

## **Course Review Policy and Procedure**

### Purpose:

~~The purpose of this policy is to establish the campus standards for reviewing courses, and to articulate the procedures.~~

The purpose of this policy is to establish the campus process and standards for reviewing Hawai'i Community College (HawCC) credit courses, including review of articulation with other UH System colleges, and to outline the review procedures.

### Policy:

Twenty percent (20%) of all of HawCC credit courses are subject to an annual review of the course outline of record and articulation with other UH System colleges. The Academic Senate, in consultation with the Vice Chancellor for Academic Affairs (VCAA), will certify that the review has been conducted. Any revisions to the review process will be reviewed by the Academic Senate for approval. Individual course review is the responsibility of the program faculty, the Academic Senate and the Vice Chancellor for Academic Affairs (VCAA) using the review procedures and standards outlined below.

### Background:

~~University Council on Articulation (UCA) policy requires that all of our previously articulated general education core courses be reviewed over a five year period. However, Hawai'i Community College has decided to develop procedures to review 20% of all of its approved courses each year. Courses will be reviewed according to their approval date. The oldest will be reviewed first. The policy and procedures were developed by the Academic Senate in collaboration with the Dean of Instruction, and were approved by the Senate on January 26, 2001.~~

The University of Hawai'i Council on Articulation's [Policy on Previously Articulated GE Courses](#) requires that previously articulated general education courses must undergo campus review every 5 years. The policy states: "1. Over a period of no more than 5 years, all previously articulated courses will undergo campus review. 2. The objective of the review is to determine if a course is essentially the same in meeting the general education scope and content criteria established by each Unit as when it was last articulated by a system wide standing committee."

Based on the UCA policy, HawCC developed a policy and procedures to annually review 20% of all of its approved courses, not limited to its general education core courses. Courses are reviewed according to their original approval date, with the oldest courses reviewed first.

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<sup>1</sup> Supercedes Haw 5.250, February 21, 2001

Revised Policy issued by Rockne Freitas, Chancellor

<sup>2</sup> [Supercedes Haw 5.250, June 4, 2010.](#)

[Revised Policy issued by Rachel Solemsaas, Chancellor](#)

The policy and procedures were developed by the Academic Senate in collaboration with the Vice Chancellor for Academic Affairs (VCAA), and were approved by the Senate on January 26, 2001. The policy was further revised by the Academic Senate and approved on June 4, 2010.

**Relevant UH policies:**

- [UCA Policy on Previously Articulated GE Courses. 03.11.99](#)
- [E5.209 Student Transfer and Inter-Campus Articulation Policy](#)
- [UHCCP 5.300 Course Numbering Convention](#)

**Relevant HawCC policies:**

1. [HawCC 5.251 Course Outline of Record](#)
2. [HAW 5.252 Numbering Criteria for New and Modified Courses](#)

**Hawai'i Community College**

**CAMPUS REVIEW PROCEDURES FOR ALL APPROVED COURSES**

1. The purpose of the review is to judge whether or not the course as currently taught is essentially the same as when it was originally approved; whether or not the course number continues to be appropriate for the content and level; and whether or not the course, if articulated with other UH System colleges, continues to follow the course content as when it was originally articulated.
2. Faculty who teach the course will review the approved course outline of record held in the College's electronic curriculum database and the current course syllabus on file in the division office.
3. If only one faculty member normally teaches a course, then one other faculty member from the academic discipline or from a cognate academic discipline will participate in the review process.
4. If the faculty reviewers determine that the course as currently taught is essentially the same as when it was originally approved and/or articulated, the faculty reviewers will ensure that all course elements and information as required by [HawCC 5.251 Course Outline of Record](#) are correctly listed in the course record on the College's electronic curriculum database, and that the course is correctly listed on the UH System inventory of articulated UH courses and programs, [UH Transfer Credit Database](#) , in compliance with [E5.209 Student Transfer and Inter-Campus Articulation Policy](#).
5. The review process also should determine whether or not the faculty wish to
  - a. propose that the course be added to the HawCC general education core if it is not already part of the core;
  - b. submit the approved course outline in its current form to request articulation at the other campuses where it has not yet been accepted. The Office of the Vice Chancellor for Academic Affairs will provide administrative support for the faculty member for the articulation request.

