

**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.
- to assure 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 the courses' academic rigor, integrity, currency, and continued articulation in the UHCC system.
3. If the courses to be reviewed need no modification, the discipline will update Quali Student Curriculum Management (KSCM) field 2.9 "Review Date" to reflect the most current date of the course review and enter "Course reviewed by discipline on [MM/YY], no modification needed" in field P.11 "Proposer Notes." The division chair will then input approval in KSCM.
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://www2.leeward.hawaii.edu/facsenate-cc/guide>
5. Course syllabi can reflect the individuality, style, and creativity of the instructor. However, each semester all disciplines will compare the core outlines for all active courses with the syllabi of all faculty members to ensure that all syllabi include standardized items. The standardized items are:
 - Course alpha and number designation, title, credits, prerequisites, most recent catalog course description, and student learning outcomes (as reflected in KSCM).
 - Assessment notification.
 - Instructor information: name, office location, office hours, phone number, and e-mail address.
 - Course information: course record number (CRN), classroom location, course meeting days and times, and a list of required textbooks and supplies.
 - Grading policy
 - Academic Dishonesty policy, as shown in current catalog
6. If syllabi do not reflect required standardized information, the discipline, along with the division chair, will work with faculty to correct any discrepancies.

Revised 12/7/2016

William Albritton, Faculty Senate Chair

Date

Manny Cabral, Chancellor

Date