



UNIVERSITY of HAWAII
HAWAII
COMMUNITY COLLEGE

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 (EPC/Senate need to come to consensus about specific meaning of *objective*)
- 3) Course Topics In Outline Form (modifications limited to updates in new technologies and field knowledge)
- 4) Recommended Prior Course Work (recommendation is suggestion but not requirement)
- 5) Course Alpha, Number, Description and Title (ONLY for System Alignment)*
- 6) Change of Contact Hours (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 10th to be included in new catalog.

Each type of modification is on a separate page. To conserve paper, print out and submit:

- 1) This cover sheet, 2) only the page(s) for the modifications you are requesting, and 3) signature page.

COURSE MODIFICATION INFORMATION

Proposer: _____ Date of Proposal: _____

Course Alpha/Number: _____

Course Title: _____

Course Description:

Specify the "Fast Track Item(s)" being modified:

- CLO Modifications (CLOs = Measurable skills obtained by students)
- Course Objectives (Objectives = teacher-initiated steps to achieve SLOs)
- Course Topics in outline form
- Recommended prior course work
- Course Alpha, Number, Description and Title (ONLY for System Alignment)
- Change of Contact Hours (ONLY for System Alignment)

PROPOSER SIGNATURE

COURSE MODIFICATION FAST TRACK SUBMISSION FORM - COVER SHEET

DATE



COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

COURSE LEARNING OUTCOMES (CLOs)

CURRENT CLOS

PROPOSED CLOS



COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

COURSE OBJECTIVES

CURRENT OBJECTIVES

PROPOSED OBJECTIVES



COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

COURSE TOPICS

CURRENT TOPICS (in outline form)

PROPOSED TOPICS (in outline form)



COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

RECOMMENDED PRIOR COURSE WORK

CURRENT RECOMMENDED PRIOR COURSE WORK

PROPOSED RECOMMENDED PRIOR COURSE WORK



COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

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 10th to be included in new catalog.

Course Alpha/Number: Home Institution

Current: _____

Proposed: _____

Course Title

Current: _____

Proposed: _____

Course Alpha/Number: Affiliated UH Campus

Current: _____

Proposed: _____

Course Title

Current: _____

Proposed: _____



COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

SIGNATURE PAGE

Signature of Proposer

DATE

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 Division/Department Chair

DATE

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

DATE

APPROVE / DISAPPROVE

Reason for Disapproval (if any):

Signature of CRC Chair

DATE

APPROVE / DISAPPROVE

Reason for Disapproval (if any):

Signature of the Vice-Chancellor for Academic Affairs

DATE

APPROVE / DISAPPROVE

Reason for Disapproval (if any):