COPY

Attachment 5-C-4 -10/24/14



**MEMORANDUM** 

Date: December 19, 2013

To: Helen Nishimoto, Chair Academic Senate

From: Joni Onishi, Vice Chancellor for Academic Affairs Joni y. Washi

Subject: Expansion of Fast Track

After much discussion with Division and Department Chairs (DCs) and to facilitate a more thorough course review as required by HAW 5.250 (20% course review policy), I am expanding what can be proposed as modifications to a course outline (HAW 5.251, Course Outline of Record) via Fast Track.

This semester Fast Track was used by a few faculty and their DCs to propose changes to Course Learning Outcomes. Effective December 20, 2013 and as a pilot project for one year, Fast Track will be expanded to include the following course outline modifications:

- Course Learning Outcomes
- Course Objectives
- Course Topics in outline form
- Recommended prior course work
- Course Alpha, Number, and Title (ONLY for System Alignment)—this Fast Track option is only for those courses reviewed for common course alpha, number, and/or title at the system level. Modifications must be approved by March 10, 2014 to be included in the 2014/2015 Catalog.

The attached form, with instructions, has been developed to implement Fast Track.

Please share this information with the Academic Senate. If you have any questions, please let me know.

c: G.Kimura, J.Hamasaki, J.Tanabe, J.Schumaker, L.Zitnik, C.Naguwa, B.Yamane, T.Tangarō, T.Nahm-Mijo, B.Duley, G.Funai, E.Ojala, M.Okuma, S.Straslicka-Walker

12/19-distributed



### COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Fast Track Submission Form is designed to "Fast Track" modifications (not require CRC Committee and Academic Senate approval) to one or more of the following course outline items:

- 1) CLO Modifications
- 2) Course Objectives
- 3) Course Topics in outline form
- 4) Recommended prior course work
- 5) Course Alpha, Number, and Title (ONLY for System Alignment)\*

\*This Fast Track option is only for those courses reviewed for common course alpha, number, and/or title at the system level. Modifications must be approved by March 10<sup>th</sup> to be included in new catalog.

Each type of modification is on separate pages. To conserve paper, print out and submit: 1) This cover sheet, 2) only those pages you are proposing modifications to, and 3) signature page.

#### **COURSE MODIFICATION INFORMATION**

Proposer:	Date of Proposal:
Course Alpha/Number:	
Course Title:	

Course Description:

Specify which "Fast Track Items" are being modified:

- CLO Modifications
- Course Objectives
- Course Topics in outline form
- Recommended prior course work
- Course Alpha, Number, and Title (ONLY for System Alignment)

PROPOSER SIGNATURE

DATE

FAST TRACK COURSE MODIFICATIONS - COVER SHEET



### COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number:

### COURSE LEARNING OUTCOMES (CLOs)

**CURRENT CLOS** 

#### **PROPOSED CLOS**

FAST TRACK COURSE MODIFICATIONS – COURSE LEARNING OUTCOMES

Initials: \_\_\_\_\_ Catalog \_\_\_\_\_ VCAA

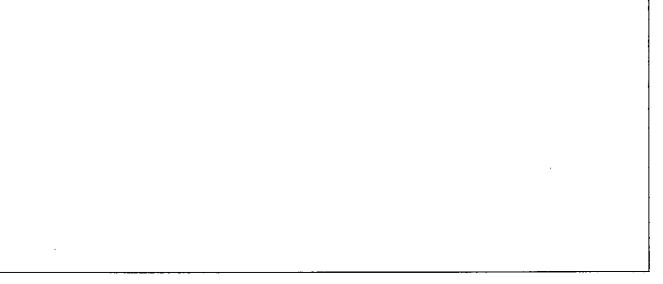


# COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number:

### **COURSE OBJECTIVES**

#### **CURRENT OBJECTIVES**



#### **PROPOSED OBJECTIVES**

FAST TRACK COURSE MODIFICATIONS – COURSE OBJECTIVES

Initials: \_\_\_\_\_ Catalog \_\_\_\_\_ Curriculum \_\_\_\_\_ VCAA



# COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: \_

### **COURSE TOPICS**

**CURRENT TOPICS (in outline form)** 

### **PROPOSED TOPICS (in outline form)**

FAST TRACK COURSE MODIFICATIONS - COURSE TOPICS



### COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number:

### **RECOMMENDED PRIOR COURSE WORK**

#### CURRENT RECOMMENDED PRIOR COURSE WORK

#### PROPOSED RECOMMENDED PRIOR COURSE WORK

)ST TRACK COURSE MODIFICATIONS - RECOMMENDED PRIOR COURSE WORK

Initials: \_\_\_\_\_ Catalog \_\_\_\_\_ Curriculum \_\_\_\_\_ VCAA



### COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number:

### SIGNATURE PAGE

A check here, which is required, indicates that all tenured/tenure-track faculty who have taught this course within the past 5 years approved this proposal.	A check here, which is required, indicates that all tenured/tenure-track faculty who have taught this course within the past 5 years approved this proposal.  Signature of the Dean APPROVE / DISAPPROVE Reason for Disapproval (if any):  Signature of CRC Chair APPROVE / DISAPPROVE	DATE
APPROVE       / DISAPPROVE         Reason for Disapproval (if any):         Signature of CRC Chair	APPROVE / DISAPPROVE         Reason for Disapproval (if any):         Signature of CRC Chair         APPROVE / DISAPPROVE	DATE
Signature of CRC Chair	Signature of CRC Chair APPROVE / DISAPPROVE	DATE
0	-	
-	APPROVE / DISAPPROVE	
	Reason for Disapproval (if any):	DATE
Reason for Disapproval (if any):		

Signature of the Vice-Chancellor for Academic Affairs
APPROVE / DISAPPROVE

Reason for Disapproval (if any):

FAST TRACK COURSE MODIFICATIONS - SIGNATURE PAGE

DATE