



FACULTY SENATE 2010-2011

Paul Lococo
Chair

Raymund Liongson
Vice Chair

Alex Ramos
Secretary

Senators

Eunice Brekke

Eileen Cain

Christian Ganne

Candace Hochstein

Helmut Kae

Momi Kamahale

Roy Kamida

Michael Lane

Raymund Liongson

Paul Lococo

Erin Loo

Tracie Losch

David Millen

Kabi Neupane

Kay Ono

Alex Ramos

Ian Riseley

Tara Rojas

Jay Sakashita

Natalia Schmidt

Andy Stroble

Melanie Van der Tuin

Greg Walker

December 3, 2010

Dear Chancellor Cabral,

At the December 1, 2010 meeting of the Leeward Community College Faculty Senate the Program Review Committee presented a proposal for a revised version of the "Policy on Curriculum Review and Revision." After some discussion, the proposal was approved by the Senate (see attached).

Unless the Administration requires further review and/or revision, we recommend immediate implementation.

Paul Lococo Jr
2010-2011 Faculty Senate Chair

**Policy on Curriculum Review and Revision
Leeward Community College**

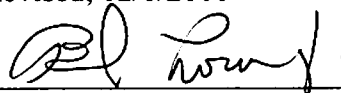
Purpose: To establish policy and procedures for institutionalizing curriculum review and revision, and the periodic review of core outlines and course syllabi. The policy's goals are to assure continued

- academic rigor and integrity in all courses, and
- appropriateness of curriculum content, instructional methods, course activities and student learning outcomes.

Implementation:

1. Each division will monitor and schedule which courses will be reviewed each year, ensuring that all courses are reviewed over a five-year cycle in accordance with UHCC Policy 5.202.
2. Each discipline will review its own courses, ensuring accuracy of core outlines and their academic rigor, integrity and currency; and continued articulation of courses in the UHCC system, should that be the case.
3. If the courses to be reviewed need no modification, the discipline will update the "Effective Term" field to reflect the date of the course review and note "Course reviewed by discipline on [MM/YY], no modification needed" in the "What change is proposed in the course?" field. The division chair will then input approval into Curriculum Central.
4. If core outlines that are reviewed need modification, normal curriculum procedures for course modifications will be followed. Course modification procedures are located at:
<http://emedia.leeward.hawaii.edu/facsenate-cc/home>.
5. Each discipline will compare core outlines of all active courses with individual syllabi of faculty each semester to ensure that all syllabi include standardized items. The standardized items are:
 - course alpha and number designation, title, credits, prerequisites, description, and student learning outcomes (as reflected in Curriculum Central),
 - the students with disabilities statement and student assessment notification, and
 - instructor's personalized information: name, office, office hours, phone number, E-mail address, course section number, classroom, course meeting days and times, and list of requisite textbooks and supplies.
 - Additional pages of the syllabus can reflect the individuality, style, and creativity of the instructor.
6. If syllabi do not reflect required standardized information, the discipline, along with the division chair, will work with faculty to correct discrepancies within the current semester.

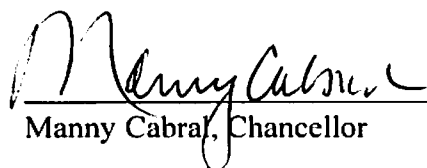
Revised, 12/1/2010



Paul Lococo, Faculty Senate Chair

12/1/10

Date



Manny Cabral, Chancellor

12/6/10

Date