Course Outline and Program Proposal Approval Process
Updated August 2013

1. The proposer notes the Curriculum Committee's fall and spring deadlines for outline submission. The deadlines are posted on the homepage of the Curriculum Committee Website http://www2.leeward.hawaii.edu/facsenate-cc/.
2. The proposer creates and submits a completed outline for approval to the Division DC by the date the chair provides.
3. The DC conducts a division or discipline vote.
4. If the division/discipline approves the outline, the DC fills in the vote tally and approves the outline, which sends it to the Curriculum Committee Chair.
5. The CC Chair assigns the outline to one of the five CC subcommittees for review.
6. A CC subcommittee chair manages the outline's review, and if revisions are recommended, requests that the CC Chair opens certain fields for the proposer.
7. The CC Chair opens the requested fields, and the CC subcommittee chair provides the recommendations to the proposer.
8. The proposer makes revisions and resubmits the outline to the CC Chair.
9. The CC subcommittee chair reviews the revisions. If the outline is satisfactory, the CC subcommittee chair presents the outline to the CC for an approval vote at the next CC meeting.
10. The CC often approves the outline based on the completion of a few additional revisions. The CC Chair provides the recommendations to the proposer and opens the fields.
11. The proposer makes revisions and resubmits the outline to the CC Chair.
12. The CC Chair reviews the revisions. If the outline is satisfactory, the CC Chair fills in the CC vote tally, approves the outline, and presents the outline to the Faculty Senate for an approval vote at the next FS meeting.
13. The FS generally approves outlines without requiring additional revisions. If a revision is requested, the FS Chair provides the recommendation to the proposers and opens the field.
14. The proposer makes the revision and resubmits the outline to the FS Chair.
15. Once the outline is determined to be satisfactory, the FS Chair fills in the FS vote tally, approves the outline, and sends it to the appropriate Dean for approval.
16. If the Dean determines that the outline is satisfactory, the Dean approves it, which sends the outline to the Vice Chancellor.
17. If the VC determines that the outline is satisfactory, the VC approves it.
18. The VC's approval is the final step in the approval process. Note, however, that the outline takes effect the subsequent fall semester, if it completes the approval process by the VC's spring deadline. This deadline is posted on the homepage of the Curriculum Committee Website http://www2.leeward.hawaii.edu/facsenate-cc/.

The curriculum outline proposal approval chain:

♦ DC => CC Chair   =>   FS Chair   =>   Dean   =>   VC