Curriculum Central
Meeting Summary

August 16, 2012
9:30-2:00 p.m.
Bachman 113

Present: Myrtle Yamada (MAN), Ryan Bungard (MAN), Jean Ippolito (HIL), Susan Pelowski (WOA), Jason Santos (HAW), Jim Yoshida (HAW), Yan Lin (HON), Susan Pope (KAP), Kathlen Lee (KAU), Will Albritton (LEE), Kahele Dukelow (MAU), Kevin Morimatsu (WIN), Thanh Giang (UH System), Joanne Itano (UH System), Susan Nishida (UH System)

Campus Updates
WIN has approved their policies and procedures. They have developed a system parallel to Curriculum Central (CC) which will be easier for faculty. They will be appointing a CC coordinator soon and will implement use of CC for course changes in Fall 2012. Joanne will follow up with Richard Fulton, Brian Richardson, Kevin Morimatsu and Thanh Giang regarding the need of the parallel system.

KAP has been using CC since 2009. They expect to have all courses in CC by the time of the October 2012 accreditation visit.

MAN piloted the use of CC with the College of Education in Spring 2012 and based on feedback have revised their instructions. Student assistants inputted all the education and nursing courses from Banner. This process has highlighted the inconsistencies with the information in Banner. School of Nursing will pilot in fall 2012. A “data dump” from Banner is scheduled for November 2012.

LEE has used CC since 2009 as CC was developed for the LEE campus. All programs and courses are entered into CC. They use TK20 for their PLOs, SLOs and the linking between these outcomes

HON has entered the curricular questions into CC. They plan to implement in Spring 2013. They will need to bring in a new person because Yan will be leaving next week. HON is awaiting a data dump from Banner. This is planned for early to mid November.

HAW has a Fall 2012 implementation date. Training sessions are scheduled for the next few months. They will need to replace the assigned person for CC shortly. Curricular questions will be loaded into CC in the next month. Thanh is available to travel for training, as needed, and (if possible) it would be helpful if the campuses could pick up and return Thanh to the airport. Please notify Joanne of travel dates as far in advance as possible.

MAU implemented CC in Spring 2012. Conducted training every Friday in Spring 2012 and will reduce to twice a month in Fall 2012. They are using the five year review process (about 100 courses/year) as the means to enter courses into CC. They attempted to use CC for linking PLOs/SLOs and evaluation methods and it has become too complex and will be limiting the linking for the current year.

HIL has implemented CC for the past two years including program changes. Jean is the person “in training” to eventually take over CC at HIL. HIL will add approvals/changes to graduate courses and the ATP process (using a pdf) in Fall 2012.

KAU will implement CC in Fall 2012 for courses changes. Training of the curriculum committee will occur next week.
Thanh reported that the campuses all differ as to where they are in the implementation/use of CC.

John Morton shared that as a system, we are trying to be more consistent and CC is one tool that will help. He discussed the concern of having a casual hire as the technical person and there is discussion on the need of a full time person. It is a positive move that the server now resides with ITS rather than on a campus. Kuali has developed a curriculum management module. A webinar was held which described this module (located at http://www.rsmart.com/streamlining-curricular-change-how-simplify-course-proposal-process-kuali-student). The Kuali curriculum module is still in development. There is much to think about and campuses are to continue their work on CC.

The issue of teaching equivalencies for community college faculty was discussed. The policy related to this is still in review. When approved, a question related to teaching equivalencies will need to be added to CC. However, there is work to be done within Banner first.

Current Status of CC:

As of 8/22/2012, CC is hosting 8 of 10 campuses (WOA and HAW are in planning stages). New features have been added to simplify course modifications as well as outline displays. Additional features are in development and should reduce the need to manually enter data from Banner extracts.

Enhancement Requests (ER)

ER 18 (message board) will be moved to production on 8/16/12.

ER 16 (summary of course/program actions) and 25 (catalog) are also in production

ER 26 (editing data by campus administrators) is in development.

The group agreed that after priorities are determined for an ER, there will be a lead campus who will initiate the documentation, set deadlines for review of the documentation, help with obtaining feedback from campuses and work with Thanh as needed while the change is being made and will set deadlines for the testing period. It was acknowledged that since the campuses are at different stages of the use of CC, it is difficult to provide feedback when you are “not there yet.”

The current ERs were reviewed and prioritized:

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The top priorities are:

1. ER 8 Foundation/Basic and Diversification/Area approval process. The system Academic Affairs office will be lead on this. Campuses are to send their applications to Susan Nishida (susansyn@hawaii.edu) by Sept 5, 2012. A possible review process will be prepared based on the commonalities of the applications. Submitting the application as a pdf will be an option.

2. ER 9 Efficiency of reviewing/approving process has sufficient documentation and Thanh can start on the development process.

3. ER 10 (increase selected fields to 127 characters). Thanh to check if this can be done easily and let the group know on the Sept. 6, 2012 phone call.

Listserv

Ryan to email Joanne about what needs to be done so the listserv will accept tiff files.

What’s New

- User defined course catalog
- Summary of Course/program actions
- Announcements linked to page where they are in use (see help icon at bottom lower right hand side of footer)
- Date reporting
- Enable required items for modifications
- Enable item dependencies

Caution

If one is working on CC in one browser and want to open another page, please use an entirely different browser (IE/chrome/firefox/safari)

Weekly Phone Meetings

Thursdays, 3:45 p.m. starting Sept 6, 2012. Suzi will set up phone bridge and notify the group.