University of Hawaii Documentation for Business Process Visio Documents

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Campus Vision Documentation

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New Course Creation/Course Changes

1. Faculty conceives a course idea or is encouraged to sponsor a course or course change.
2. Faculty consult with Department Chairs and others about the course offering seeking counsel before moving forward with the course creation.
3. Faculty will search for a similar course that matches the course they wish to create. The search will include the Course Master Database as well as other mediums such as course history, catalogs, and websites.
4. If the course is already created at another institution and is appropriate for the college's academic level, a decision is made whether or not it is mission appropriate, it is Program appropriate, and if it is politically viable to teach the course at his/her institution.
5. Depending on the answers in step four, the faculty will then move forward with either creating a new class, creating a class already offered at another institution for availability at his/her institution, or making changes to the already available course. All creation steps, however, are the same no matter the option. It is important to note that there is a deadline in which the proper paperwork should be completed.
6. Paperwork or Curriculum Central is used to complete the course information.
7. The Department reviews the course and if revisions are needed, the course is sent back to the sponsoring faculty for revision. If not, the course is forwarded to the Faculty Senate for approval.
8. The Faculty Senate reviews the course information for approval. If revisions are needed, the course is forwarded back to the sponsoring faculty to revisions. If the course is approved, it is forwarded to the Vice Chancellors Office.
9. The Vice Chancellor's staff reviews the course information making sure all Banner required data is there. If some data is missing, it was forwarded back to the sponsoring faculty for revisions. If the required data is complete, the course is forwarded to the Deans for review.
10. The Deans review the course and will either approve or deny the course. If the course is denied, it is sent back to the sponsoring faculty for revisions. If the course
is approved, the course is forwarded to the Vice Chancellor for approval.

11. The Vice Chancellor reviews the course and if revisions are needed, the course is sent back to the sponsoring faculty for changes. If the course is approved, it is forwarded to the Chancellor for approval.

12. The Chancellor will review the course. If the course is denied, the course can be forwarded back to the sponsoring faculty to make changes and resubmit or the course is filed and not offered. If the course is approved, it is forwarded to the Vice Chancellor’s Office for entry into Banner.

**Program Changes**

1. Faculty will sponsor a program change.
2. Faculty consult with Department Chairs and others about the program change seeking counsel before moving forward with the changes.
3. Paperwork is completed with the program change information.
4. The Department reviews the program change and if revisions are needed, the program is sent back to the sponsoring faculty for revision. If not, the program is forwarded to the Faculty Senate for approval.
5. The Faculty Senate reviews the program change information for approval. If revisions are needed, the program is forwarded back to the sponsoring faculty to revisions. If the program is approved, it is forwarded to the Vice Chancellors Office.
6. The Vice Chancellor’s staff reviews the program change information making sure all Banner required data is there. If some data is missing, it was forwarded back to the sponsoring faculty for revisions. If the required data is complete, the program change is forwarded to the Deans for review.
7. The Deans review the program change and will either approve or deny the change. If the change is denied, it is sent back to the sponsoring faculty for revisions. If the change is approved, the program change is forwarded to the Vice Chancellor for approval.
8. The Vice Chancellor reviews the program change and if revisions are needed, it is sent back to the sponsoring faculty for changes. If the program change is approved, it is forwarded to the Chancellor for approval.
9. The Chancellor will review the program change. If the change is denied, the program change can be forwarded back to the sponsoring faculty to make changes and resubmit or the program change request is filed and not modified. If the program change is approved, it is forwarded to the Vice Chancellor’s Office for updates in catalog, websites, etc.
New Program Creation

1. A decision is made by the faculty, after discussion with the department, to create a new program. An Authorization to Plan is begun only after the Vice Chancellor has agreed to support the new program. Once that has been received, the Authorization to Plan is created by the faculty and forwarded to the Department.

2. The Department will review the Authorization to Plan. If revisions are needed, it is forwarded back to the faculty for changes. If no revisions are needed, it is forwarded to the Curriculum Committee for review.

3. The Curriculum Committee will review the Authorization to Plan. If revisions are needed, it is forwarded back to the faculty for changes. If no revisions are needed, it is forwarded to the Faculty Senate for review.

4. The Faculty Senate will review the Authorization to Plan. If revisions are needed, it is forwarded back to the faculty for changes. If no revisions are needed, it is forwarded to the Vice Chancellors Office for review of any missing items. If all items are created, it is forwarded to the Deans for approval.

5. The Deans will review the Authorization to Plan. If revisions are needed, it is forwarded back to the faculty for changes. If no revisions are needed, it is forwarded to the Vice Chancellor for review.

6. The Vice Chancellor will review the Authorization to Plan. If revisions are needed, it is forwarded back to the faculty for changes. If no revisions are needed, it is forwarded to the Chancellor for review.

7. The Chancellor will review the Authorization to Plan. If revisions are needed, it is forwarded back to the faculty for changes. If no revisions are needed, it is forwarded to the Vice Chancellor for Academic Affairs Committee for review.

8. The VCAA will review the Authorization to Plan. If revisions are needed, it is forwarded back to the faculty for changes. If no revisions are needed, it is forwarded to the Committee of Chief Academic Officers for review.

9. COCAO will review the Authorization to Plan. If revisions are needed, it is forwarded back to the faculty for changes. If no revisions are needed, it is forwarded to the Board of Regents for approval.

10. If the Authorization to Plan is approved, the Board of Regents notifies the school to begin planning.

11. The program is planned and then follows the same flow of approvals as the Authorization to Plan for the program.

12. The Board of Regents will review the program (after the flow of approvals) and if approved, the program is provisional for one degree cycle.

13. Once the degree cycle is completed, a decision is made to request the program
become permanent. If the program will become permanent, the program is once again sent through the flow of approvals, and the Board will review the program and either approve or deny to permanency of the program.

