

REORGANIZATION

Maui Community College

Mission Statement

Maui Community College is a learning-centered institution that provides affordable, high quality credit and non-credit educational opportunities to a diverse community of lifelong learners

Criteria

- Relevance
- Effectiveness
- Efficiency
- Equity
- Adaptability
- Empowerment

Vice Chancellor for Academic Affairs

Assistant Dean of Instruction

Faculty Coordinator

Institutional Researcher

Faculty Coordinator

Scheduling

Personnel

Procurement

Catalog

Assistant Dean of Instruction

Strategic Plan

Program Review and Assessment

Accreditation

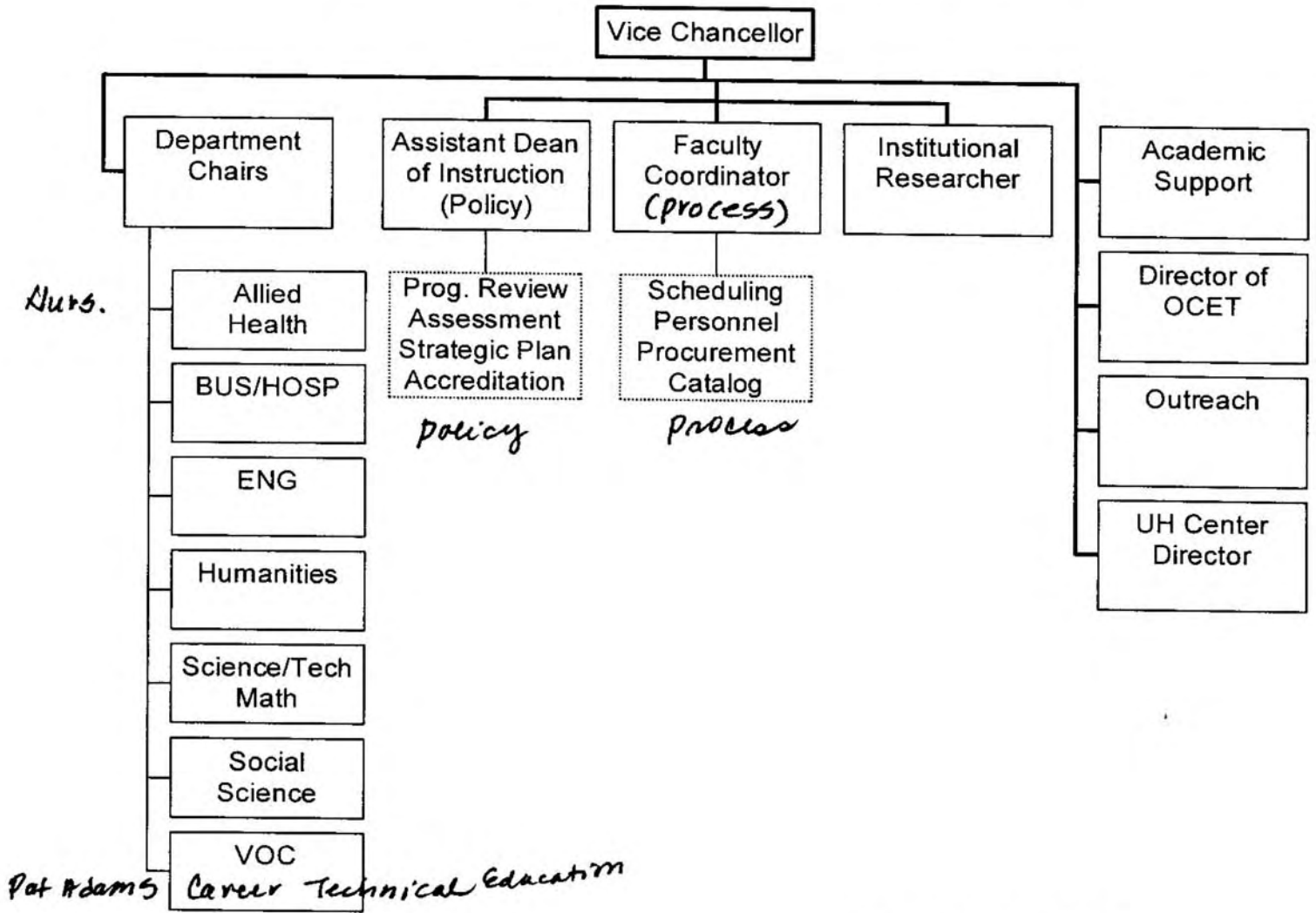
Frequently Asked Questions

- When will this new structure begin?
- Will the word “unit” be used to identify a faculty group?
- If not, what term will be used to define a group?
- How was it determined which faculty would be assigned to which group?
- What are the responsibilities of the head of each faculty group?

More Frequently Asked Questions

- How will the clerical staff be assigned to each faculty group?
- What steps will be taken to make this new reorganization formally recognized?

Organizational Chart for Maui Community College



DRAFT 08/12/05

DEPARTMENT CHAIR ROLES AND RESPONSIBILITIES

General Administration

1. Assist faculty with program development, implementation, and review.
2. Plan and conduct meaningful, collaborative, dialogue-driven department meetings.
3. Involve faculty in campus decision-making processes.
4. Maintain documentation of department and campus-wide issues and decisions.
5. Keep department members informed of general campus activities and issues.
6. Facilitate on-going communication with other departments and administration with emphasis on communicating department needs, concerns, and accomplishments. (+FC & AD)
7. Effectively participate in campus decision-making committees, including department chair, executive, budget, strategic planning, and others as needed. (+FC & AD)
8. Respond in a timely manner to requests for information. (+FC & AD)
9. Collaborate with Faculty Coordinator to prepare schedule of classes.
10. Assist faculty with curriculum, instructional, and program development.

Personnel

1. Recruit and recommend new lecturers.
