HAWAI'I COMMUNITY COLLEGE OFFICE OF THE CHANCELLOR

HAW5.251
Issued: December 3, 2012,
Revised: October 23, 2020

Course Outline of Record

Purpose:

The purpose of this policy is to define the requirements and uses of a Course Outline of Record (COR) at HawCC.

Background:

During Fall 2011, the Vice Chancellor for Academic Affairs (VCAA), as the college's Chief Academic Officer, held several meetings to review existing course outlines on file. As a result of the review, it was found that most of the outlines were outdated and lacked sufficient information. In January 2012, the VCAA requested the development of a policy for HawCC course outlines as part of a package of new policies related to curriculum.
HawCC's Educational Policy Committee reviewed the draft policy and on November 30, 2012, HawCC's Academic Senate approved the policy. In January 2016, HawCC began to use a digital curriculum database, referred to as the Curriculum Management Database.

Policy:
   A. Definition
      a. At HawCC, a Course Outline of Record (COR) is the official approved description of a course that contains common course elements taught regardless of who teaches the course or the modality of the class, including face-to-face, hybrid, or completely online.

   B. The Course Outline of Record is contained and managed within the Curriculum Management Database

   C. Development, design and management of curriculum are the responsibility of faculty.

D. Information required on a Course Outline of Record:
  1. Course alpha, course number, course title
  2. Course description, to be included in the college catalog
  3. Number of semester credits
  4. Workload equivalency
  5. Instructional methodology, such as lecture, lecture/lab, lab, performance, studio
  6. Course prerequisites
  7. Course corequisites
  8. Cross-listed courses
  9. Recommended preparation
  10. Program Learning Outcomes
  11. Course Learning Outcomes
  12. Course objectives
  13. Complete Course Topics
  14. General Education designation

E. Uses of the Course Outline of Record
  1. The COR in the Curriculum Management Database is the most recent approved course record.
  2. The COR is used by any instructor or lecturer hired to teach the course specified.
  3. The COR may be used in the case of a periodic audit of HawCC's curriculum.
  4. A COR is needed for a new or modified course as part of the curriculum process.
  5. The COR may be used for articulation purposes.
  6. The COR is used for the 20 percent review process (HAW 5.250)
  7. The COR is used for the General Education designation.