Kaua’i Community College

New Course Creation/Course Changes

1. Faculty conceives a course idea or is encouraged to sponsor a course or course change.
2. Faculty consult with Department Chairs and others about the course offering seeking counsel before moving forward with the course creation.
3. Faculty will search for a similar course that matches the course they wish to create. The search will include the Course Master Database as well as other mediums such as course history, catalogs, and websites.
4. If the course is already created at another institution and is appropriate for the college's academic level, a decision is made whether or not it is mission appropriate, it is Program appropriate, and if it is politically viable to teach the course at his/her institution.
5. Depending on the answers in step four, the faculty will then move forward with either creating a new class, creating a class already offered at another institution for availability at his/her institution, or making changes to the already available course. All creation steps, however, are the same no matter the option.
6. Course Information is entered into Curriculum Central.
7. Once the data is entered, faculty can then chose whether or not to submit the course for Departmental review.
8. If the course is submitted for review, the Department Committee will review the course and return the course for revision or move the course forward in the approval process. If the course is not reviewed, the faculty member moves the course forward in the approval process.
9. The course information is routed to the appropriate approver.
10. The approver decides if the course needs revision. If so the faculty member is notified that changes will need to be made to the course. If the course does not need revision but needs to be reviewed by a committee, the approver will forward the course to the appropriate committee for review. If the course does not need
committee approval, or once the Committee has approved the course, the course is then forwarded to the Vice Chancellor for approval.

11. The Vice Chancellor will review the course and determine if revisions are needed or will approve the course. If approved, the course is then forwarded to appropriate staff for data entry into Banner.

12. Once the course is entered into Banner, new courses are discussed at meetings with the Vice Chancellors or with Chief Academic Officers and information is then shared to appropriate staff at their respective institutions after the meetings. In some cases, staff at other institutions or at the home institution is notified for the course to be added or modified in the STAR system (Degree Audit System).

**Program Changes**

1. Faculty or Divisional Chairs are encouraged to sponsor a program change.
2. A form is completed with the program change information.
3. Once completed, faculty can then chose whether or not to submit the program changes for Departmental review.
4. If the changes are submitted for review, the Department Committee will review the program changes and return the changes for revision or move the program changes forward in the approval process. If the program change is not reviewed, the faculty member moves the change forward in the approval process.
5. The program information is routed to the appropriate approver.
6. The approver decides if the program changes need revision. If so the faculty member is notified that changes will need to be made to the course. If the program does not need revision but needs to be reviewed by a committee, the approver will forward the program changes to the appropriate committee for review. If the program does not need committee approval, or once the Committee has approved the program changes, the program is then forwarded to the Vice Chancellor for approval.
7. The Vice Chancellor will review the program changes and determine if revisions are needed or will approve the changes. If approved, the program is then forwarded to appropriate staff for changes in catalogs, published documents, etc.
8. Once the program changes are completed, new programs are discussed at meetings with the Vice Chancellors or with Chief Academic Officers and information is then shared to appropriate staff at their respective institutions after the meetings. In some cases, staff at other institutions or at the home institution is notified for the program changes to be added or modified in the STAR system (Degree Audit System).
New Program Creation

1. Faculty or Divisional Chairs are encouraged to sponsor a new program.
2. A decision is made whether this program requires Board of Regent approval. If not, the program will follow the same process as program changes. However, if the new program does require Board approval, the following business processes take place.
3. Program Information is entered into the appropriate form.
4. Once the data is complete, faculty can then choose whether or not to submit the program for Departmental review.
5. If the program is submitted for review, the Department Committee will review the program and return it for revision or move the program forward in the approval process. If the program is not reviewed, the faculty member moves the program forward in the approval process.
6. The program information is routed to the appropriate approver. The approver decides if the program needs revision. If so the faculty member is notified that changes will need to be made to the program. If the program does not need revision but needs to be reviewed by a committee, the approver will forward the program to the appropriate committee for review. If the program does not need committee approval, or once the Committee has approved the program, it is then forwarded to the Vice Chancellor for approval.
7. The Vice Chancellor will review the program and determine if revisions are needed or will approve the new program. If approved, the Board of Regents is contacted.
8. The program is sent to the Vice Chancellors of Academic Affairs Committee for review and approval. If approved, the program is sent to the Board of Regents for approval.
9. If approved by the Board of Regents, the new program is offered for one degree cycle.
10. Articulation Officers are notified at other institutions for data entry or Vice Chancellors will meet and give information about new programs.
11. Once the probation period of the degree cycle is completed, the Board of Regents will review the new program and its outcomes.
12. If approved, the program can now be offered on a permanent basis.
New Course Creation/Course Changes

1. Faculty conceives a course idea or is encouraged to sponsor a course or course change.
2. Faculty consult with Department Chairs and others about the course offering seeking counsel before moving forward with the course creation.
3. Faculty will search for a similar course that matches the course they wish to create. The search will include the Course Master Database as well as other mediums such as course history, catalogs, and websites.
4. If the course is already created at another institution and is appropriate for the college’s academic level, a decision is made whether or not it is mission appropriate, it is Program appropriate, and if it is politically viable to teach the course at his/her institution.
5. Depending on the answers in step four, the faculty will then move forward with either creating a new class, creating a class already offered at another institution for availability at his/her institution, or making changes to the already available course. All creation steps, however, are the same no matter the option.
6. Course Information is entered in Curriculum Central.
7. The Division Chair is notified by email through Curriculum Central to review the course. Once the course is reviewed, if revisions are needed, the course is forwarded back to the sponsoring faculty for revisions. If the course does not need revisions, the faculty of the division will vote on the course. If the vote is nay, the sponsoring faculty will be notified. If the vote is yay, the course if forwarded via Curriculum Central to the Curriculum Committee Chair.
8. The Curriculum Committee Chair will assign a sub committee for review and clean up of the course. Once the course is ready, it is placed on the committee agenda for a vote. If the course is not approved, the sponsoring faculty is notified. If the course is approved, it is forwarded to the Faculty Senate.
9. The Faculty Senate reviews the course and votes on the course at the next Senate Meeting. If the course is not approved, the sponsoring faculty is notified. If the course is approved, it is forwarded to the Dean.
10. The Dean will review the course. If the course is not approved, the sponsoring faculty is notified. If the course is approved, it is forwarded to the Vice Chancellor.
11. The Vice Chancellor will review the course. If the course is not approved, the sponsoring faculty is notified. If the course is approved, it is forwarded to the appropriate staff for Banner entry.
Program Changes