6. If the faculty reviewers determine that a course as currently taught is no longer essentially the same as when it was originally approved and/or articulated
  - a. the course as taught will be revised to meet the scope and criteria of the course outline as originally submitted and approved and/or articulated; or
  - b. the department chair will submit a proposal to the Academic Senate Curriculum Review Committee (CRC) that the course be withdrawn as an approved and/or articulated course; or
  - c. a proposal for a revision to the course outline of record will be submitted to the CRC to be reviewed following established approval and articulation procedures. If a revised course outline of record is submitted for review by the CRC, the faculty proposer must provide a written justification for the changes made to the originally approved and/or articulated course outline.
7. After the review is completed and any revisions to the course outline of record have been completed and recorded on the College's electronic curriculum database, a faculty representative (either the discipline coordinator or, in cases where only one faculty member teaches the course, that faculty member) shall complete the online *HawCC 20% Course Review* report form on the College's electronic curriculum database, including submission of the current syllabus and all required supporting documents, and shall initiate an online workflow approval request of the review. The *HawCC 20% Course Review* report shall be digitally reviewed and approved or not approved on the College's electronic curriculum database by the division/department chair and the VCAA.
8. The review process is completed by the Academic Senate chair and the Vice Chancellor for Academic Affairs in accordance with all relevant UH System, UHCC, and HawCC policies noted above, who will countersign a cover memo to the UCA reflecting their acceptance of the findings made through the foregoing review processes for all courses selected for review during the current academic year.
9. In cases of disagreement, when one level of review does not concur with the findings at prior levels of review, the issue will be arbitrated by Vice Chancellor for Academic Affairs. If such cases occur, they will be treated on an individual basis and reported to the UCA by separate memoranda to include the views of all reviewers wishing to express themselves.

**Hawai'i Community College**  
~~CAMPUS REVIEW PROCEDURES FOR PREVIOUSLY ARTICULATED  
GENERAL EDUCATION CORE COURSES~~

- ~~1. Faculty who teach the course will review the approved course outline that was sent to the University Council on Articulation when the course was originally articulated (if available), as well as the current course syllabus found in the division central curriculum files and faculty/lecturer course syllabus(es).~~
- ~~2. If only one faculty member normally teaches a course then one other faculty member from the academic discipline or from a cognate academic discipline will participate in the review process. The purpose of the review is to judge whether or not the course as~~

currently taught continues to follow the objectives and course content contained in the course when it was originally articulated.

3. ~~If the faculty reviewers determine that a course is no longer essentially the same, it will be (1) revised to meet the scope and criteria of the course outline as originally submitted and approved; or (2) withdrawn as an articulated course; or (3) re-submitted in its current form to the Academic Senate Curriculum Review Committee (CRC) to be reviewed following established articulation procedures. If the course is re-submitted for review by the CRC, the proposer must provide a written justification for the changes made in the originally approved course outline.~~
4. ~~The review process should also determine whether or not the faculty wish to (1) add the course to the HawCC AA core if it is not already part of the core (this will require the division to make a separate Curriculum Committee proposal to add the course to HawCC's A.A. Degree Program); (2) and/or submit the approved course outline in its current form to request articulation at the other campuses where it has not yet been accepted (Office of the Vice Chancellor for Academic Affairs will handle the articulation request for the faculty~~

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~~1. Supersedes Haw 5.250, February 21, 2001  
Revised Policy issued by Rockne Freitas, Chancellor  
member).~~

5. ~~After the review is completed, a faculty representative (either the discipline coordinator, or in cases where only one faculty member teaches the course then that faculty member) shall make recommendations as appropriate and sign the *HawCC Review of Previously Articulated Courses* form. The form and supporting materials (approved course outline and faculty/lecturer course syllabus) will be passed along to the Division Chair for review and signature.~~
6. ~~The review process is completed by the Academic Senate chair and the Vice Chancellor for Academic Affairs who will countersign a cover memo to the UCA reflecting their acceptance of the findings made through the foregoing review processes for all courses selected for review during the current academic year.~~
7. ~~In cases of disagreement, when one level of review does not concur with the findings at prior levels of review, the issue will be arbitrated by Vice Chancellor for Academic Affairs. If such cases occur, they will be treated on an individual basis and reported to the University Council on Articulation by separate memoranda to including the views of all reviewers wishing to express themselves.~~

## **Hawai'i Community College**

### **CAMPUS REVIEW PROCEDURE FOR OTHER APPROVED COURSES**

1. ~~Faculty who teach the course will review the approved course outline that was approved by the Academic Senate Curriculum Review Committee as well as the current syllabus found in the division curriculum file and faculty/lecturer course syllabus(es).~~
2. ~~If only one faculty member normally teaches a course then one other faculty member from the academic discipline or from a cognate academic discipline will participate in the review process. The purpose of the review is to judge whether or not the course as~~

~~currently taught continues to follow the objectives and course content contained in the course when it was originally approved.~~