2. Facilitate the orientation and mentoring of new faculty, e.g. ensuring that they are assisted with securing offices, keys, phones, email, textbooks, computer access, and course outlines. (+FC)
3. Facilitate resolution of faculty, staff, and/or student complaints.
4. Encourage positive work relationships among faculty, staff, and administrators within the campus structure. (+FC)
5. Encourage faculty to participate in recruitment activities in schools and career and job fairs.
6. Assist Assistant Dean in coordinating staff development and encouraging professional growth.
7. Coordinate the evaluation of faculty within the instructional departments. (+FC)
8. Select department personnel committees (DPC's) based on DPC procedures.
9. Collaborate with program and outreach coordinators to serve as their advisory committee liaisons.

Business and Financial

1. Prioritize department needs. (+VC, AD, FC)
2. Monitor and update the department budget. (+FC)
3. Monitor department expenditures for equipment leases, maintenance, and supplies.
4. Approve all department expenditures, including travel requests. (+FC)
5. Monitor department equipment inventory and ensure that equipment is on the appropriate unit inventory list.
6. Monitor the ordering of supplies for the department.
7. Participate in the strategic planning process. (+FC & AD)
8. Work on campus-wide biennium budget and eight-year projected budget. (+FC & AD)

3 credits assigned time, 9 months (6 if larger size)

Student Support

1. Actively support open and positive communication between student and teacher through intercession, intervention, and negotiation. (+ AD & FC)
2. Facilitate resolution of student complaints and grievances following MCC Student Conduct Code and Academic Grievance Procedures.
3. Assist in and/or organize faculty participation in registration and, when appropriate, student advising.
4. Monitor student evaluations of faculty instruction and ensure that accurate records are kept.

University of Hawai`i System and DOE

1. Serve on UH system-wide Program Coordinating Council, if appropriate.
2. Support articulation of courses with Maui County high schools, UH System institutions, and the University of Hawai`i Center.

Community

1. Communicate and coordinate strategies with community members to assure that MCC's Strategic Plan addresses community issues. (+AD)
2. Promote partnerships with external agencies and institutions.

