



UNIVERSITY of HAWAII®
KAPI'OLANI
COMMUNITY COLLEGE
FACULTY SENATE

To: Louise Pagotto, Interim Chancellor for Kapi'olani Community College

From: Candy Branson, Faculty Senate Chair, Kapi'olani Community College

Re: Resolution regarding Graphics for Curriculum Workflow

Date: September, 6, 2017

On May 5, 2017, at the Faculty General Faculty meeting, the Senate approved four graphics for the curriculum workflows process for KSCM. They were:

- Workflow for Regular Courses,
- Workflow for Programs,
- Workflow for Independent Study Courses, and
- Workflow for Honors Sections of Existing Courses.

As you are aware, two additional workflows, Experimental Courses and Umbrella Courses, were inadvertently left out of the vote (Refer Resolution regarding Curriculum Workflow, May 4, 2017). In addition, since that time, errors were found in the in Workflow for Regular Courses; the major error with the original graphic was that faculty and counselors were receiving notifications for ALL courses moving through the workflow, not just courses that pertained to them (e.g. foundations). In the new Workflow for Regular Courses, faculty and counselors will only be notified at their request. The second error in Workflow for Regular Courses was location of Distance Education approval in the workflow; this, in writing, is to be at the department level (refer Resolution regarding Curriculum Workflow, May 4, 2017). The graphic of the workflow displayed approval prior to the vote at the department level.

Therefore, on 9/1/2017 the Senate, at the General Faculty Meeting, approved the KSCM Graphic Curriculum Workflows as a whole.

A motion was passed, which reads:

MOTION #2:

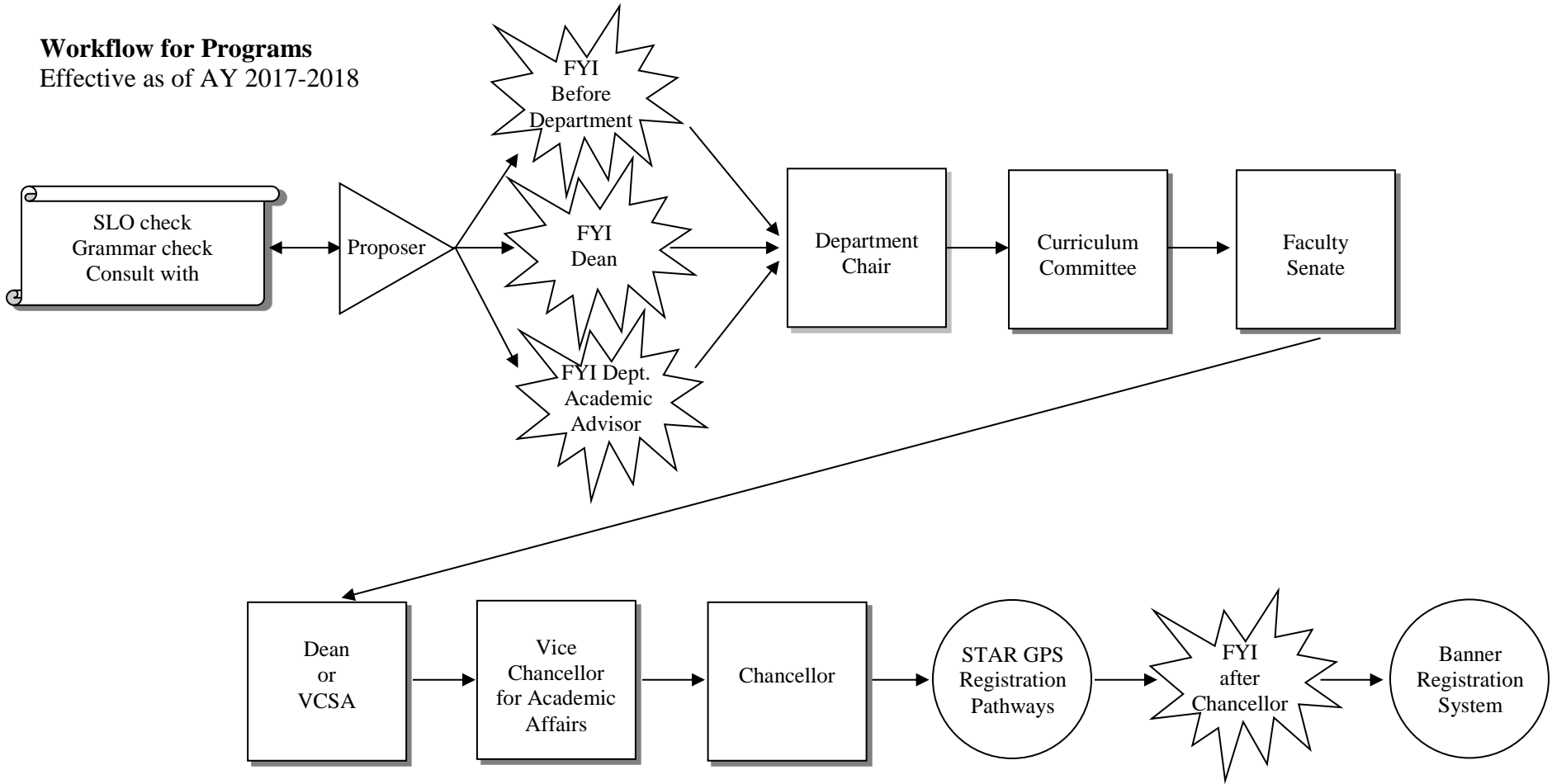
- **Motion to recommend that the Workflow for Regular Courses, Workflow for Programs, Workflow for Independent Study Courses, Workflow for Honors Sections of Existing Courses, Workflow for Experimental Courses, and the Workflow for Umbrella Courses be approved, as distributed.**

