University of Hawai‘i Community Colleges Campus-System Functions Map

12/15/2011

		LOCUS OF DECISION RESPONSIBILITY							
	Campus	UHCC System			UH System			UH BOR	State
Key to Decision Responsibility: **A = Approve** **R = Recommend** **C = Consult/Advise** **I = Inform/Report** *FUNCTION/TASK*		Policy Formulation & Approval	Consultation & Assistance	Policy Compliance	Policy Formulation & Approval	Consultation & Assistance	Policy Compliance		
I. Institutional Mission and Effectiveness									
A. Mission									
Establishment and purposes of the community colleges (HRS 305-1)	C	C			C			C	A
UH BOR policy on organization (BORP 3)	C	C			R			A	
UH BOR Policy on planning and assessment (BORP 4)	C	C			R			A	
UHCC System mission statement	C	R			R			A	
Specific UHCC College's mission statement	R	R			R			A	
B. Improving Institutional Effectiveness									
UH BOR Policy on planning and assessment (BORP 4 - 2; 4 - 5)	C	C			R			A	
UH System Procedures on planning and assessment (E4.201; E4.202; E5.210)	C	C			A				
UHCC Policies and Procedures on planning and assessment	C	A	C	I					
Assessment of effectiveness of UHCC system programs and services	C	A	C						
Assessment of effectiveness of College programs and services	A		C						
Communicating the outcomes of system effectiveness	R	A		I			C	C	
Communicating the outcomes of campus effectiveness	A		C				C	C	

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II. Student Learning Programs and Services									
A. Instructional Programs									
UH BOR Policy on establishing & reviewing instructional programs (BORP 5)	C	C			R			A	
UH System Procedures on establishing & assessing instructional programs (E5.201; E5.202)	C	C			A				
UH System plans, policies, and procedures on distance learning (E5.204)	C	C			A	I			
UHCC Policy and Procedures on reviewing instructional programs (UHCCP 5.202)	C	A	C	I					
UHCC Policy and Procedures on general education within a degree program (UHCCP X.XXX)	C	A	C	I					
Authorization to plan a new degree program	A		C			C			
Establishment of a degree program	R	R	C		R	C	I	A	
Establishment of a certificate within BOR authorized degree program	A		C			C			
Establishment of a certificate not within BOR authorized degree program	R	R	C		R	C	I	A	
Establishment of specific courses	A		I			I			
Common Courses -- Numbering, Naming, Placement, Pre-requisites, Student Learning Outcomes	C		C			C			
Assessment of effectiveness of college instructional programs	A		C	I			I		
Design and delivery of distance Learning programs	A		C			C			
B. Student Support Services									
UH BOR Policy on student affairs (BORP 7)	C	C			R			A	
UH System Procedures on student affairs (E7.101 to E7.205)	C	C/R			A				
UHCC Policy and Procedures on student affairs (UHCCP 5.202)	R	A	C	I					
Design and delivery of student services	A		C						
Assessment of effectiveness of college student support services	A		C						
Evaluation of placement instruments and practices to validate their effectiveness	C	A	C	I					

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C. Library and Learning Support Services									
UH BOR Policy on library & learning support services (BORP 5 - 16)	C	C			R			A	
UH System Procedures on library & learning support services	C	C			A				
UHCC Policy and Procedures on library & learning support services (UHCCP 5.202	R	A	C	I					
Design and delivery of library and learning support services	A								
Assessment of effectiveness of college library & learning support services	A								
III. Resources									
A. Human Resources									
UH BOR Policies on personnel (BORP 9)	C	C/R		I	R			A	
UH System Procedures on personnel (E9.102 to E9.212 and APM 9.000 to A.9.999)	C	C/R		I	A				
UHCC Policy and Procedures on personnel	C	A		I					
Classification of Executive Positions	C	C	C/R		A				
Selection and Appointment of Chancellor	R		R			R		A	
Annual Evaluation of VP Direct Reports		A	A		A				
Annual Evaluation of Campus Executive Employees	A								
Annual Evaluation of Campus Executive Employees	A								
Selection and Appointment of Faculty Positions	A		C	I					
Annual Renewal of Probationary Faculty	A								
Delegated Actions of Promotion and Tenure of Faculty	A		C/I			I			
Promotion and Tenure of Faculty	R	A	C/I			I		A	
Classification of APT Positions Band A & B	A	C		I	A				
Classification of APT Positions Band C & D	R	A	C		A	C			
Selection, appointment, evaluation, and renewal of APT positions	A		C	I		C			
Classification of Civil Service Positions	R		C		A	C			
Selection, appointment, evaluation, and renewal of civil service positions	A		C						
Negotiation and approval of collective bargaining agreements	C		C			R		R	A
UHCC Policy and Procedures on Equity and Diversity	C	A		I					
Develops and implements Affirmative Action Plan	C/A	A	C	I					

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B. Physical Resources									
UH BOR Policy on land and facilities (BORP 10)	C	C/R			R			A	
UH System Procedures on facilities (E10.101; E10.201)	C	C			A				
UHCC Policy and Procedures on facilities	C	A		I					
Campus facilities master plan	R		R			R		A	
Campus major capital improvements	R		R			R		A	
Campus minor capital improvements	R		A						
Campus repair and maintenance	A		C						
C. Technology Resources									
UH System Procedures on information technology	C	C/R			A				
UHCC System Procedures on information technology	A	C/R							
Campus Policy and Procedures on information technology	A		C						
Design, installation and operation of UH network services	C		C		A	C			
Design, installation and operation of UH administrative software	C		C		A	C			
Design, installation and operation of academic computing resources	A		C						
D. Financial Resources									
UH BOR policy on business and finance (BORP 8)	C	C/R			R			A	
UH BOR policy on tuition and fees (BORP 6)	C	C/R			R			A	
UH System Procedures on business and finance (E8.101 to E8.208 & APM A8.000 to A8.999)	C	C			A				
UHCC Policy and Procedures on finance and operations (UHCCP 5.202)	C	A		I					
General Fund Budget Request Format and Guidelines			C	I	A				A
UH System General Fund Budget Request	R		R	I	R	C		A	A
General Fund Budget Appropriation	C		C	I	R	C			A
Setting of Tuition and Student Fees	C	R	C		R			A	
UH System Annual Allocation	C	C	C		A			A	
Campus Annual Allocation	C	A		I					
Campus Budget Internal Allocation and Execution	A			I			I		

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IV. Leadership and Governance									
A. Decision-making Roles and Processes									
UH BOR policy on administration (BORP 2)	C	C/R			R			A	
UH System Procedures on administration (E2.201)	C	C			A				
UHCC policy and procedures on administration	C	A		I					
Campus administrative policies and procedures	A		C						
B. Board and Administrative Organization									
UH BOR policy on organization (BORP 3)	C	C			R			A	
UH System Procedures on organization (APM A3.101)	C	C		I	A				
UHCC policy and procedures on organization	C	A							
UHCC table of organization and functions	C	R		I	R	C	I	A	
College table of organization and functions	R	R	C	I	R	C	I	A	