

**STATE OF HAWAI'I UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES
UNIVERSITY OF HAWAI'I MAUI COLLEGE**

FUNCTIONAL STATEMENTS

University of Hawai'i Maui College (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, workforce training, and community education. UHMC also offers applied baccalaureate degree programs.

General education courses lead to the Associate in Arts degree and lower division preparation for baccalaureate degrees. Career and technical education programs lead to Bachelor of Applied Science, Associate in Science, Associate in Applied Science, and Associate in Technical Studies, certificates, and entry-level employment opportunities.

UHMC serves the islands of Maui, Moloka'i, and Lana'i. Outreach education centers are located on Moloka'i, Lana'i, and Hana.

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, Information Technology and Extended Learning and Workforce Development. The office represents the University of Hawai'i (UH) and acts on behalf of UHMC, 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 (ACSCU).

- Establishes planning parameters for the development of program, budget and expenditure plans, as well as maintenance and facility plans, and capital and improvement plans, and approves 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 and active participation 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, and directs extramural fund solicitation.

Office of Institutional Research

The 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.

The following are the functions of the Office of Institutional Research:

- Organizes the completion and submittal of on-going data projects, including Program Health Indices, CCSSE, Small Class Report, Campus Climate Survey, and measurements for assessment and program review.
- Oversees 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 THE VICE CHANCELLOR OF ACADEMIC AFFAIRS

The Office of the Vice Chancellor of Academic Affairs is responsible for the overall planning, budgeting and management of all academic programs offered by UHMC. The main functions of the office are to lead, 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 disciplines, academic support programs, and Education Centers.

- Serves as the principal assistant and advisor to the Chancellor in all academic matters.
- Leads institutional and academic programs, budgeting and resource allocation, and supervises staff development programs.
- Leads academic personnel policy development and negotiation.
- Serves as the deputy to the Chancellor, advocates and supports the achievements of the UHMC and UH Strategic Plans.
- Provides leadership in all academic matters.
- Initiates, participates in and supervises academic planning.
- Leads the accreditation process.
- Leads program review and curriculum development processes for all areas of instruction and academic support.
- Supervises and coordinates personnel reporting to this position in support of Academic programs, disciplines, services and outreach - including the Dean of Arts and Sciences, the Dean of Career and Technical Education, Vice Chancellor of Academic Affairs office staff and faculty leadership in appropriate areas.
- Supervises and coordinates faculty recruitment, selection, training and evaluation.
- Assesses and reports on resource and staffing needs and progress, and prepares biennium budget for instructional outreach and academic support areas.
- Manages the overall budget and financing of the academic programs and disciplines.
- Establishes direction and ensures achievement of the short- and long- term development goals and initiatives, exercises judgment in determining the means, methods and resources necessary to achieve academic goals and objectives.
- Implements Board of Regents policies and procedures relating to academic programs.
- Collaborates with groups and constituents relevant to the University, serves on advisory boards, and assists in the University fund-raising efforts.

Dean of Arts and Sciences

- Supervises and participates in program and curriculum development for the English Department, Humanities Department, Social Science Department and STEM Department,

oversees off-campus courses, reviews instructional programs and disciplines, oversees the revision of programs and curriculum as needed, and annually reports on progress.

- Supervises and coordinates the activities of department chairpersons, including faculty recruitment, selection, 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 program and discipline areas.
- Plans, budgets, organizes, implements, and evaluates in-service training programs.
- 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 college and academic programs' long and short-term educational plans, accreditation self-studies, program reviews, and special studies.

Dean of Career and Technical Education

- Supervises and participates in program and curriculum development for the Business and Hospitality Department, Allied Health Department, and *CTEN* Voc. Ed. Department, oversees off-campus courses, reviews instructional programs, oversees the revision of programs and curriculum as needed, and annually reports on progress.
- Supervises and coordinates the activities of department chairpersons, including faculty recruitment, selection, 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.
- Oversees the development of grant applications for public and private funding sources.
- Oversees the development and management of the annual UHMC Carl Perkins federal grant allocation.
- 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 college and academic programs' long and short-term educational plans, accreditation self-studies, program reviews, and special studies.

Library

- 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 users to access collections in all UH System libraries.
- Provides UH System users with access to the library's research databases from their offices, homes, and UHMC 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 UHMC 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 consortia as requested.
- Submits annual and comprehensive program reviews.

Outreach Education Centers

- Provide educational opportunities for those who may not otherwise have access to educational programs on Lana'i, Moloka'i, and Hana.
- Serve as receive sites for distance education courses from UHMC and other UH System institutions.
- Provide computer labs and access to library services for UHMC 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, and represent the College at community functions.
- Assess and report annually on impact of services on student learning outcomes.
- Submit 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 orientations to 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.

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 UHMC, 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, and Student Life, assesses and reports annually on impact of its services on all areas, including student-learning outcomes.

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.
- 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 veterans' 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.

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, 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.
- Manages Financial Aid records on Banner, the UH Student Information System.
- Submits annual and comprehensive program reviews.