1. Faculty sponsor will initiate a change in program.
2. Faculty consult with Department Chairs and others about the program change seeking counsel before moving forward with the change proposal.
3. Program changes are entered in Curriculum Central.
4. The Division Chair is notified by email through Curriculum Central to review the program change. Once the change is reviewed, if revisions are needed, the program change is forwarded back to the sponsoring faculty for revisions. If the program change does not need revisions, the faculty of the division will vote on the change. If the vote is nay, the sponsoring faculty will be notified. If the vote is yay, the program change is forwarded via Curriculum Central to the Curriculum Committee Chair.
5. The Curriculum Committee Chair will assign a sub committee for review and clean up of the program change. Once the program change is ready, it is placed on the committee agenda for a vote. If the program change is not approved, the sponsoring faculty is notified. If the program change is approved, it is forwarded to the Faculty Senate.
6. The Faculty Senate reviews the program change and votes on the change at the next Senate Meeting. If the program change is not approved, the sponsoring faculty is notified. If the program change is approved, it is forwarded to the Dean.
7. The Dean will review the program change. If the change is not approved, the sponsoring faculty is notified. If the program change is approved, it is forwarded to the Vice Chancellor.
8. The Vice Chancellor will review the program change. If the change is not approved, the sponsoring faculty is notified. If the program change is approved, it is forwarded to the appropriate staff for entry into catalog, websites, etc.

New Program Creation

1. Faculty begin the Authorization to Plan by completing the proper form.
2. The Division Chair will review the Authorization to Plan and if approved, will forward to the Dean for approval.
3. The Dean will review the Authorization to Plan and if approved, will forward to the Vice Chancellor for approval.
4. If the Vice Chancellor approves the Authorization to Plan, it will be forwarded to the Council of Chief Academic Officers for review.
5. If approved by COCAO, the Authorization to Plan is forwarded to the Board of
Regents for Approval.
6. If the Authorization to Plan is approved by the Board of Regents, the institution is notified to begin planning the program.
7. The faculty sponsor will enter the program information into Curriculum Central. Once completed, the Division Chair is notified via Curriculum Central to review the new program.
8. The Division Chair will review the program. If approved, the Chair will present the program for a vote by the faculty of the Division. Once approved, the new program is forwarded to the Curriculum Committee Chair.
9. The Curriculum Committee Chair will assign the program to a sub committee for review and clean up. Once the program is ready, it is placed on the committee agenda for approval. Once approved, it is forwarded to the Faculty Senate for review.
10. The program will be voted on at the next Faculty Senate meeting. If approved, it is forwarded to the Dean for approval.
11. The Dean will review the program. If approved, it will be forwarded to the Vice Chancellor for review.
12. The Vice Chancellor will review the program. If approved, it will be presented at the next COCAO meeting.
13. If COCAO approves the program, it is forwarded to the Board of Regents for approval.
14. The Board of Regents will review the program and if approved, will allow the program to be offered provisionally for one degree cycle.
15. After completion of the degree cycle, the institution will decide whether or not to request permanency of the program.
16. If the school decides to request permanency, the program will following the same approval flow as the planned program.
17. The Board of Regents will review and will either approve or deny permanency of the program for the institution.

University of Hawaii - Hilo

New Course Creation/Course Changes

1. Undergraduate or Graduate Proposals are created in the respective areas.
2. Depending on each College, the course is reviewed according to the individuals policies of that College. If revision is required, the proper area (Undergraduate or
Graduate) is notified. If the course is approved, it is forwarded to the Dean.

3. The Dean will review the course information. If the course or course changes are not approved, the proper area is notified. If the course or course changes are approved, the course is forwarded to the Campus Wide Curriculum Review Body.

4. The Campus Wide Curriculum Review Body will review the course. If revision is required, the proper area is notified. If the course is approved, and is a graduate course, the course is forwarded to the Graduate Council. If the course is approved and is an undergraduate course, the course is forwarded to the Vice Chancellor.

5. If the course is a graduate course, the Graduate Council will review the course. If course revisions are required, the proper area is notified. If revisions are not required, the course is forwarded to the Vice Chancellor.

6. The Vice Chancellor will review the course for approval. If the course is denied, it will be archived. If the course is approved, it is forwarded to the Chancellor.

7. The Chancellor will review the course for approval. If the course is denied, it will be archived. If the course is approved, it will be forwarded to appropriate staff for entry into Banner.

Program Changes

1. Undergraduate or Graduate Proposals are created in the respective areas for a program change.

2. Depending on each College, the program change is reviewed according to the individuals policies of that College. If revision is required, the proper area (Undergraduate or Graduate) is notified. Once the program change is approved, it is forwarded to the Dean.

3. The Dean will review the program change. If the program changes are not approved, the proper area is notified. If the program changes are approved, the program is forwarded to the Campus Wide Curriculum Review Body.

4. The Campus Wide Curriculum Review Body will review the program change. If revision is required, the proper area is notified. If the program change is approved, and is a graduate program, the changes are forwarded to the Graduate Council. If the program change is approved and is an undergraduate program, the change is forwarded to the Vice Chancellor.

5. If the program is a graduate program, the Graduate Council will review the change. If revisions are required, the proper area is notified. If revisions are not required, the program is forwarded to the Vice Chancellor.
6. The Vice Chancellor will review the program change for approval. If the change is denied, it will be archived. If the change is approved, it is forwarded to the Chancellor.
7. The Chancellor will review the program change for approval. If the change is denied, it will be archived. If the program change is approved, it will be forwarded to appropriate staff for entry into catalog, websites, etc.

