Current Responsibilities and completed tasks:

• Maintained oversight of Curriculum Review Process through Curriculum Central, set up the review and approval sequences, contacted CC programmer for troubleshooting when necessary, and provided advice and support for Faculty. Checked accuracy of proposals before sending to faculty review committees. Tracked progress.

• Created and updated 4 Year Sample Plans for all majors in all colleges – acted as liaison between College Deans and the Advising Office to keep these working.

• In the process of creating 4 Year Sample Plans for HawCC transfer students beginning with CAFRNM, then Biology, Business, Psychology and Nursing.

• Reviewed and updated articulation agreements between American Samoa Community College and UH Hilo. Also working on updating the articulation agreement with Palau Community College.

• Completed the annual Academic Program Actions report for the UH System.

• Completed CODE request forms for new certificate programs in Accounting, Finance and Asia-Pacific U.S. Economic Relations.

• Annual Curriculum Office Report (herein).

• Attended Kuali transition meetings (via Polycom) and participated in the Kuali Features subcommittee.

• Acted as liaison with faculty Curriculum Review and GE committees.

• Kept the VCAA curriculum and recent program websites updated with relevant documents.

• Wrote a narrative detailing the entire Curriculum Review process from the first application for Authorization to Plan to New Program Planning and Faculty Review, and to the final approval by CCAO and BOR. This has been posted on the VCAA’s Curriculum web page.

• Wrote the Curriculum Central and Kuali Transition Annual Report (see attached).

* Itemized all program and course proposals entered in Curriculum Central for the 2013-14 academic year (see attached).
Academic Affairs Curriculum Office Proposal    July 17, 2014

Current Responsibilities of Curriculum Planning Liaison:

• Oversight of Curriculum Review Process through Curriculum Central, setting up
  the review and approval sequences, troubleshooting, and providing advice and
  support for Faculty. Checking accuracy of proposals before sending to faculty review
  committees. Tracking progress.

• Creating and updating 4 Year Sample Plans for all majors in all colleges – acting as
  liaison between College Deans and the Advising Office to keep these working.

• Creating 4 Year Sample Plans for HawCC transfer students beginning with
  CAFNRM, then Biology, Business, Psychology and Nursing.

• Overseeing the articulation agreements between Pacific Island Community
  Colleges and UH Hilo. Currently working on GE articulation with American Samoa
  Community College, and updating articulation with Palau Community College.

• Completing the annual Academic Program Actions report for the UH System.

• Completing and submitting CODE request forms for new programs.

• Annual Curriculum Office Report

• Attending Kuali transition meetings and participating in subcommittees.

• Acting as liaison with faculty Curriculum Review and GE committees.

• Keeping the VCAA curriculum and recent program websites updated with relevant
  documents.

New Curriculum Office Responsibilities:

1. Curriculum Central – Overseeing by the Curriculum Manager (working with
   faculty to refine and edit their proposals according to the registrar’s standards,
   tracking through the system, acting as liaison between faculty and registrar for
   numbering, alpha, title and prerequisite changes).

2. Program Modifications and Course Modifications (overseeing the review process,
   documenting and checking final implementation).

3. Modification of Course Requirement forms (input in STAR)

4. Graduation Evaluations (evaluating program requirements in STAR and notifying
   students.)

5. Catalog updates, error corrections and online publishing.

Personnel requirements:

Staff requirements – One full-time faculty specialty position with experience advising UH Hilo students and knowledge of the UH Hilo curriculum. (This person should serve as liaison between Student Services Advising and Academic Affairs Curriculum Office.) One APT staff member for working on Major Maps, Catalog and Curriculum Central. One Tenured Faculty member with one course release to act as the Director or Liaison between the Curriculum Office, Advising Center, Registrar’s Office, Admissions and the various College Deans.

Physical Space requirements: Double size office with 2 full size desks, each with a computer, chairs for guest faculty and visitors. One large computer monitor that will allow comparing catalog with Curriculum Central and Major Maps simultaneously. Laser printers, photocopier and file cabinets.
**Curriculum Central Annual Narrative and Transition to Kauli Report**  
**July 16, 2014**

During the 2013-2014 academic year, there were 64 course modifications, 68 new course proposals (43 of which were for new programs), 7 new program proposals and 11 program modifications in CC at UH Hilo.

Since UH Hilo has only one cycle for curriculum review each year, with the October 1\textsuperscript{st} deadline for faculty submissions, it has been very difficult to get all of the proposals through the entire review process by the Registrar’s February 15\textsuperscript{th} final deadline (for implementation the following Fall semester). In the academic year 2012-2013, many proposals entered into CC did not complete the review by the Campus-wide Curriculum Review Committee before the Feb. 15\textsuperscript{th} cutoff deadline, and the Registrar requested that they be held over until the following year’s cycle. In the 2013-2014 academic year, the leftover 2012-2013 proposals caused a great deal of confusion for new modification requests in Fall 2013. Many of the proposals approved in Spring 2013 were still in the CC system, but not implemented in Banner, nor were they in the catalog for the 2013-2014 year. At this time (Summer 2014), the Curriculum Liaison continues to work with some of the departments to clear up the confusion of having multiple modifications still in the system.

To try to allow more time for the review process, so that this problem does not reoccur, the Curriculum Liaison created a new priority deadline of May 1\textsuperscript{st}. Faculty that input their proposals before the May 1\textsuperscript{st} deadline are promised early review by the Curriculum Coordinator and Registrar, and a chance to revise and edit. They are also promised finalization by the February 15\textsuperscript{th} deadline for implementation the following Fall Semester. We have received approximately 26 course proposals (mostly modifications) and 24 older proposals still in the system (some with recent revisions). This should ease some of the backlog during Fall Semester 2014.

