Notes

Task Force Members Present: Kathryn Besio, Sevki Erdogan, Jene Michaud, Kevin Hopkins, Hank Hennessey, Kenith Simmons, Luoluo Hong, Karen Pellegrin, April Scazzola; Absent: Phil Castille, Pila Wilson

Faculty participants: Rich Biffle, Ramon Figueroa

In keeping with the informal nature of the discussion, these are notes, not minutes.

Kenny distributed copies of the April 6 draft of the policy flowchart and notes.

Following clarification on a number of points, there was general agreement that the policy procedure as presented in the flow chart and notes was satisfactory in concept, but that implementation would require (1) realistic and reasonable timelines; (2) a tracking system (there being none in place at present), and (3) procedures for reporting and posting new policies. It was also agreed that proposals should not be submitted at both the unit level and campus level simultaneously.

The consensus was that the administration would need to take the necessary actions during the summer of 2009 to put the new curriculum review and policy procedures into place and ready to function by the beginning of the Fall 2009 semester. Jene, Karen, and April suggest the following wording be added to the notes (of both curriculum review and policy flowcharts):

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 and policy proposals as they move through the phase, and arranging for training of users. (April notes that Curriculum Central is available through the UH system and that a number of UH Hilo administrators and others have reviewed it favorably.)
- Specifying procedures to notify submitters and reviewers of the progress and final status of proposals to appropriate recipients (April notes that Curriculum Central embeds notification in review processes), using a combination of webposting, email and hardcopy distribution
- Codifying long-standing policies and procedures and posting them on the new Policies webpage
Deans will ensure that college governance bodies will revise their charters to incorporate the new processes.

Jene, Karen, April, and Hank agreed that the following changes should be made to the second paragraph of the notes to the April 6 policies flowchart to prevent submission of the same proposal to two levels simultaneously:

Academic policy proposals may originate at any level of the campus community. In all cases they will be forwarded submitted to the Faculty Congress and/or the or to an appropriate unit governance entities entity.

April agreed to send these notes around to the task force, asking for comment by Friday, April 17.

There will be no task force meeting on April 17; the next meeting will be on April 24, 3-4:30 pm, as previously scheduled.

Respectfully submitted,

April Scazzola, ALO