Curriculum Central
2011-2012 Report

Nine campuses participated in the development and implementation of Curriculum Central during the 2011-2012. The user group met in August 2011 at a face to face meeting followed by weekly phone calls to discuss issues. A process to document and fix defects and implement enhancements was developed and used during this year. The user group prioritized enhancements which directed Thanh to develop these enhancements. Campuses are in different stages of implementation. Lee CC, Kap CC, UH Hilo have been using Curriculum Central for several years. Maui College and UH Mānoa implemented curriculum central during the academic year. Kau, Win and Haw have plans to implement in Fall 2012. Hon anticipates implementation in Spring 2013.

The support of Curriculum Central is provided by Offices of the Executive Vice President for Academic Affairs/Provost and the Vice President for Community Colleges. Thanh Giang provides the technical support.

Summaries from campuses are provided below:

**UH Mānoa** prepared for the implementation of Curriculum Central by finalizing the content and format of our course outline questions, writing help instructions for each item on the outline and inputting those instructions into the Curriculum Central help balloons, writing how-to instructions for using the system (adapted from UH Hilo instructions—many thanks to April), and testing and debugging the approval process (as much as possible). In January, a pilot test with the College of Education was initiated with training sessions for department chairs, secretaries, the Curriculum Committee chair, Faculty Senate chair, and the associate dean. Training sessions were also conducted for campus administrators—General Education, Graduate Division, Registrar’s Office, and Catalog Office. To date, 7 course outlines have been approved with 17 more outlines in the process of approval.

We plan to expand the pilot to include at least one more college in Fall 2012. However, before we move forward with complete implementation of Curriculum Central we have a number of concerns. The first has to do with capacity of the system. Mānoa has approximately 6,300 active courses. I am concerned about Curriculum Central’s ability to handle the volume of transactions that will result as we begin to move all these courses into Curriculum Central. If there are problems with capacity now, those will be exacerbated with the addition of Mānoa.

Long-term, I am also concerned about the technical support that will be provided to campuses as we implement and use the system. I understand that ITS has agreed to house and maintain the Curriculum Central server but will not be providing technical support. Will the System be providing the technical support for Curriculum Central (since I don’t think you would want each campus to be making changes to the program separately)? I know that Thanh is currently providing part-time support but I would imagine that once all the campuses are on board, more than one full-time support person will be needed to maintain the system. Are there plans for building a support staff for Curriculum Central?
2011-2012 was a productive year for UH Hilo on Curriculum Central.

- As requested by the Campus Curriculum Review Committee in April 2011, we revised some questions in the course proposal and program proposal forms for greater clarity.
- 142 course proposals, mostly modifications of existing courses, were approved.
- 53 are pending review, 38 for the proposed Doctor of Physical Therapy program, which is yet to receive campus and BOR approval, and would not begin till Fall 2013.
- 26 program proposals were approved, mostly program modifications, with 4 new certificate programs and one new track in a BA program.

The review process is closed for the remainder of this academic year. We will be doing some tweaking between now and the August, 2012, when the 2012-2013 review process will begin.

A tighter schedule for submission and steps in the approval process will be implemented. Some additional revision will occur over the summer, and it is likely that proposers will need to respond to a new question about (WASC/Feds) credit hour policy compliance will be added to both course and program proposals.

We have agreed that beginning in Fall 2012, ATPs and new graduate program proposals will be reviewed using the Programs function of Curriculum Central; currently, these go through in paper format. Currently also, only proposals for new undergraduate programs and for modifications in undergraduate and graduate programs go through Curriculum Central. People are very pleased with the tracking/storage capacities of Curriculum Central.

Windward Community College has all of the credit course information entered into Curriculum Central and has adopted new curriculum policies to reflect the adoption of Curriculum Central. We have also aligned our local curriculum database with Curriculum Central so that the curriculum development and adoption process should be seamless.

Our main goal for next year is to fully implement the policy, which will involve having the approval process from a paper-based to the on-line system. This will likely happen at the beginning of the semester.

In Fall 2011, UH Maui College began to transition the curriculum process to Curriculum Central. During this semester, Curriculum Central was highly encouraged, but not required. "Curriculum Central Workshop" was held for two hours every Friday to assist with the process. Fifteen courses, including modifications, new courses and 5 year reviews were processed through curriculum central in that semester.

In Spring 2012, it was required that all course proposals be processed through Curriculum Central and we continued to support faculty in workshop on Fridays. One hundred and three (103) new course proposals, course modifications and five year reviews were processed in this semester.
Through the implementation of Curriculum Central we have reviewed, adjusted and clarified the curriculum process, requirements and resources and will continue to do so as we continue to learn the functions and capabilities of Curriculum Central.

At Leeward CC, we used Curriculum Central to process 164 course outlines, programs, and deletions for the 2011-2012 academic year. Thanh used the data in Curriculum Central to create a report for us of the SLOs (student learning outcomes) for all classes.

