



UNIVERSITY of HAWAII®
KAPI'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 Curriculum Workflow

Date: May 4, 2017

On May 1, 2017, at the Faculty Senate General meeting, the Senate reviewed and approved the Curriculum Review Workflow based on diagrams created by the Curriculum Specialist and her assistant in collaboration with the Curriculum Committee and Faculty Senate Executive Committee. The basic Workflow was developed by the Curriculum Taskforce during the 2015-2016 academic year and was forwarded to the Senate in Spring 2016, but was not put to a vote. Beginning in the Summer of 2016, KSCM was implemented, based on this provisional workflow.

The changes to the workflow that arose and were agreed upon during the 2016-2017 academic year include:

1. Hawaiian Language and Culture Content: Addition of Kalāualani Council in the “Before Department FYI” cluster and “After Chancellor Approval FYI” cluster for courses with Hawaiian language and culture content. A question was added to KSCM to trigger the FYI which is currently Question #3.D. (cf. FS_Resolution_AR1617004)
2. Gen Ed Board Review: Removal of GenEd Board as an approval node to expedite the approval process. Instead, the appropriate Gen Ed committee (Diversifications via Department Chairs or Foundations Chair) will get an FYI in the “Before Department FYI” cluster which will trigger the review process to occur concurrently with Department and Curriculum Committee Review. The Gen Ed Board entity will communicate its decision and date of decision to the Curriculum Committee Chair to be entered into the proposal by the Curriculum Committee Chair before its is forwarded to the Faculty Senate. A new field is required in KSCM to document this information. (Discussed in Curriculum Stakeholders meetings on Feb. 3, Feb. 10, April 17, April 24, 2017 and approved by Faculty Senate May 1, 2017)

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3. Relationships: Add to Question 4.I Relationships: Add Student Success Plan to list of possible documents because the current Strategic Plan (2015-2021) contains very few items that apply to curricular content.

4. Taskstream Administrator FYI: The Taskstream Administrator has been added to the “After Chancellor Approval FYI” cluster in order to ensure the currency of the Taskstream workspaces. (cf. FS_Resolution_AR1617011)

5. Distance Education Eligibility of Courses: The pre-submission process for regular courses now includes a DE eligibility check and vote within the Department. The DE Committee included in the DE Plan (endorsed by Faculty Senate on May 1, 2017, passed at CAC Meeting, May 2, 2017) that DE eligibility decisions should happen at the department level, before KSCM. Accreditation requires a high standard for vetting DE courses and instructors. Standards require determining whether a course is allowed to be offered online. The DE Committee will come up with guidelines for departments to use in vetting courses for DE suitability. This is a separate process from determining whether a particular section/syllabus meets the Essential Practices of Faculty and Lecturers Teaching Fully Online Courses (cf. AR1617028). A mandatory item needs to be added to KSCM to record the department’s decision and date of decision that a course is eligible for fully online delivery. The default setting on this item will be NO. The question will read:

Department Approves of this Course as eligible for DE (DCO, DIV,DTV) Delivery
(YES/NO) Date of Dept. Review _____

6. Locus of Student Learning Outcome Mapping Review: At the December 5, 2016 Faculty Senate meeting, the Senate discussed AR1617012 from Tony Silva, Arts & Sciences Assessment Coach, which requested the following:

“The proposed recommendation is to restore departmental oversight to the mappings listed above via a form-fillable pdf template that can be completed as part of the curriculum review process (prior to departmental review) and uploaded as an attachment in KSCM.”

The Faculty Senate decided to **table** this discussion until the Departments had more time to consider this request. We accidentally omitted the matter from subsequent agendas and will thus need to forward the follow-up to **next year’s Senate**. The ability to add attachments to a KSCM proposal is already present in the current version of KSCM, so a change to KSCM might not be necessary. However, the Departments would need to know early in Fall semester that Outcome Mapping needs to be included in their review of proposals at their Department Review node of KSCM. This matter will be forwarded to the in-coming Executive Committee.

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7. KSCM Workflows: The workflows that were approved in May 2017 are: 1) Workflow for Regular Courses, 2) Workflow for Programs, 3) Workflow for Independent Study Courses, 4) Workflow for Honors sections of existing courses.

Workflows for Experimental Courses and New Topics Under Existing Umbrella Courses were accidentally omitted from the meeting materials, so they were not voted on. They will be added to the agenda of the first meeting of Fall 2017 Faculty Senate. However, these diagrams (clearly marked as draft) are included in the attached document for completeness as we do not anticipate any changes to these workflows before then. The document will be updated with approval dates for the omitted items in Fall 2017.

In related matters, on May 1, 2017, the Faculty Senate approved the creation of an Ad Hoc Committee for creating documentation of the curriculum processes for proposers and curriculum review. The Faculty Senate Chair has appointed Mae Dorado as the Chair of the Ad Hoc Committee. The Ad Hoc Committee Chair will invite faculty with experience as Curriculum Chair, counselors, and others with extensive curriculum experience to assist. (There will be no compensation available for those committee members who are 9-month employees.) The Curriculum Specialist will be asked to provide support as well. The tasks will include filling in the "help" bubbles in KSCM and creating a document that explains the KSCM questions and processes involved in Curriculum Review at all stages. This committee will also assist in developing the agenda and materials to be used for training at the Curriculum Retreat which will take place during duty week in August. This Ad Hoc Committee plans to complete its work before June 2017, and will be dissolved by the end of Summer 2017. Any tasks not completed will be taken up by the Curriculum Committee in the fall.

Attached: Graphic Workflow for Courses and Programs_20170501.pdf