



UNIVERSITY of HAWAII®
KAPĪ'OLANI
COMMUNITY COLLEGE

FACULTY SENATE

To: Louise Pagotto, Chancellor
Susan Kazama, Vice Chancellor for Academic Affairs

CC: Mae Dorado, Curriculum Committee Co-Chair
Kim Suwa, Curriculum Committee Co-Chair
Susan Pope, Curriculum Specialist/KSCM Administrator
Keala Losch, General Education Board Chair

From: Susan Inouye, Faculty Senate Chair ~~8/5/16~~
Lynn Hamada, Faculty Senate Vice Chair

Date: Nov. 12, 2016

RE: Resolution Concerning Directing of Diversification Review in KSCM Workflow

For Fall 2016, the Faculty Senate recommends keeping the department approval process currently in place for Diversification designations, but with an accelerated deadline for decisions and a requirement that departments provide a justification for each Diversification designation decision. The decisions with justification must be rendered by November 28, 2016.

If the aforementioned requirements are not met, the Diversification designation decision will default to the General Education Board Chair, unless the chair has a conflict of interest concerning the course, in which case the Senate Executive Committee will render a decision using the appropriate UH Manoa hallmarks to ensure transfer of credit.

To facilitate this process within KSCM, due to limitations on setting time limits on individual decision nodes and limitations on receiving attachments (regarding the justification of decisions), for Fall 2016, the email address associated with the DIV nodes will be inouye@hawaii.edu who is the current Faculty Senate chair who will facilitate the Diversification Review process.

This facilitation will include the following steps:

- Upon KSCM notification of the need for Diversification review, distribute the courses to the relevant departments for review of Diversification designation requests;
- Monitor the deadlines for departments to render a decision;
- Correspond with proposers in the event of a denial of designation;
- Approve courses that receive the designation, which will advance them to the Curriculum Committee for review;
- Maintain a public document on the Faculty Senate website which displays the progress through the Diversification review process (because this process is

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occurring outside of the KSCM environment and is therefore otherwise not transparent);

- Forward course to the Gen Ed Board Chair when a department fails to meet the required deadline or justification of decision;
- Forward course to the Faculty Senate Executive Committee if the Gen Ed Board Chair has a conflict of interest concerning a course review.

In Spring 2017, the Diversification decision node will be attached to the email address of the General Education Board Chair who will take over the facilitation of the departmental review of diversification designations, as described above, with deadlines to be determined, until the Diversification review process can be re-examined.