- ~~3. If the faculty reviewers determine that a course is no longer essentially the same, it will be (1) revised to meet the scope and criteria as originally submitted and approved; or (2) faculty will re-submit the course in its current form to the Academic Senate Curriculum Review Committee for approval.~~
- ~~4. After the review is completed, a faculty representative (either the discipline coordinator, or in cases where only one faculty member teaches the course then that faculty member) shall make recommendations as appropriate and sign the *HawCC Review of Previously Approved Courses* form. The form and supporting materials (approved outline and faculty/lecturer course syllabus) will be submitted to the Division Chair for review and signature.~~
- ~~5. The review process is completed by the Academic Senate Chair and the Vice Chancellor for Academic Affairs who will countersign a cover memo for the files reflecting their acceptance of the findings made through the foregoing review processes for all courses selected for review during the current academic year.~~
- ~~6. In cases of disagreement, when one level of review does not concur with the findings at prior levels of review, the issue will be arbitrated by the Vice Chancellor for Academic Affairs.~~

#### **~~HAWCC REVIEW OF PREVIOUSLY ARTICULATED COURSES (20% due per year)~~**

~~The objective of the review is to determine if a course is essentially the same in meeting the general education scope and content criteria established by each unit as when it was last articulated. If faculty reviewers determine that a course is no longer essentially the same, it will be (1) revised to meet the scope and criteria of the course outline as originally submitted and approved; or (2) withdrawn as an articulated course; or (3) resubmitted in its current form to the Academic Senate Curriculum Review Committee (CRC) to be reviewed following established procedures. If the course is resubmitted for review by the CRC, the proposer must provide a written justification for the changes made in the originally approved course outline. After approval by the CRC, the course will be submitted by the campus to the appropriate standing committee to be reviewed following established course by course articulation procedures.~~

~~Academic Year: Under Review: Articulation Status:~~

~~Attachments:~~

- ~~• Most recent approved course outline used to articulate the course, if available.~~
- ~~• Current faculty/lecturer course syllabus(es).~~

~~FINDING:~~

- ~~• We have reviewed the course in question and find that it **(IS) (IS NOT)** essentially the same in meeting the general education scope and content criteria as reflected in the most recent approved course outline used to articulate the course.~~

~~IF NOT THE SAME, RECOMMENDED COURSE OF ACTION (check all that apply):~~

- ~~• ( ) course will be revised to meet the scope and criteria of the most recent approved course outline.~~
- ~~• ( ) course will be withdrawn as an articulated course.~~
- ~~• ( ) course will be re-submitted in its current form to the Academic Senate CRC to be reviewed.~~

following established procedures.

- ~~( ) after approval by the CRC, the course will be submitted by the campus to the appropriate standing committee and be reviewed following established course by course articulation procedures.~~
- ~~( ) course will be re-submitted in its current form to request articulation at all campuses where it has not yet been accepted.~~

Note: ~~Courses not taught in the past five years should be considered for deletion.~~

Signed: \_\_\_\_\_

Faculty Representative

Date: \_\_\_\_\_

I (concur) (do not concur) with the finding of the Faculty Representative.

Signed: \_\_\_\_\_

Division Chair

Date: \_\_\_\_\_

**SUBMIT COMPLETED FORM TO THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

~~Academic Senate Chair and Vice Chancellor for Academic Affairs will countersign a cover memo reflecting their acceptance of the findings of the foregoing review process for all of the courses selected for review during the current academic year.~~

***HAWCC REVIEW OF PREVIOUSLY APPROVED COURSES (20% due per year)***

~~The objective of the review is to determine if a course is essentially the same in meeting the scope and content criteria as when it was last approved by the Academic Senate Curriculum Review Committee (CRC). If it is determined that a course is no longer essentially the same, the course outline will be revised to reflect the current content of the course, and will be re-submitted by the faculty to the Academic Senate CRC to be reviewed following established course approval procedures OR the current course content and scope will be revised and taught as originally submitted and approved.~~

Academic Year: Under Review: Articulation Status:

Attachments:

- ~~Most recent approved course outline used to seek course approval, if available.~~
- ~~Current faculty/lecturer course syllabus(es).~~

FINDING:

- ~~We have reviewed the course in question and find that it **(IS) (IS NOT)** essentially the same in meeting the scope and content criteria as reflected in the most recent course outline used to seek the course approval.~~

~~IF NOT THE SAME, RECOMMENDED COURSE OF ACTION:~~

- ~~( ) course will be revised to meet the scope and criteria of the most recently approved course outline.~~
- ~~( ) course will be submitted in its current form to the Academic Senate CRC for approval.~~

~~Note: Courses not taught in the past five years should be considered for deletion.~~

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Faculty Representative

I ~~(concur) (do not concur)~~ with the finding of the Faculty Representative.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Division Chair

~~SUBMIT COMPLETED FORM TO THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS~~

~~Academic Senate Chair and Vice Chancellor for Academic Affairs will countersign a cover memo reflecting their acceptance of the findings of the foregoing review process for all of the courses selected for review during the current academic year.~~