**New Program Creation**

1. Department Faculty members prepare the Authorization to Plan and receive approval for the Department.
2. The Unit Governance will review the Authorization to Plan and if approved, will forward it to the Dean for review.
3. The Dean will review the Authorization to Plan. If approved, it is forwarded to the Faculty Congress for review.
4. The Faculty Congress will review the Authorization to Plan. If approved, it is forwarded to the Vice Chancellor for Academic Affairs.
5. The Vice Chancellor reviews the Authorization to Plan. If the proposal has not yet been submitted to the Campus for review, it will be submitted for review. The campus will then vote to approve the Authorization to Plan. If approved, it will be forwarded back to the Vice Chancellor to continue the review process. The Vice Chancellor will then forward the ATP to the Chancellor for review.
6. The Chancellor reviews the ATP and if approved, forwards the Authorization to Plan to the Council of Chief Academic Officers for review.
7. Once reviewed by COCAO, the Authorization to Plan is forwarded to the Board of Regents for approval.
8. If approved, the Board of Regents grants the institution approval to plan the new program.
9. Once the program is planned, the program is routed through the same approval process ending with the Board of Regents.
10. If approved, the Board of Regents will grant the program provisionally for one degree cycle.
11. Upon completion of the degree cycle, the institution will determine if the program should be offered permanently on the campus. If so, the program is once again routed through the same approval process ending with the Board of Regents.
12. If approved for permanency by the Board of Regents, the institution will make the changes to catalog, STAR, etc. with the program information.
New Course Creation/Course Changes

1. Faculty conceives a course idea or is encouraged to sponsor a course or course change.
2. The form UHM-1 will be completed if the course is a new course or the form UHM-2 will be completed if the course is being modified or deleted.
3. If the course is housed in Nursing or Education, the information will be entered into Curriculum Central.
4. The course information is forwarded to the Department Chair. If the course or course changes are denied, the sponsoring faculty member will be notified. If the course or course changes are approved, the course is forwarded to the Program and Curriculum Committee.
5. The Program and Curriculum Committee will review the course. If the course or course changes are denied, the sponsoring faculty member is notified. If the course is approved, based on the level of the course, the course will either be forwarded to General Education for review of an Undergraduate course or to Graduate Education for review of a Graduate course.
6. The Undergraduate or Graduate Education will review the course. If the course is denied, the sponsor of the course will be notified. If the course is approved, it is forwarded to the Vice Chancellor for Academic Affairs.
7. The Vice Chancellor for Academic Affairs will review the course. If the course is denied, the sponsoring faculty will be notified. If the course is approved, the course is forwarded to appropriate staff for entry into Banner.

New Program Creation

1. Department faculty members prepare the Authorization to Plan. The Department will review and approve the Authorization to Plan. Once approved, the ATP is forwarded to the Dean for review.
2. The Dean will review the Authorization to Plan. Once approved, if the program is a graduate program, it is forwarded to the Graduate Division for approval. If the program is undergraduate, it is forwarded to the Vice Chancellor of Academic Affairs.
3. If the program is a graduate program, the Graduate Division reviews and approves the Authorization to Plan. Once approved, it is forwarded to the Vice Chancellor of Academic Affairs.
Academic Affairs for review.

4. The Vice Chancellor for Academic Affairs will review the Authorization to Plan. Once approved, it is forwarded to the Assessment office for review.

5. Once the Assessment Office reviews the program, the ATP is forward to the Council of Chief Academic Officers for review.

6. Once reviewed by COCAO, the ATP is forwarded to the Chancellor for review.

7. The Chancellor will review the Authorization to Plan, and if approved, will forward the ATP to the Board of Regents.

8. The Board of Regents will review the ATP, and if approved, will notify the institution to begin planning the program.

9. Department faculty members create the new program. The Department will review and approve the new program. Once approved, it is forwarded to the Dean for review.

10. The Dean will review the new program. Once approved, if the program is a graduate program, it is forwarded to the Graduate Division for approval. If the program is undergraduate, it is forwarded to the Vice Chancellor of Academic Affairs.

11. If the program is a graduate program, the Graduate Division reviews and approves the new program. Once approved, it is forwarded to the Vice Chancellor of Academic Affairs for review.

12. The Vice Chancellor for Academic Affairs will review the new program. Once approved, it is forwarded to the Faculty Senate for review.

13. The Faculty Senate will review the new program. Once approved, it is forwarded to the Assessment Office for review and consultation.

14. Once the Assessment Office reviews the program, the new program is forward to the Council of Chief Academic Officers for review and consultation.

15. Once reviewed by COCAO, the new program is forwarded to the Chancellor for review.

16. The Chancellor will review the new program, and if approved, will forward the new program to the Board of Regents for provisional approval.

17. The Board of Regents will review the new program, and if approved, the program is allowed to be offered provisionally for one degree cycle.

18. At the completion of the degree cycle, the institution will decide whether to request that the program become a permanent offering. If the decision is to request the program be permanent, the program will flow through the same approval flow as the new program ending with the Board of Regents.

19. The Board of Regents will review the program and if a decision is made to allow the program to be permanent, the institution is notified and updates are made to the catalog, websites, etc.
New Course Creation/Course Changes

1. Faculty conceives a course idea or is encouraged to sponsor a course or course change.
2. Faculty consult with Department Chairs and others about the course offering seeking counsel before moving forward with the course creation.
3. Faculty will search for a similar course that matches the course they wish to create. The search will include the Course Master Database as well as other mediums such as course history, catalogs, and websites.
4. If the course is already created at another institution and is appropriate for the college's academic level, a decision is made whether or not it is mission appropriate, it is Program appropriate, and if it is politically viable to teach the course at his/her institution.
5. Depending on the answers in step four, the faculty will then move forward with either creating a new class, creating a class already offered at another institution for availability at his/her institution, or making changes to the already available course. All creation steps, however, are the same no matter the option.
6. Depending on the course and department, data is entered into an online form and printed or entered into a paper form.
7. Forms are hand delivered to each appropriate department for review and approval signatures. If the approving department decides the course needs revision, the form is returned to the faculty member for revision and then returned to the appropriate department for review. Depending on the type of course, consultation may be required with other departments. Once all appropriate departments have reviewed and approved the course, the course moves forward in the approval process.
8. Committee reviews the course for approval. The Committee decides to approve the course or return the form containing the course information for revision.
9. If no revisions are needed, the course is submitted to the Vice Chancellor of Academic Affairs for approval. If the course is approved, the form is forwarded to the appropriate staff for entry into Banner.

