KSCI Functional Lead
Submitted by Mitchell Okuma

2015-2016 has been a busy year for many. STAR registration piloting activities has prompted many campuses to adjust their curriculum review calendars. The desire to pilot KSCM on a few campuses in September 2015 was another contributing factor for curriculum proposals to be processed early.

A draft project timeline was shared at the August 2015 all campus meeting.
August 2015 – UH ID authentication set up, Banner data pushed to Kuali, campuses to create workflows, continue testing
September 2015 – pilot testing to begin with 2-3 campuses, all campuses to continue setting up workflow, configure settings, continue testing, providing feedback, etc. (need to determine pilot campuses and departments/programs)
December/January 2016 – campuses to create/update their documentation to be able to begin demonstrating/training faculty
February, March 2016 – start faculty training at campuses for implementation of fall 2016 (and forward) proposals
Tentative – March or April or May 2016 – cutover and go live for courses (date to be agreed upon).

During the meeting, piloting plans were initiated. Only UH Hilo and Kapi’olani CC were considering to pilot KSCM in September. Some of the major outstanding items/features identified were:
1) Handling of Banner rules in Kuali
2) Program proposals - how KSCM will be used initially then long term
3) How courses proposals with new subject codes would be done
4) KSCM Reporting
5) Help - user guides and user documentation
6) Standard operating procedures guide

We were told at that time that general help materials were being developed by KualiCo with a tentative delivery date of September. July 1st was identified as an acceptable go live date.

Robin from Banner ITS, initiated work on Banner data migration and integration. He was able to utilize Lisa Imai’s (team lead of the Banner Integration Committee) data mapping document to assist in completing an initial load of Banner Data into all 10 campuses’ staging areas.

In regards to Banner Integration, Robin was working with a KualiCo developer and collecting requirements from the UH Banner functional group. It was decided at that time a KSCM “push process” would be used and campuses would be able to review KSCM’s Banner data before it was loaded into Banner.

In regards to Curriculum Central Data, Thanh was working on exporting the data so that it could be loaded into KSCM. Once KSCM was live the plan was to use Curriculum Central as an archive. It was later decided that Curriculum Central would be available in read only mode for three months following KSCM’s go live then decommissioned thereafter. The decision was made based on the overhead costs that would be required to keep the Curriculum Central server “up to date” in order for it to be available on UH’s network. In addition, Thanh would also copy over pdf’s and html’s of Curriculum Central’s course and program outlines and make them available from the Academic Affairs Initiatives page.

Work also began with UH’s Identity Management Systems to utilize UH’s Authentication in accessing KSCM. Decision was made to use UH’s Shibboleth Authentication services instead of UH’s Central Authentication Service (CAS).

As we all know, things don’t always go as planned or hoped for. KSCM was not ready for pilot testing in September, very little if any documentation was received from KualiCo to assist with campuses creating their own documentation, and not all of our pre-production high priority feature requests were completed.

University of Hawai’s KSCM Partner Contract that was scheduled to end in September was extended for another 6 months in October. During this time, Steve Smith, Associate VP of IT and KSCM project manager, had accepted a position at University of Nevada, Reno as their CIO and VP for Information Technology. In his place, Garret Yoshimi, VP for IT and CIO, assigned Lane Fukuda as the new ITS KSCM project manager.

In November, a go-no-go for KSCM production go live in July was set for April 1st. If majority of the features needed were not available by April 1st, KSCM’s go live date would need to be rescheduled. Garret announced in November that KualiCo is contracted to host KSCM for 2 ½ years. UH will not be a voting partner but will continue to receive KSCM system updates.

In January 2016 came a new KualiCo KSCM Project Manager, Jen Dalby. In March, there were still a large number of high priority features that needed to be developed. 2 months of 40 KualiCo developer hour work weeks were purchased to address those needs. When April 1st came around, it was decided that KSCM had enough functionality in place to go live in July. Despite outstanding feature requests, unexpected delays, an incomplete data migration (more so with Curriculum Central data which Mitchell is working on) KSCM production servers went live on July 1st. Only a few campuses have announced to their faculty of its availability. Many campuses are still finalizing their course and program user interface forms along with their workflow. The hope is that the system will be ready enough for use when faculty return in August.

Presently University of Hawaii is no longer a development partner with KualiCo but remains a customer of KSCM. There are still a number of issues/features outstanding but nothing major that would prevent campuses from going live. Banner Integration is also not available as of yet. Work on it is expected to continue through Fall 2016.

