



UNIVERSITY of HAWAII^o
KAPI'OLANI
COMMUNITY COLLEGE

memorandum

June 7, 2017

To: Candy Branson, Chair, Faculty Senate
Susan Inouye, Former Chair, Faculty Senate

Subject: Response to Faculty Senate Action Request AR 1617008: Catalog Accuracy Policy

I received Action Request AR 1617008 on April 30, 2017, recommending:

- (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 working and effective date contained in the signed curriculum document.

While I agree that the departments should be given adequate time to review the information in the catalog, the characterization of the controlling document as "the signed curriculum document" is inaccurate. Documents in KSCM are not signed. Approval is electronic. Thus, the department's review will need to check that the catalog information conforms to the information in the curriculum documents approved in KSCM.

By way of this memo, I approve the recommendation and I am asking Interim Vice Chancellor for Academic Affairs Susan Kazama to establish the procedures stipulated in the motion.

A handwritten signature in black ink that reads "Louise Pagotto".

Louise Pagotto
Interim Chancellor

C: Susan Kazama, Interim VCAA