Program Changes
1. Faculty or Divisional Chairs are encouraged to sponsor a program change.
2. Depending on the program and department, data is entered into an online form and printed or entered into a paper form.
3. Forms are hand delivered to each appropriate department for review and approval signatures. If the approving department decides the program change needs revision, the form is returned to the faculty member for revision and then returned to the appropriate department for review. Once all appropriate departments have reviewed and approved the program change, the program moves forward in the approval process.
4. Committee reviews the program change for approval. The Committee decides to approve the change or return the form containing the program information for revision.
5. If no revisions are needed, the program change is submitted to the Vice Chancellor of Academic Affairs for approval. If the change is approved, the form is forwarded to the appropriate staff for changes in all necessary mediums.

**New Program Creation**

1. The creation of the Authorization to Plan document is created and approved by the Board of Regents.
2. Depending on the program and department, data is entered into an online form and printed or entered into a paper form.
3. Forms are hand delivered to each appropriate department for review and approval signatures. If the approving department decides the program needs revision, the form is returned to the faculty member for revision and then returned to the appropriate department for review. Once all appropriate departments have reviewed and approved the new program, it moves forward in the approval process.
4. Committee reviews the new program for approval. The Committee decides to approve the program or return the form containing the program information for revision.
5. If no revisions are needed, the program is submitted to the Vice Chancellor of Academic Affairs for approval. If the change is approved, the form is submitted to the Chancellor for approval.
6. If the Chancellor approves the program, the new program is forwarded to the Council of Chief Academic Officers for review. If approved, the program is then forwarded to the Board of Regents.
7. If approved by the Board of Regents, the new program is offered for one degree cycle.
8. Articulation Officers are notified at other institutions for data entry or Vice Chancellors will meet and give information about new programs.

9. Once the probation period of the degree cycle is completed, the Board of Regents will review the new program and its outcomes.

10. If approved, the program can now be offered on a permanent basis.

Winward Community College

New Course Creation/Course Changes

1. Faculty conceives a course idea or is encouraged to sponsor a course or course change.

2. Faculty consult with Department Chairs and others about the course offering seeking counsel before moving forward with the course creation.

3. Faculty will search for a similar course that matches the course they wish to create. The search will include the Course Master Database as well as other mediums such as course history, catalogs, and websites.

4. If the course is already created at another institution and is appropriate for the college's academic level, a decision is made whether or not it is mission appropriate, it is Program appropriate, and if it is politically viable to teach the course at his/her institution.

5. Depending on the answers in step four, the faculty will then move forward with either creating a new class, creating a class already offered at another institution for availability at his/her institution, or making changes to the already available course. All creation steps, however, are the same no matter the option.

6. Course data is entered into a local database.

7. The Department will review the course data and determine if revision is needed and if so will send the course back to the faculty member for revision. If the course is approved, a determination is made whether the course is part of a certificate program.

8. If the course is part of a certificate program, the Certificate Committee will review the course and either return the course for revision or move the course forward in the approval process.

9. If the course is not part of a certificate program, the course is then created on the posted on the Curriculum Community discuss board for review. It must remain there for a minimum of two weeks. Once the two weeks have completed, the course can either remain on the board for further discussion and review, return to the faculty
member for revision, or move forward in the approval process.

10. Once the course is ready for the approval process, it is entered into Curriculum Central.

11. The course is routed to the approver to begin the process of review, revision, and approval through Curriculum Central.

12. The approver decides if the course needs revision. If so the faculty member is notified that changes will need to be made to the course. If the course does not need revision but needs to be reviewed by a committee, the approver will forward the course to the appropriate committee for review. If the course does not need committee approval, or once the Committee has approved the course, the course is then forwarded to the Vice Chancellor for approval.

13. The Vice Chancellor will review the course and determine if revisions are needed or will approve the course. If approved, the course is then forwarded to appropriate staff for data entry into Banner.

14. Once the course is entered into Banner, new courses are discussed at meetings with the Vice Chancellors or with Chief Academic Officers and information is then shared to appropriate staff at their respective institutions after the meetings. In some cases, staff at other institutions or at the home institution is notified for the course to be added or modified in the STAR system (Degree Audit System).

Program Changes

1. Program changes are entered into a local database.

2. The Department will review the program changes and determine if revision is needed and if so will send the program back to the faculty member for revision. If the program changes are approved, a determination is made whether the program is a certificate program.

3. If the program is a certificate program, the Certificate Committee will review the program changes and either return the changes for revision or move the program changes forward in the approval process.

4. If the program is not a certificate program, the program is then posted on the Curriculum Community discuss board for review. It must remain there for a minimum of two weeks. Once the two weeks have completed, the program change can either remain on the board for further discussion and review, return to the faculty member for revision, or move forward in the approval process.

5. Once the program change is ready for the approval process, it is entered into Curriculum Central.

6. The program change is routed to the approver to begin the process of review,
The approver decides if the program changes need revision. If so the faculty member is notified that changes will need to be made to the course. If the program does not need revision but needs to be reviewed by a committee, the approver will forward the program changes to the appropriate committee for review. If the program does not need committee approval, or once the Committee has approved the program changes, the program is then forwarded to the Vice Chancellor for approval.

8. The Vice Chancellor will review the program changes and determine if revisions are needed or will approve the changes. If approved, the program is then forwarded to appropriate staff for changes in catalogs, published documents, etc.

9. Once the program changes are completed, new programs are discussed at meetings with the Vice Chancellors or with Chief Academic Officers and information is then shared to appropriate staff at their respective institutions after the meetings. In some cases, staff at other institutions or at the home institution is notified for the program changes to be added or modified in the STAR system (Degree Audit System).

