

Curriculum Review Process for Courses

Purpose:

The purposes of this policy and procedures are to:

1. identify the process by which new courses, course modifications, course deletions, and experimental courses are reviewed and evaluated;
2. outline the responsibilities of the various entities in the curriculum review process, such as department and division faculty, the Curriculum Review Committee, the Academic Senate and others.

Background:

Until 2002, the UH Community College (UHCC) System had a series of policies entitled Chancellor for Community Colleges Memoranda (CCCM). One of them, CCCM 6100, Policies and Procedures for Approval of New and Modified Courses, provided the UH community colleges with the foundation for determining the curriculum review process at each college. The Office of the Chancellor for Community Colleges was eliminated in 2002 and a new system, University of Hawai‘i Community Colleges Policies (UHCCP), was developed.

In Fall 2013, HawCC’s Vice Chancellor for Academic Affairs (VCAA), as the College’s chief academic officer, requested the development of a policy to replace CCCM 6100 and identify the college’s curriculum review process based on current practice. The Educational Policy Committee reviewed the draft policy and made recommendations, and on XXXXX, HawCC’s Academic Senate approved the policy.

Relevant Policies:

- [Agreement Between the University of Hawai‘i Professional Association \(UHPA\) and the University of Hawai‘i Board of Regents \(UH-BOR\)](#), Article IV.B.
- [HAW 5.251](#), Course Outline of Record
- [HAW 5.252](#), Numbering Criteria for New and Modified Courses
- HAW x.xxx, Curriculum Review: Modified Courses
- HAW x.xxx, Curriculum Review: Course Deletion
- HAW x.xxx, Curriculum Review: Fast-track Revision to a Course

Policy:

By union contract, in addition to teaching, faculty members develop courses and curriculum. They develop course content and methods of instruction to meet HawCC’s Mission. The Academic Senate is the faculty organization to which HawCC’s governance responsibility of overseeing the curriculum review process has been delegated. By Senate Charter, the Curriculum Review Committee (CRC), a standing committee, reviews curriculum proposals and makes specific recommendations to the Academic Senate.

The Chancellor has the final authority to approve or disapprove curriculum recommendations made by the faculty through the Academic Senate.

Roles and Responsibilities (in alphabetical order):

Academic Senate

HawCC's governance responsibility for the curriculum review process has been delegated to the faculty through the Academic Senate. The Chair of the Academic Senate reports curriculum recommendations of the Academic Senate to the Vice Chancellor for Academic Affairs (VCAA).

The Academic Senate is responsible for regularly reviewing and if necessary, revising this policy and sending revisions to the Chancellor for final approval and distribution.

Catalog Support

Upon receiving an affirmative recommendation from the Academic Senate Chair regarding a curriculum proposal, the respective Dean and the Catalog Support staff review the proposal in preparation for the VCAA's review.

Once the Academic Senate curriculum proposals have been approved by the Chancellor, updating and maintaining HawCC's Catalog is the responsibility of the Office of the VCAA.

Chancellor

The Chancellor is ultimately responsible for approving or not approving the Academic Senate's curriculum recommendations in a timely manner. If the Chancellor decides not to approve a curriculum recommendation made by the Academic Senate, a written rationale regarding the negative decision must be sent to the Chair of the Academic Senate, including a copy sent to the VCAA, within 5 business days.

Curriculum Review Committee

As determined by the Academic Senate Charter, the Curriculum Review Committee (CRC), a standing committee, is responsible for the review of curriculum proposals and for making specific recommendations to the Academic Senate.

The CRC shall, to the greatest extent possible, represent the faculty, division, department and program interests in maintaining the quality, integrity, and cohesion of the curriculum at HawCC. The CRC representative of a department, division or program provides assistance to the proposer and the DC regarding the completion of forms.

The CRC publishes timelines and deadlines for the curriculum process and review such that proposals will be due to the CRC Chair by the end of the 4th week of instruction. The CRC presents a workshop during Spring Semester for faculty regarding the curriculum process, forms, and deadlines.

The CRC reviews new course and program proposals and curricular changes and ensures the following steps are taken:

- a. for each academic year, informs HawCC faculty about the process, forms, review deadlines, etc.;

- b. allows sufficient time for review by the Executive Committee of the Academic Senate and members of the Academic Senate, publicizes summaries of forthcoming curriculum proposals, and provides access to all proposals for the VCAA;
- c. makes recommendations to the Academic Senate Chair regarding the revision and review of the curriculum process or forms;
- d. reviews forms submitted with curriculum proposals for completeness;
- e. reviews curriculum proposals for any significant impact on students, other disciplines and programs;
- f. requests clarification from a proposer or the Department or Division Chairperson (DC) as necessary; and
- g. forwards curriculum proposals with recommended action to the Chair of the Academic Senate.

Curriculum Support

Once curriculum proposals have been approved by the Chancellor, updating and maintaining the curriculum database is the responsibility of the Office of the Vice Chancellor for Academic Affairs.

Department/Division Chair (DC)

The DC with the assistance of the CRC representative, ensures that forms are complete and the proposal meets criteria outlined in the curriculum proposal instructions and forms. The DC facilitates a thorough discussion of the proposal within the department/division and consults with other departments/divisions/programs as needed to review matters of common concern such as prerequisites, cross-listing, learning outcomes, and general education requirements. In addition, the DC reviews the proposal for impact on students, program requirements, financial aid, student services, other disciplines and programs, and UH articulation.

