User Group:

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<td>UH Manoa</td>
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<td>West O`ahu</td>
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Introduction

The Curriculum Central-Kuali Student Curriculum Management user group consists of representatives from all ten UH campuses that are working together in planning, developing, and soon implementing the Kuali Student Curriculum Management System. Seven out of the ten campuses are presently using Curriculum Central which is supported by one developer, Thanh Giang who is working on a part time basis. The group met on July 28th, 2014 (meeting summary located at [http://go.hawaii.edu/MQ](http://go.hawaii.edu/MQ)).

Martha Stephenson was introduced as the project manager for the implementation project. Prior to this, April Scazzola was leading the discussions for the project as functional lead. In September Martha's contract was terminated but April continued on as functional lead through the end of January 2015.

In October 2014 an announcement was made that development has halted on all aspects of Kuali Student. Steve Smith and Chris Chan attended Kuali Days 2014 in November to further investigate the future of Kuali Curriculum Management. They learned that Kuali Foundation has decided to have KualiCo, a private company, redevelop and redesign the Curriculum Management System.

In January 2015 it was announced that UH System has decided to become a KualiCo Partner and work with KualiCo in the development of the new Kuali Student Curriculum Management Project. A 9 month MOU was signed with the Kuali Foundation and KualiCo with an option to terminate 30 days prior to the end of each quarter.

With April Scazzola’s retirement in the end of January, UH System has chosen Mitchell Okuma from HawCC to work as functional lead. Susan Nishida worked with the group as UH System Liaison, Chris Chan represented ITS as primary ITS contact, and Steve Smith is in the role of project lead. To help with the Banner Integration requirements for the project, a
committee was formed consisting of Banner representatives from each campus with Lisa Imai as committee chair. Banner Functional and Technical ITS members were also brought on to assist with the project.

Weekly updates were posted regarding the system development on UH’s bwiki site. All Campus Monthly meetings were held for additional updates and discussions. Summaries of the monthly meetings are posted on the UH Curriculum Management website (http://www.hawaii.edu/offices/aa/aapp/curriculum_mgt.html)

Initial delivery date of the new system was expected to be July 2015. UH System advised KualiCo that they would like to begin testing in June with a few campuses piloting in the Fall 2015. July arrived quickly and in order to accommodate piloting needs and requirements, KualiCo is now working to support a few campuses piloting in Sept 2015 with a planned production release date of the system in December 2015. Campuses have advised that they will be testing the system and would like to go into production in Fall 2016.

Reports from participating group members (campuses, CC Support, ITS) follows:

University of Hawai‘i at Manoa
Submitted by Wendy Pearson

A delegation including representatives from the Registrar’s Office, the Catalog Office, Graduate Education, and Academic Affairs have participated in the Kuali monthly meetings, weekly UI meetings, and visits to Utah to meet with Kuali developers and partners. Lisa Imai of the Registrar’s Office has been working closely with Robin Meade from Banner Central and the other campuses on Banner integration.

As for our timeline, we will test the system (with additional faculty) and develop documentation through the fall, and begin campus training in the spring, with full implementation in Fall 2016.

University of Hawai‘i at Hilo
Submitted by Shelby Wong

In 2014-2015 UH Hilo continued to use Curriculum Central (CC) for Courses and Programs, UH Hilo only has one curriculum approval cycle per academic year, with a priority deadline on May 1, and a regular deadline on October 1 for implantation in the following Fall semester. In the 2014-2015 cycle there were 5 new programs, 29 program modifications, and 170 courses (new and modifications) approved via CC. The early priority deadline of May 1st, 2014, allowed early resolutions of a large portion of these proposals and we will continue to keep a priority deadline in May going forward.

A Motion passed by Faculty Congress in 2014 will allow fast-tracking minor course modifications. This will help process a majority of the proposals in an efficient manner, so that more time and effort can be spent on new programs and major revisions.

In keeping with another motion passed by Faculty Congress in 2014, a full-time (APT) position for a Curriculum and Catalog Coordinator was created, and Shelby Wong was hired to fill the position in June 2015. The previous Curriculum Planning Liaison formally stepped down in July 2015.

In regards to the Kuali CM transition, UH Hilo participated in tests for CM and attended the all campus meetings. We are set to pilot with 2-3 departments during the Fall 2016 cycle.

