



UNIVERSITY of HAWAII®  
**KAPĪ'OLANI**  
COMMUNITY COLLEGE  
FACULTY SENATE

To: Louise Pagotto, Interim Chancellor for Kapi'olani Community College

From: Susan Inouye, Faculty Senate Chair , Kapi'olani Community College *SI*

Lynn Hamada, Faculty Senate Vice Chair , Kapi'olani Community College *Lah*

Re: Resolution regarding Action Request AR 1617008: Catalog Accuracy Policy

Date: April 30, 2017

On November 7, 2017, at the Faculty Senate General Faculty meeting, the Senate discussed Action Request 1617008 concerning a request for the College to reestablish the practice of departmental review of a draft of the catalog and adherence to information in official approved curriculum documents. A motion was passed, which reads:

MOTION #4: Motion to recommend

- (1) that the College reestablish the practice of departmental review of draft catalog sections describing their curriculum and programs before publication of the catalog, with a minimum window of ten (10) working days for departmental review before publication; and
- (2) that the signed curriculum document be the controlling document for curriculum information appearing in the catalog, (i.e. that curriculum information appearing in the catalog conform to the wording and effective date contained in the signed curriculum document).

The Faculty Senate acknowledges receipt of a response from VCAA Kazama in advance of the meeting where this motion was made (see Appendix I) in which she suggests that the inconsistencies could be due to different entities being responsible for various parts of the process. Nevertheless, the Senate requests that the VCAA establish the policies stipulated in the motion.

See next page for Appendix I.  
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Appendix I:

[Type text]

November 6, 2016

Dear Susan Inouye and Faculty Senate:

Per the November 1, 2016 request for information regarding Action Request: #1617008:

**Background:**

**"Request that a procedure and protocol be instituted that will ensure that accurate information is available for the campus for names of courses, certificates and degrees in these systems:**

- STAR GPS**
- KCC Catalog**
- Kuali/KSCM/Curriculum Central**
- Class Availability/Banner**
- Advising Sheets (manual paper)**

**Also request that a position (or person) responsible for the accurate information in these multiple systems be named so we know who to contact if errors are found. Propose that info be entered in one system/database and all other systems pull from there so that they are accurate."**

I agree with the requestor that there are inconsistencies in the information and it would be great if we could have ONE place where all information could be entered. However, different people and departments are responsible for the various areas.

KSCM course and program information is entered by faculty or program coordinators. Course and program information is reviewed and approved by faculty, department chairs, and administrators. All KapCC faculty have viewing access to all courses and programs across the system in KSCM. This should assist in increasing the transparency of the Catalog and KSCM information.

The KapCC KSCM database will email course and program information to the KapCC STAR GPS team members and to the Academic Affairs Catalog specialist when courses and programs are approved. (Anyone wanting to receive email notifications about all KapCC approved courses and programs can request that notification or FYI approval from [spope@hawaii.edu](mailto:spope@hawaii.edu)).

Having the correct information in STAR GPS is key because GPS will be our new registration method. The Catalog must be accurate and current as this is the only public document containing course and degree information. "The Department Chair person is responsible to coordinate and update division or department sections of the campus catalog of courses" (p. 70, UHPA contract) which implies accurate and updated information should come from the department chair who would be the best informed individual about courses and programs in their department. Course

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and program information published in the Catalog is sent annually in early spring to the Department Chairs to validate their sections and to correct errors.

#### Banner and Class Availability

Master courses are input manually into Banner by Susan Pope. Master course information then populates the Class Availability site.

- Class section comments are entered by department secretaries and are editable by academic advisors and department chairpersons.

- Course Titles and Prerequisites in class sections are editable by department secretaries, academic advisors, and department chairpersons.

- Credits flow from Banner master courses and are not editable.

#### -Advising Sheets (manual paper)

The sheets are prepared by academic counselors/advisors and/or program directors/coordinators. The advising sheets are used as a tool but are not official college documents. This would be an issue I would refer back to CAAC as they would be in a better position to develop standards in the look and information provided for the advising sheets.

This is a quick compilation of information gathered from several sources across both Academic and Student Affairs. I'm wondering what other campuses do and what kind of quality control is in place to ensure current and accurate information in all areas.

(From Susan Kazama, VCAA)