Effective September 7, 2016, the Office for Continuing Education and Training (OCET) will return as a component of the Office for Community and Continuing Education (OCCE), under the leadership of Dean Carol Hoshiko. Dean Hoshiko will continue her current responsibilities for community relations within OCCE and the community relations functions of the College will continue with existing personnel. The functions of OCCE will align with those approved in 2009, with some modifications: (1) OCCE will not be responsible for campuswide marketing. That responsibility has been moved to the Chancellor’s Office, under the coordination of the Executive Assistant to the Chancellor. (2) OCCE will not be responsible for publication of the catalog nor the schedule of classes. See details of the functions of OCCE in the attachment below, excerpted from the Functional Statements approved in April 2009.

**What is OCET in 2016?**
OCET is a functional, not purely structural, unit comprised of all areas of the College that offer continuing education courses and/or contract training. The current units are Health Education Non-Credit (HENC), Culinary, Global Learning and Development (GLaD) and Honda International Center. Each of these areas has a coordinator or unit head: Sally Pestana, Frank Gonzales, Ann Ishida-Ho and Joe Overton, respectively. Each of these coordinators or unit heads reports to a program administrator: Dean for Health Academic Programs; Dean for Hospitality, Culinary and Business, Legal and Technology Academic Programs; Dean for Community and Continuing Education and Chancellor, respectively. While the individuals are supervised by different program administrators for personnel decisions and individual performance assessment, all of them serve the College’s workforce development mission through the programming they develop.

These four program areas are responsible for planning, developing curricula, and implementing continuing education courses and contract training relevant to their established clients and markets. Once the offerings are developed, the coordinator or other designated program person schedules the classes and works with the campus scheduler to assign classrooms, and develops materials to promote the offerings. S/he recruits the instructors and maintains data files required for reporting and evaluating program effectiveness and program finances.

**What are the Dean’s Responsibilities?**
As the administrator with ultimate responsibility for OCET, the Dean will

- Oversee the management and operations of all the continuing education programs, in consultation with program administrators as needed.
- In consultation with the continuing education coordinators and unit heads, develop and implement applicable policies and procedures and ensure that all units comply with the stated policies and procedures.
- Provide leadership and oversight for the development, implementation, and assessment of continuing ed student learning outcomes (SLOs) and service area outcomes (SAOs) and management of the assessment results in Taskstream.
- Work with the continuing education coordinators and unit heads to optimize program synergies and profitability.
- Serve as the advocate and two-way communication channel for continuing education at administrative and campuswide meetings.
- Represent Kapi‘olani Community College OCET and its interests at the UHCC systemwide DOCET meetings.

Louise Pagotto, Interim Chancellor, September 6, 2016
OFFICE FOR COMMUNITY AND CONTINUING EDUCATION
(as approved 4/30/09)

The Office for Community and Continuing Education (OCCE) is responsible for planning, developing, and implementing relationships and information flow between the College and the external community. The OCCE is responsible for providing the community with quality Continuing Education, Workforce Development programs, and Rapid Response programs, developing and maintaining Community Relations and coordinating college-wide marketing resources and support. Finally, this Office plans, develops, and implements special projects assigned by the Chancellor.

The OCCE:
- Oversees the management and operations of continuing education programs, collegewide marketing, and community relations;
- Develops and implements applicable policies and procedures relating to Continuing Education;
- Provides leadership and oversight for the development, implementation, and assessment of student learning outcomes (SLOs) for continuing education; and
- Provides leadership for the Vice Chancellors' Advisory Council which serves as a forum for problem-solving for operational matters. The Council discusses operational issues concerning academic affairs, student services affairs, and continuing education.

Community Relations
Community Relations is responsible for planning, developing, and implementing strong relationships, as well as information flow, between the College and the external community. This includes:
- Provides a liaison with community organizations such as neighborhood boards, community associations, and other groups;
- Provides public information and offers a first-stop source of information for the community;
- Develops, cultivates, and maintains alumni relationships;
- Develops and coordinates programs to market the College's training capabilities to potential markets, including corporations and government agencies in consultation with the appropriate college programs;
- Produces the schedule of courses and the college catalogue, working in close relationship with the Office of the Vice Chancellor for Academic Affairs and the Office of Student Services;
- Assists the Chancellor's Office in private fund development and donor relationships; and
- Develops and implements applicable policies and procedures.

Continuing Education
- Coordinates with all programs in the Office of Academic Affairs and the Office of Student Services to develop and deliver continuing education programs to the community;
- Plans, develops curricula, and implements continuing education courses and community service programs;
- Plans, develops curricula, and implements contract training;
- Schedules and works with scheduler to assign classrooms, and develops program catalogs and brochures;
- Recruits temporary faculty to teach courses;
• Pursues extramural funding opportunities for the continuing education and workforce development needs of the community;
• Maintains data and files required for reporting and evaluating program effectiveness;
• Coordinates, develops, and implements marketing and recruiting programs, including promotional materials;
• Develops and delivers continuing education programs related to the offerings in Arts & Sciences, Health, Business and Information Technology, Legal Education, Culinary Arts, and Hospitality and Tourism:
  o Plans, develops curricula, and implements continuing education courses and community service programs
  o Plans, develops curricula, and implements contract training
  o Schedules, assigns classrooms, and develops program catalogs and brochures
  o Recruits temporary faculty to teach courses
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(as modified 9/1/16)

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