

Policy Number:
Approved Date:
Review Date:

Policy on Curriculum Review and Revision for Programs Leeward Community College

I. **Purpose:** To establish policy and procedures for institutionalizing curriculum review and revision of programs (certificates and degrees) in accordance with UHCCP Policy 5.202. The policy's goals are:

- To assure continued academic rigor and integrity in all programs.
- To assure appropriateness of program content and program learning outcomes.
- To assure programs are properly being mapped in Kuali Student Curriculum Management (KSCM) and be completed within the appropriate number of semesters
- To verify that all two-year degrees have at a minimum their MATH and ENG requirement being completed within the first two semesters.
- To enable the dependency analysis feature in KSCM and to understand what courses are used within each program.

II. **Related Policies**

- a. UHCC Policy 5.202

III. **Procedure and Responsibilities:**

1. Each division will monitor and schedule which programs will be reviewed each year, ensuring that all programs (all certificates and degrees) are reviewed at least every five years in accordance with UHCC Policy 5.202.
2. Program coordinators will monitor and schedule review of programs under their charge. Program reviews are conducted by the faculty in the program, based on agreed upon measures and program plans in accordance with UHCC Policy 5.202. Such measures include - but are not limited to - the accuracy and currency of courses listed, and status of articulation with other programs in the UHCC System.
3. The General Education Committee Chair(s) will monitor and schedule review of the AA Liberal Arts degree.
4. A new Review Date field will be added under the General Information section of KSCM that will be updated when a 5-year review is being completed.
5. Programs that are performing their 5-year review will follow normal curriculum procedures.
6. To avoid having all programs submitted for review in the initial year Division Chair's will be provided with a five-year schedule for when programs should initially go through Curriculum Committee.