Note:

FC= Faculty Coordinator

AD= Assistant Dean of Instruction

VC= Vice Chancellor

Revised August 11, 2005

Assistant Dean
Assigned Responsibilities

Introduction:

The Assistant Dean provides leadership in assisting the Vice Chancellor for Academic Affairs in the overall planning, organizing, and managing of the academic program areas.

Serves as the assistant and advisor to the Vice Chancellor for Academic Affairs in all academic matters.

Advocates and supports the achievement of the MCC and UH missions and goals, promotes the University's commitment to diversity and cultural values, and advances the strategic plans of Maui Community College as well as that of the University of Hawaii system.

Academic Administration – 45%

Assists in providing leadership in all academic matters, including the implementation and updating of Maui Community College Strategic Plan and curriculum development. Directs preparation of comprehensive program review and annual assessments in conjunction with appropriate program coordinators and unit chairs. Assists with preparation of accreditation report and site visits. Maintains liaison with other UH campuses and program advisory groups and agencies on academic programs.

Personnel Evaluation—15%

Supervises and evaluates support personnel reporting to this position. Assists, when delegated, the evaluation of other professional staff reporting to this position.

Fiscal Administration—10%

Assists in budget preparation of the academic and academic-related programs for submission to the Chancellor; assists in the allocation and reallocation of funds and resources (personnel, space, etc.) as appropriate to/from academic and academic-related programs. Assures that programs operate within their allotted budgets and fosters sustainable fiscal decisions.

General Administration—20%

Assists in the establishing of direction and ensuring achievement of short-and long-term development goals and initiatives; exercises judgment in determining the means, methods, and resources necessary to achieve academic goals and objectives.

Prepares reports, correspondence; coordinates academic and academically-related programs with administrative affairs, institutional advancement, and grant application issues. Assists in the supervision of academically-oriented centers and projects.

External Relations—5%

Consults with groups relevant to Maui Community College and the University of Hawaii; serve on advisory boards, assist with College fund-raising efforts.

Other—5%

Serves in staff capacity to the Vice Chancellor for Academic Affairs as needed and performs other related duties.

FACULTY COORDINATOR ROLES AND RESPONSIBILITIES

General Administration

1. Facilitate on-going communication with department chairs and administration with emphasis on communicating department needs, concerns, and accomplishments. (+DC & AD)
2. Effectively participate in campus decision-making committees, including department chair, executive, budget, strategic planning, and others as needed. (+DC & AD)
3. Respond in a timely manner to requests for information. (+DC & AD)
4. Become familiar with and assist in the implementation of grant activities. (+AD)

Personnel

1. Collaborate with department chairs and outreach coordinators to prepare advertisements; plan and implement screening; complete appointment documents; and monitor the payroll process.
2. Coordinate department personnel committees (DPC's) based on DPC procedures. (+DC)
3. Encourage positive work relationships among faculty, staff, and administrators within the campus structure. (+DC)
4. Assist with personnel needs, including personal and professional recommendations for leaves and travel requests.
5. Oversee the preparation of appropriate paperwork for personnel hire or rehire.

Business and Financial

1. Provide guidance to the departments in executing the purchase of equipment leases, maintenance, and supplies.
2. Collaborate with the Director of Administrative Services to create appropriate accounts in order to facilitate the diverse functions of the departments.
3. Participate in the strategic development planning. (+DC & AD)
4. Work on campus-wide biennium budget and eight-year projected budget.
5. Monitor lecturer budgets for departments.

Curriculum and Instruction

1. Collaborate with department chairs and outreach coordinators to prepare the schedule of classes, using the following criteria:
 - Transferability – articulation
 - MCC program and degree/certification requirements
 - Frequency cycle
 - Class fit (sliding); number of students enrolled/cap
 - Number of sections offered
 - Availability of alternative offerings
 - Outreach sites' needs
 - Faculty workload
 - Prerequisite courses

- UH Center requirements
- Day/night offerings
- Community needs
- Funding source
- Prior class fit
- Faculty availability

2. Collaborate with campus personnel in the development and general publication of the college catalog.

Note:

DC= Department Chair

AD= Assistant Dean of Instruction

VC=Vice Chancellor

Revised August 5, 2005

INTRODUCTION:

The Vice Chancellor provides the executive leadership in assisting the Chancellor in the overall planning, organizing, and controlling of the academic program areas.

