OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

UNDERGRADUATE EDUCATION
Org Code: MAUE
Assistant Vice Chancellor, #89010 1.00
Secretary III, SR16, #14364 1.00

ADMINISTRATIVE SUPPORT
Org Code: MAASUE
Administrative Officer, PBB, #81335 1.00

ACADEMIC DEVELOPMENT & TECHNOLOGY
Org Code: MADTUE
IT Manager, PBC, #80696 1.00
IT Specialist, PBB, #78413 1.00
IT Specialist, PBA, #81917T (T) 1.00
Acad Sup Cntr Coord, PBB, #78349 1.00

CAMPUS WIDE PROGRAMS
Org Code: MACWP (CHART II-A-1)
Honors Program
Interdisciplinary Studies Program
Military Sciences
Aerospace Studies
Manoa Advising Center
Pre-Health / Pre-Law Advising Center
First Year Program
Internship Program
Student Athlete Academic Services
Service Learning Program
Learning Assistance Center
Manoa Catalog Office
Student Support Services

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
UNDERGRADUATE EDUCATION
CAMPUS WIDE PROGRAMS
CHART II-A

General Funds: 6.00 FTE
General Funds (Auth Temp): 1.00 FTE
FUNCTIONAL STATEMENT

UNDERGRADUATE EDUCATION – Org Code: MAUE

Under the leadership of the Vice Chancellor for Academic Affairs, the Office of Undergraduate Education has responsibility for the planning, direction, development, coordination, and management of undergraduate programs of the University of Hawai‘i at Mānoa. It is led by the Assistant Vice Chancellor of Undergraduate Education and has the following responsibilities:

- Manages, reviews, and supports the development of undergraduate programs, courses, and curricula and the implementation of academic policies and goals.
- Proposes and implements institutional improvement through the collection and analysis of data relevant to undergraduate student learning.
- Creates a distinctive freshman year at Mānoa to facilitate students’ transition into university life.
- Insures the consistent application of academic policies and procedures for undergraduates across all colleges and schools, with the assistance of the Academic Procedures Committee and the Council of Academic Advisors.
- Conducts continual assessment of the undergraduate experience in order to initiate appropriate improvements, including developing appropriate linkages between the undergraduate curriculum and co-curriculum, examining the number of large classes, addressing the unavailability of classes, and creating research opportunities for undergraduate students.
- Encourages and provides faculty development opportunities to ensure sustained quality in undergraduate education.
- Supports the implementation of the Mānoa general education requirements.
- Assists in promoting system-wide transfer of undergraduate courses and degrees, participates in system-wide discussions with senior academic officers, assists in developing system articulation agreements, and facilitates collaboration with other campuses in establishing programs, policies, and strategic plans.
- Assists the Vice Chancellor for Academic Affairs in developing undergraduate campus enrollment goals.
- Manages the STAR academic advising system in collaboration with the Vice Chancellor for Academic Affairs.
- Provides leadership for campus-wide programs.
- Works closely with the officers of the Associated Students of the University of Hawai‘i regarding undergraduate education concerns.

ADMINISTRATIVE SUPPORT -- Org Code: MAASUE

Provides administrative support for the programs within the Office of the Assistant Vice Chancellor for Undergraduate Education, which includes, but is not limited to, fiscal, budget, and personnel administration

ACADEMIC DEVELOPMENT & TECHNOLOGY – Org Code: MADTUE

The Office of Academic Development and Technology works collaboratively with academic programs and the administration to develop broad technology-based resources, ensuring consistent application of the campus wide strategic vision, initiatives and academic policies, while adhering rigorously to a management methodology of knowledge sharing, transparency, and accountability.
- Architecting and directing the development of new technology resources that aid in the implementation of Mānoa’s strategic initiatives.
- Provides technological advice and service to academic programs, helping to achieve their goals by facilitating improvements in their processes including improving quality of service while reducing costs and cycle times.
- Oversees the development and maintenance of technological resources that aid in the retrieval of information from all the University’s data systems.
- Coordinates, develops, and implements critical infrastructure assurance methodologies.
- Act as the data trustee for all data housed in the STAR systems.
- Provides where possible statewide utilization of innovative technology architected within the OVCAA.
- Provides a high level of engagement in the enhancement, support, and training of the developed technology resources.
These programs have campus-wide academic or support responsibilities and are not assigned to a college or school. The programs report to the Assistant Vice Chancellor for Undergraduate Education.

