

K5.201 Curriculum Review Guidelines and Timeline

(Approved June 23, 2015)

A. Purpose

Kapi'olani Community College is committed to delivering high-quality instructional programs. Currency of course content, course and program outcomes, and program curriculum is critical to maintaining quality. To ensure the timely review and publication of curriculum, the College commits to the guidelines and timelines specified herein.

B. Related University Policies, Other Guidelines, and Accreditation Standards

Guidelines and timelines are created as a means to implement key components of the following University of Hawai'i Community College policy, UH and campus guidelines, and the standards of the Western Association of Schools and Colleges/Accreditation Commission of Community and Junior Colleges (ACCJC):

- UHCCP 5.300 Course Numbering Convention (p.2): "At least once within a five-year cycle, all courses offered by the college will be reviewed to ensure compliance with the numbering convention and that revisions are made as required"
- July 8, 2014, memo from President Lassner establishing that effective Fall 2015, STAR is the arbiter of graduation and requiring campuses to "[e]stablish campus deadlines for program and curricular changes to ensure that accurate rules are in place at the time of the annual update of STAR rules."
- ACCJC Standard II.A.3: "The institution identifies and regularly assesses learning outcomes for courses, programs, certificates and degrees using established institutional procedures. The institution has officially approved and current course outlines that include student learning outcomes. In every class section students receive a course syllabus that includes learning outcomes from the institution's officially approved course outline."
- Faculty Senate Resolution 04062015-1 in Response to Action Request #1415013 concerning assessment documents.

C. Currency of Curriculum

In order to ensure the currency of course and program content and delivery, all courses and programs shall be submitted for review and approval at least **once every five years**.

The Vice Chancellor for Academic Affairs shall annually review the currency of courses and notify the department chairs in writing of the non-compliant courses in their department. The program administrator will receive a copy of this written notification. Failure to submit non-compliant course and/or program updates for

curricular review the subsequent semester may result in disciplinary action for faculty responsible for updating the course.

D. Currency of Assessment Documents

In order to ensure the accuracy and currency of assessment plans, department chairs shall:

- Inform course proposers that a Course Assessment Plan (CAP) be submitted to their department chairs when submitting course proposals, including five-year update/course modification/new courses;
- Ensure that the CAP is uploaded to the department's Lualima site; and
- Ensure that the department's Learning Assessment Schedule and Report (LASR) is updated.

E. Levels of Review

The curriculum review and approval process is determined by the nature of the proposal submitted.

- *Experimental course*: department chair, program administrator, VCAA
- *New/modified course*: discipline/department faculty, counselor, library, technology support, department chair, program administrator, curriculum committee, faculty senate, VCAA, chancellor
- *Updated program*: discipline/department faculty, counselor, library, technology support, department chair, program administrator, curriculum committee, faculty senate, VCAA, chancellor
- *New certificate within an approved program or new certificate of competence*: discipline/department faculty, counselor, library, technology support, department chair, program administrator, curriculum committee, faculty senate, VCAA, chancellor, Office of the Vice President for Community Colleges, UH Institutional Research and Analysis Office for a Banner code (and the time required for Banner Central to input the new code), submission of new code for inclusion in UH common application (published in **Fall** for students enrolling in **the subsequent Fall**)
- *New degree or stand-alone certificate of achievement*: discipline/department faculty, counselor, library, technology support, department chair, program administrator, curriculum committee, faculty senate, VCAA, chancellor, UHCC Academic Affairs Administrators, UH Council of Chief Academic Officers, Office of the Vice President for Community Colleges, UH President, UH Board of Regents Committee on Academic Affairs, UH Board of Regents, Office of the Vice President for Community Colleges, UH Institutional Research and Analysis Office for a

Banner code (and the time required for Banner Central to input the new code), submission of new code for inclusion in UH common application (published in **Fall** for students enrolling in **the subsequent Fall**)

F. Reviewing Bodies' Meeting Schedules

- Faculty Senate: Monthly, first Monday during the academic year
- UHCC Academic Affairs Administrators: Monthly, second Thursday
- Council of Chief Academic Officers: Monthly, last Wednesday, agenda items and materials required one week in advance
- Board of Regents Committee on Academic Affairs: October and March, agenda items and materials required one month in advance
- Board of Regents: Monthly, third Thursday, agenda items and materials required one month in advance

G. Timeline

In order to meet the University of Hawai'i systemwide deadline for the update of STAR rules, curriculum proposals must have completed all relevant levels of review and approval by **January 20* in order to be effective the following Fall.**

All curricular changes are effective as of the Fall semester.

*If January 20 falls on a holiday or weekend, the deadline will be the first working day after January 20.