Serves as the principal assistant and advisor to the Chancellor in all academic matters. Develops and plans institutional and academic programs, budgeting and resource allocation; supervises staff development programs, federal grant program administration; monitors personnel actions and transactions; and participates in academic personnel policy development and negotiation.

Serves as the deputy to the Chancellor, advocates and supports the achievement of the MCC and UH missions and goals, promotes the University's commitment to diversity and cultural values, and advances the strategic plans of Maui Community College as well as that of the University of Hawaii system.

ACADEMIC ADMINISTRATION - 25%

Provides leadership in all academic matters; initiates, participates in and supervises academic planning; oversees academic program reviews and curriculum development; maintains liaison with other UH campuses and program advisory groups and agencies on academic programs and supports the academic liaison officer with WASC.

PERSONNEL ADMINISTRATION AND DEVELOPMENT – 15%

Supervises personnel reporting to this position; evaluates and approves as delegated their recommendations for new/reallocated faculty, professional and support staff in the University's academic and academically-related programs; oversight of faculty and professional staff development.

PERSONNEL EVALUATION – 15%

Evaluates other professional staff reporting to this position; reviews and recommends action on applications for faculty and staff promotion and tenure; reviews and recommends merit, market and equity salary adjustments for academic administrators, faculty and staff.

FISCAL ADMINISTRATION – 15%

Supervises the budget preparation of the academic and academic-related programs for submission to the Chancellor; allocates and reallocates funds and resources (personnel, space, etc.) as appropriate to/from academic and academic-related cost centers. Assures that programs operate within their allotted budgets and fosters sustainable fiscal decisions.

GENERAL ADMINISTRATION - 15%

Establishes direction and ensures achievement of short- and long-term development goals and initiatives; exercises seasoned judgement 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; directs the annual evaluation and review of academic programs and curriculum development.

Prepares reports, correspondence, etc.; coordinates academic and academically related programs with administrative affairs, and institutional advancement, facilitation of grant applications; and supervision of academically-oriented centers and projects.

EXTERNAL RELATIONS - 10%

Consulting with groups relevant to the University; serving on advisory boards, assisting in University fund-raising efforts.

OTHER – 5%

Serves in staff capacity to the Chancellor as needed and performs other related duties.

9.b. List names, class titles and position numbers of all immediate subordinate positions.

See attached organizational charts.

9.c. Description of the nature and extent of guidance and direction received.

Consult regularly with Chancellor on matters of strategic plan implementation, general policy and practice. Day-to-day supervision is not exercised. Exercise of independent judgment and initiative as well as decision-making under broad policy and general operational guidelines as set forth by the Board of Regents, President and Chancellor.

9.d. Description of the nature and extent of the check or review of work.

Work is reviewed by the Chancellor for goals and objectives attained. Performance is reviewed annually against agreed upon objectives. Progress throughout the year is normally discussed quarterly. Occasional ad hoc consultation as necessary.

9.e. Description of the contacts with other departments or University organizations, with outside organizations, and with the general public.

Close cooperation with Administrative Affairs, Student Services and University Relations, Board of Regents. Liaison with cognate units within the University of Hawaii for articulation, policy equivalency, etc. Liaison with some State agencies, such as DOE, and with state, county and federal funding agencies. Appropriate community relations activities.

Work requires knowledge of academic programs and academic program planning and evaluation techniques and the ability to interpret and apply administrative policy statements to a variety of unrelated situations, to conduct and prepare program analyses, to manage financial requirements related to academic affairs, to communicate effectively and the ability to establish effective working relationships with a variety of personnel.