**HONORS PROGRAM – Org Code: MAHON**

- Provides qualified undergraduate students with the opportunity to complete a baccalaureate program with “honors,” “high honors,” or “highest honors.”
- Operates a lower division Selected Studies program which provides academically promising freshmen and sophomores the opportunity for enriched general education in A-sections—small, intensive, and sometimes experimental versions of the required courses.
- Administers the “Sophomore Honors” certificate program.

**INTERDISCIPLINARY STUDIES PROGRAM – Org Code: MAIS**

- Offers the BA in Interdisciplinary Studies to provide students with an opportunity to pursue a course of study that is not restricted to conventional departmental or college boundaries.
- Assists students with the design and implementation of an individualized BA program.

**MILITARY SCIENCE – Org Code: MAMSCI**

- The functions of the Military Science Program (Army ROTC) are to attract, motivate, and prepare selected students with potential to serve as commissioned officers in the regular Army or the U.S. Army Reserve to provide an understanding of the fundamental concepts and principles of military art and science; to develop leadership and managerial potential, a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security.

**AEROSPACE STUDIES – Org Code: MAAS**

- Aerospace Studies is directed by a manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the U.S. Air Force Reserve Officers’ Training Corps (AFROTC) Detachment 175. On academic matters, the PAS reports to the Assistant Vice Chancellor for Undergraduate Education, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Southwestern Region located at Randolph Air Force Base, Texas.
- The PAS manages the AFROTC program for the State of Hawai‘i. The program provides aerospace studies covering air force leadership, history, technology, management, and military law. It administers the AFROTC College Scholarship Program in Hawai‘i and includes USAF Officer Career Counseling services to high school and college students, scholarship funding and student expense reimbursement, and insures compliance with federal and USAF regulations. It maintains the joint University of Hawai‘i and the U.S. Air Force ROTC Memorandum of Agreement and assists in the administration of the Uniform Commutation Fund. The program maintains liaison with and provides instruction in aerospace studies for the following:
  1. Non-host cross-town institutions (degree granting)
     a. Chaminade University of Honolulu
     b. Hawai‘i Pacific University (Downtown & Hawai‘i Loa)
     c. Brigham Young University of Hawai‘i
     d. UH West O‘ahu
e. Wayland Baptist University of Hawai‘i
f. University of Phoenix

2. Non-host institutions—Honolulu Community College, Kapi‘olani Community College, Leeward Community College, Windward Community College

- The PAS administrates the Air Force Officer Quality Test to all USAF officer candidates and AFROTC scholarship applicants, budgets and manages the local AFROTC national advertising account, provides information on the Junior Air Force ROTC program, and maintains liaison with the USAF Academy, Hawai‘i Air National Guard, Department of Education, military bases, and the community to provide information on aerospace studies student opportunities.

MĀNOA ADVISING CENTER – Org Code: MAMAC

- Comprehensive advising office that serves undecided and pre-major students at all levels, assisting students in selecting a major that best fits their interest, abilities, and goals, and to provide advising support through orientations, workshops, and informational sessions until they can declare or enter their major.

PRE-HEALTH / PRE-LAW ADVISING CENTER – Org Code: MAHLAC

- A walk-in resource center for students interested in law, medicine (allopathic, chiropractic, naturopathic, osteopathic, podiatric), or the health sciences (dentistry, optometry, pharmacy, physician assistant, occupational therapy, physical therapy, veterinary medicine, etc.).

