

### **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.

#### 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.

#### **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will be (1) revised to meet the scope and criteria of the course outline as originally submitted and approved; or (2) withdrawn as an articulated course; or (3) re-submitted in its current form to the Academic Senate Curriculum Review Committee (CRC) to be reviewed following established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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<sup>1</sup> Supercedes 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: \_\_\_\_\_ 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.

**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

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