

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
SYSTEMWIDE ADMINISTRATION  
OFFICE OF THE VICE PRESIDENT  
FOR ACADEMIC AFFAIRS (OVPA)**

**FUNCTIONAL STATEMENT**

**INTRODUCTION**

The OVPA provides executive leadership in setting forth the systemwide academic vision and goals for the University of Hawaii in collaboration with internal and external stakeholders. It is comprised of five offices: 1) Academic Affairs / Planning and Policy; 2) International and Strategic Initiatives; 3) Institutional Research and Analysis (IRA); 4) Hawaii P-20 Partnerships for Education (Hawaii P-20); and, 5) Student Affairs.

**MAJOR FUNCTIONS**

- Leads the student completion agenda for the University of Hawaii.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawaii.
- Advises the President and University executives on academic matters.
- Leads a council of campus chief academic officers.
- Provides leadership and support for systemwide articulation and transfer.
- Establishes and tracks strategic goals and measures to ensure that the University is fulfilling its mission.
- Develops academic plans, policies and procedures.
- Formulates mission and planning documents, and prepares policy statements, recommendations for action, and guidelines for implementation.
- Develops and implements systemwide tuition policies and procedures.
- Supports the University Centers in offering the University's baccalaureate and higher degrees to residents of neighbor islands.
- Serves as academic liaison with State and federal educational boards, stakeholder groups, systemwide University offices, and the All Campus Council of Faculty Senate Chairs.
- Manages systemwide strategic planning efforts and provides planning support.
- Serves as the systemwide source of expertise on issues relating to institutional accountability.
- Serves as liaison with State and national academic educational boards and other systemwide University offices.
- Provides leadership and direction for institutional research for the ten campuses of the UH System and maintains the official System of Record for systemwide student data reporting.
- Oversees Hawaii P-20's policies, programs, and initiatives and promotes the Hawaii P-20 Council's efforts to develop a seamless system of educational delivery.
- Provides leadership and facilitates collaboration for systemwide initiatives and activities around international engagement.
- Provides leadership in the management of systemwide student affairs.
- Implements a systemwide institutional data governance program to protect the privacy and security of data and information under the stewardship of the University.
- Prepares reports, studies, or briefing papers in response to requests from the Board of Regents, President of the University of Hawaii, and local, national, or international entities.

## **ACADEMIC AFFAIRS / PLANNING AND POLICY OFFICE**

### **INTRODUCTION**

The Academic Affairs / Planning and Policy Office provides executive staff support to the Vice President for Academic Affairs to achieve the systemwide academic vision and goals for the University of Hawai'i. This office serves as the systemwide lead for academic planning and policy, articulation and transfer, and other academic initiatives that impact campuses across the ten campus University System.

### **MAJOR FUNCTIONS**

- Develops/revises academic policies and procedures.
- Initiates, coordinates and supports systemwide academic initiatives.
- Provides staff support to the Council of Chief Academic Officers and other systemwide academic committees.
- Serves as system lead for articulation and transfer among the ten University campuses.
- Convenes the University Council on Articulation, the Academic Advisors and Transfer Network and other systemwide academic committees.
- Ensures that academic proposals prepared for Board of Regents or President's actions are consistent with University guidelines.
- Serves as the Vice President's liaison to the All Campus Council of Faculty Senate Chairs.
- Supports distance learning activities which focus on educational access and workforce development.
- Convenes the University Center Directors to support the educational needs of students on neighbor islands for baccalaureate and higher degrees.
- Serves as a resource to campuses in providing planning and policy interpretation and guidance, monitors systemwide planning initiatives, and facilitates priority-setting at system and campus levels.
- Researches and consults with University stakeholders and constituents on emerging academic affairs issues in higher education at the national, State, and local levels.
- Prepares required academic reports for the Board of Regents, President, University executives.
- Prepares responses to international, national, and local inquiries and to ad hoc requests to the Board of Regents, State Postsecondary Education Commission, and the President on University and State educational policies and practices.