**New Program Creation**

1. The creation of the Authorization to Plan document is created and approved by the Board of Regents.
2. New program information entered into a local database.
3. The Department will review the program and determine if revision is needed and if so will send the program back to the faculty member for revision. If the program is approved, a determination is made whether the program is a certificate program.
4. If the program is a certificate program, the Certificate Committee will review the program and either return the program for revision or move the program forward in the approval process.
5. If the program is not a certificate program, the program is then posted on the Curriculum Community discuss board for review. It must remain there for a minimum of two weeks. Once the two weeks have completed, the program can either remain on the board for further discussion and review, return to the faculty member for revision, or move forward in the approval process.
6. The program information is routed to the appropriate approver.
7. The approver decides if the program needs revision. If so the faculty member is notified that changes will need to be made to the program. If the program does not need revision but needs to be reviewed by a committee, the approver will forward
the program to the appropriate committee for review. If the program does not need committee approval, or once the Committee has approved the program, it is then forwarded to the Vice Chancellor for approval.

8. The Vice Chancellor will review the program and determine if revisions are needed or will approve the new program. If approved, the Board of Regents is contacted.

9. The program is sent to the Vice Chancellors of Academic Affairs Committee for review and approval. If approved, the program is sent to the Board of Regents for approval.

10. If approved by the Board of Regents, the new program is offered for one degree cycle.

11. Articulation Officers are notified at other institutions for data entry or Vice Chancellors will meet and give information about new programs.

12. Once the probation period of the degree cycle is completed, the Board of Regents will review the new program and its outcomes.

13. If approved, the program can now be offered on a permanent basis.

Honolulu Community College

New Course Creation/Course Changes

1. Faculty conceives a course idea or is encouraged to sponsor a course or course change.

2. Faculty consult with Department Chairs and others about the course offering seeking counsel before moving forward with the course creation.

3. Faculty will search for a similar course that matches the course they wish to create. The search will include the Course Master Database as well as other mediums such as course history, catalogs, and websites.

4. If the course is already created at another institution and is appropriate for the college’s academic level, a decision is made whether or not it is mission appropriate, it is Program appropriate, and if it is politically viable to teach the course at his/her institution.

5. Depending on the answers in step four, the faculty will then move forward with either creating a new class, creating a class already offered at another institution for availability at his/her institution, or making changes to the already available course. All creation steps, however, are the same no matter the option.

6. Faculty enter course information into an online form and based on whether the course is new, already offered at another institution, or if they will be proposing a change to a course will determine the form to complete.

7. The course is reviewed by one of three Division Curriculum Committees and each
will determine whether or not the course needs to be revised or can move forward with the approval process. Once approved, the course is forwarded to the Committee of Program and Curricula for approval.

8. The Committee of Program and Curricula will review the course and determine if revisions should be made or if the course can move forward with the approval process.

9. Once approved, it is forwarded to the Vice Chancellor for Approval. The Vice Chancellor will either send the course back to the faculty member or committees for revision or move the course forward for approval to the Chancellor.

10. The Chancellor will review the course and once approved, the course is then ready to be entered into Banner for registration ability for the campus.

11. Once the course is entered into Banner, Articulation Officers are notified at other institutions for data entry or Vice Chancellors will meet and give information about new courses.

Program Changes

1. Faculty or Divisional Chairs are encouraged to sponsor a program change.

2. Faculty consults with Department Chairs and others about the program change seeking counsel before moving forward with the program modifications.

3. Faculty enter program information into an online form and based on whether the program is new, already offered at another institution, or if they will be proposing a change to a program will determine the form to complete.

4. The program change is reviewed by three separate committees and each will determine whether or not the change needs to be revised or can move forward with the approval process. Review of the program is sequential and each committee review is separate and the program change must be approved before moving to the next committee for review.

5. Once all three committees have approved the modification to the program, the Curriculum Committee will review the program change and determine if revisions should be made or if the change can move forward with the approval process.

6. Once the Curriculum Committee approves the altered program, it is forwarded to the Vice Chancellor for Approval. The Vice Chancellor will either send the change back to the faculty member or committees for revision or move the program forward for approval to the Chancellor.

7. The Chancellor will review the program changes and once approved, the program is then ready to be forwarded to appropriate staff for catalog entry and other documents as needed.
8. Once the changes are made, Articulation Officers are notified at other institutions for data entry or Vice Chancellors will meet and give information about program changes.

New Program Creation

1. Faculty or Divisional Chairs are encouraged to sponsor a new program.
2. A decision is made whether this program requires Board of Regent approval. If not, the program will follow the same process as program changes. However, if the new program does require Board approval, the following business processes take place.
3. The creation of the Authorization to Plan document is created and approved by the Board of Regents.
4. Faculty consults with Department Chairs and others about the program seeking counsel before moving forward with the program modifications. Faculty enters program information into an online form.
5. The program is reviewed by three separate committees and each will determine whether or not the program needs to be revised or can move forward with the approval process. Review of the program is sequential and each committee review is separate and the program must be approved before moving to the next committee for review.
6. Once all three committees have approved the program, the Curriculum Committee will review the program and determine if revisions should be made or if it can move forward with the approval process.
7. Once the Curriculum Committee approves the new program, it is forwarded to the Vice Chancellor for Approval. The Vice Chancellor will either send the program back to the faculty member or committees for revision or move the program forward for approval to the Chancellor.
8. The Chancellor will review the program and once approved, the program is then ready to be forwarded to appropriate staff for catalog entry and other documents as needed.
9. The program is sent to the Vice Chancellors of Academic Affairs Committee for review and approval. If approved, the program is sent to the Board of Regents for approval.
10. If approved by the Board of Regents, the new program is offered for one degree cycle.
11. Articulation Officers are notified at other institutions for data entry or Vice Chancellors will meet and give information about new programs.
12. Once the probation period of the degree cycle is completed, the Board of Regents will review the new program and its outcomes.
13. If approved by the Board of Regents, the program can now be offered on a permanent basis.