FIRST-YEAR PROGRAM – Org Code: MAFYP

- Increase student engagement by bringing diverse groups of first-year students with similar interests together to study, learn, and build community through initiatives committed to supporting educational, developmental, and social needs.
- Manages and encourages the development of learning communities to improve the quality of the undergraduate academic experience.
- Develops linkages between various introductory level courses from different disciplines.

INTERNSHIP PROGRAM – Org Code: MACWIP (Non-appropriated Funds)

- Congressional Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in Washington, D.C to enable the interns to become leaders in the community
- Legislative Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in the Hawaii State Legislature to enable the interns to become leaders in the community
- Student Academic Success Peer Mentor Program offers scholarships to competitively selected undergraduate students to participate in a variety of academic advising activities with fellow undergraduate students

STUDENT ATHLETE ACADEMIC SERVICES – Org Code: MASAAS

- Provides comprehensive support services to assist student-athletes in clarifying life/career goals and developing meaningful educational plans to help them attain those goals, while maintaining NCAA and conference eligibility.
- Provides ongoing individual and small group academic advising to prospective, first-year, and continuing student-athletes.
- Provides accurate information about institution, college, Athletic Conference and NCAA policies and procedures to student-athletes, faculty, coaches, and staff.
- Monitors academic eligibility and satisfactory academic progress of assigned student-athletes according to NCAA and Athletic Conference policies and procedures and provides the required documentation.
- Provides services for new freshman and transfer student-athletes through orientation programs, workshops, and individual appointments.
- Supports the academic success and retention of student-athletes by providing a wide range of academic support and tutorial services.
- Consults with coaches and Athletic Department staff regarding student-athlete concerns.
• Develops and implements support programs to meet the needs of student-athletes including academically at-risk student-athletes who may be under-educated and/or learning disabled.
• Develops and implements programming in the five areas of Life Skills for student-athletes as mandated by the NCAA: academic development, athletic development, personal development, career development, and community service.
• Determines satisfactory academic progress and takes appropriate academic action in response to queries from other offices and programs, and for the purposes of maintaining the academic standards of the institution.
• Develops and conducts assessments, collects and distributes information, prepares formal and informal reports regarding student-athlete needs, preferences, and performance for use in making departmental and institutional decisions and policies.

SERVICE LEARNING PROGRAM – Org Code: MASL

• Offers UHM students and community agencies the opportunity to participate in a partnership of volunteer services.
• Functions as a clearinghouse linking students interested in donating time and experience with volunteer agencies within the community.
• Coordinates grants received for service learning.
• Provides programming to coordinate and infuse volunteer programming into learning pedagogy. Reports on measures and metrics to determine costing and outcomes.
• Serves as the headquarters for Hawai‘i/Pacific Islands Campus Compact, a membership organization comprised of presidents and chancellors to promote civic engagement in higher education. Hawai‘i/Pacific Islands Compact also provides opportunities for students to become members of Americorps, a federal service program.

SERVICE LEARNING & HAWAII PACIFIC ISLANDS CAMPUS COMPACT – Org Code: MASLCC (Non-appropriated Funds)

• To support the civic engagement mission of Higher Education. Funding and training are obtained to incorporate service into courses; community organizations received volunteers and outreach assistance, and students received access to educational funding and service opportunities.

LEARNING ASSISTANCE CENTER – Org Code: MALAC

• Provides educational counseling services and programs, commercial materials, and diagnostic services in developing more effective study habits and learning skills.

MĀNOA CATALOG OFFICE – Org Code: MACAT

• Designs, edits, formats, and produces the Mānoa catalog, in consultation with all UHM units
• Prepares and reviews the technical specifications for the printing, delivery, and distribution of the catalogs to UHM units.
• Oversees the development and maintenance of catalog websites.

STUDENT SUPPORT SERVICES – Org Code: MACWSS (Non-appropriated Funds)

• U.S. Department of Education sponsored program to increase the graduation and retention of first generation college students and those with financial need.