University of Hawai‘i at West O`ahu
Submitted by Terri Ota

UHWO is currently not on Curriculum Central. We have participated in the Kuali monthly meetings, and some of the weekly UI meetings since last fall. The Curriculum Committee has been kept appraised of the progress, and looking to have more faculty in the upcoming year to test out the system. Testing of the system continues.
Thanks to the assistance of Lisa Akamine at Manoa and Robin Meade from Banner Central, we’ve been working on standardizing and updating the UHWO Banner catalog records.

Hawai‘i Community College
Submitted by Shyann Viernes
Hawai‘i Community College has continued to use Curriculum Central in 2014-2015 to manage our courses and programs. When Curriculum Central was first implemented at HawCC, courses were only utilized. Since fall 2014, we were able to implement and manage our programs.

HawCC approves proposals semi-annually with DC deadlines taking place the fourth week of instruction of each semester as noted by our Curriculum Review Committee Chair.

During the 2014-2015 academic year, HawCC has processed and approved 104 course proposals which ranged from initiating a new course, deleting a course, and modifying a course. This count includes regular and experimental courses. 102 courses were fast tracked by modifying any or a combination of the following items: course learning outcomes, course objectives, course topics in outline form, recommended prior course work, and course alpha, number and title for system alignment only. HawCC has also processed and approved 31 program proposals.

Lastly, HawCC has participated in tests and attended monthly all campus curriculum management meetings which involve the transition to KSCM. I have been consulting with HawCC’s banner/catalog support specialist and Curriculum Review Committee Chair as needed. We plan to beta-test during fall 2015 semester and work with a few departments who would be interested in piloting spring 2016.

Honolulu Community College
Submitted by Pat Yahata
HonCC participated in KSCM monthly meetings and development of Course/Program UI and Banner Integration. A goal has been to retain features in currently used campus online fillable forms to ease transition to KSCM.

A 14-member committee including Deans, Div Chairs, and members from the Committee on Programs and Curricula (CPC) was formed, and receive regular updates and invitations to test KSCM sandboxes. Their participation in faculty training next year will be vital for the transition to KSCM.

HonCC is not currently using Curriculum Central so other data sources were collected to initially populate KSCM. Banner IT Specialist, Webmaster, and Robin Meade have been helpful in the development of spreadsheets to transfer data from Catalog, Web, and Banner class sections:

- Long Course Title
- Enrollment Max (do we need historical data?)
- Hours per Week
- UC Gen Ed
- Prerequisite
- CTE Gen Ed (in progress)
- Recommended Prep
- SLOs (in progress)
- Special Approval
- Archived Forms (PDF scan complete)

Work to standardize data in Banner is ongoing and include:

- Workload, Sched Type, Contact Hours
- College, Division, Dept
- Repeats
- Experimental Classes
- Deleted and Inactive class Status (awaiting system agreement on this)
- Additional fields as time permits

A CPC subcommittee met over the summer to update Curriculum Workflow. Proposed changes will be reviewed by the CPC this Fall.

Kapi‘olani Community College
Submitted by Susan Pope
For the academic year 2014-2015, KapCC has used the Curriculum Central database to process for approval approximately 323 course outlines.

Approximately 181 course outlines are pending approval by a department, dean, committee, and/or administrator. Approximately 178 courses were modified in some way using Curriculum Central during AY 2014-2015. Course approvals in progress will rollover into AY 2015-2016 committees for intended publication in the 2016-2017 catalog.

Kaua’i Community College
Submitted by Kathlen Lee
Kauai CC has continued to use Curriculum Central to approve course outlines. Proposal submissions and approvals have been running fairly smoothly with minimal issues. Most issues have been user errors and I, as the Campus Administrator, have been able to resolve the issues. Thanh has been available to resolve system errors.

With regard to KSCM, I have continued testing the system to make it ready for implementation. I have been able to participate in the weekly meetings that Mitch has been conducting via join.me/conference call as well as attending the monthly polycom meetings. At the all-faculty meeting held by the VCAA on August 17, one of the Curriculum Co-chairs announced the planned implementation of KSCM on July 1. I have been encouraging some of the Curriculum Committee to assist with testing to get additional feedback and perspective from proposers/faculty members. I hope they will be additional resources during the training period and help make the transition to KSCM smoother.

