Updates:

• Interim VP for Academic Affairs Joanne Itano.
  1. The university system is continuing the common course numbering project. It has been decided that the system will not be considering a 4-digit course number system. The community colleges are committed to common course numbering and are working through courses alphabetically. Efforts will proceed at the usual pace.
  2. The shift to KSCM has already been approved by all campuses, following the rSmart feasibility study. Campuses will be invited to provide input on the KSCM user interface, work flow, and related matters. Final approval is in the hands of the executive committee, the interim vice presidents for Academic Affairs and for Informational Technology and the vice president for community colleges.
  3. The executive committee, at the recommendation of Project Manager Martha Stephenson, will support a system data steward who will be first reviewer of all course and program proposals on all campuses. The steward will follow the proposer in campus workflows.

• Technical Lead Chris Chan of ITS:
  1. ITS is setting up the virtual KSCM development environment, which will be completed by the end of September.
  2. One internal developer, Winston Dang, with extensive experience with Kuali Financial System, has begun work on KSCM. He will soon begin integrating KSCM with the UH Web Login Service—UH’s Central Authentication Service.
  3. Two other in-house developers will be working on the workflow component of KSCM.

• Project Manager: Martha Stephenson:
  1. The User Interface Committee has been hard at work and will report the results of its work to date on adapting the vanilla KSCM to UH needs.
  2. Martha is finalizing the project charter, a document that will set the stage for the project going forward. The charter will be reviewed by the executive committee; once approved, it will be shared with the user group/functional team.
  3. Martha continues to work on the implementation timetable and on various templates.
4. Campus presentations will take place after we have complete UI and workflow recommendations. Input will be solicited and may lead to adjustments and modifications. Costs of customizations and configurations will be calculated. Final approval of UH’s KSCM rests with the executive committee. Depending on the progress of the UI and Workflow Committees, and technical progress, Martha and April will propose target dates for these presentations.

Our new wiki:
Martha demonstrated our new wiki, where documents will be organized and made available to the user group and other interested persons. She will inform the group when the wiki is fully accessible. The wiki is at [https://www.hawaii.edu/bwiki/x/BACME](https://www.hawaii.edu/bwiki/x/BACME). Instructions can be found at [https://confluence.atlassian.com/display/CONF56/Working+with+Attachments](https://confluence.atlassian.com/display/CONF56/Working+with+Attachments).

Workflows:
- We reviewed seven campus workflows, currently posted in Drive, the Sept 8 2014 Meeting folder. While there are many cross-campus commonalities in terms of the approvers (“nodes”) participate in curriculum review and in terms of the order of these approvers, there are also many differences.
- We need to work towards the goal of “One workflow for all campuses.” We can envision a master workflow of (perhaps) ten approvers/nodes, with some campuses using all and others using fewer. Campus governance structures may make changes challenging.
- A Workflow Committee has been formed to determine how and whether the ideal of “one (master) workflow for all campuses” can be achieved. The committee will report its findings and recommendations at the next meeting of the group on Monday, October 20.
  Convenor: Mitch Okuma (Hawaii CC; mokuma@hawaii.edu); members Pete Gross (Leeward CC; grossp@hawaii.edu) and Lisa Fujikawa (Manoa; lisa.fujikawa@hawaii.edu). Others are invited to volunteer to serve.

User Interface:
- Modus operandi of the User Interface Committee: Led by Chair Susan Pope, the committee has met online (Join.Me, thanks to the financial support of the VCAA of Kapiolani CC) for three-hour sessions once or twice every week throughout the summer, with meetings continuing into the indefinite future. The committee reviews the vanilla KSCM screens (Course Information, Governance, etc.) and recommends hiding fields, no change to fields, or recommends and specifies changes. In the interest of keeping costs down, the committee attempts to reduce costly changes and to make the UI more
friendly for UH users. The committee considers training and online resources.

- Review of screens for which the UI Committee has made recommended changes to the “vanilla” KSCM Course Creation pages. We reviewed the designer specs for the Landing Page, the Course Information screen, and the Governance page (in particular the new General Education fields). We did not review the Active Dates, Learning Outcomes, Financials, Authors and Collaborators, and Supporting Documents screens. Changes are highlighted in blue.

All completed design spec sheets are posted on the wiki and in the Drive Sept 8 2014 Meeting folder.

**Homework:**
User group members are invited to review the recommendations captured in these sheets and to send comments to Martha (marthast@hawaii.edu), Susan Pope, chair of the UI committee (spope@hawaii.edu), and April Scazzola (komenaka@hawaii.edu) as soon as possible, and preferably well before the October 20 meeting.

**Next meeting:** October 20, 2014