Leeward Community College

Curriculum Committee Timeline

The 2011-12 proposal submission deadlines:

- Fall 2011 - Friday, September 30
- Spring 2012 - Friday, November 18

Note that the deadlines are the dates when a proposal must be approved by a division chair and submitted to the Curriculum Committee.

Fall 2011 - Spring 2012 Curriculum Committee Meeting Schedule

<table>
<thead>
<tr>
<th>Fall 2011</th>
<th>September 8</th>
<th>September 29</th>
<th>October 20</th>
<th>November 10</th>
<th>December 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2012</td>
<td>January 12</td>
<td>January 19</td>
<td>January 26</td>
<td>February 2</td>
<td>February 9</td>
</tr>
<tr>
<td></td>
<td>February 16</td>
<td>March 22</td>
<td>April 26</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Curriculum Committee meetings will be held in BS 107 from 1:30 PM - 3:00 PM. Proposers are invited to attend, and their participation, though not required, often can facilitate the approval process.

Other important dates:

- **February 16** - Last Curriculum Committee meeting to approve proposals prior to the Feb 16 Faculty Senate meeting.
- **February 22** - Last Faculty Senate meeting to approve proposals prior to the Banner deadline.
- **February 29** - Banner deadline, the last day the Leeward Administration will approve curriculum proposals for inclusion in the fall 2012 schedule.
Hawaii Community College

Curriculum Committee Timeline

The 2011-12 proposal submission deadlines:

- Fall 2011 - Friday, September 30, 2011 (to be effective Fall 2012)
- Spring 2012 - Monday, January 30, 2012 (to be effective Spring 2013)

Fall 2011 - Spring 2012 Curriculum Committee Meeting Schedule

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>Meet every week after submission deadline of 9/30/11</td>
</tr>
<tr>
<td>Spring 2012</td>
<td>Meet every week after submission date of 1/30/12</td>
</tr>
</tbody>
</table>

Kapiolani Community College

Curriculum Committee Timeline

The 2011-12 proposal submission deadlines:

- Course outlines and program proposals remain open: any day, any time during the Spring and Fall semesters (the committee is off duty during the summer)

Fall 2011 - Spring 2012 Curriculum Committee Meeting Schedule

Curriculum Committee meets twice a month at which time they vote on course outlines and program proposals that have been reviewed and are ready for a vote. Once Curriculum Committee approves courses or programs, they are forwarded to the Faculty Senate immediately for review.

Faculty Senate meets the first Monday of each month, at which time the CC chair presents all course outlines and program proposals that have been approved by the CC and are ready to be voted on by the Faculty Senate.

The 2010-2011 deadlines for a course or program to be included in the Fall 2011 catalog were early April 2011 for the Curriculum Committee and May 6, 2011, for the Faculty Senate.

While the official deadline for the Fall 2012 catalog deadline has not yet been established, official deadlines for submissions to be included in the catalog have not been set.
Maui College

Curriculum Committee Timeline

The 2011-12 proposal submission deadlines:

- Fall 2011 - Friday, October 14, 2011 (to be effective Fall 2012)
- Spring 2012 - Monday, April 2, 2012 (to be effective Spring 2013)

Fall 2011 - Spring 2012 Curriculum Committee Meeting Schedule

There are no set dates for submission to Academic Senate, Vice Chancellor, or Chancellor. Normally, actions are moved from the Curriculum Committee to the Academic Senate and approved the same semester as the submission; and become effective one year later.

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Kauai Community College

Curriculum Committee Timeline

The 2011-12 proposal submission deadlines:

- Fall 2011 - Friday, September 22, 2011 (to be effective Fall 2012)
- Spring 2012 - Monday, February 22, 2012 (to be effective Spring 2013)
<table>
<thead>
<tr>
<th>DCC Submission Deadline</th>
<th>DCC Meeting Date</th>
<th>CPC Submission Deadline</th>
<th>CPC Meeting Date</th>
<th>Applicable Curriculum Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 25</td>
<td>September 2</td>
<td>September 8</td>
<td>September 16</td>
<td>ALL</td>
</tr>
<tr>
<td>September 29</td>
<td>October 7</td>
<td>October 20</td>
<td>October 28*</td>
<td>ALL</td>
</tr>
<tr>
<td>October 27</td>
<td>November 4</td>
<td>November 10</td>
<td>November 18</td>
<td>ALL</td>
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<td>November 23</td>
<td>December 2</td>
<td>December 8</td>
<td>December 16</td>
<td>ALL</td>
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<tr>
<td>December 16</td>
<td>January 6</td>
<td>January 12</td>
<td>January 20</td>
<td>ALL</td>
</tr>
<tr>
<td>January 26</td>
<td>February 3</td>
<td>February 9</td>
<td>February 17</td>
<td>Deactivation or Deletion only</td>
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<tr>
<td>N/A</td>
<td>March 2 (opt.)</td>
<td>N/A</td>
<td>March 16</td>
<td>Policies only</td>
</tr>
<tr>
<td>N/A</td>
<td>April 13* (opt.)</td>
<td>N/A</td>
<td>April 20</td>
<td>Policies only</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Week of May 11-15?</td>
<td>Welcome new CPC, Chair</td>
</tr>
</tbody>
</table>

*Note: DCCs generally meet the 1st Friday of each month, and the CPC meets the 3rd Friday. In October, the CPC will meet the 4th Friday due to Chair's travel schedule. In April, DCCs will meet the 2nd Friday, as April 6 is a holiday.
Credit Curriculum and Academic Affairs Committee (CCAAC)

Chair: Kathleen French

Main Curriculum Website - to submit and track proposals

The Credit Curriculum and Academic Affairs Committee (CCAAC), composed of a representative elected from within each credit Faculty Senate unit, is a standing subcommittee of the Faculty Senate and is the principal reviewing and recommending body on all aspects of the educational curricula. This subcommittee oversees comprehensive review of course proposals and modifications. The process of establishing and modifying courses follows a formal process described in Article V, Section A, subsection 1 of the Faculty Constitution.

The CCAAC has three sub-committees:

- Writing Advisory Board
- Hawaiian, Asian, and Pacific (HAP) Issues Board
- Foundations Board

Faculty need to submit completed course proposals at least a week before the meeting, which does not include the time needed to first submit it to the IEC.

Generally, the CCAAC committee meets every 2nd and 4th Tuesday of the month.

The Curriculum Proposal Process

At Windward Community College, the process of adding, modifying, or archiving courses and programs involves the following steps:

1. An individual faculty member, using the online form available on the Curriculum site, initiates a proposal to add, modify or archive a course, certificate, or degree program.
2. The faculty member submits the SLOs to the Institutional Effectiveness Committee (IEC) for feedback on SLOs.
3. The faculty member's department reviews the proposal and approves it.
4. The proposal is reviewed for consistency with system requirements and then approved by the division's Dean of Academic Affairs.
5. The proposal is submitted to the Credit Curriculum and Academic Affairs Committee for review and approval.
6. The proposal is presented to the Faculty Senate for its approval.
7. The proposal undergoes administrative review and approval by the Vice Chancellor of Academic Affairs and finally the Chancellor.
8. The proposal information is sent to the WCC Webmaster (or appropriate designate) for posting on the College's website.

These steps are consistent with Policies and Procedures for Approval of New and Modified Courses, CCOM #6100 (August 28, 1991) issued by the Chancellor for Community Colleges.

http://www.hawaii.edu/ccc/docs/CCOM_6100.pdf

Notes on the Process

- All new course proposals need to be submitted to the chair of the Institutional Effectiveness Committee for SLO review before being submitted to the CCAAC.
- Course and program proposals need to reach the CCAAC Chair at least one week prior to the next meeting for consideration at that meeting.
- Paper and electronic copies should be sent to the CCAAC chair.
- To expedite the process, the proposer is encouraged to attend the meeting in which the proposal is to be reviewed.

Forms and Procedures

- Philosophy and Procedures (PDF)
- Course Proposals

http://windward.hawaii.edu/Committees/CCAAC/

2/16/2012