Kapi’olani Community College

New Course Outline

1. Faculty conceives a course idea or is encouraged to develop a new course.
2. Faculty consult with appropriate Department Chair(s) and others about the course offering seeking counsel before moving forward with the course creation.
3. Faculty will search for a similar course in the UH system that matches the course they wish to create. The search will include the Master Course Database as well as other mediums such as course history, catalogs, and websites.
4. If the course is already created at another institution and is appropriate for the college’s academic level, a decision is made whether or not it is mission appropriate, it is Program appropriate, and if it is politically viable to teach the course at his/her institution.
5. Depending on the answers, the faculty will then move forward with either creating a new course number (or ALPHA and number) or creating a copy at KapCC of a course already offered at another UH campus. The other campus may or may not have course information entered in Curriculum Central.
6. Course information is entered into Curriculum Central.
7. Notification is made by Curriculum Central via email to the appropriate faculty and staff to begin reviewing the course outline.
8. Once the review is complete, if no revisions are needed, the faculty is then notified that he/she can submit the course outline for approval.
9. The faculty member will select the course approval button in Curriculum Central to begin the approval process.
10. The faculty member will select the appropriate approval routing from a list of routes.
11. Notification is made by Curriculum Central via email to the appropriate approver or committee to begin reading the course outline in preparation for possible approval.
12. The approver decides if items on the course outline need revision or if the approver wants feedback from additional reviewers. If revision is needed the course proposer is notified by Curriculum Central via email that changes will need to be made to the course. If the course does not need revision but needs to be reviewed by individuals or a committee, the approver will forward the course to the
appropriate person or committee for review. Once the approver is satisfied with the corrections or review feedback, that level approver approves the course outline and the course is then forwarded to the next approver for approval.

13. Multiple levels of approval exist for different approval routings, as few as 3 levels and as many as 6 levels. Some approvers are a single individual such as Dean, Vice Chancellor, Chancellor. Some approvers are chairpersons who indicate the decision of a entire department or a specific committee.

14. Depending on the type of new course, the final approver may be either the Vice Chancellor or Chancellor. The Vice Chancellor and Chancellor, as with other approvers, may ask for further revision or further review.

15. After final approval the course is then forwarded to appropriate staff for data entry into the Banner registration system.

16. If appropriate, a course may be sent for inclusion in the printed catalog for the next academic year.

17. Once the course is entered into Banner, new courses may be discussed at meetings with the Vice Chancellors or with Chief Academic Officers and information may be shared to appropriate staff at their respective institutions after the meetings. In some cases, staff at other institutions or at the home institution is notified for the course to be added or modified in the STAR system (Degree Audit System).

*Modified Course Outline (if the course outline already exists in Curriculum Central)*

1. Faculty is encouraged to update each course before the course outline expires (1 or 5 year cycle).
2. Course information is updated in Curriculum Central.
3. Notification is made by Curriculum Central via email to the appropriate faculty and staff to begin reviewing the course outline.
4. Once the review is complete, if no revisions are needed, the faculty is then notified that he/she can submit the course outline for approval.
5. The faculty member will select the course approval button in Curriculum Central to begin the approval process.
6. The faculty member will select the appropriate approval routing from a list of routes.
7. Notification is made by Curriculum Central via email to the appropriate approver or committee to begin reading the course outline in preparation for possible approval.
8. The approver decides if items on the course outline need revision or if the approver wants feedback from additional reviewers. If revision is needed the course proposer is notified by Curriculum Central via email that changes will need to be
made to the course. If the course does not need revision but needs to be reviewed by individuals or a committee, the approver will forward the course to the appropriate person or committee for review. Once the approver is satisfied with the corrections or review feedback, that level approver approves the course outline and the course is then forwarded to the next approver for approval.

9. Multiple levels of approval exist for different approval routings, as few as 3 levels and as many as 6 levels. Some approvers are a single individual such as Dean, Vice Chancellor, Chancellor. Some approvers are chairpersons who indicate the decision of a entire department or a specific committee.

10. Depending on the type of updated course, the final approver may be either the Vice Chancellor or Chancellor. The Vice Chancellor and Chancellor, as with other approvers, may ask for further revision or further review.

11. After final approval the course is then forwarded to appropriate staff for data entry into the Banner registration system.

12. If appropriate, an updated course may be sent for inclusion in the printed catalog for the next academic year.

13. Once the updated course information is entered into Banner, the course may be discussed at meetings with the Vice Chancellors or with Chief Academic Officers and information may be shared to appropriate staff at their respective institutions after the meetings.

Modified Course Outline  (if the course outline does not yet exist in Curriculum Central)

1. Faculty is encouraged to attend a group or individual training session(s) to learn how to use Curriculum Central.
2. Faculty is strongly encouraged to update each course before the course outline expires (1 or 5 year cycle).
3. Course information is entered into Curriculum Central.
4. Notification is made by Curriculum Central via email to the appropriate faculty and staff to begin reviewing the course outline.
5. Once the review is complete, if no revisions are needed, the faculty is then notified that he/she can submit the course outline for approval.
6. The faculty member will select the course approval button in Curriculum Central to begin the approval process.
7. The faculty member will select the appropriate approval routing from a list of routes.
8. Notification is made by Curriculum Central via email to the appropriate approver or committee to begin reading the course outline in preparation for possible approval.
9. The approver decides if items on the course outline need revision or if the approver wants feedback from additional reviewers. If revision is needed the course proposer is notified by Curriculum Central via email that changes will need to be made to the course. If the course does not need revision but needs to be reviewed by individuals or a committee, the approver will forward the course to the appropriate person or committee for review. Once the approver is satisfied with the corrections or review feedback, that level approver approves the course outline and the course is then forwarded to the next approver for approval.

10. Multiple levels of approval exist for different approval routings, as few as 3 levels and as many as 6 levels. Some approvers are a single individual such as Dean, Vice Chancellor, Chancellor. Some approvers are chairpersons who indicate the decision of a entire department or a specific committee.

