Curriculum Central-Kuali Student Curriculum Management
Annual Report 2013-2014

Curriculum Central-Kuali Student Management User Group: Hawai`i CC Mitchell Okuma and Ellen Okuma; UH Hilo Jon Awaysa and Jean Ippolito; Honolulu CC Russell Uyeno and Karadean Kam; Kapi`olani CC Susan Pope and Robert Moeng; Kaua`i CC Kathlen Lee; Leeward CC Petersen Gross; UH Mānoa Myrtle Yamada, Wendy Pearson, Lisa Imai, Brian Bungard, Diane Nakashima; Maui College Kahele Dukelow and Debbie Amby; West O`ahu Teri Ota; Windward CC Brian Richardson and Kevin Morimatsu; UH System Susan Nishida, Thanh Giang, April Scazzola

Introduction

In 2013-2014, the Curriculum Central user group expanded in membership to include representatives from all ten campuses and added to its kuleana active participation in the transition from Curriculum Central to Kuali Student Curriculum Central. The change in curriculum management systems, mandated by the University of Hawaii system, is expected to take place through the 2013-14 and 2014-15 academic year and beyond. Effective August 2013 a functional lead and a technical lead were appointed. A project manager has been hired effective July 2014.

Curriculum Central will continue to be used until the new system is fully implemented. The Curriculum Central system administrator will continue to maintain the current system and to play an active part in designing the new system and in transitioning data to the new system.

In September, the All-Campus Council of Faculty Senate Chairs, the Council of Chief Academic Officers were informed that the transition was beginning. The UH system’s Banner Group has been kept informed on developments and participated in a demonstration of KSCM capabilities in Spring 2014.

The user group met monthly in both scheduled conference calls and in face-to-face and polycom-mediated sessions at Bachman Hall and the Information Technology Center. Additional representatives from various campuses participated in meetings, and campuses were kept informed of project progress. The user group examined KSCM’s existing properties, identified modifications that should be made to KSCM to meet system needs and the diverse needs of the various campuses, worked on identifying common core items to be included in the KSCM course user interface and on accommodations for certain campus-specific expectations.

Summaries of conference calls and face-to-face meetings are posted at http://www.hawaii.edu/offices/app/aa/curriculum_mgt.html

Two subcommittees of the functional team are functioning through summer 2014 and into the following academic year. The KSCM Features committee, chaired by
Pete Gross of Leeward, is refining a list of features. The KSCM User Interface Committee, chaired by Susan Pope of Kapiolani, is working with Thanh on a continuously evolving mock-up KSCM UI used to visualize and solicit input from the user group and from campuses. In summer 2014, both committees will also consider the KSCM Programs features and user interface. The functional team and the subcommittees will assist the KSCM project manager.

Reports from Participating Campuses

- **Hawai‘i Community College**
  Submitted by Mitch Okuma

  Copy of HawCC data in SQL Server extract received from Thanh to assist with development of HawCC's internal Assessment Database; Curriculum Central courses data entered to match college catalog (i.e., all courses in 2013-2014 catalog excluding some Independent/Directed Studies courses are in curriculum central; including catalog related info: alpha, number, title, description, cross-ref, pre-req, co-req, rec prep, credits, schedule type) HawCC Program information loaded into database; Deletion course proposals now being supported; Most recent paper proposal on file for each course (if available) was scanned and attached to course in database; All active courses have CLOs; Assisted General Education Committee by developing and providing Course Outline of Record (COR) template as well as COR documents to faculty applying for GE; Assisted with development of Fast Track Course Modification Form; Provided data to deans of what courses need to be reviewed (20% course review requirement); Hosted Support Sessions held in place of formal training sessions (this was to provide support and training to faculty for their specific needs); Loading Curriculum Central missing course information particularly course objectives into database.

  HawCC established adhoc Kuali Implementation Committee; Curriculum Support Specialist attended Kuali Days User Conference on April's (Functional Lead) behalf in November; Installed Kuali on personal pc and wrote up installation notes; Worked on learning how to configure Kuali (changing labels, item ordering, and categorization of items); Participated on Kuali All Campus General Committee as well as Kuali UI subcommittee.

- **University of Hawai‘i at Hilo**
  Submitted by Jean Ippolito

  During the 2013-2014 academic year, there were 64 course modifications, 68 new course proposals (43 of which were for new programs), 7 new program proposals and 11 program modifications in CC at UH Hilo.

  UH Hilo has only one cycle for curriculum review each year, with October 1st as the deadline for submissions, and February 15th to complete the review process.
If approved by the review committees after the February 15th cutoff, the proposals remain in the system and can cause confusion for new submissions.

A new May 1st priority deadline has been established to allow additional time for previewing and completing the review process by February 1, which is the registrar’s deadline. This year, by May 1st, we have received approximately 26 course proposals (mostly modifications), but there are 24 older proposals still in the system (some with recent revisions).

UH Hilo would benefit greatly if there were a “raw edit” function so that reviewers could correct typos without having to send the proposals back to the initiator, where they sometimes remain unattended. We would like to see a better tracking system to organize, compare, and locate the new and modified proposals as they are going through the system. We would also like a more user-friendly interface, and are hopeful about the transition to the new Kuali system.

- **Honolulu Community College**  
  Submitted by Jenniferr Higa-King

Honolulu Community College has not used Curriculum Central, but this academic year, a campus representative has attended all monthly in-person meetings, and the campus is represented on the KSCM User Interface and KSCM Features committee

- **Kapiolani Community College**  
  Submitted by Susan Pope

For the academic year 2013-2014, KapCC has used the Curriculum Central database to process for approval approximately 95 course outlines. Additional courses may complete the approval process during summer 2014. Approximately 80 course outlines are pending approval by a department, dean, committee, and/or administrator. Approximately 130 courses were modified in some way using Curriculum Central during AY 2013-2014. Course approvals in progress will rollover into AY 2014-2015 committees for intended publication in the 2015-2016 catalog.