Last, the senators passed the following motion regarding the deadline from the Curriculum Committee to the senate as 10/15/2017, to be considered for the 2018 course catalog and STAR GPS.

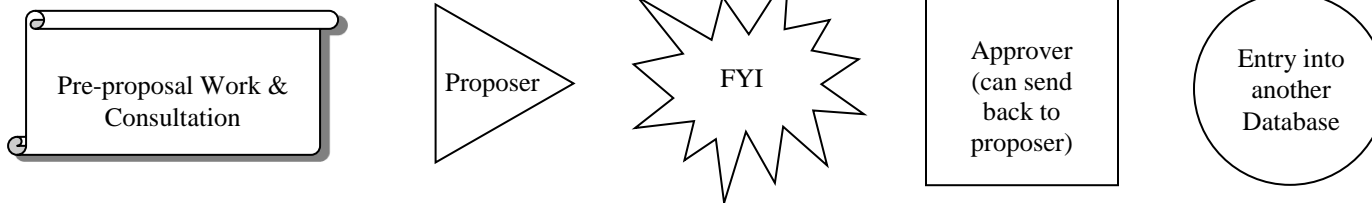
MOTION #3:

- **Motion to approve the deadline for the Curriculum Committee to submit proposals for Fall 2018 for Faculty Senate approval by 10/15/2017, 4:30pm.**

