Kapiʻolani Community College Policy K5.201 Curriculum Review Process and Guidelines

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I. Introduction

The purpose of this policy is to assure continued academic rigor and integrity in all Kapiʻolani Community College (Kapiʻolani CC) courses and programs by:

- establishing the process by which curriculum is developed, evaluated, and updated.
- defining the curriculum evaluation responsibilities of all stakeholders, including the faculty proposer, Department, Curriculum Committee, Faculty Senate, Deans/Vice Chancellor of Student Affairs, Vice Chancellor of Academic Affairs, and the Chancellor.

This policy recognizes that the Curriculum Management System (CMS) is the arbiter on record, reflecting the most current and accurate form for all courses and programs. This system is the primary source of information for Catalog, Banner, and STAR. The CMS is defined as the database where all curriculum proposals and approvals are housed.

Kapiʻolani Community College is committed to delivering high-quality instructional programs. Currency of course content, course and program outcomes, and program curriculum are critical to maintaining quality. To ensure the timely review and publication of curriculum, the College commits to the guidelines and processes specified in this policy. This policy will be reviewed and revised every five years or as needed. Appendices will be updated when needed to reflect changes that do not impact the approved guidelines and processes set forth in this policy.

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

Guidelines and timelines are created as a means to implement key components of the following: the University of Hawaiʻi Community College Policies (UHCCP), UH and Kapiʻolani CC campus guidelines, and the Western Association of Schools and Colleges/Accreditation Commission of Community and Junior Colleges (ACCJC) Standards:

- 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."
- President Lassner's STAR Memo establishing that effective Fall 2015, STAR is the arbiter of degree completion, requiring campuses to "Establish campus deadlines for program and curricular changes to ensure that accurate rules are in place at the time of the annual campus update of STAR rules."
- UHCCP 5.209: University of Hawaiʻi System Student Transfer and Inter-Campus Articulation

- [UHCCP 5.301](): Common Course Numbering
- ACCJC Standards: See *Appendix A: Related ACCJC Standards*

III.   Currency of Curriculum

At least once every five years, courses and programs must be submitted for review and approval.

a. Currency of Curriculum Annual Report

At the start of each spring semester, the Vice Chancellor for Academic Affairs (VCAA) must review the currency of courses and programs in the College's CMS and generate and disseminate an Annual Review Report for the curricula that are:

   1) non-compliant as of the first day of the current fall semester,
   2) set to expire within two years of the current fall semester.

For procedures on creating this report, see *Appendix B: Currency of Curriculum Annual Report Procedures*

b. Currency of Curriculum Management System, Workflow and Deadlines

At least once every five years, the Faculty Senate Curriculum Committee must review the CMS, curriculum review process and deadlines, and curriculum approval workflows. Any proposed updates or changes must be submitted for approval by the Faculty Senate. The Deans/Vice Chancellor of Student Affairs (VCSA), VCAA, and the Chancellor will be consulted as necessary.

c. Currency of Course Catalog

At the start of each spring semester, the VCAA is responsible for a Catalog Annual Review (CAR) to ensure consistency between the CMS and Catalog. Any corrections and or adjustments must be amended by the VCAA using the procedures detailed in *Appendix C: Currency of Course Catalog*.

d. Currency of Student and Program Learning Outcomes Assessment

Prior to updating curriculum in the CMS, faculty proposers must complete Student and Program Learning Outcomes Assessments.

IV.   Curriculum Review Workflow

The nature of the proposal submitted determines the curriculum review and approval workflow. This workflow defines the order and nature of responsibility (submit, approve, notification) of each reviewer in the workflow. For each of the following types of proposals listed below, a specific workflow is detailed in *Appendix D: Workflow for Levels of Review*.
Proposal review types include:

- 5-year update to maintain compliance
- Modification w/o 5-year update

- New course proposal
- Experimental course proposal (valid for three consecutive semesters)
- New topic under existing approved umbrella course alpha
- Deactivation of existing course (5-year catalog removal)
- Reactivating a course previously activated (to appear in catalog)
- Retiring a course (deleted from catalog and program requirements)
- Independent Study
- New program
- Updated program
- New certificate within an approved program or new certificate of competence
- New degree or stand-alone certificate of achievement
- Retire (Termination) of a program

V. Curriculum Review Procedures

To facilitate continuous improvement and timely review of the College curriculum, the Curriculum Review Procedures for all stakeholders (identified in Section I.) have been outlined in Appendix E. Procedures for Curriculum Proposal, Review, and Approval.

VI. Appendices

A. *Appendix A: Related ACCJC Standards*

B. Currency of Curriculum Annual Report Procedures
 The VCAA's Curriculum Annual Report will be shared by mid-January and include all curricula that are 1) non-compliant as of the first day of the current academic year, and 2) those that are set to expire within two years of the current academic year. Department Chairs will share this report with their faculty members as soon as they receive it. Curricula not submitted on time or identified in the mid-January Curriculum Annual Report to maintain compliance with the five-year update requirement must be submitted by the next curriculum proposal submission deadline. Curricula set to expire within two years of the current academic year in which the report is generated must be updated by the following academic year's curriculum review deadlines.