The KapCC Curriculum Committee met to discuss which of the current KapCC course outline questions should be kept during the transition to the Kuali Student Curriculum Management (KSCM) database. Questions to possibly be deleted were identified. Questions to be added were suggested. Suggestions for the possible location/grouping of the questions was based on the information available at the time of the discussion. Chairs of Faculty Senate and Curriculum Committee have attended KSCM demonstrations, broadcasts, and face-to-face meetings. Members of the Faculty Senate and Curriculum Committee have attended KSCM demonstrations, broadcasts, and face-to-face meetings. Further KSCM discussions are planned for the fall 2014 semester.
KapCC intends to use KSCM for approving academic programs (degrees/certificates) as well as individual courses

- **Kauai Community College**  
  Submitted by Kathlen Lee

  Kauai CC has approved quite a few courses in Curriculum Central and has experienced minimal system errors. The System Administrator has been efficient in replying to emails and helping to keep us on track.  
  The Kauai CC Campus Administrator has been involved with the Features Group. An on-campus Kuali Group has also been formed to help the Campus Administrator represent Kauai CC when there are group meetings.

- **Leeward Community College**  
  Submitted by Petersen Gross

  For the academic year 2013-2014, Leeward CC had only minor issues with Curriculum Central. For the most part, the software ran smoothly. We have maintained using the routing functionality, as we have in recent years. A four-member group on the curriculum committee used the “review” functionality several times. The compare functionality has been quite useful while in curriculum meetings. Also, the “edit raw data” functionality has been useful to fix typos and grammatical mistakes. The only issues Leeward CC had was with the Internet Explorer web browser, this had a known bug with one of the plugins being used within Curriculum Central. This was fixed by telling everyone at Leeward CC to use a different browser. The only other problem was when Curriculum Central went down for several days due to the upgrading of the Central Authentication System at UH Manoa.
  
  Leeward Community College has also been involved with the transition to Kauli Student Curriculum Management (KCSM). Leeward CC has worked closely with all other members of the transitioning committee. Leeward CC has been involved with both the Features and UI subcommittees. The campus representative has maintained close communication with the Curriculum Chair and the Faculty Senate chair; word is spreading about the transition.

- **University of Hawai’i at Mānoa**  
  Submitted by Wendy Pearson

  UH Manoa began piloting use of Curriculum Central with the College of Education, and later the School of Nursing. After a mostly successful pilot, plans to integrate other colleges were suspended in light of the University’s decision to adopt Kuali for system-wide electronic course approvals. UH Manoa is continuing to
use its existing UHM-Form system for course approvals until Kuali is ready for implementation.

The Manoa team involved in the transition to Kuali includes representatives from the faculty, the Registrar’s Office, Graduate Education, the Catalog and Academic Affairs.

• **University of Hawai‘i—Maui College**

  A Maui College representative has participated in most face-to-face meetings either in person or via polycom, and the college will have a voice in the two KSCM committees.

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

  West Oahu has not used Curriculum Central, but this academic year, a campus administrative and a faculty representative has attended all monthly in-person meetings, and the campus is represented on the KSCM User Interface and KSCM Features committee. This summer Banner records will be prepared for transfer into Curriculum Central for eventual transfer to KSCM.

• **Windward Community College**
  Submitted by Kevin Morimatsu

  In Academic Year 2013-14, Windward Community College (WCC) approved 34 course modifications and 13 new courses through Curriculum Central (CC).
  Overall, CC has been functional and non-problematic. WCC experienced no major issues and has received exceptional technical support upon request. Thanh Giang, CC designer, is currently working with WCC to improve administrative control over our revision approval sequence.
  Earlier this Spring, the system administrator assisted with a few outline changes. WCC’s curriculum decision-makers met in the following weeks to evaluate and categorize outline questions in preparation for the Kuali Student Curriculum Management (KSCM) transition. This resulted in the removal of five (5) questions, the rewording of two (2) questions, and the addition of one (1) item.
  The Dean of Academic Affairs (Div. II) and the Curriculum Committee Chair have been instrumental with creating, supporting, and implementing WCC policies and procedures since the inception of CC and are actively involved with our subsequent transition to KSCM.
  WCC is represented at all monthly in-person meetings and conference calls. In addition with our participation with CC/KSCM user group activities, WCC is currently represented on KSCM User Interface and KSCM Features sub-committees.
Curriculum Central System Administrator Report
Submitted by Thanh Giang

- Curriculum Central
  - Foundation
    - Stopped development since it’s not worth the trouble trying to complete this component with KSCM implementation around the corner. The code in test contains everything needed to create/edit and review foundation. Only thing remain is approval.
    - Shared few documents with Kara and hoping to work with Honolulu and other campuses to refine the process for foundation.
  - A few issues exists with CC TEST but nothing to prevent users from access the system.
    - Backing up is currently on a manual basis due to security. Hoping to work this out in a week or 2.
  - Added more data elements for checkbox and radio buttons. Looking to move to production in Fall.

- KSCM
  - Created UH’s version of KSCM with Mitch Okuma
    - Reviewing code for possible KSCM development
  - Created reports to help team evaluate CC to KSCM
    - Course items
    - Usage matrix
  - Completed UI mock-up of KSCM
  - Reviewing code for data conversion between CC and KSCM
    - Code base created by U of Maryland but is not far from what is need for UH
  - Reviewing data extract from Banner to CC