Workflow for Programs
Effective as of AY 2017-2018



Legend

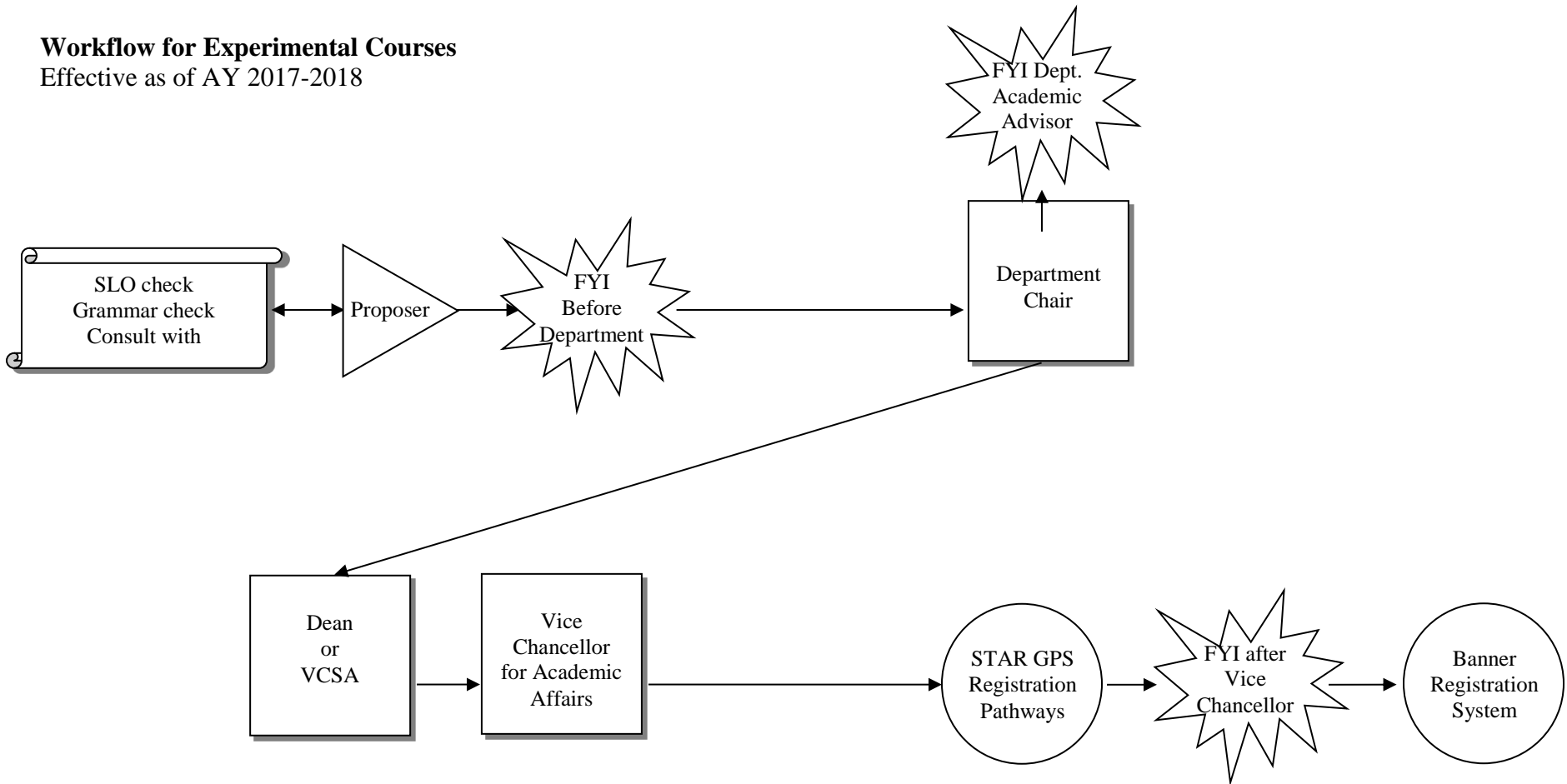


FYI before Department = This list is adjustable.

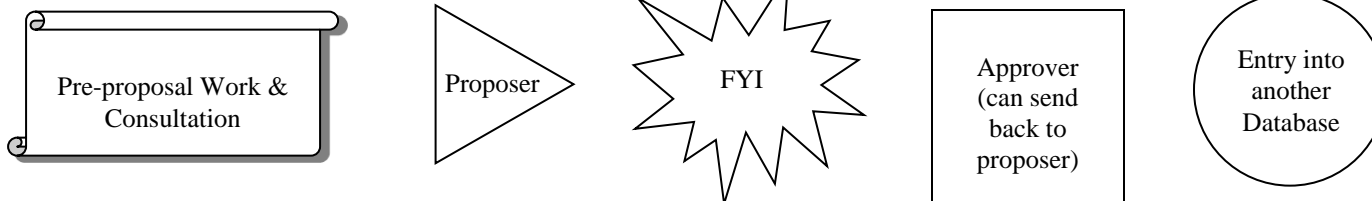
FYI after Chancellor = CELTT, Deans, Department Academic Advisors, Department Chairpersons, Library

