

### **Fast-Track Modification to a Course**

#### Purpose:

The purpose of this policy is to:

1. identify the specific items in a course that can be modified through the Fast-Track process,
2. facilitate a timely response to course modification using the Fast-Track process, and
3. delineate the process for Fast-Track course modification.

#### Background:

Faculty members are responsible for curriculum content and methods of instruction to meet HawCC's Mission. Faculty members are also responsible for maintaining the quality, integrity, and cohesion of HawCC's curriculum.

In Fall 2013, HawCC's Vice Chancellor for Academic Affairs (VCAA), as HawCC's Chief Academic Officer, requested the development of a policy to expedite specific, proposed modifications to a course. In response, the Educational Policy Committee reviewed the recommendations made by the VCAA and drafted a policy and the Course Modification Fast- Track Submission Form. On April 28, 2017, HawCC's Academic Senate approved the policy.

#### Relevant Policies:

- [HAW 5.251](#), Course Outline of Record
- [HAW 5.250](#), Course Review

#### Definition:

Fast-Track is the process by which specific modifications to a course may be proposed, reviewed, and approved without having to go through the regular Curriculum Review process.

#### Policy:

Revision by the Fast-Track process is limited to the following specified modifications:

1. Minor re-wording of CLOs for clarity/correctness, system alignment, or updating outdated content.
2. Minor re-wording of course description for clarity/correctness, system alignment, or updating outdated content.
3. Minor re-wording of course objectives for clarity/correctness, system alignment, or updating outdated content.

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<sup>1</sup> New Policy

4. Minor re-wording of course topics for clarity/correctness, system alignment, or updating outdated content.
5. Course alpha changes for system alignment only. This revision requires evidence of system alignment.
6. Course number changes at the same academic level for alignment only. This revision requires evidence of system alignment.
7. Course title changes for clarity/correctness or system alignment. If for system alignment, the revision requires evidence.
8. Contact hour changes, for system alignment only. This revision requires evidence of system alignment.
9. Schedule type (i.e., lecture, lab), for system alignment only. This revision requires evidence of system alignment.
10. Addition of course objectives.
11. Addition of course topics.
12. Addition of recommended prior coursework.
13. Deletion of recommended prior coursework.

Procedures:

The Fast-Track proposal for course modification includes reviews by the tenured/tenure-track faculty who have taught the course within the past 5 years, the Division/Department Chair (DC), the Institutional Assessment Coordinator (IAC), the Curriculum Review Committee Chair (CRC Chair), the Division Dean (Dean), and the Vice Chancellor for Academic Affairs (VCAA) who has final approval authority. The procedure for submitting a Fast-Track proposal course modification is:

1. The faculty member proposer shall complete the online Fast Track proposal form for course modification on the College's electronic curriculum database system, including submission of all required supporting documents, and shall initiate an online workflow approval process for the proposal. The Fast Track proposal form for course modification shall be digitally reviewed and approved, sent back for revision, or not approved on the College's electronic curriculum database by the Division/Department Chair (DC), the Institutional Assessment Coordinator (IAC), the Curriculum Review Committee Chair (CRC Chair), the Division Dean (Dean), and the Vice Chancellor for Academic Affairs (VCAA).
2. Once approved, the VCAA is responsible for ensuring that the Fast-Track course modifications are made to all relevant documentation in a timely manner.

Oversight of the policy:

The HawCC Academic Senate is responsible for regularly reviewing and revising this policy as needed, and for sending revisions to the Chancellor for final approval and distribution.

Issued by Rachel Solemsaas, Chancellor  
May 9, 2017; Reviewed May 7, 2021