Introduction
The curriculum central user group consists of representative from nine UH campuses that are using or implementing Curriculum Central. The group met face to face on August 2012 (meeting summary located at http://www.hawaii.edu/offices/app/aa/cms/CCmeetingsummary081612.pdf) and then weekly via phone for the fall 2012 and spring 2013 semesters. During the phone calls, there was an update from the technical lead (Thanh Giang) and sharing of any concerns and issues.

During the spring 2013 rSmart was contracted to review the possibility of transitioning to Kuali Curriculum Management (Kuali CM). The consultants spent about a week in Hawai'i meeting with relevant groups and visiting several campuses. Their final report is located at http://www.hawaii.edu/offices/app/aa/sai.html.

It has been determined to move forward with the transition to Kuali CM. ITS will provide technical support, Thanh will continue in his part-time technical support role and a full time functional lead will be hired to plan and implement the transition.

Reports from participating campuses follows:

University of Hawai'i at Mānoa
Submitted by: Myrtle Yamada

In Spring 2012, UH Mānoa began a pilot test of Curriculum Central with the College of Education. After a mostly successful pilot, the School of Nursing was added to the pilot in Fall 2013. Instructions for using Curriculum Central were revised based on the pilot test experience and feedback from pilot testers. In September 2013, a training session was conducted for the Nursing faculty and staff. A second training session was conducted for Education faculty and staff who were new to the Curriculum Central process.

We reviewed approximately 500 course outlines in 2012-13. A considerable amount of time was spent working with individual faculty and staff on inputting and revising course outlines.

We conducted a debriefing sessions with Education and Nursing CC users and will be sending requests for improvements to Thanh or revising our instructions, as appropriate.

Plans for adding more colleges to the implementation have been put on hold as we await the University’s decision on adopting Kuali for a system-wide electronic course approval system.

We also spent a considerable amount of time working with Banner staff and Thanh on the transfer of course data from Banner to Curriculum Central. We discovered that many data items
are not transferrable due to incompatible files/formats between Banner and Curriculum Central. Items that cannot be transferred directly from Banner into CC will need to be manually entered.

**University of Hawai‘i at Hilo**  
Submitted by: April Scazzola

UH Hilo completed its curriculum review cycle on CurrCtrl in March, with a total of 89 course proposals (new and mods) and 30 program proposals (new and mod) approved.

In March and April a working group reviewed the CurrCtrl approval cycle with the aim of streamlining both proposals and process. We reduced the number of course proposal items from 23 to 16 and reorganized the remaining ones and adopted use of the "display outline summary" function to further streamline the review process. We left the program review items unchanged. While all new courses and new programs will require full review, we established a category of trivial course mods and a category of trivial program mods that could go directly from college dean to registrar.

**Hawai‘i Community College**  
Submitted by: Jason Santos

Curriculum Central Use  
Hawaii Community College launched Curriculum Central in Fall 2012. Initially only new course outlines and course modifications were to be entered into Curriculum Central. Program modifications and course deletions were to be implemented in the following academic year. For the faculty several training sessions were held during both Spring and Fall semesters, to train them in the use of Curriculum Central. For the Fall and Spring semester 52 course outlines were submitted for approval with 18 of those course outlines being approved. The remaining 34 course outlines are still pending final approval. Over the course of the year Hawaii Community College has begun loading their Student Learning Outcomes (SLO's) for courses into Curriculum Central.

Upcoming plans for the summer  
Hawaii Community Colleges plans for the summer include loading the rest of the course SLO’s into Curriculum Central, implementing program modifications and course deletions and begin the back loading of data from our course outlines into Curriculum Central. Hawaii Community College will also be getting a new hire to help work on Curriculum Central.

**Honolulu Community College**  
Submitted by: Russell Uyeno

1. Student hires in summer 2012 and fall 2012-spring 2013 have enabled the campus to scan all existing curriculum hard files and upload to CC. In addition, the curriculum actions that were approved in AY 2012-13 have been scanned and are being organized, and those will be uploaded into CC in early summer 2013.

2. Use of CC for the curriculum approval process has not started yet at HonCC. Presently, CC is being used as a repository for the scanned curriculum forms/actions, and has proven to be quite useful in that regard.
3. In summer 2013 we plan to input the curriculum review process into CC, with the intent to use it (mirroring the hard copy process) in fall 2013. HonCC will continue to support CC implementation with student assistant

Kauai Community College
Submitted by: Kathlen Lee

We have continued to use CC and have gotten a few courses approved online. Currently, I'm working with Thanh on developing the program side of CC.

I believe faculty are looking into getting course outlines completed in the summer. We were recommended/required to have all our courses with SLOs and report on it in October.

For myself, as Campus Administrator, I would like to fine tune some of the issues in CC, get the program portion running, and get the form in a more user friendly state.

My concern is that there was wind of switching over to Curriculum Management this summer so some people thought that they should wait or stop using CC...At one of our telephone bridges, I asked Thanh for clarification and he reported that at the earliest, the transition would take place next summer. I'm not sure what is true, but it will help to have the issue clarified.

I sent you and Thanh my concerns about the switch over to Curriculum Management so you can use that. I think it's a good idea to get a (relatively small) group going for each campus to test out the system and work on it prior to expecting each campus using it. The problem is that not many faculty work during the summer which would be the best time to test the system and work out any kinks. Although the video conference and Michelle's tutorial was helpful, it really didn't tell me much as far as what it could do for my campus so I'm looking forward to seeing something more refined to a specific campus. I haven't had time to play around with the test site, unfortunately, but hope to do that as soon as my workload eases up a bit (maybe during the summer).

Windward Community College
Submitted by: Kevin Morimatsu

In Fall 2012, Windward Community College moved to implement newly adopted curriculum policies that included transitioning a paper-based approval system to Curriculum Central’s online process.

Part of the transitioning involved coordination with CC developer Thanh Giang to incorporate WCC specific outline questions along side of CCCM 6100 based guidelines for curriculum proposals.

Approximately fifty (~50) curriculum proposals, carried over from the paper-based system, were fast-tracked through CC’s approval process.

Twenty-six (26) proposals have followed the approver sequence completely through Curriculum Central.

To date, WCC has fifty-nine (59) final approvals for modifications to existing courses and thirty-nine (39) final approvals for new courses that were processed in Curriculum Central.
We are currently planning for moving program approvals into CC next Fall.

No reports received from UH Maui College, Kapi'olani CC, Leeward CC. UH West O'ahu is not using curriculum central.

Technical Lead Report
Submitted by: Thanh Giang

Besides the most recent update, I'm currently assisting with the following:

- KAU - configure new outline question types; preview possible use of programs
- HIL - assisting with consolidating course questions
- HAW - evaluating possible import from Banner extract
- WIN - evaluating possible use of programs
- MAN - Banner extract work in progress
- Foundation - communicating with volunteers on current process/workflows

Most recent update:

- Approval black out date - Provide a way for campus administrators to control when approvals are not permitted.
- Approval routing - see Section 3 in document approvalrouting.pdf. This addition includes a report showing all routings an approver belongs to.
- Compare item - Display outline items side by side for comparison as well as similar items at other campuses.
- Course and program search under utilities menu
- Limiting effective terms - controls amount of data included in drop down list for selection
- Editor upgrade - a new version of CC’s content editor
- Review in review
- Reasons for modifications
- Outline review - Include review/approver comments on print friendly view during course modifications.
- Message board
- Course rename/renumber
- Outline Summary