Leeward Community College
Submitted by Petersen Gross
Leeward CC has continued to use Curriculum Central to approve both course and program outlines. Leeward CC has not had any problems with Curriculum Central during this last year. We have maintained using all the functionality that we have always used, this includes the routing, review and edit raw data functionality.

Leeward CC has been involved with the transition to KSCM. I’ve been testing and providing feedback as needed on the system. I have also maintained open communication with our Curriculum Chair and Faculty Senate Chair to bounce ideas off them and gain their input. During the first Curriculum Committee meeting in the Fall Semester I am going to ask if a division and disciplines would like to pilot.

Maui College
Submitted by Kahele Dukelow
The University of Hawai'i Maui College (UHMC) has continued to utilize Curriculum Central to approve over 100 course proposals in the 2014-2015 academic year. Our campus uses Curriculum Central exclusively for new course proposals and course modifications including the five year review process. We continue to facilitate course deletions and program proposals utilizing a paper process.

UHMC has participated in the Kuali Student Curriculum Management (KSCM) transition by attending the monthly meetings and testing the new Kuali system. UHMC has also been preparing for the transition to Kuali by exploring other ways of collecting curriculum information that we presently collect through Curriculum Central, but will not be able to collect in Kuali in the same way. These things include our College-wide Academic Student Learning Outcome grids, course competencies and a few other items. Overall, we will evaluate our present curriculum process and make desired adjustments to the process and the content at the same time that we transition to Kuali.

Windward Community College
Submitted by Kevin Morimatsu
In academic year 2014-15, Windward Community College (WCC) utilized Curriculum Central to approve 15 new courses, 39 course modifications, and 17 course deactivations. Overall, Curriculum Central remains functional and non-problematic as WCC’s primary course approval system. WCC has experienced no major issues and has continued to receive efficient support from system developer, Thanh Giang, to resolve issues related to login authentication and an inoperable editing option.
WCC was represented in Kuali Student Curriculum Management (KSCM) User-Interface and Features sub-committees throughout 2014 and participated in 3-hour weekly and bi-weekly online meetings with the former Project Manager, Martha Stephenson, between May and October of 2014. WCC is also represented at all monthly system-wide curriculum management meetings and most other supplemental online/conference-call meetings.

Currently, projects are continuing with all other campuses to align data in preparation for the development of an interface between the (KSCM) KualiCo Curriculum Management product and Banner.

WCC is also preparing to begin KSCM testing in the Fall of 2015. The WCC Curriculum Committee Chair, in collaboration with the Academic Affairs Dean of Instruction (Div. I) and the Computing Services Coordinator, is in the process of assembling a team to "explore" the KualiCo CM system and determine how it will be used on our campus. Changes to Policies and Procedures, as a result of the impending implementation of KSCM, are being introduced at the committee level for consideration.

### Curriculum Central System Administrator Report
**Submitted by Thanh Giang**

Aside from server maintenance, Curriculum Central was upgraded to a newer version of user authentication (CAS) in conjunction with UH ITS as well as an upgrade to a new secured certificate. Other work included:

- Data extractions for campus use
- Kapi`olani CC - extracted course competencies for import to TaskStream
- Hilo - Transferred unfinished course/program approvals to new Curriculum Central admin and registrar
- Leeward CC - online utility to backfill pre/cores for ENG course
- Export utility from Curriculum Central

### ITS Report
**Submitted by Steve Smith**

ITS developers began work in the summer on integration of the Kuali Student Curriculum Management System with the University of Hawaii Banner Student Information System. It is anticipated that work will be completed in fall of 2015. Robin Meade is the lead developer working on this integration.

The ITS Information and Access Management (IAM) department began work in August with KualiCo on integrating access to the curriculum system with the UH identity management system. That integration is in final testing in September. Michael Hodges has been ITS lead on this effort.

ITS Banner developers attend the All Campus project meetings as needed. ITS Banner functional department consults and advises on Banner related issues as needed. Steve Smith oversees all ITS project activities, attends all all campus meetings as well as various meetings with KualiCo and coordinates work between UH and KualiCo technical teams as needed.