FYI Dean = Appropriate Dean

Workflow for Experimental Courses
Effective as of AY 2017-2018



Legend



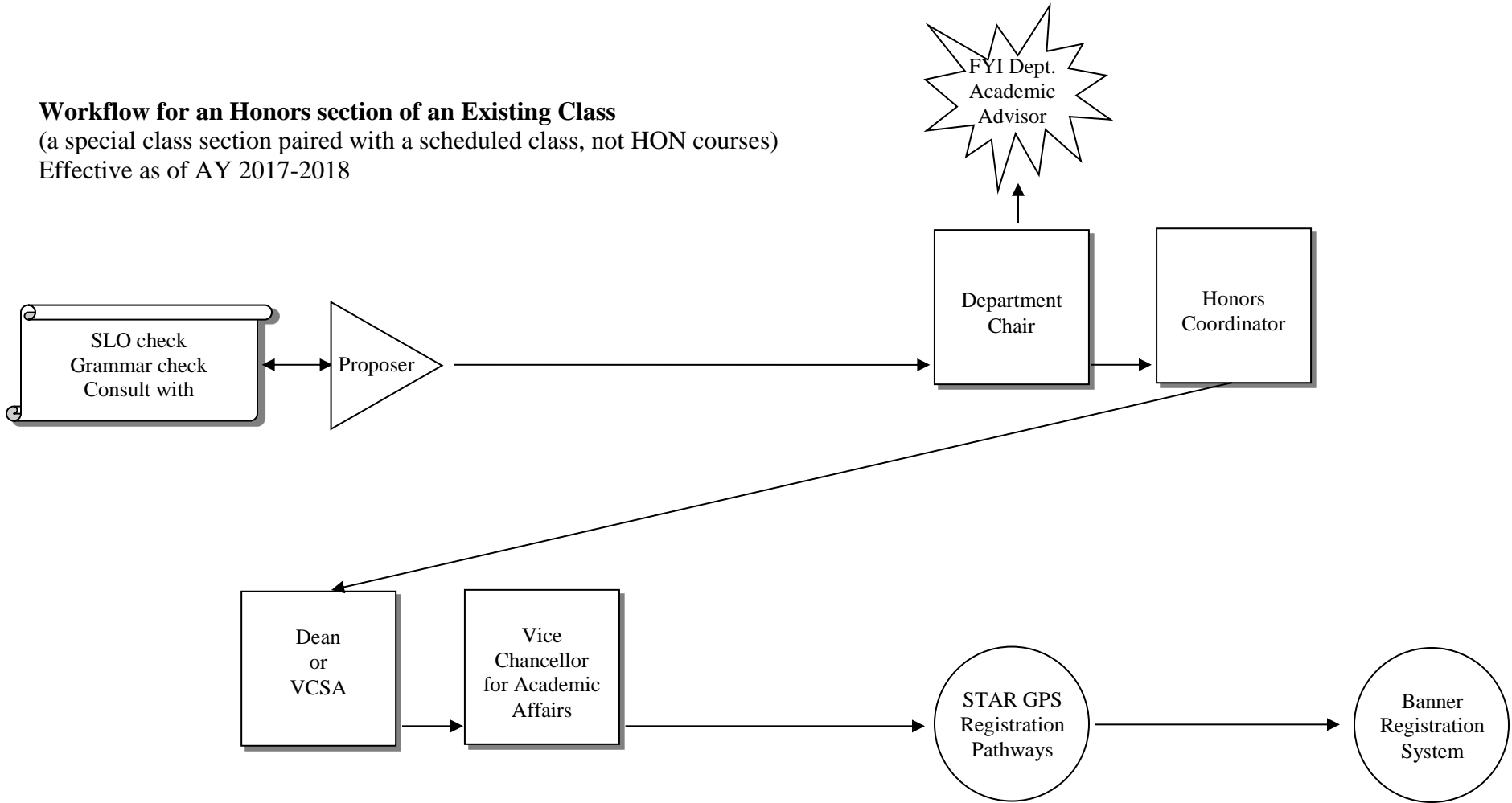
FYI before Department = Deans, STAR

FYI after Vice Chancellor = CELTT, Chair of CAAC, Deans, Department Chairpersons, Library, Taskstream Coordinator

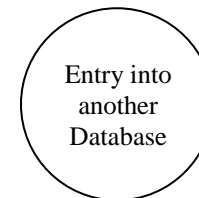
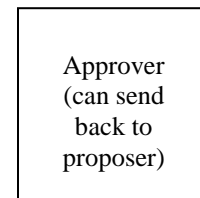
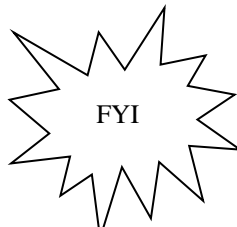
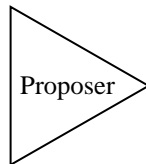
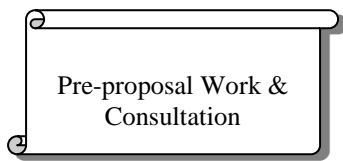
Workflow for an Honors section of an Existing Class

(a special class section paired with a scheduled class, not HON courses)