No proposals were fast-tracked during this last academic year since the Registrar was concerned about proposals potentially by-passing the review system. Faculty Congress, however, has articulated a desire to fast-track proposals that are minor modification requests (catalog corrections, course title or description clarifications, minor numbering or alpha changes prerequisite substitutions with in departments). With this in mind, a list of minor modification requests will be submitted to the Faculty Congress Curriculum Review Committee for approval before fast-tracking in the future. Fast tracking would mean that the proposals would go directly from the College Dean to the Registrar, skipping the Faculty Congress CCRC and the VCAA.

Another roadblock to the process is that faculty have difficulty understanding the need for the multi-branched questions in UH Hilo’s version of Curriculum Central. Many faculty members do not read through the questions completely and, therefore, do not follow the appropriate instructions. For this reason, a great number of proposals get stuck in the “revise” mode on someone’s task page.
UH Hilo would benefit greatly if the Review Committees could correct typos in the proposals without having to send them back to the persons who initiated them. It would also help a great deal if the Reviewers could compare a modification with its previous increment. These functions do not appear to be currently available to UH Hilo users, but are used by other campuses in the UH System.

**Kuali Transition:**

We are looking forward to transitioning to the new Kuali system, as the current setup in Curriculum Central is not working well for us. We would like to see a better tracking system to organize, compare, and locate the new and modified proposals as they are going through the system. We would also like a more faculty friendly user interface. There is some concern that the first implementation of Kuali may be for courses only. We try to keep the course proposals organized with their appropriate program modifications as they are being tracked through the system. To utilize Kuali for courses only would separate the appropriate program modifications. They need to pass through the system as a package.
NEW PROGRAM PROPOSALS:
BA Gender and Women's Studies
Minor in Gender and Women's Studies
MA in Heritage Management
BS in Engineering
Certificate in Asia Pacific—US Economic Relations
Certificate in Accounting – new within old BBA
Certificate in Finance – new within old BBA

New Program proposals = 7 New Program proposals

PROGRAM MODIFICATIONS:
Certificate in Pacific Island Studies
BA Art
BA Biology
BA English
BA GEOG Environmental Studies
BA Geography
BA History
BS Biology Cell
BS Biology EECB
BS Geography Environmental Science
BS Psych Neuroscience
TEP Kahuawaiola Indig Teacher Edu.

Program modifications = 11 program modifications

COURSE PROPOSALS:
132 new course proposals and modifications

NEW:
ENGR courses new 24
ANTH grad courses new 19
ART335 new 1
BIOL477L new 1
ANTH 359, 375, 463 new 3
ASTR 375 new 1
ENSC301 new 1
GEOG280, 382, 488 courses 3 new
HIST 301, 327, 386, 393 courses 5 new
HWST 386, 393 courses 2 new
KES 302, 309 courses 2 new
NURS 376 new 1
SOC 328 new 1
PHPS 733, 734 courses 2 new
PSY 693, 695 courses 2 new
WS 200 course 1 new

Total = 43 for new programs + 25 for old programs = 68 new courses

MODIFICATIONS:
ACC350 course 1 mod
AG304 course 1 mod
ANTH445 courses 1 mod
ART394D, 394H courses 2 mods
ASTR250 courses 1 mod
BIOL243, 243L , 244, 244L, 270, 270L, 281, 281L, 357L, 381, 410, 410L, 415, 466, 466L 477, 481 courses 17 all mods
COM287 course 1 mod
CS460 course 1 mod
ED346 course 1 mod
FIN 320 course 1 mod
HIST 151, 152, 274 courses 3 mods
KES 206, 208, 209, 306, 360, courses 5 mods
MARE 490, 490L courses 2 mods
MGT 300, 330, 332, 333, 341, 423, 425, 490 courses 8 all mods
MKT 310 course 1 mod
NRES 410 course 1 mod
PHYS 106, 107, 170L, 171, 171L, 270, 330, 331, 341, 371, 431 courses 11 all mods
POLs 303 course 1 mod
PPTH 301 course 1 mod
PSY 437 course 1 mod
QBA 300 course 1 mod
SPAN 369 course 1 mod
WS 200 course 1 mod
PHPS 702 course 1 mod

Modifications = 64 modifications
Marked for Fast-tracking (50):

ACC 350
ASTR 250
BIOL 243, 243L, 244, 244L, 270, 270L, 281, 281L, 357L, 381, 410, 410L, 415, 466, 466L, 477, 481
COM 287 (descript. change)
CS 460
ED 346
FIN 320
HIST 151, 152, 274 (descript. change)
KES 206, 306 (descript. change)
KES 208, 209, 360
MGT 300, 330, 332, 333, 341, 423, 425, 490
MKT 310
NRES 410
PHYS 106, 107, 170, 171, 171L, 371, 431
POL 303
PSY 437
Curriculum Central Proposals sent to the Registrar for Review by August 1, 2014
PharmD program modification
PHPP 510 Self-Care I (2) modification
PHPP 511 Self-Care II (2) modification
PHPS 501 Biochemistry-biomolecules (2) modification
PHPS 502 Biochemistry-metabolism (2) modification
PHPP 528 Communications Skills and Culture (3) modification
PHPS 540 Drug Action I (2) new course
PHPS 541 Drug Action II (2) new course
Chinese Studies program modification
MUS 166 World Music (New Course)
MUS 102 Chorus (increase from 2 to 3 credit hours)
MUS 402 Jazz Orchestra – sent back to Amy Horst for correction
MUS 404 Kapili Choir – (increase from 2 to 3 credit hours)
KOR 101 Korean Language (new course)
KOR 102 Korean Language (new course)