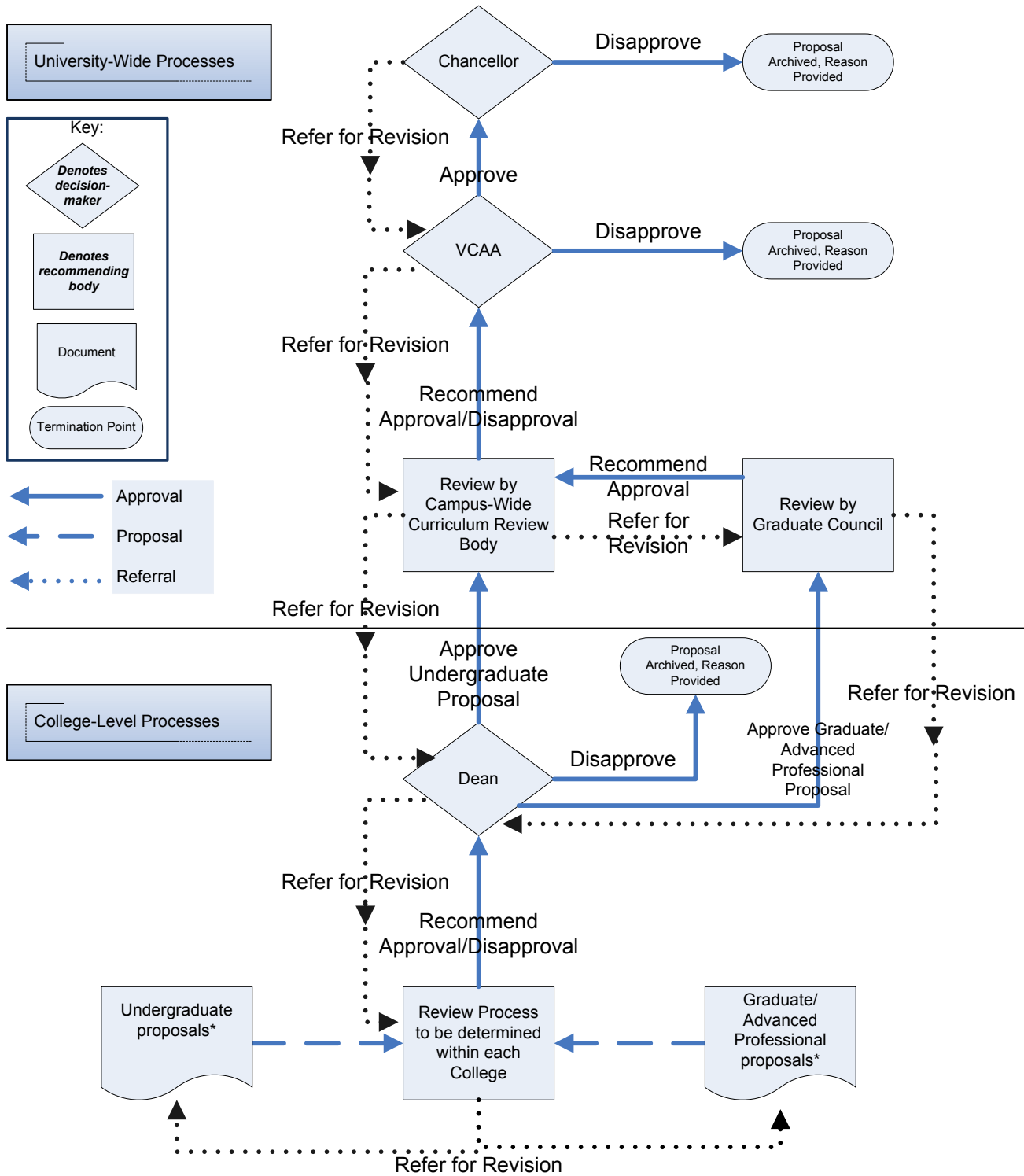


# University of Hawaii at Hilo Curriculum Review Process

## New and Modified Programs and Courses, Program Terminations



\*New Program Proposals The request for Authorization to Plan (ATP) must be submitted through the above review process prior to being forwarded to the UH system. Once UH system has granted the ATP, then the completed new program proposal must undergo this campus review process.

