Recommendations to EPC for the codification of CRC Duties/Responsibilities and the Curricular Review Process and Procedures

1. **Curriculum Review Committee Duties and Responsibilities:**
The Curriculum Review Committee (CRC) will make recommendations regarding the review and modification of degree requirements, program proposals, and course proposals, as appropriate for all credit courses. In doing so, CRC shall, to the greatest extent possible, represent the faculty, divisions’, departments’, and programs’ interests in maintaining the quality, integrity, and cohesion of the curricula at HawCC, by ensuring that the following steps are taken:
   a. Reviews forms submitted with curriculum proposals for completeness;
   b. Reviews curriculum proposals for impact on students, other disciplines, and programs;
   c. Votes to recommend action on curriculum proposals to the Academic Senate.
   d. Makes recommendations for form/process revisions to the Educational Policy Committee (EPC).

2. **CRC Chair Duties and Responsibilities:**
   a. Informs potential proposers on the process, forms, and timeline for proposal submissions.
   b. Offers workshops for potential curriculum proposers or departments each spring, or by request, on the curriculum process, software, and deadlines.
   c. Works with faculty, as requested, to support their submissions.
   d. Publishes timelines and deadlines for the curriculum process and review such that proposals will be due to the CRC Chair May 1st of each year to be considered for approval for the academic year commencing in the following calendar year: In other words, 16 months hence.
   e. Requests clarification from proposer and/or the Division/Department Chairperson as necessary;
   f. Forwards curriculum proposals with recommended action to the Academic Senate.
   g. Posts summaries of forthcoming curriculum proposals on the HawCC CRC website in a timely manner to leave sufficient time for review by the Executive Committee of the Academic Senate and the entire Academic Senate.
   h. Reads and reviews Fast Track proposals for minor course changes.

   To carry about the duties of the Chair, the CRC chair should be given 6 credits of reassigned time in the Fall Semester and 3 credits in the Spring.

3. **Procedures for Curriculum Review**
   A. The following delineates the process, procedures, and actions of the respective bodies and individuals involved in the major curriculum proposal process:
   1. Faculty member(s)
      a. The proposer discusses the proposal with peers within the division/department and the Department/Division Chair (DC).
      b. The department/division representative to the CRC may provide assistance with forms and process.
      c. The proposer forwards the completed proposal and required forms to the Department/Division Chairperson (DC).
   2. Department/Division Chairperson (DC)
      a. Reviews the proposal for impact on students, program requirements, financial aid, student services, other disciplines and programs, and UH articulation.
      b. Ensures that any course that will articulate meets UH system criteria.
c. Consults with other divisions/programs as needed to review matters of common concern such as prerequisites, cross-listing, student learning outcomes, and general education requirements.
d. Ensures that the proposal is discussed thoroughly within the division/department.
   i. If the division/department does not support the proposal, returns the proposal to the proposer for further discussion or revision.
   ii. Ensures, in consultation with the CRC Chair as needed, that the proposal forms are complete and meet the criteria outlined in the curriculum proposal instructions and forms.
   iii. The DC forwards the proposal to the CRC only after it has been fully reviewed by the division/department.

3. Curriculum Review Committee (CRC)
   a. Members review forms for
      i. Completeness
      ii. Impact on students, other disciplines and programs
   b. Chair requests clarification and/or changes from proposer and division/department chair in person or in writing as necessary.
   c. Recommends approval or returns proposal to proposer
   d. Chair forwards recommended proposal to the Academic Senate.

4. Academic Senate (Including Executive Committee and Senate Chair)
   a. The Senate Executive Committee receives CRC recommendations for placement on the agenda.
   b. The Senate reviews the proposal and its impact on students, division/program, and college.
   c. If the proposal is accepted, the Senate Chair forwards it to the VCAA.
   d. If the proposal is not accepted, the Senate Chair returns it to the proposer and/or division/department chair.

5. Vice Chancellor for Academic Affairs
   a. Reviews the approved proposal for impact on the college.
   b. May meet with proposer(s)/reviewer(s), if needed.
   c. If the proposal is approved, forwards it to the Chancellor.
   d. If the proposal is disapproved, returns it to the proposer and/or division/department chair.
   e. Reports any action to the Academic Senate chair and the CRC chair.

6. Chancellor
   a. Reviews the proposal.
   b. Consults with the VCAA as necessary.
   c. Approves or disapproves the proposal.
   d. Returns the proposal to the Vice Chancellor for Academic Affairs (VCAA).

7. Vice Chancellor for Academic Affairs (VCAA)
   a. Informs proposer and/or division/department chair of the decision.
   b. If the proposal is approved, ensures that the course proposal/modifications are added to the college database and college catalog.
   c. If the proposal is disapproved, returns the proposal to the proposer and/or division/department chair with an explanation.

B. The following delineates the process, procedures, and actions of the respective bodies and individuals involved in the minor curriculum proposal process (Fast Track):

1. Proposer/Department Chair
   a. If for accreditation/assessment purposes then to
2. Assessment Coordinator
a. Otherwise, directly to
3. Dean
4. Curriculum Chair
   a. May read in Committee
5. VCAA