



UNIVERSITY of HAWAII
HAWAII
 COMMUNITY COLLEGE

COPY

MEMORANDUM

Date: December 19, 2013

To: Helen Nishimoto, Chair
 Academic Senate

From: Joni Onishi, Vice Chancellor for Academic Affairs *Joni y. Onishi*

Subject: Expansion of Fast Track

After much discussion with Division and Department Chairs (DCs) and to facilitate a more thorough course review as required by HAW 5.250 (20% course review policy), I am expanding what can be proposed as modifications to a course outline (HAW 5.251, Course Outline of Record) via Fast Track.

This semester Fast Track was used by a few faculty and their DCs to propose changes to Course Learning Outcomes. Effective December 20, 2013 and as a pilot project for one year, Fast Track will be expanded to include the following course outline modifications:

- Course Learning Outcomes
- Course Objectives
- Course Topics in outline form
- Recommended prior course work
- Course Alpha, Number, and Title (ONLY for System Alignment)—this Fast Track option is only for those courses reviewed for common course alpha, number, and/or title at the system level. Modifications must be approved by March 10, 2014 to be included in the 2014/2015 Catalog.

The attached form, with instructions, has been developed to implement Fast Track.

Please share this information with the Academic Senate. If you have any questions, please let me know.

c: G.Kimura, J.Hamasaki, J.Tanabe, J.Schumaker, L.Zitnik, C.Naguwa, B.Yamane, T.Tangarō, T.Nahm-Mijo, B.Duley, G.Funai, E.Ojala, M.Okuma, S.Straslicka-Walker

12/19-distributed



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COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Fast Track Submission Form is designed to "Fast Track" modifications (not require CRC Committee and Academic Senate approval) to one or more of the following course outline items:

- 1) CLO Modifications
- 2) Course Objectives
- 3) Course Topics in outline form
- 4) Recommended prior course work
- 5) Course Alpha, Number, and Title (ONLY for System Alignment)*

*This Fast Track option is only for those courses reviewed for common course alpha, number, and/or title at the system level. Modifications must be approved by March 10th to be included in new catalog.

Each type of modification is on separate pages. To conserve paper, print out and submit:

- 1) This cover sheet, 2) only those pages you are proposing modifications to, and 3) signature page.

COURSE MODIFICATION INFORMATION

Proposer: _____

Date of Proposal: _____

Course Alpha/Number: _____

Course Title: _____

Course Description:

Specify which "Fast Track Items" are being modified:

- CLO Modifications
- Course Objectives
- Course Topics in outline form
- Recommended prior course work
- Course Alpha, Number, and Title (ONLY for System Alignment)

PROPOSER SIGNATURE

DATE



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COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

COURSE LEARNING OUTCOMES (CLOs)

CURRENT CLOS

PROPOSED CLOS



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COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

COURSE OBJECTIVES

CURRENT OBJECTIVES

PROPOSED OBJECTIVES



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COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

COURSE TOPICS

CURRENT TOPICS (in outline form)

PROPOSED TOPICS (in outline form)



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COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

RECOMMENDED PRIOR COURSE WORK

CURRENT RECOMMENDED PRIOR COURSE WORK

PROPOSED RECOMMENDED PRIOR COURSE WORK

FAST TRACK COURSE MODIFICATIONS – RECOMMENDED PRIOR COURSE WORK

Initials: _____ Catalog _____ Curriculum _____ VCAA



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COURSE MODIFICATION FAST TRACK SUBMISSION FORM

Course Alpha/Number: _____

SIGNATURE PAGE

Signature of Proposer

DATE

A check here, which is required, indicates that all tenured/tenure-track faculty who have taught this course within the past 5 years approved this proposal.

Signature of the Division/Department Chair

DATE

A check here, which is required, indicates that all tenured/tenure-track faculty who have taught this course within the past 5 years approved this proposal.

Signature of the Dean

DATE

APPROVE / DISAPPROVE

Reason for Disapproval (if any):

Signature of CRC Chair

DATE

APPROVE / DISAPPROVE

Reason for Disapproval (if any):

Signature of the Vice-Chancellor for Academic Affairs

DATE

APPROVE / DISAPPROVE

Reason for Disapproval (if any):