Kaua‘i CC: We are working on trying to implement Curriculum Central. Once I can get through some concerns with the Curriculum Committee, I will try to have more faculty use the online system. I have the questions in place, but Curriculum Committee has additional concerns that need to be addressed before we introduce the online system to the campus. We're fairly close to that point; we're using the rest of the semester's Curriculum Committee meeting to hold "workshops" for Curriculum Committee members. We have 1 or 2 more meetings. Most of the existing courses have been archived in the online system, thanks to Thanh. Because we are still using our paper form, more courses must be added.

Expectations for the coming year: I think we can start to implement the online system some time in the Fall. I also look forward to seeing more development with the online system to make it more user friendly for people. I also look forward to the possibility of having someone on campus that I can go to for immediate assistance (a "Thanh" on my campus).

In the summer, I plan to get the additional courses archived in the online system (along with the Program SLOs).

Anything new: I created a campus-specific website to help people (when Curriculum Committee Reps or I am not around) and am still working on getting it up and running. I hope to get that added to the Help tab in the online system.

Hon CC
1. We have scanned all curriculum files for course alphas starting with A through P as of today. My estimate is that this represents about 85% of all files, so we should complete this stage soon. This has been carried out by one of our student assistants.

2. The files have been uploaded to CC by Thanh, who does so almost immediately.

3. Summer 2012 will be focused on getting course information into CC. The previously identified employee has turned down the job, so we will likely use a student until someone else can be found.

4. I would like to begin testing of our CC-based process in Fall 2012, mainly by getting people familiar with the interface and with an electronic process of moving curriculum actions. Actual "live" testing of the system would likely not occur until Spring 2013, as a redundant process shadowing the paper process.
For the academic year 2011-2012, Kap CC has used the Curriculum Central database to process approximately 120 course outlines through and including approval. Approximately 250 course outlines are in process currently, some but not all of the courses are anticipated to be approved throughout the remainder of the spring 2012 semester. Additional course outlines may be approved during summer. The rest of the course outlines in process will rollover into AY 2012-2013, to be joined by course outlines that are scheduled to be updated in fall 2012 and spring 2013.

The user group will meet face to face on August 16, 2012 at the UH System office.

A summary report from Thang follows.
1. Campuses

- In production
  - UH Maui
    - Mostly user errors and growing pains
  - UH Manoa
    - Progressing well with system knowledge from Myrtle and Ryan as leads
    - Waiting for larger data extract from Banner; tentatively scheduled for mid-November
  - WinCC
    - Progressing slower than expected but coming along; running a parallel system;
    - Currently working with Kevin to update course outline form,
  - LEE
    - Working well; minor issues here and there;
  - KAP
    - Reported issues but not repeatable; also need submission of defect reports for issues raised at group meeting; no feedback on high priority requests; pending confirmation for migration to production;
  - UH Hilo
    - Progressing very well with April as lead;
    - Working with April on new processes
  - KAU
    - Up and running
  - HON
    - Up and running
      - Data entry by student help
      - Waiting on Banner extract

- In progress
  - HawCC - Configuration
    - Working through course outline creation process
    - Scheduling training (tentatively mid September)
  - WoaCC
    - Designing course questions for demo with Susan Pelowski

2. Enhancements and Defect fixes (May 2011 – May 2012)

- In progress
  - Enable course item for modifications
  - Enable groupings for dependencies
  - ER00008 – foundation and diversification (collecting data from campuses)
  - ER00009 – automatically enable course item for edits during review/approval
  - ER00019 – return to previous items on review/approval screen
  - One click access to system settings
  - Announcement search and preview

- Completed
  - Implement review process for programs (HIL request)
  - User defined course catalog (ER00025)
- Message board (ER00018)
- Email course outline/program proposal as attachment (ER00006)
- Default text options (KAU request)
- Include colleges for approval routing (MAN request)
- Raw edit on all course items (ER00026)
- Hide/show items on course review/approval screen (MAN request)
- Course modification enhanced display
- List exports (Reports >> Exports)
- Campuses determine approval email FROM name (last approver or proposer - MAN request)
- Help Index on outline maintenance screen (MAN request)
- Flex table task display
- Editor width adjusted from 600 to 800px (KAU request)
- Approval Routing as Packets (HIL request)
- Daily email notification
- Enable/Disable extra button during Course Modifications (MAN request)
- General Education SLO display in multiple formats
- Quick Edit
- Rename/ReNumber during course modification
- Send mail from test system
- Text and Word counter (ER00024 - MAN request)
- Limit number of approval routing displaying (MAN request)
- Enable/Disable Programs and SLOs menu item
- Enable/Disable Display of comment box during course/program edits
- Up to date Banner display of course data
- User task list maintenance (admin only)
- CC setup verification (Utilities >> Review CC Setup)
- Show/Hide course title on Display Report screen
- News maintenance is a 2 step process. Step 1 collects news information and Step 2 for file uploads.
- List import (DF00040)
- Correct outline questions display inconsistencies (DF)
- Program raw edits (DF00041)
- Change approver name (ER00001)
- Change approval routing sequence (ER00003)
- CCCM6100 Questions Used (Utilities >> System Wide)
- Online Defect/Enhancement Reports (Utilities >> System Wide)
- User Friendly PDF Reports (on going)
- Session check for access
- Program raw edits (DF00041)