Student Life

- Coordinates new student orientation, commencement, and co-curricular life development.
- Develops and advises student government and Board of Student Publications, provides assistance to student clubs and organizations.
- Develops and maintains a recreational activities program, including student lounge and wellness center.
- 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 servicing students.
- 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.
- Oversees and maintains the on-line student degree audit program.
- Provides support services to academically/economically disadvantaged, veteran, international,
- ESL, early admit, re-entering adults, and special needs students.
- 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/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.

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 and executes 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; projects tuition and fee revenues; 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, Human Resources, Operations and Maintenance and Campus Security.

Business Office

- Administers procurement activities and ensures compliance with applicable rules, regulations and procedures.
- Oversees the financial account code structure.
- Administers payroll.
- Provides cashiering services.
- 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.
- Provides training for the college in business office matters.
- Submits program reviews.

Human Resources

- Provides personnel administration 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 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 program reviews.

Security

- Administers campus security to enhance personal safety and property protection.
- Enforces campus parking policies.
- Oversees campus surveillance system.
- Maintains the security database.
- Insures compliance with Clery Act.
- Responds to safety and security incidents.
- Secures all buildings and campus parking areas during the college off hours.
- Maintains the campus security equipment such as emergency code blue and emergency announcement systems.
- Conducts emergency exercises.
- Conducts fire safety inspections.
- Provides security escorts.
- Manages the college's hazardous chemical and hazardous waste program.
- Submits program reviews.

OFFICE OF INFORMATION TECHNOLOGY

The Office of Information Technology provides for the various computing, media, and telecommunication 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.
- 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.
- 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 UHMC TV, HITS II, and the Internet.
- Provides graphics and copy layouts for college publications.
- Provides, installs, and services audio/visual equipment.
- Provides technical and production services for TV projects.
- Coordinates faculty orientations and training for distance learning.
- Coordinates facility and multi-media support services for faculty and staff, campus organizations, and state, county, and community agencies.

- Provides campus instructional resources and services, including photocopying, velobinding, 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.
- Manages 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.

OFFICE OF EXTENDED LEARNING AND WORKFORCE DEVELOPMENT

The Office of Extended Learning and Workforce Development (OELWD) oversees programs that develop, leverage, and offer workforce training and community education curricula, as well as programs that provide access to and support services for continuous distance learning baccalaureate and graduate degree programs from across the UH system. OELWD will allow UHMC to rapidly respond to community and workforce needs.

- Supervises and coordinates personnel reporting to this position in support of OELWD programs, disciplines, services, and outreach.
- Supervises and coordinates faculty and instructor recruitment, selection, training, and evaluation.
- Manages the overall budget and financing of OELWD functions and programs.
- Establishes direction and ensures achievement of the short- and long-term development goals and initiatives, exercises judgement in determining the means, methods and resources necessary to achieve those goals and objectives.
- Collaborates with groups, constituents, and stakeholders relevant to UH and UHMC.
- Serves on advisory boards and assist in the University fundraising efforts.
- Oversees the development, application, management, and execution of grants for public and private funding sources.
- Develops and manages grants servicing the OELWD.
- Administers procurement activities.
- Prepares financial reports and assists programs with financial management.
- Assesses community and workforce development needs.
- Develops, executes, and assesses appropriate programming in response to community and workforce needs.
- Oversees the management, budgeting, registration, facilities use, fiscal and logistical operations, pre-admission advising, marketing and recruitment, assessment and program review for a range of non-credit, non-traditional, distance learning, outreach, apprenticeship, and community service programs in accordance with State and university policies. Manages and coordinates programs that respond to short-term, critical training needs that are not part of the regular credit instructional program.
- Supports the State of Hawai'i's workforce development, promotes entrepreneurial enterprises, and provides alternative pathways to degree and credential attainment.
- Provides "one-stop" services to its clients.
- The programs administered by OELWD include but are not limited to: University of Hawai'i Center, Workforce Development and Community Education, Maui Food Innovation Center, and Apprenticeship.

University of Hawai'i Center, Maui

The University of Hawai'i Center, Maui (UH Center) is responsible for coordinating, publicizing and delivering baccalaureate and graduate degree programs, professional certificates, and workforce development programs to students in Maui county from campuses across the UH system (Manoa, West Oahu, Hilo, UHCCs). Classes are taught in online, hybrid, and face-to-face formats at the UHMC campus and at the outreach centers. The following are functions of the UH Center:

- Identifies and recommends Maui county priority needs for distance and outreach delivery of baccalaureate, graduate, professional certificate, and workforce development programs, facilitates the delivery of distance learning credit and non-credit instruction between UHMC and other UH campuses to meet community needs.
- Develops a schedule of future offerings, determines specific facilities and academic support services required for each program offered and provides local pre-admission marketing and student recruitment support.
- Provides suitable instructional and administrative facilities, including classrooms, office space and other work areas, and technical support services.
- Ensures student access to library, computing, and telecommunications resources.
- Collaborates with partner campuses to provide student support resources, academic information, financial aid information, and counseling and guidance services to students and prospective students, and coordinates local commencement activities.
- Coordinates with UHMC Chancellor's Office and Academic Affairs Office to streamline pre-major curricula pathways and preclude any duplication of programs or courses offered by UHMC.
- Collects and compiles student, class, and enrollment data, reports annually on UH Center activities and submits annual and comprehensive program reviews.
- Prepares reports to meet University and Western Association of Schools and Colleges (WASC) requirements as needed.
- Pursues extramural funding opportunities to support programming.
- Submits annual and comprehensive program reviews.

