

Kapi'olani Community College  
Faculty Senate Action Request - # 1617029

Did you request action from a union representative?	If YES, please contact your department or campus union representative.
Is this a personal matter?	If YES, please consider discussing the matter with your supervisor or union representative.
Have you filed a grievance/lawsuit over this matter?	If YES, please allow the grievance process to be completed before the matter is brought to Faculty Senate.
Timestamp in Google Doc:	4/3/2017 12:41:55
Submitted By:	Mae Dorado
UH User Name:	maesanto
Academic Unit:	Curriculum Committee
Did you request action from a department head or administrator?	Yes
Is this a departmental matter?	No
Is this a college wide matter?	Yes
Is this a system wide matter?	No
Does this matter align with the responsibilities of a Faculty Senate Committee? If YES, which one?	Curriculum
Does this matter align with the College's Strategic Plan? If YES, which one?	KCC Mission: "uses human, physical, technological and financial resources effectively and efficiently to achieve ambitious educational goals and generate a solid return on the public's investment for a sustainable future."  STRATEGIC OUTCOME F: RESOURCES AND STEWARDSHIP: "Acquire, allocate, and manage public and private revenues and exercise exemplary stewardship over all of the University's resource for a sustainable future."
Does this matter align with the UH System Strategic Directions? If YES, which one?	Collegewide Strategy #6: "Increase financial, technological, and physical resources and faculty and staff expertise." UH Manoa 2011-2015 Strategic Goal #4 - Facilitating Excellence.  "• Implement sustainable management practices in the use of energy, water, paper and other resources. • Improve facilities management systems to foster community engagement and student learning."
Is there a relevant deadline for action by the Senate? If you answered YES, please indicate the deadline date:	
Please describe the action requested:	4) Requesting a higher access level in KSCM which will allow curriculum chairs to be able to make minor changes to a proposal, on behalf of the proposer, such as minor errors, spelling, typos, grammatical errors which will not change or alter the content in the proposal? —Rationale: It has been our understanding that previous curriculum chairs had this access in Curriculum Central. We felt it would speed up the process of approvals if the minor

	<p><del>changes can occur during discussion of course with the approval of the proposer without waiting for the back and forth process. See email response below from Susan Pope</del></p> <p>2) It is necessary to have a faculty member (such as current curriculum chairs or a full-time dedicated faculty member) managing KSCM.  --Rationale: Since Susan Pope is the only person with administrator access, in the event of an unforeseen circumstance, it would paralyze our ability to manage KSCM and during busy Banner times there is a delay to potentially important changes needed because she is unavailable for immediate assistance.  --Also, because Susan Pope's expertise is in Banner and the KSCM system software management, it is crucial for a faculty member to also be involved in providing content expertise at this level.</p> <p>3) Requesting re-examination of previously submitted Action request concerning approval of workflow for KSCM nodes of approval.  --Rationale: Miscommunication and lack of education is the cause of KSCM confusion among faculty and staff. With an approved workflow, we can disseminate the process and confirm dates for deadlines as well as provide supporting documents for various departments in the college needed for ACCJC processes.</p>
<p>Proposed Recommendation:</p>	<ol style="list-style-type: none"> <li>1) Approval for curriculum chairs to receive higher level access to KSCM for making minor changes to a proposal with proposer approval.</li> <li>2) Hire or assign KSCM responsibilities to an additional person (such as giving additional assigned time to a faculty or curriculum chair) to manage or co-manage KSCM.</li> <li>3) Receive approval of proposed workflow to have supporting documents for processes and procedures as well as for ACCJC process.</li> </ol>
<p>Other:</p>	<p>Susan Pope</p> <p>Mar 24 (10 days ago)</p> <p>to Susan, Kimberly, me, Susan, Lynn</p> <p>Hi Klm and Mae,</p> <p>Yes, I am able to give you editing privileges for proposals in KSCM once the Faculty Senate agrees. Last year the Faculty Senate requested that all edits were to be made by the proposer.</p> <p>In regards to #1) Per Susan Pope's email response on Mar 24, 2017, "The previous Curriculum Committee Chairs (2008-2016) were not able to edit proposals in Curriculum Central. They were able to unlock specific question numbers so that the proposer could edit when the course was sent back. Proposers could only edit the unlocked questions and were not able to change any other information."</p> <p>Aloha, Susan</p>

**Faculty Senate Use Only**

**Action Taken:**

**Date:**

**Outcome:**

**Date:**