses and reports annually on impact of services on student learning outcomes.
- Submits annual and comprehensive program reviews.

OFFICE OF THE VICE CHANCELLOR OF STUDENT AFFAIRS

The Office of the Vice Chancellor of Student Affairs is responsible for directing the planning, coordinating, and evaluating of student support services that complement the primary academic programs. The goals of Student Affairs are to identify, plan, develop, evaluate, and modify comprehensive and systematic strategies and services that will enable students to access UH Maui College, to successfully complete their educational goals and make the transition to further education or employment, and to develop life-long learning and decision-making capabilities.

The office supervises the operations of enrollment management and student achievement through Admissions and Records, Financial Aid, Counseling and Guidance, Student Life, and Student Housing; assesses and reports regularly as well as annually on impact of its services on all areas, including student learning outcomes.

Financial Aid

- Provides high quality services, including financial aid counseling and awarding, to all financial aid student recipients.
- Distributes financial aid resources in an equitable manner that complements institutional priorities.
- Provides stewardship over federal, state, institutional, and external funds in compliance with relevant regulations.
- Maintains accurate records necessary to meet federal, state, and institutional reporting requirements.
- Develops and distributes policies and procedures to streamline the financial aid process for students and parents while meeting federal requirements.
- Oversees the student employment process in collaboration with CareerLink cooperative education, internship, on campus employment and graduate placement

services, including maintaining accurate records for the Federal Workstudy program.

- Promotes financial literacy.
- Assists students in the transition from secondary to post-secondary education, as well as between institutions of post-secondary education. Assists re-entry students in the transition between periods of non-enrollment to re-enrollment.
- Pursues continued professional development opportunities to ensure staff knowledge of current regulatory policies.
- Utilizes emerging technological initiatives to simplify and streamline the delivery of financial aid services.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing our students.
- Provides financial aid outreach services to the Maui County community at large and initiatives to recruit non-resident students.
- Manages Financial Aid records on Banner, the UH Student Information System.
- Submits annual and comprehensive program reviews.

Student Housing

- Provides access to reasonably priced living accommodations that are clean, comfortable, safe, and well maintained.
- Provides a living-learning environment in cooperation with private student housing that promotes academic success by providing co-curricular programming.
- Provides front-desk services for room keys, recreational equipment, and mail service.
- Provides 24-hour on-call service for emergencies and student housing operational services.
- Provides regularly scheduled grounds and facilities maintenance and upkeep.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing students.
- Submits annual and comprehensive program reviews.

Student Life

- Develops and coordinates new student orientation, commencement, and co-curricular life development.
- Supports new student orientation, commencement.
- Develops and advises student government and Board of Student Publications; provides assistance to student clubs and organizations.
- Develops and maintains an intramurals, a recreational activities program, including student lounge and wellness center services.
- Prepares and oversees fiscal budgets of all Student Life and vending accounts.
- Facilitates student identification card services.
- Participates in campus meetings and committees to foster institutional communication and collaboration in supporting and servicing student life.

- Submits annual and comprehensive program reviews.

Counseling and Guidance

- Provides recruitment, pre-college information, and orientation programs.
- Provides comprehensive academic, career, and personal counseling services for all certificate and degree student majors.
- Oversees and maintains the on-line student degree audit program.
- Provides support services to academically/economically disadvantaged, veteran, international, ESL, early admits, re-entering adults, and special needs as well as students online and outreach students.
- Determines, provides, and facilitates accommodations for students with disabilities.
- Provides individualized and group counseling services, including crisis intervention and community referral services.
- Organizes and oversees college transfer services.
- Provides general financial aid counseling services.
- Provides peer advising services.
- Provides high schools with outreach services, including serving as high school liaisons, participating in UHMC, CC/DOE initiatives, participating in college fairs, and organizing high school counseling workshops.
- Oversees counseling services for all outreach sites.
- Utilizes current and emerging technology in providing enhanced services.
- Provides community outreach and liaison services with public and private social service agencies and educational institutions.
- Evaluates student transcripts.
- Determines student certificate and degree eligibility.
- Serves as liaison to campus academic departments.
- Serves as faculty/staff resource.
- Teaches self-development and career development courses.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing students.
- Submits annual and comprehensive program reviews.

Admissions & Records

- Provides accurate and timely admissions services to new, returning, and transfer students.
- Plans and executes an efficient and coordinated system of student registration including actively collaborating with recruitment services and responding effectively to student inquiries.
- Maintains accurate records with special emphasis on records security and integrity.
- Assesses and implements programmatic improvements, including new and emerging technology for web-based student registration and support systems.

- Provides efficient and timely assistance to students receiving veteran's assistance and other special needs students.
- Provides support to faculty and faculty units in the areas of admissions, registration, and records.
- Participates with and supports high school personnel with admissions, recruitment, and tracking services.
- Provides all credit and non-credit international students with admissions assistance, including meeting visa and U.S. Citizenship and Immigration Services regulations.
- Plans, supervises, and coordinates daily operational activities, ensuring optimum and efficient workflow, processing, and filing of documents.
- Complies with all federal and state regulations, including, but not limited to, student visa requirements, veterans regulations, and Family Educational Rights and Privacy Act (FERPA) requirements.
- Participates in campus meetings and committees to foster institutional communication and collaboration in servicing students.
- Submits annual and comprehensive program reviews.

