

Course Review Policy and Procedure

Purpose:

The purpose of this policy is to establish the campus standards for reviewing courses and articulating the procedures. It is necessary to regularly review courses to ensure that they are relevant, up-to-date, use the correct technology, and meet student/employer/community needs.

Background:

Hawai'i Community College has used different procedures in the past to review courses over a five-year period. The previous policy had out-of-date steps and had different procedures for different types of courses. This policy will apply to all active courses.

Course Review Procedures-Every Five Years:

All courses currently active at Hawai'i Community College will be reviewed over a five-year period, 20% each year. To schedule the initial review of each course under this updated policy, the start term date showing in Kualii will be considered the last reviewed date. The CRC will create and maintain a master list of courses and 5-year schedules. The VCAA will notify the appropriate program coordinators, department/division chairs, and deans about which courses are selected for review each year.

When the course is up for review, the faculty teaching the course along with the program coordinator and department/division chair will review the description, course objectives, and other elements of the course to see if they are still valid or need revision to accommodate current trends, employer needs, or advisory board recommendations. After the review process, the program coordinator and/or department/division chair will use Kualii to submit a course modification. If no changes are necessary, the only items that will change are the start term along with a notation that no changes were necessary. If the course has been determined to no longer be relevant or necessary, the course will be retired (with the provision that a retired course can be reactivated in the future). If changes were determined to be necessary, the appropriate fields will be changed by the proposer. The proposal will then be reviewed by the Curriculum Review Committee.

If a course has not been reviewed in the last five years, using the start term in Kualii as the last review period, it may be retired by the CRC if a proposal is not submitted during the year of review.

Syllabi Review Procedures-Every Semester:

The course review procedures will ensure that the master course of record in Kualu is correct. Another procedure is necessary to confirm that all instructors teaching a course are referencing the correct course description, course objectives, and other important information. To accomplish this, each department/division will submit the syllabi of the courses running each semester to their division chair by the Wednesday of the week prior to the first day of instruction. The division will then review each syllabus against the Kualu master record to confirm that the appropriate version is being used. If one is found to be out of date, the department/division chair, program coordinator, and instructor will be informed so that the syllabus and course can be changed to align with the master record. The instructor will then resubmit the syllabus for final review.

Susan S. Kazama, Chancellor

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