

KAUA‘I COMMUNITY COLLEGE

Procedure for Processing Proposals and Reviews for Credit Courses

1. Purpose

To provide guidelines and procedures for instructional divisions, the Curriculum Committee, and administrators of the review and approval process for new and existing course proposals.

2. Policy

- A. To ensure a thorough evaluation, all proposals for new and modified courses shall go through several levels of examination before being added to the college’s curricula.
- B. A new course is defined as any regular or experimental course which is not part of the current course list for the college.
- C. This procedure does not apply to reorganization or restructuring of a course, changes in teaching techniques or minor changes in content, unless such changes affect the way in which the course is identified or described, or its potential articulation status.
- D. The proposer as used in this procedure is the person initiating the new course or course modification.
- E. Kaula‘i Community College, in its efforts to utilize instructional resources in the most effective manner, shall review every course every five (5) years. During that review, any course that has not been offered within that five-year period shall be retired and removed from the college catalog.
- F. Removing a course from the college catalog can be done by retirement. Retirement of a course is an action that should be used when there is no intent to offer the course again in the near future; however retired courses can be reactivated through the new course approval process.

3. Authority

- A. The chancellor has ultimate authority over curriculum and the policies and procedures associated with curriculum.
- B. The Curriculum Committee (CC) is a standing committee of the Faculty Senate, charged with deliberating over curricular matters and overseeing the curricular process. The CC will ensure conformity with university and college policies and goals, while evaluating that requested changes enhance the college’s curriculum.

- C. The office of the vice chancellor for academic affairs (VCAA) shall have the primary responsibility for infrastructure support regarding curricular matters. This support includes ensuring that college and UH system-level databases are current, records are properly archived, and information for the catalog and website are updated within the established college cycle each academic year.

4. Procedure

The steps to secure formal authorization are as follows:

Approval Level 1: The Division

Approval Level 2: The Assessment Committee

Approval Level 3: The Curriculum Committee

Approval Level 4: The Vice Chancellor for Academic Affairs

Approval Level 5: The Chancellor

- A. The proposer develops the course proposal and supporting documentation, utilizing the current campus course proposal format, and submits it for review and approval. Prior to submission for Level 1 approval of new courses or modifications, the proposer may consult the Assessment Committee via the division representative for input on the appropriateness of Course Student Learning Outcomes (CSLOs) and methods of assessment.

The division evaluates the proposal for completeness, conformity of the course to division goals, professional practices, community needs, and its relationship to other divisional courses offered. Upon approval, the proposal is submitted to the next review level by the division chair (DC). If the proposal is disapproved by the division, it is returned by the DC with reasons for the decision in writing to the proposer for further action.

The Assessment Committee evaluates the proposal for appropriateness of CSLOs and methods of assessment. If the proposal is disapproved, it is returned by the Assessment Committee Chair with reasons for the decision to the proposer for further action reconsideration, modification, and revision for resubmission. If there are no changes to the CSLOs, the proposal will bypass the Assessment Committee.

- B. The CC evaluates the proposal for completeness, appropriateness within the college, impact on other courses or curricula, overlap with other courses, and the academic quality of the course. Upon approval, the proposal is submitted to the next review level by the CC chair. If the proposal is disapproved by CC, it is returned by the CC chair with reasons for the decision in writing to the proposer for further action.

- C. The VCAA evaluates the proposal and shall consider, among other relevant factors, student demand, community need, sufficient college resources, and ensure that the course (or course revision) is consistent with other aspects of the college's and the University's curriculum and policies, including articulation and transfer. Upon approval, the proposal is submitted to the next review level by the VCAA. If the proposal is disapproved by the VCAA, it is returned by the VCAA with reasons for the decision in writing to the proposer for further action.
- D. The chancellor evaluates the approval decisions which pertain to the course for appropriateness. The chancellor shall consider, among other things, whether the proposal is consistent with the college's mission, strategic plan, and other relevant plans. Upon approval, the proposal is approved by the chancellor. If the proposal is disapproved by the chancellor, it is returned with reasons for the decision in writing to the VCAA and proposer for further action.

5. Appeal Process

- A. A disapproval at any level is assumed to open a conversation to further discuss the issues raised. The proposer may be given the opportunity to revise a proposal to meet requirements for approval from Approval Level 1 to the chancellor. Should no resolution be forthcoming then the proposer may submit an appeal.
- B. Should no resolution be forthcoming at any of the Approval Levels 1-3 the proposer may seek appeal directly to the next Approval Level by presenting the proposal with the reasons listed for the proposal's disapproval and the proposer's responses.
- C. Should no satisfactory resolution be forthcoming at the CC or then VCAA level, the proposer may write an appeal directly to the chancellor.
- D. The chancellor evaluates the prior approval level decisions and the appeal. The chancellor shall make the final determination of the course approval.

Margaret Sanchez, Interim Chancellor