C. Currency of Course Catalog
 Upon completion of the review by the VCAA of those courses and programs that have been input into Banner and the Catalog by mid-January, the VCAA must generate and disseminate a report to the Curriculum Committee, Faculty Senate, and the STAR and Banner Programmers that includes a list of all amended corrections and updates to the Catalog prior to the start of registration for the Fall semester.

D. *Appendix D: Workflow for Levels of Review*

E. Procedures for Curriculum Proposal, Review, and Approval

The following delineates the responsibilities of the respective bodies and individuals involved in the curriculum proposal, review, and approval process.

1. **Proposer**
   [Submission deadline: 3rd Friday of the fall semester]
   a. Discuss proposal with peers within the department/division and the Department Chair
   b. Consult with faculty members from other areas who would be impacted by the curriculum change(s) considered (e.g., deleting a course that is listed as a prerequisite for another course, or modifying the SLOs of a course that is required by another program)
   c. Work with the department representative to the Curriculum Committee to ensure the proposal is complete and ready to submit using the Pre-Proposal Checklist provided
   d. Must submit the completed proposal and any required supporting documentation online via the College's Curriculum Management System by the designated deadline for implementation the following fall semester
   e. Post-submission outcomes:
      i. Proposal is forwarded to the Department Chair for approval
      ii. Any or all subsequent review nodes may contact the proposer for clarification or necessary revisions to proposal during the approval process
      iii. Proposer is responsible for monitoring the status of course/program proposal(s) until final implementation.

2. **Department Chair (DC)**
   [Approval deadline: 4th Friday of the fall semester]
   a. Review proposals and supporting documentation for:
      i. Impact to students
      ii. Alignment with program requirements and accreditation standards
      iii. Impact to department (e.g. budget, resources)
      iv. Effect on other programs/disciplines
      v. Completed Learning Outcomes assessments
   b. Consult with other programs/departments as needed to review matters of common concerns such as prerequisites, cross-listing, course learning outcomes and alignments to program learning outcomes, and general education requirements
   c. Ensure that the proposal is discussed thoroughly within the department; obtain voting results on proposal
      i. If the department supports the proposal, the DC ensures that the proposal and any supporting documentation are complete (consulting Curriculum Committee department representative or Chairs as needed)
      ii. If the department does not support the proposal, the DC returns the proposal to the proposer for further discussion and/or revision for possible resubmission
   d. The DC collects and records the department vote of proposal. If the department supports the proposal, the DC submits the completed proposal online via the

College's Curriculum Management System by the designated deadline, and the proposal is forwarded to the Curriculum/Faculty Senate for review

e. If rejected by the DC, the proposal is returned to the proposer with a written explanation of the reasons for rejection.

3. **Curriculum Committee (CurrComm) and Faculty Senate (FS)**
   [Approval deadline: 8th Friday of the fall semester]
   a. Members of both bodies review proposals and supporting documentation for:
      i.   Completeness and accuracy
      ii.   Impact to students
      iii. Effect on other programs/disciplines
      iv.   Meeting system criteria for UH articulation (if applicable)
   b. CurrComm and FS Chairs may request clarification and/or revisions from the proposer and DC, as necessary
   c. Members will recommend a type of action: approve, table, or reject
      i.   If the proposal is approved, the Chairs ensure the proposal and any supporting documentation have been fully reviewed, and all dependent proposals (if any) are completed
      ii.   If the proposal is tabled or rejected, the Chairs may return the proposal to the proposer for discussion and/or revision for possible resubmission
   d. Both parties must approve the completed proposal online via the College's Curriculum Management System by the designated deadline
   e. Post-review outcomes:
      i.   If approved by both CurrComm and FS, the proposal is forwarded to the appropriate division Dean or VCSA for approval
      ii.   If rejected by CurrComm and/or FS, the proposal is returned to the proposer with a written explanation of the reasons for rejection

4. **Deans or Vice Chancellor of Student Affairs (VCSA)**
   [Approval deadline: 12th Friday of the fall semester]
   a. Review proposals and supporting documentation for:
      i.   Impact to students
      ii.   Effect on other divisions
      iii. Impact to the College (e.g. budget, resources)
   b. May request clarification and/or revisions from the proposer or any previous review node, as necessary
   c. Must approve the completed proposal online via the College's Curriculum Management System by the designated deadline
   d. Post-review outcomes:
      i.   If approved by the Dean or VCSA, the proposal is forwarded to the Vice Chancellor of Academic Affairs/Chancellor for approval
      ii.   If rejected by the Dean or VCSA, the proposal is returned to the proposer with a written explanation of the reasons for rejection

5. Vice Chancellor of Academic Affairs (VCAA) and Chancellor

[Approval deadline: 16th Monday of the fall semester]

a. Both parties review proposals and supporting documentation for:
    i. Impact to the college (eg. budget, resources)
    ii. Alignment with the College's Strategic Plan
    iii. Alignment with institutional accreditation standards

b. Either or both parties may request clarification and/or revisions from the proposer or any previous review node, as necessary

c. Both parties must approve the completed proposal online via the College's Curriculum Management System by the designated deadline

d. Post-review outcomes:
    i. If approved, proposal is forwarded to implementation node (STAR-GPS, Banner, Catalog)
    ii. If rejected, proposal is returned to the proposer with a written explanation

e. VCAA reports all final actions on proposals to Faculty Senate and Curriculum Committee chairs