## **INTERNATIONAL AND STRATEGIC INITIATIVES OFFICE**

### **INTRODUCTION**

The International and Strategic Initiatives Office provides systemwide leadership in the area of international engagement to fulfill the University's international strategic goal to be a preeminent international center of learning, discovery, application, and service in the Asia-Pacific region and beyond. The office also is responsible for supporting strategic initiatives tied to University, statewide, or national needs or issues that enhance the University's abilities to fulfill its strategic goals and outcomes, and supports strategic planning through policy development and analysis. As designated, the office serves as liaison, representation, or support with State agencies and other external stakeholders for the University, President, or Vice President for Academic Affairs (VPAA).

### **MAJOR FUNCTIONS**

- Leads the University System's efforts around international engagement;

- Convenes systemwide international committee to facilitate collaboration among campuses and develop strategies to achieve UH's international goals;
- Promotes activities and programs that connect Hawai'i and the University with ideas, talent, and economic opportunity from cultures and economies of the Asia-Pacific region and beyond;
- Advises, and represents the Office of the President and Office of the Vice President for Academic Affairs with international delegations and Hawai'i-based international organizations at local, State, national, and international venues to extend the University's profile globally;
- Provides analytical support for planning and policy development;
- Leads strategic initiatives related to the higher education needs of the State and emerging higher education trends and issues nationally;
- Develops and implements leadership development program at the University;
- Provides executive staff support for the Board of Regents, President, and Vice President for Academic Affairs;
- Provides legislative coordination for the Vice President for Academic Affairs;
- Represents the President and Vice President for Academic Affairs on councils and committees, as assigned;
- Serves as liaison with State agencies and other external stakeholders, as appropriate, to communicate the University of Hawai'i's strategic objectives with State priorities and planning efforts.

## **INSTITUTIONAL RESEARCH AND ANALYSIS OFFICE**

### **INTRODUCTION**

The Institutional Research and Analysis Office (IRAO) provides accurate and timely data, information and analysis to empower decision makers in support of the University's mission, and makes information accessible to the public to encourage transparency.

The Office is responsible for maintaining the student data warehouse and Operational Data Store (ODS), and for coordinating and overseeing data quality and consistency across the UH System. It maintains a student tracking system, organizes quarterly meetings for campus IR offices and maintains data dictionaries for key student data systems.

The Office maintains a data portal to provide easy and timely access to information on the University, prepares a systemized series of research reports, and responds to requests for information from internal and external agencies and individuals. In addition, the Office coordinates the University's response to applicable federal mandates (including IPEDS and Student Right-to-Know).

The Office provides assistance to other UH offices including: supporting the statewide longitudinal data system; developing and producing special studies in response to management requests; assisting in the development of an integrated UH data warehouse. The Office plays a key role in supporting efforts to measure the effectiveness of University initiatives.

### **MAJOR FUNCTIONS**

#### **Information Services Functions**

- Maintains the official records for the reporting of systemwide student data at the University.
- Designs reports, develops formats, defines terms, and summarizes and analyzes data to be made available to University administrators and campus personnel. Conducts special studies as needed.

- Monitors key changes in programs, course offerings, and other required information, and updates master code, lookup tables and a Student Tracking system used in the generation of systemwide reports from data housed in administrative databases.
- Develops and coordinates database structures and warehouses, including system design and systematic data definitions for the ODS and the University's student data warehouse and management information reporting system.
- Designs and develops automated reports and new administrative computer systems using the latest computer technology (including the World Wide Web); works with the Information Technology Services Office to streamline data retrieval, access and reporting.
- Provides timely and convenient access to information about the University to the public.

#### Systemwide Data Administration Functions

- Develops, administers, coordinates and monitors data management information and data quality on a systemwide basis for the ODS and the student data warehouse.
- Administers and manages program codes and data element definitions in the ODS and the student data warehouse 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.
- 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.
- Cooperates with other UH offices to produce accurate and timely reports on University operations, including Human Resources and Financial Aid.

#### Analytical Services Functions

- Provides systemwide 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 needed.
- Researches, identifies and defines key data elements required for systemwide data use and analysis; develops policies and procedures required to systemize data across campuses; disseminates information on definitions, scope and usage 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 resource indicators analysis; workload measures; program efficiency measures; quantitative program review indicators; historical enrollment patterns; institutional comparisons; student progress and outcomes analysis.
- Researches systemwide indicators and develops analytical data and studies on the factors affecting University programs. Researches and summarizes the external benefits directly or indirectly attributable to University programs.
- Provides analytical support, training and consultation to campuses regarding the data and tables in the ODS and the student data warehouse. Supports academic planning and analysis and the utilization of analytical techniques and systems.