A support infrastructure has been established with Mitchell as primary contact for campuses’ KSCM administrators in reporting bugs/issues and feature requests to KualiCo. Mitchell’s contract as functional lead has been extended for another
9 months and is scheduled to end in April 2017. He will continue to provide updates to campuses as new features become available. As a customer, UH is now working with Sean Warren (instead of Jen Dalby) as KualiCo’s point of contact.

Summaries of the all campus meetings are posted at: http://www.hawaii.edu/offices/app/aa/curriculum_mgt.html

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 spring meeting with Kuali developers. Lisa Imai of the Registrar’s Office continues to work with Robin Meade from Banner Central and the other campuses on Banner integration.

As for our timeline, we will hold faculty and staff training sessions in the Fall semester. We are preparing for campus-wide implementation in Spring 2017.

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**University of Hawai‘i at Hilo**  
Submitted by Shelby Wong  
During the 2015-2016 academic year UH-Hilo continued to utilize Curriculum Central for all curriculum modifications and new curriculum proposals campus wide. The final campus deadline for faculty to submit proposals for review was October 1, 2015. Our annual curriculum review process occurs over the course of the fall semester with final approvals by the VCAA occurring between January-February of the following year. The majority of campus program and course modifications during this cycle were to accommodate the renumbering of our lower division Mathematics and Chemistry courses for system common numbering. 5 Chemistry courses and 4 Mathematics courses were re-numbered for this purpose. In the future we continue to look at other departments for other courses that require renumbering as well.

In regards to KSCM, we had originally planned on being part of the pilot group in October 2015, however with the delay, we were not able to be a part of the official pilot group due to our approval cycle timing. Along with the members of the Congress Curriculum Review Committee, we participated in system testing in January-February. The response from the committee members was positive.

The latter part of the academic year was spent on implementing approved proposals and cleaning up the Curriculum Central system in preparation for the migration to KSCM. A KSCM Resources web page was also developed for faculty proposers: http://hilo.hawaii.edu/uhh/vcaa/KSCM.php that also includes tutorials.

We have an early bird deadline for curriculum proposals for the following approval cycle on May 1st, this deadline was put in place to try and catch faculty members before they leave for summer. This past early bird deadline, a total of 12 course proposals and two program proposals were submitted. For the early bird deadline and also for those proposals submitted up until mid-June, faculty members were given the option to enter the proposal either in Curriculum Central or KSCM Staging as a part of our own pseudo-pilot. Training was provided for faculty who entered proposals into KSCM. Of the proposals that were submitted, it was a 50/50 split between the two systems and all of the proposals have since been migrated to the KSCM production environment. The pseudo-pilot allowed for advance development of training materials for faculty and the ability for us to test the system with real proposals, we found this beneficial.

We are currently live with KSCM as the primary curriculum management system for both courses and programs and continue to work with Mitch on any issues and bugs that arise.

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

UHWO has continued to participate in development of Kuali Student Curriculum Management and modification of the UI and workflow. Coming from a paper based process, we also wanted to incorporate the General Education and Distance Delivery approval processes within the system.

In 2015-16, the UHWO Banner records were updated, along with the other 4 year campuses, so that there is consistency in the recording of the contact hours and grades throughout the system. Additional updates were completed regarding course retirements and general education designations.

The Curriculum Committee will be more involved in the Fall 2016, as we develop documentation and do a “soft” roll-out of the program to the faculty.

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Hawai‘i Community College
Submitted by Shyann Viernes

Hawai‘i Community College has continued to use Curriculum Central in 2015-2016 to manage courses and programs. Since June 28th 2016, Curriculum Central is used as read-only.

During the 2015-2016 academic year, HawCC has processed and approved 99 course proposals which ranged from initiating a new course, deleting a course, and modifying a course. This count includes regular and experimental courses. 42 courses were fast tracked by modifying any one item 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 49 program proposals which includes initiating a new program, deleting a course, and modifying a program.

HawCC Curriculum Support Specialist has attended monthly all campus curriculum management meetings which involve the transition to KSCM. Within the year, I have been consulting with HawCC’s banner/catalog support specialist, Curriculum Review Committee Chair, and KSCM functional lead in regards to our course and program UI. In Spring 2016, training videos created by Mitchell Okuma and HawCC STG environment were introduced to a select amount of faculty for testing, input, thoughts, suggestions, recommendations, etc. Positive feedback were received along with many suggestions regarding the customization of our UI. As of today, we are continuing on finalizing our course and program UI, resolving UI problems, manually inputting course and program information, and working on resources for training.

