

KAUAI 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. In order to ensure a thorough evaluation, all proposals for new and modified courses shall go through several levels of examination before they are 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 policy is the person initiating the new course or course modification.
- E. Kauai 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 subject to further review by the division to determine whether or not those courses should be deleted from the college catalogue.
- F. Deleting a course from the college catalogue can be done one of two ways. Retiring a course is a permanent action and should be used when there is no intent to offer the course again in the future. Inactivating a course is a temporary action that allows the course to be scheduled again in the future. Inactivated courses must either be made active or retired within five years of inactivation.

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 curriculum matters and shall oversee the curriculum process, ensuring that it conforms to university and college policies and goals, and that the requested changes will enhance the college's curriculum.
- C. The Vice-Chancellor of Academic Affairs (VCAA), or designee, shall have the primary responsibility for infrastructure support regarding curriculum matters, which includes ensuring that college and UH system-level databases are up-to-date, that records are properly archived, and that curriculum-related information is publicized in a timely and effective manner.

4. Procedure

The steps to secure formal authorization are as follows:

Approval Level 1. The Assessment Committee

Approval Level 2. The Division

Approval Level 3. The Curriculum Committee

Approval Level 4. The Vice-Chancellor of Academic Affairs

- 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.
- B. The Assessment Committee evaluates the proposal for appropriateness of CSLOs and methods of assessment. If the proposal is disapproved, it is returned with reasons for the decision to the proposer for reconsideration, modification, and revision for resubmission. If there are no changes to the CSLOs, the proposal will bypass the Assessment Committee.
- C. 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.
- D. The Curriculum Committee (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 and its appropriateness for the college. 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.
- E. The VCAA evaluates the proposal and shall consider student demand, community needs for the course, and that the college has sufficient resources to support the course, and ensure that the course change is consistent with other aspects of the College's and the University's curriculum, 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.
- F. 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 and Strategic Plan. Upon approval, the proposal is signed by the Chancellor.

5. Appeal Process

- A. A disapproval at any level is assumed to open a conversation to further discuss the issues raised. Should no resolution be forthcoming then the proposer may submit an appeal.
- B. Should no resolution be forthcoming at the Assessment level, the proposer may seek appeal directly to the division level by presenting the proposal with reasons listed for its disapproval by the Assessment Committee and the proposer's responses.
- C. Should no resolution be forthcoming at the division level, the proposer may seek appeal directly to the CC by presenting the proposal with reasons listed for its disapproval by the division and the proposer's responses.
- D. Should no satisfactory resolution be forthcoming at the CC or VCAA level, the proposer may write an appeal directly to the Chancellor.

- E. The Chancellor evaluates the prior approval level decisions and appeal. The Chancellor shall make the final determination of the course approval.

Helen A. Cox, Chancellor