11. Depending on the type of updated course, the final approver may be either the Vice Chancellor or Chancellor. The Vice Chancellor and Chancellor, as with other approvers, may ask for further revision or further review.

12. After final approval the course is then forwarded to appropriate staff for data entry into the Banner registration system.

13. If appropriate, an updated course may be sent for inclusion in the printed catalog for the next academic year.

14. Once the updated course information is entered into Banner, the course may be discussed at meetings with the Vice Chancellors or with Chief Academic Officers and information may be shared to appropriate staff at their respective institutions after the meetings.

**Program Changes**

1. Program Directors or Department Chairs are encouraged to submit a program change. Requests for changes may come from Dean, Vice Chancellor, Chancellor, or external advisory or accreditation body.

2. Program Directors or Department Chairs consult with deans, advisory committees and others about the program change, seeking counsel before moving forward with the program modifications.

3. Program information is entered into forms such as Program Action Requests, Action Request Memoranda, and Comparison documents. The digital forms (Microsoft Word docs) are forwarded by email for review before the approval process begins.

4. Notification is made via email to the appropriate staff to begin reviewing the program changes.
5. After any needed corrections, the documents are discussed and voted upon at the departmental level.

6. The digital documents are sent via email to the appropriate dean. The paper copies with signatures are hand-carried to the dean for approval.

7. The dean may approve, request revision, or may request review by another party.

8. If approved the dean will forward the digital documents via email to the Curriculum Committee. The signed hardcopies are sent by campus mail or may be hand carried to the Curriculum Committee Chairperson(s).

9. Notification is made via email to the appropriate Curriculum Committee sub-committee to begin reviewing the program changes.

10. Once the review is complete, if no revisions are needed, the program proposal is discussed and voted upon by the entire Curriculum Committee.

11. If approved, the Curriculum Committee Chairperson(s) will forward the digital documents via email to the Faculty Senate. The signed hardcopies are sent by campus mail or may be hand carried to the Faculty Senate Chairperson.

12. Faculty Senate reads and discusses the program proposal. If no revisions are needed, the program proposal is voted upon by the entire Faculty Senate.

13. If approved, the Faculty Senate Chairperson will forward the digital documents via email to the Vice Chancellor for Academic Affairs (VCAA). The signed hardcopies are sent by campus mail or may be hand carried to the VCAA.

14. The VCAA reads the program proposal and may request revision.

15. If no revisions are needed, the VCAA may approve the program changes and sign the hardcopy.

16. If approved, the VCAA’s office will prepare a memo and will hand carry the entire set of printed documents to the Chancellor.

17. The Chancellor reads the documents and decides whether to ask for further revision or clarification.

18. If the program is approved and the Chancellor signs the printed documents, the program is then forwarded to appropriate staff for changes in catalogs, brochures, websites, published documents, etc. Code changes are submitted to Banner if appropriate. The STAR degree audit system is updated if appropriate.

19. The program modifications are recorded in an annual UH system report of program activities.

Creation of a New Program

1. If mission appropriate, if resources are available, and if it fulfills a need prioritized by the local community, an Authorization to Plan (ATP) is prepared and presented to
the UH Board of Regents (BOR).

2. If approved by the UH BOR then faculty will consult with appropriate Department Chairs, deans, advisory committees, and others in order to research information needed to begin the program documents.

3. Program information needed to answer the seven BOR questions is researched and compiled. That research and refinement process runs parallel with the next steps.

4. Program information is entered into forms such as Program Action Requests, Action Request Memoranda, and Comparison documents. The digital forms (Microsoft Word docs) are forwarded by email for review before the approval process begins.

5. Notification is made via email to the appropriate staff to begin reviewing the proposed new program.

6. After any needed corrections, the documents (PAR, ARM, COMP, and BOR 7) are discussed and voted upon at the departmental level.

7. The digital documents are sent via email to the appropriate dean. The paper copies with signatures are hand-carried to the dean for approval.

8. The dean may approve, request revision, or may request review by another party.

9. If approved the dean will forward the digital documents (PAR, ARM, COMP, and BOR 7) via email to the Curriculum Committee. The signed hardcopies are sent by campus mail or may be hand carried to the Curriculum Committee Chairperson(s).

10. Notification is made via email to the appropriate Curriculum Committee sub-committee to begin reviewing the program changes.

11. Once the review is complete, if no revisions are needed, the program proposal is discussed and voted upon by the entire Curriculum Committee.

12. If approved, the Curriculum Committee Chairperson(s) will forward the digital documents (PAR, ARM, COMP, and BOR 7) via email to the Faculty Senate. The signed hardcopies are sent by campus mail or may be hand carried to the Faculty Senate Chairperson.

13. Faculty Senate reads and discusses the program proposal. If no revisions are needed, the program proposal is voted upon by the entire Faculty Senate.

14. If approved, the Faculty Senate Chairperson will forward the digital documents (PAR, ARM, COMP, and BOR 7) via email to the Vice Chancellor for Academic Affairs (VCAA). The signed hardcopies are sent by campus mail or may be hand carried to the VCAA.

15. The VCAA reads the program proposal and may request revision.

16. If no revisions are needed, the VCAA may approve the program changes and sign the hardcopy.

17. If approved, the VCAA’s office will prepare a memo and will hand carry the entire
set of printed documents to the Chancellor.

18. The Chancellor reads the documents and decides whether to ask for further revision or clarification.

19. If the program is approved and the Chancellor signs the printed documents, the BOR 7 question document is further updated and refined in preparation for the Board of Regents.

20. An agenda item request is made in order to place the proposed new program on the agenda for a future BOR meeting.

21. The final digital version of the answers to the 7 questions is polished and emailed a minimum of one month before the scheduled BOR meeting in order for the Regents to receive a copy a minimum of three weeks in advance of the meeting.

22. If the BOR votes to approve provisional status to the new program then the program is forwarded to appropriate staff for publication in catalogs, brochures, websites, advisory documents, etc. Program Major Code requests are submitted to Banner for the new degree or certificate program. The STAR degree audit system is updated.

23. The program addition is recorded in an annual UH system report of program activities.