Workforce Development and Community Education

The Workforce Development and Community Education (WDCE) program will plan, develop, execute, and assess dynamic short-term job skills and employer engagement programs to meet the needs of both employers seeking skilled workers and Maui County residents seeking employment. In addition, this program will develop and offer public non-credit courses and programs in various areas such as business and technology, health and wellness, personal enrichment, and the preservation of Hawaiian culture. This program will pursue extramural funding opportunities, to support programming and submit annual and comprehensive program reviews. The following are functions of WDCE:

- Plans, facilitates, and implements non-credit courses and program offerings that are focused on perpetuating Native Hawaiian culture, community wellness, and personal enrichment.
- Plans, facilitates, and implements business, technology, and PCATT non-credit skills training.
- Maintains a web-based student course registration system and provides back-end support services for the registration system.
- Recruits instructors to teach courses, allocates budget and controls program expenditures, schedules and assigns classrooms, develops program catalogs and brochures, and establishes and assesses student learning outcomes.
- Moreover, WDCE provides the community with rapid-response services and quality workforce development opportunities. WDCE conducts on-going community workforce development needs assessments and develops certification and contract training curricula and programs to meet those economic development and industrial training needs. WDCE will:
- Develops and coordinates non-credit job skills and training.
- Works in partnership with credit programs to develop and coordinate non-credit to credit curricular pathways and certificate training programs complementary to UHMC credit programs and provides students skills updating and continuing professional development

curricula and special credit programs.

- Conducts marketing activities and community outreach programming targeting K- 12 and college-level students, teachers and faculty, local industry and community members at-large.
- Houses the Sustainable Living Institute of Maui (SLIM) which develops non- credit community outreach and professional development programs on in the area of industry recognized sustainability and energy management, green facilities operations, renewable energy, and sustainable agriculture.
- Recruits instructors to teach courses, allocates budget and controls program expenditures, schedules and assigns classrooms, develops program catalogs and brochures, and establishes and assesses student learning outcomes.
- Finally, WDCE develops and executes career facilitation strategies to engage employers, place clients in jobs, and monitor client success. WDCE will prepare students to meet current and emerging community and workforce needs and opportunities. WDCE will:
- Participate in program and curriculum development for the Cooperative Education program.
- Coordinate pre-employment training, internships, and dynamic job placement activities.
- Engage employers in the training program development process.
- Establish productive working relationships with employers to effectively inform and monitor college training program delivery and design.
- Place clients in jobs, reports on job placement related performance outcomes.
- Conduct reviews of employers to evaluate employer demand and usage of college services, recommends how best to leverage and improve college/employer relationships, establishes and assesses program outcomes. Bridge the information gap between employers and the college to promote effective employer/college communication and timely, coordinated workforce development related services delivery.
- Provide clients with access to soft and hard skills training, high school equivalency credentialing programs, industry certifications, licenses, college degrees, or other college programming needed for employment.

Maui Food Innovation Center

The Maui Food Innovation Center (MFIC) is an entrepreneurship and economic development program designed to support local food producers through education, training, and research and development of food products. This program:

- Offers state-of-the-art, value-added food manufacturing facilities and develops a cost-recovery system for its use.
- Develops innovative curriculum related to success in food product development and manufacturing.
- Develops and delivers facility and food manufacturing specific non-credit certificate programs.
- Recruits instructors to teach courses, allocates budget and controls program expenditures, schedules and assigns classrooms, develops program catalogs and brochures, and establishes and assesses student learning outcomes.
- Pursues extramural funding opportunities to support programming.
- Submits annual and comprehensive program reviews.

Apprenticeship

The trades Apprenticeship program is a legislatively mandated training program which enrolls qualified apprentices in non-credit classroom instruction that supplements work experience for apprentices indentured by the State of Hawai'i in a variety of trade areas (carpentry, plumbing, electrical, welding, heavy equipment operation). This program:

- Meets the requirements of the State of Hawai'i Apprenticeship Law and enables an apprentice to complete the minimum hours of related instruction paralleling on-the-job training.
- Administers the apprenticeship and journey worker upgrading programs by working with the appropriate trade unions and professional organizations.
- Establishes and assesses student learning outcomes.
- Recruits instructors to teach courses, allocates budget and controls program expenditures, schedules and assigns classrooms, develops program catalogs and brochures, and

establishes and assesses student learning outcomes.

- Pursues extramural funding opportunities to support programming.
- Submits annual and comprehensive program reviews.