- Provides technical support and consultation in the training and dissemination of computer modeling and statistical techniques as required for operations and strategic planning.
- Supports the University's efforts in creating and maintaining a statewide longitudinal data system consisting of student data from K-12, postsecondary education and the workforce.

## **HAWAI'I P-20 PARTNERSHIPS FOR EDUCATION OFFICE**

### **INTRODUCTION**

The Office of Hawai'i P-20 Partnerships for Education (Hawai'i P-20) is responsible for developing policies and initiatives and coordinating the implementation of joint public-private ventures along the education pipeline, from early childhood through college. Their goals encompass improving the educational 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.

### **MAJOR FUNCTIONS**

- Develops systemwide policies, programs, and initiatives designed to promote attainment of the Hawai'i P-20 mission to assure that more of Hawaii's people persist through this pipeline.
- Partners with the Hawai'i Department of Education (HIDOE), the Executive Office on Early Learning, 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 Affairs and other University executives on Hawai'i P-20 plans and initiatives.
- Coordinates, facilitates, 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 HIDOE, Department of Labor and Industrial Relations and the Executive Office on Early Learning.
- Serves as liaison to local, State and federal academic educational entities, systemwide University offices, HIDOE, the legislature, and community stakeholder groups.

## **OFFICE OF STUDENT AFFAIRS (OSA)**

### **INTRODUCTION**

In collaboration and consultation with the Office of the Academic Affairs/Planning and Policy and Senior Student Affairs and Student Services Officers on all UH campuses, the Office of Student Affairs initiates, develops, and coordinates student affairs programs and policies and procedures related to systemwide Student Affairs programs.

The OSA advocates for Student Affairs faculty and staff, students, and equity of service to students throughout the University of Hawai'i System. This office serves as administrative liaison for the Hawai'i Commission for National and Community Service and the National Corporation for Community Service. This office interacts and collaborates with public and private pre-K through 20 schools and educational institutions on numerous and varied topics, issues, and projects that are mutually beneficial to students and the community.

## **MAJOR FUNCTIONS**

- Advises the senior University staff on Student Affairs matters.
- Serves as administrative liaison with Board of Regents Committee on Student Affairs.
- Serves as an advocate for students within the scope and intent of the Board of Regents, executive policy and the UH System and campus strategic plans, goals, and objectives.
- In consultation with the Office of Academic Affairs/Planning and Policy, participates in the development of student affairs policies and coordinates the implementation of systemwide policies among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials.
- In consultation with campus student affairs and student services offices, develops and facilitates Student Affairs programs that require coordination among UH campuses, including but not limited to financial aid; counseling; student employment and cooperative education; career services; internships; service learning; judicial affairs; residence halls; students with disabilities; child care; student health insurance; student health services; student equity and diversity; and international student services.
- Convenes/facilitates meetings of the UH Council of Senior Student Affairs Officers (CSSAO).
- Works with UH System Student Caucus.
- Monitors campuses' compliance with federal and State statutes, acts, and administrative procedures related to Student Affairs programs and jurisdictions.
- Works with other appropriate UH schools, colleges, and campuses to collaborate, develop, and facilitate partnerships with pre-K through 20 educational institutions on projects that are mutually beneficial to students and the community.
- Serves as Certifying Officer for the Western Interstate Commission for Higher Education – Hawaii.
- The Office of Academic Affairs/Planning and Policy and Office of Student Affairs work closely and collaboratively in matters related to enrollment management, admissions, recruitment, records, and registration, financial aid, tuition waivers, scholarships and tuition differentials.
- The Associate Vice President for Academic Affairs will have jurisdiction and responsibility for providing leadership for the initiation and development of academic policies; the Associate Vice President for Student Affairs will have jurisdiction and responsibility for providing leadership for coordinating among campuses the implementation of systemwide student affairs policies.