The DC forwards the proposal to the CRC Chair only after it has been supported by the department or division. If the department/ division does not support the proposal, the DC returns the proposal to the proposer for further discussion or revision.

Faculty members

Faculty members are responsible for developing and overseeing curriculum content and methods of instruction to meet HawCC's Mission. This responsibility also includes maintaining the quality, integrity, and cohesion of HawCC's curriculum.

A faculty member (the proposer) in a department/division is responsible for initiating a curriculum proposal and notifying the DC.

Vice Chancellor for Academic Affairs

As HawCC's Chief Academic Officer (CAO), the Vice Chancellor for Academic Affairs: (VCAA) receives curriculum recommendations from the Academic Senate, delegates a thorough review of proposals to ensure College and UH System criteria are met, makes a recommendation to the Chancellor, and is the administrator responsible for overseeing updates to and the maintenance of the curriculum database and the Catalog.

When a curriculum proposal is approved, the VCAA notifies the proposer or the DC. If a proposal is not approved, the VCAA notifies the proposer or the DC with a written explanation.

Procedures for New, Modified or Deleted course proposal:

The following delineates the process, procedures, and actions of the respective bodies and individuals involved in the curriculum review process for proposals for new, modified or deleted courses.

1. Faculty member (proposer) prepares a curriculum proposal to add, modify, or delete a course or add or modify a program and submits it to the respective department/division chair (DC) for review.
2. The DC consults with department/division and other affected departments/divisions
3. The DC checks forms for completeness, accuracy and to ensure that criteria are being met.
4. If the proposal passes the review and consultation is favorable, the DC forwards the proposal to the CRC Chair.

If the proposal does not pass the DC's review, it is returned to the proposer with a request for revision. If revised, it goes through the previous steps.

5. The CRC Chair receives all proposals and maintains a log of proposals and date received.
 - a. A representative of the CRC will consult with a representative of the Vice Chancellor for Academic Affairs (VCAA) to review proposals for consistency with system requirements.
 - b. The CRC reviews forms for completeness and the impact on students, other disciplines and programs.
 - c. The CRC requests written clarification or changes from the proposer and the DC as necessary.
 - d. The CRC recommends approval or returns the proposal to the proposer or DC.
 - e. The CRC allows sufficient time for faculty review by publishing summaries of curriculum proposals.
 - f. The CRC Chair forwards Committee recommendations on curriculum proposals to the Chair of the Academic Senate.
6. The Chair of the Academic Senate consults with the Executive Committee regarding placement of the curriculum proposals and the CRC recommendations on the Academic Senate's agenda.
 - a. The Academic Senate reviews the proposal and its impact on students, division/program, and the College.
 - b. If the proposal is accepted, the Academic Senate Chair forwards it to the Vice Chancellor for Academic Affairs (VCAA).

If the proposal is not accepted, the CRC Chair returns it to the proposer or the DC.

7. The VCAA forwards the proposal to the respective Dean and the Catalog Support and Curriculum Support staff for review. After edits, if any, are made the Catalog Support and Curriculum Support staff forward the proposal to the VCAA for official approval.
8. The VCAA Reviews the approved proposal for any impact on the college.
 - a. The VCAA may meet with proposer(s)/reviewer(s), if needed.
 - b. If the proposal is approved, the VCAA forwards it to the Chancellor.
 - c. If the proposal is not approved, it is returned to the proposer or DC.
 - d. The VCAA reports any action to the Academic Senate Chair and the CRC Chair.
9. The Chancellor reviews the proposal and consults with the VCAA as necessary.
 - a. The Chancellor either approves or does not approve of the proposal.
 - b. The proposal is then returned to the VCAA.

Procedures for Experimental course proposals:

A proposal for an experimental course does not have to undergo the complete curriculum review process. A proposer and DC can develop an experimental course and send it directly to the VCC. If the proposal meets the Class Availability deadline, it can be scheduled for up to 2 consecutive semesters (or 2 consecutive years?). An experimental course proposal is often used to see if sufficient interest warrants a proposal for a new course.

Form Management:

Curriculum proposal form changes are the responsibility of the Academic Senate. Any changes that are approved by the Academic Senate will be effective August 1st of the academic year. In the event of a form change, faculty may use the new forms or the prior year's forms.

Timelines and Deadlines for the Curriculum Review process:

- The CRC will set consistent deadlines for both the Fall and Spring semesters:
 - Curriculum proposals will be due to the DC on the 2nd week of instruction.
 - Curriculum proposals will be due to the Curriculum Review Committee Chairperson by the end of the 4th week of instruction.
- The Staff Development Committee will coordinate a workshop in April of each year on the curriculum process, forms, and deadlines. Representatives from the offices of the Vice Chancellor for Academic Affairs and Financial Aid shall be included to discuss Banner and financial aid related issues respectively.
- Curriculum proposals are due to the DC at least two weeks before the Curriculum Review Committee deadline to allow for sufficient review of the proposals, however, Divisions or Departments should establish their own specific internal deadlines.
- Proposers who submit curriculum proposals after either the DC or Curriculum Review Committee deadlines have no guarantee that the proposal will be reviewed in a timely manner or at all for that submission period. The proposal will be placed in a lesser priority for review than proposals submitted on time.