We plan to provide access to users on August 8th 2016 in hopes that most UI problems have been resolved and information is current, accurate, and complete.

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Honolulu Community College
Submitted by Pat Yahata

HonCC is not currently using Curriculum Central so has focused on collecting curriculum data from other sources for upload to KSCM. HonCC Webmaster was instrumental in transferring online data to spreadsheet, while Robin Meade and Mitchell Okuma provided invaluable guidance and testing. HonCC’s scanned curriculum forms were tested for upload to CC Web Archive with help and guidance from Thanh Giang.

Banner data clean up continued during the 2015-16 academic year with assistance from HonCC Banner IT who generated additional data check reports. Groundwork set by the Lisa Imai and the Banner Integration Group was helpful in identifying inconsistencies and standardizing data.

Work to finalize Course & Program UI fields, help text, and Workflow has been conducted in collaboration with several excellent volunteers from the Committee on Programs and Curricula (CPC). Mitch has provided valuable guidance along
the way, and additional help with Workflow. Sessions with Sean Warren and Hannah Dehlin from Kuali Co. furthered UI development.

The CPC received monthly updates following System KSCM meetings, live demo by CPC Chair, and training videos created by Mitch Okuma. We anticipate a need for further training when users begin submitting KSCM proposals in September.

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Kapı’olani Community College
Submitted by Susan Pope
During the 2015-2016 academic year Kapı’olani Community College continued to utilize Curriculum Central for all course proposals (deletions/additions/modifications). Program documents continued via paper. The final approval date for items to be included in theAY 2016-2017 catalog and schedule was January 20, 2016. Additional programs with a fall 2017 effective date were processed up until April 2016. 130 course proposals did not complete the approval process in AY 2016-2017, but are available to view/refer to in Curriculum Central through October 2016. Those courses will need to restart the approval process in fall 2016 using KSCM.

Kapı’olani Community College held multiple testing sessions for KSCM throughout AY 2015-2016 and into summer 2016. A separate committee was set up in December 2015 and continued through May 2016. A faculty forum was held in spring 2016. UI feedback was provided to Mitchell Okuma and to the KSCM working group. Work continues on the user interface for courses and programs as many bugs have yet to be fixed. Promises made by KualiCo have not yet been met, thus the URL for the production version of KSCM has not yet been released to faculty and administrators. The worst case scenario is that we will have a usable version production version before the time the fall 2016 semester starts on August 22nd. Best case scenario (based on the current condition of the UI) would be a working version of production by August 15th 2016.

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Kaua’i Community College
Submitted by Kathleen Lee
Kauai has been working to get the course proposal UI closer to a final product. One-on-one sessions with the KualiCo team as well as with Mitchell has helped to complete these improvements, however, more of these sessions are needed in order to expedite changes. Progress has been good, but slow. One disappointment is that the production server was copied over to our sandbox which erased all the changes that Sean completed for our UI. We are awaiting a response as to if (and when) Sean’s progress in the sandbox will be restored. Until this is done, progress has come to a temporary halt.

Kauai is also trying to work on the proposal UI for programs as it will be much more efficient as an electronic process in KSCM. At this time, the program UI is functional enough to be used as a means of approving program student learning outcomes in order to attach them to the course proposal. Full use of the program UI to approve program proposals is expected to be implemented in the near future. There are a few details that must still be worked out with Mitchell and the KualiCo team.

It has been somewhat of a challenge with Curriculum Central being read-only mode. Due to the changes in ENG and MATH (remedial/developmental courses), this affected a number of prerequisites for our courses. As a result, many of our course outlines in Curriculum Central are outdated and we are no longer able to update these records. There was an attempt to update the records prior to the read-only deadline, however, there were more changes that needed to be made after this deadline. With the KSCM proposal not yet in its fully functional mode, there has been no place in either system to update course record information.