Effective as of AY 2017-2018

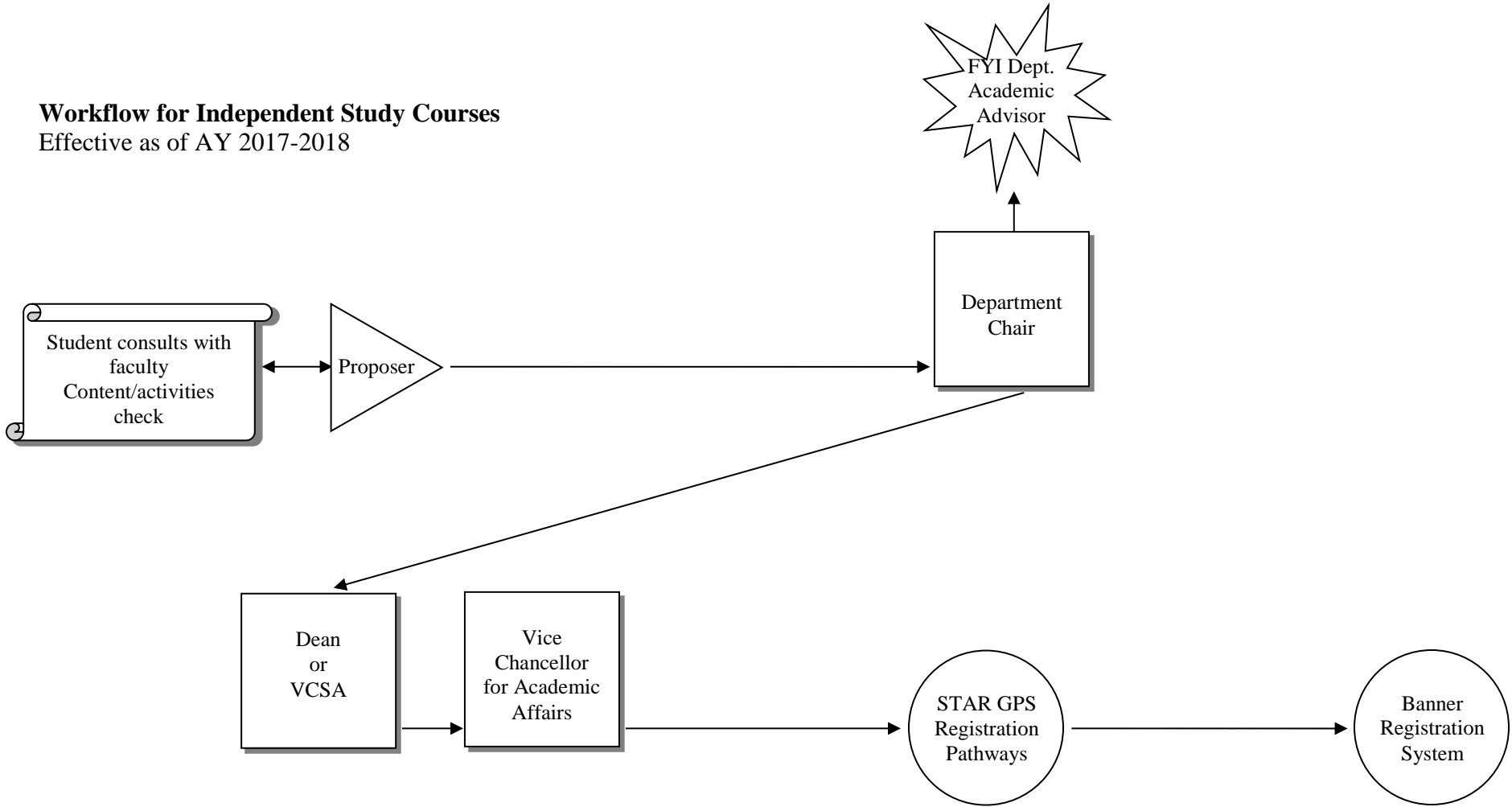


Legend

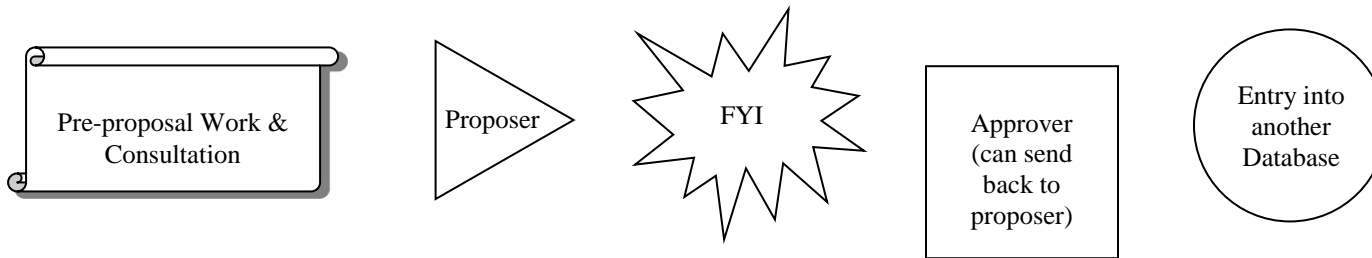


FYI after Chancellor = Deans, Department Academic Advisors, Department Chairpersons

Workflow for Independent Study Courses
Effective as of AY 2017-2018



Legend



FYI after Chancellor = Deans, Department Academic Advisors, Department Chairpersons