OFFICE OF THE VICE CHANCELLOR OF ADMINISTRATIVE AFFAIRS

The Office of Vice Chancellor of Administrative Affairs is responsible for providing administrative support services and activities for all organizational units, departments, students, staff, and faculty college-wide in order to enhance the institution's student learning outcomes.

The Office develops, drafts, collaborates and executes UHMC plans and planning policies; coordinates the development of the long-term, biennium, and annual operating budget; coordinates the development of the capital improvement and repairs and maintenance requests; actively cooperates with marketing and student affairs to project tuition and fee revenues; orients UHMC staff on new systems e.g., Kuali, and executes budget plans; assists programs with budget management; prepares budget reports; ensures compliance with equal employment opportunity and affirmative action principles and guidelines; assesses and reports annually on impact of services on student learning outcomes; and serves as legislative liaison.

The Office supervises the operations of the Business Office, Operations and Maintenance, Human Resources, and Campus Security.

Human Resources

- Provides personnel administration, effective guidance and services to and ensures compliance with applicable rules, regulations, and procedures, including equal employment opportunity guidelines and affirmative action principles.
- Oversees and facilitates the employee recruitment process.
- Oversees and advises the college on position classifications.
- Maintains the personnel record-keeping and database information.
- Assists with union contract interpretation.
- Reviews and processes workers' compensation claims.
- Assists with processing health fund and retirement applications.
- Assists with employee grievances and investigations on behalf of the employer.
- Oversees the employee appraisal process.

- Manages the vacation and sick leave accounting system.
- Provides training for the college in all aspects of personnel administration.
- Submits annual and comprehensive program reviews.

Business Office

- Administers procurement activities and ensures timely compliance with applicable rules, regulations and procedures including vendor payments.
- Oversees the financial account code structure.
- Administers payroll.
- Provides cashiering services.
- Facilitates the development of grant applications by UHMC applicants and monitors the finances for extramural programs and ensures compliance with applicable rules, regulations, and procedures.
- Administers disbursement of funds for payment of goods and services, student refunds, and student financial aid.
- Conducts periodic audits.
- Manages equipment inventory accounting.
- Prepares financial reports.
- Assists programs with financial management and provides annual assessment of effective program financial management.
- Provides training for the college in business office matters.
- Submits annual and comprehensive program reviews.

Operations and Maintenance

- Coordinates the development and implementation of the Physical Plant Long Range Plan.
- Provides and improves physical plant maintenance.
- Provides custodial services.
- Provides and improves landscape maintenance.
- Maintains campus cars, trucks, vans, and carts.
- Encourages and oversees energy conservation.
- Submits annual and comprehensive program reviews.

Security

- Provides campus security, emergency response and emergency preparedness.
- Creates a proactive approach to campus security with regular reminders and announcements to prevent problems and improve campus safety.
- Develops and updates a campus emergency response plan.
- Develops, implements and evaluates a sustainable campus parking security plan.

OFFICE OF THE VICE CHANCELLOR OF INFORMATION TECHNOLOGY

The Office of the Vice Chancellor of Information Technology provides for the various UHMC computing, media, and telecommunication and emerging digital services and activities of the college, including network system management, large-scale database management, telecommunication management, and computing and media services.

The Office oversees the operations of Computing Services, the Media Center, and the Telecommunications Network.

Computing Services

- Refines, implements, and reports on the college's computing plan.
- Provides hardware installation and support including regular pre-semester maintenance, repairs and upgrades.
- Provides software support and training.
- Develops and implements new computer programs.
- Oversees and manages the network communication system.
- Oversees and maintains the central file server system.
- Provides IT help desk support.
- Provides training in computer-related issues.
- Manages and updates the college website.
- Provides purchasing advice for computers, accessories, and software.
- Repairs computers and provides campus-wide virus protection and appropriately recycles or disposes of dysfunctional and other equipment damaged beyond repair.
- Works with the UH System to implement Banner, the system-wide Student Information System.
- Submits annual and comprehensive program reviews.

Media Center

- Provides technical and logistical support for distance education; video conferencing services; and college-related programming and television services, including UH Maui College TV, HITS II, and the Internet.
- Provides effective graphics and copy layouts for college digital and print publications.
- Provides, installs, and services audio/visual equipment.
- Provides technical and production services for TV projects.
- Coordinates faculty orientations and training for new equipment and distance learning in collaboration with Instructional Design staff.
- Coordinates facility and multi-media support services for faculty and staff; campus organizations; and state, county, and community agency partners.
- Provides campus instructional resources and services, including photocopying, velo-binding, and PDF documentation support.

- Assists in the development and production of college marketing materials, including CD-ROM's, DVD's, web-site materials, and materials for various publications.
- Assesses and reports annually on impact of services on student learning outcomes.
- Submits annual and comprehensive program reviews.

Telecommunications Network

- Provides technical support and manages the college's telecommunications network and interface with cable television, and other telecommunication providers connected with UHMC.
- Manages, trains staff and maintains the college's telephone PBX system, telephone service, and other related telephone services.
- Manages and maintains the college's telephone directories.
- Manages the college's voice-over IP system.