NOTE: Process will be reviewed and revised prior to 12/31/2010 by a shared governance body appointed by the UH Hilo Chancellor

Curriculum Review Process – Supporting Notes		
Reviewing Entity	Committees and Processes	Scope of Review
Campus-wide Curriculum Review Body	Instructional Faculty, Tenure-track; Chair is elected by Congress from Congress membership. One member and one alternate from each College, One member and one alternate from Graduate Council, University Registrar (non-voting, ex officio)	Review for completeness of due diligence on cross-college issues, monitoring for unwarranted duplication of course offerings. Final review for completeness and conformity with university regulations, and consistency with the university’s mission and strategic plan.
Graduate Council	Graduate Studies Director, one member from each graduate degree program, one member each from CAFNRM, Social Sciences Div, of CAS, Humanities Div. of CAS, Natural Sciences Div. of CAS, Faculty Congress, Library, and one Graduate Student Representative. One ex officio member each from VCAA’s office, Registrar, and Admissions.	Review of courses, including proposed syllabi, checking for graduate level quantity and quality in course content. Review for clarity in communication of student performance expectations and consistency with the Graduate Handbook and other relevant guidelines. Examine for consistency of graduate level content across UHH graduate programs, to the extent that comparisons may be made.
College Curriculum Review Body	Instructional Faculty, Tenure-track. The faculty of each College is responsible for defining a specific, published process, internal to that College, for the proposal and initial faculty review of new or modified courses, majors, programs, and degrees. Deans shall insure that these processes are developed in a manner that includes faculty consultation and approval. Reasonable deadlines for faculty approval will be designated; if those deadlines are not met, then the Dean is authorized to implement a provisional process and/or a provisional faculty review committee or committees  <u>Interdisciplinary Programs:</u> Each interdisciplinary program will follow the process used in the college designated as its “Home”; the home college will be determined in consultation with the affected faculty and deans, with the final decision made by the VCAA.	College Processes must include, at a minimum 1. Detailed review by a committee of instructional faculty, the composition of which is to be determined by the college 2. Vote and approval by affected tenured and tenure-track faculty, with the college to determine who is affected Deans should require the review body to perform due diligence to address the following issues, and Deans must ultimately provide or certify the following before forwarding the proposal to the campus-wide review body: (1) the availability of resources, including teaching personnel, space requirements, and operating budget; (2) that any cross-program or departmental implications have been identified, verified and resolved; (3) academic integrity, i.e., the proposed course or program reflects intellectual rigor and teaching excellence; (4) program coherence, e.g., articulation with other existing courses, determining placement within the major; and (5) that the impact on course and seat capacity can be managed (6) Consistency with university mission and strategic plan
Proposing Faculty Member or Group	Faculty eligibility to new and modified curriculum items is to be determined by each College. Entities other than faculty in degree-granting colleges who wish to propose new courses or programs should work through an appropriate instructional faculty unit.	Bear the responsibility to act professionally and diligently in proposing new or modified curriculum items. To the extent possible, should ensure that proposals are consistent with the missions of the organizational units that will be affected or responsible for the new or changed curricular item(s); are reasonable in the demands they will place on the university’s physical, fiscal, and human resources; and, are primarily intended for the benefit of students and the educational processes of the university.

The University administration is responsible for:

- Establishing reasonable timelines for the phases of the procedures
- Developing new forms consistent with the new procedures
- Arranging for a system to track curriculum review proposals as they move through the phase, and arranging for training of users
- Specifying procedures to notify submitters, reviewers, and other appropriate recipients of the progress and final status of proposals, using a combination of web-posting, email and hardcopy distribution
- Codifying long-standing policies and procedures and posting them on the new Policies webpage