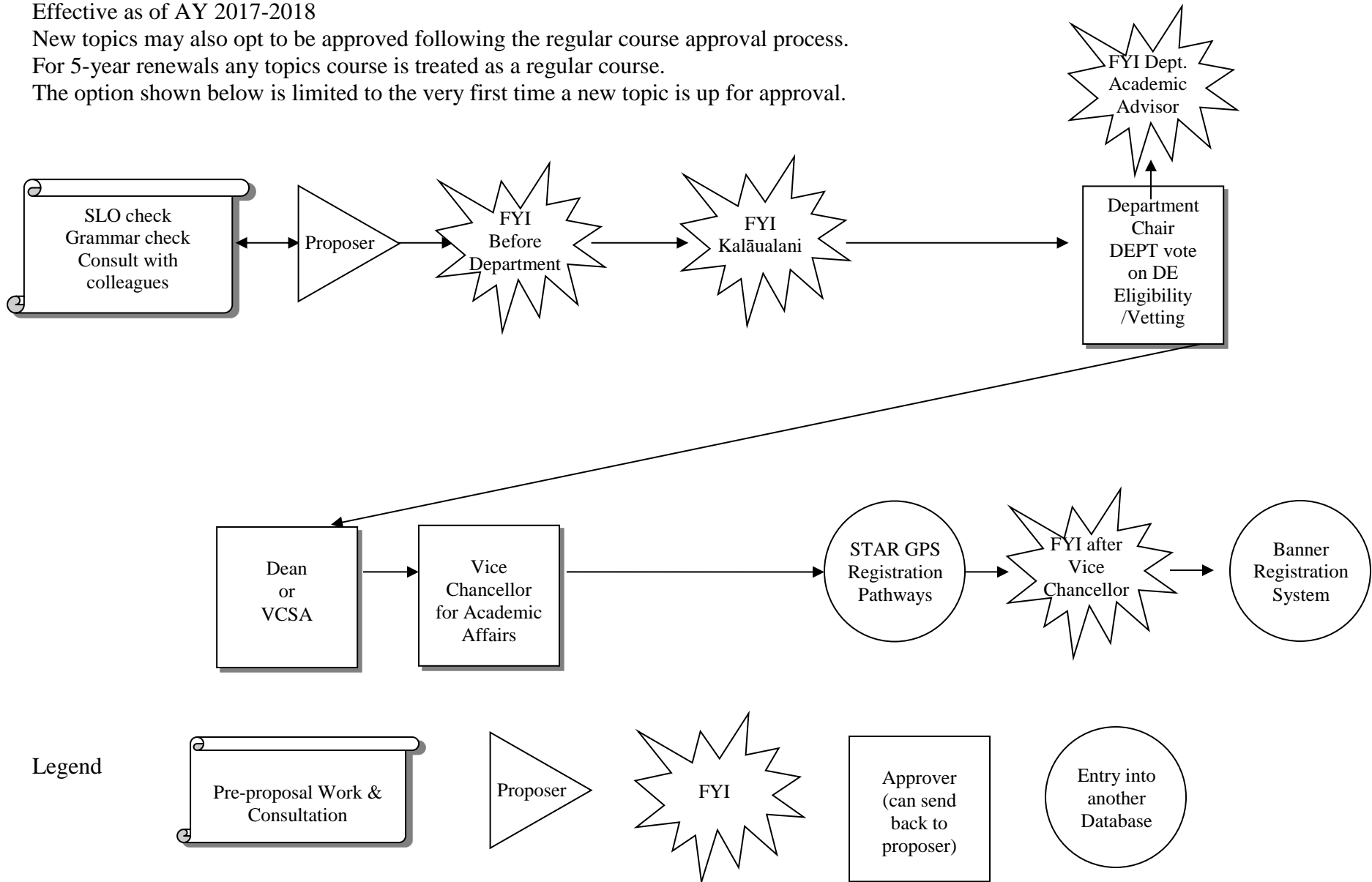
Workflow for a New Topic under an Existing Approved Umbrella Course

Effective as of AY 2017-2018

New topics may also opt to be approved following the regular course approval process.

For 5-year renewals any topics course is treated as a regular course.