There are plans to conduct workshops for faculty to help them use KSCM. Mitchell’s video tutorials have been shared with Curriculum Committee members as well as the faculty members who volunteered to assist with testing the course UI. The feedback has been positive about the usefulness of Mitchell’s videos. This will be helpful as training materials for Curriculum Central is no longer applicable.
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. The major task taken during the Spring semester was training and introducing KSCM to Leeward CC faculty and staff. I held several training sessions for all faculty members to attend. I also held targeted training sessions for Faculty Senate, Curriculum Committee, OPPA, secretaries and anyone involved in the approval process. Several people were interested in learning about KSCM, but were unable to make the training sessions, so I scheduled one-on-one meetings with them. Overall, I feel that around 75 people attending these training sessions.

Leeward CC also still tested and provided feedback about KSCM throughout the year.

Maui College
Submitted by Kahele Dukelow
In the academic year 2015-2016, Maui College has continued to use Curriculum Central to process new course proposals and course modifications. A total of 70 proposals were processed through Curriculum Central. Another 36 proposals for program modifications and course deletions were completed using a paper process.

Maui College has continued to participate in the KualiCo Management development/transition group by attending monthly meetings and convening a Maui College committee. The committee consists of the present Curriculum Committee chairs Tim Marmack and Lorello Solanzo-Peros, Debie Amby our Banner Specialist and Kahele Dukelow, a former Curriculum Chair.

The Maui College Kuali committee has met over past academic year, and has continued to meet throughout the summer, to work on the UI development. The committee has also met with Mitchell Okuma on a number of occasions during this process. Mitchell has done an excellent job of keeping us informed, answering questions and facilitating troubleshooting and UI development.

We also met with a Kuali programmer and Mitchell on July 12, 2016. Meeting with both the programmer and Mitchell was extremely helpful in building our understandings of the system’s capabilities in relationship with our institutional objectives.

The Maui College Kuali UI is being developed and will be ready for use by our faculty by the end of August 2016. All course proposals including new courses, course modifications, course deletions, five year review courses and special topics courses will be processed through Kuali in this Fall 2016 semester. Maui also working on developing Kuali training sessions for faculty.

Windward Community College
Submitted by Kevin Morimatsu
In academic year 2015-16, Windward Community College (WCC) utilized Curriculum Central to approve 22 new courses, 25 course modifications, and 15 course deactivations. Curriculum Central continued to perform well as WCC’s primary course approval system.
WCC experienced no major issues with Curriculum Central and continued to receive quality support from system developer, Thanh Giang, to resolve issues related to saving modifications and adding a new subject code. Much thanks and credit goes to Thanh for his efforts and professionalism throughout the year.

Work continues with the KualiCo Curriculum Management development/transition group. Monthly meetings have been attended by WCC Curriculum Chair, Lance Uyeda, and myself. Mitch Okuma has proven, again and again, to be an excellent coordinator and has assisted our campus, greatly, in the customization of our workflow and user interface. Mitch’s knowledge and understanding was instrumental in facilitating an efficient and productive in-person meeting with Kuali programmers on June 28.

In the transition phase, from Curriculum Central to KSCM, WCC will continue its internal processes as the new Kuali-based Curriculum Management system is gradually integrated into the mainstream of curriculum policy and procedures.

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Curriculum Central System Administrator Report
Submitted by Thanh Giang
Completed UH system archive site. The link is available here:

http://www.hawaii.edu/offices/aa/aapp/curriculum/

- As of July 2016, the site is up and running but not shared with faculty since Curriculum Central is available till October
- Created a backup virtual machine (VM) for Leeward. Leeward has a copy (locked down) of Curriculum Central for use indefinitely. This is READ ONLY mode.
- Completed processing archive in HTML for other campus servers. Will begin process of compressing to reduce footprint and send out to campus IT contacts.

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ITS Report
Submitted by Lane Fukuda
After going live on July 1, 2016, the University transitioned from Partner to Customer status. The most glaring difference is that the University no longer has input into the design of the application and the JIRA requests have all been reset to a backlog status. The University will now be charged a fee for any request for changes unless the change is common to other Partner schools, is prioritized as necessary and is incorporated into the curriculum management application.

A customer advocate has been assigned who will now be the primary interface between Kuali Co. and the University. Roles and responsibilities, both for the University and Kuali Co., have been defined. The JIRA backlog is currently being reviewed to determine what items are on the Partner implementation development plan. A top 5 priority list will be established for the University and compared with the Partner list. For those items that the University needs that does not fit into the Partner plan, development fees will be charged to the University.

Integration to Banner is currently being worked on by the Banner MIS group. No implementation date has been at this time.

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