Course Outline of Record

Purpose:
The purpose of this policy is to define the requirements and uses of a Course Outline of Record (COR) at HawCC.

Background:
During Fall 2011, the Vice Chancellor for Academic Affairs (VCAA), as the college’s Chief Academic Officer, held several meetings to review existing course outlines on file. As a result of the review, it was found that most of the outlines were outdated and lacked sufficient information. In January 2012, the VCAA requested the development of a policy for HawCC course outlines as part of a package of new policies related to curriculum.

HawCC’s Educational Policy Committee reviewed the draft policy and on November 30, 2012, HawCC’s Academic Senate approved the policy.

Policy:
A. Definition
   At HawCC, a Course Outline of Record (COR) is the official approved description of a course that contains common course elements taught regardless of who teaches the course or the modality of the class, including face-to-face, hybrid, or completely online.

B. Information required on a Course Outline of Record:
   1. Course alpha, course number, course title
   2. Course description, to be included in the college catalog
   3. Number of semester credits
   4. Student learning outcomes
   5. Course objectives
   6. Instructional methodology, such as lecture, lecture/lab, lab, performance, studio
   7. Course topics in outline form
   8. Course prerequisites
   9. Course corequisites
   10. Recommended prior coursework

C. Uses of the Course Outline of Record
   1. The approved COR is kept on file with the VCAA’s office.
   2. The approved COR is used by any instructor or lecturer hired to teach the course specified.
   3. The approved COR may be used in the case of a periodic audit of HawCC’s curriculum.
   4. A COR is needed for the review of a new or modified course as part of the curriculum process.
   5. A copy of the approved COR may be used for articulation purposes.
   6. A copy of the approved COR is used for the 20 percent review process (HAW 5.250).

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New Policy Issued by: Noreen Yamane, Chancellor