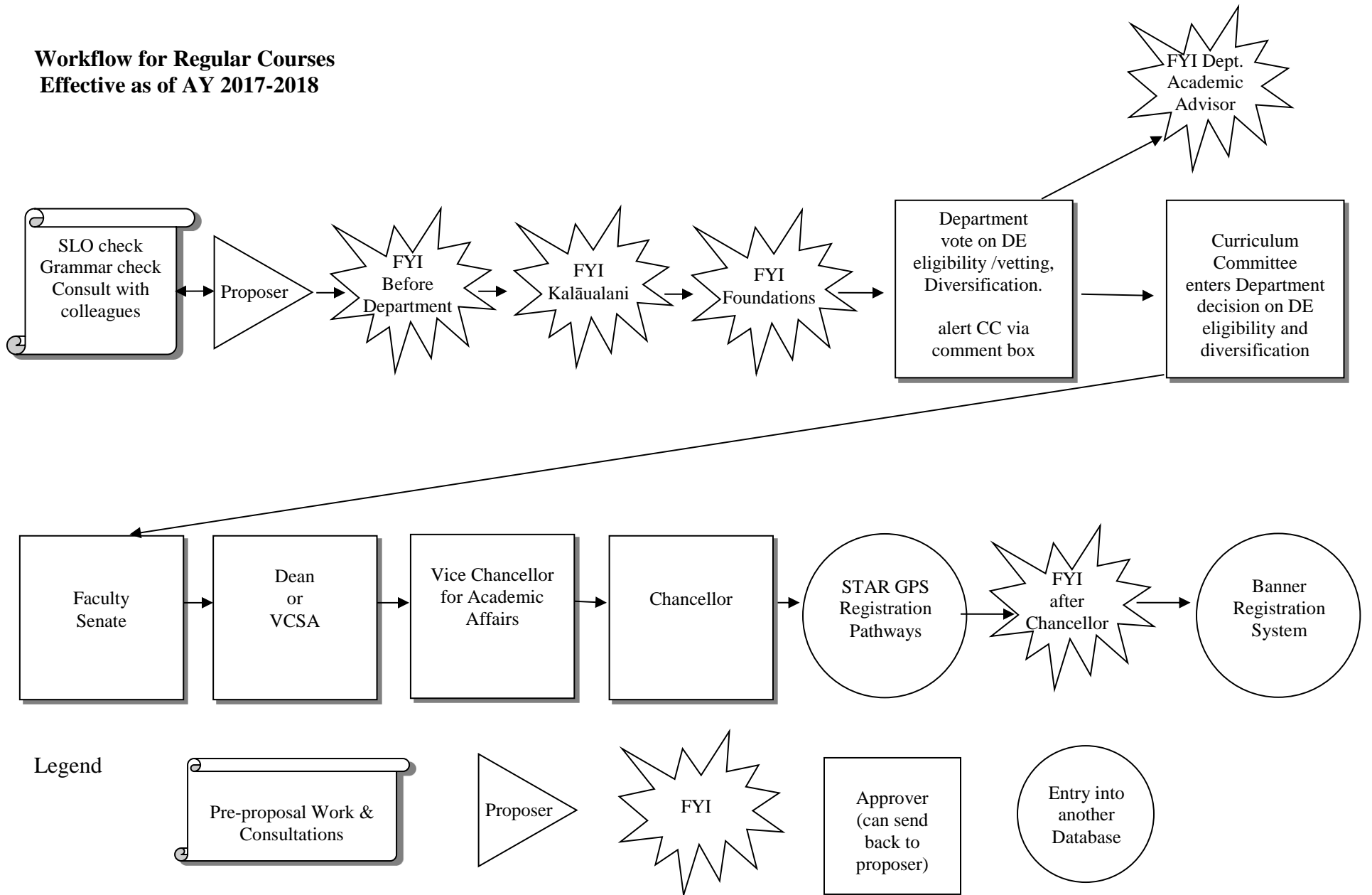
The option shown below is limited to the very first time a new topic is up for approval.



FYI before Department = Deans, STAR

FYI after Vice Chancellor = CELTT, Chair of CAAC, Deans, Department Chairs, Kalāualani Council, Library, Taskstream Coordinator

**Workflow for Regular Courses
Effective as of AY 2017-2018**



FYI before Department = CELTT, STAR GPS, and any individual who requests to receive notification of ALL courses going through workflow
 FYI after Chancellor = CELTT, Chair of CAAC, Deans, Department Chairs, Kalāualani Council, Library, Taskstream Coordinator