

**HAWAI‘I COMMUNITY COLLEGE
OFFICE OF THE CHANCELLOR**

**HAW 5.XXX
New policy: xxxxxxxxx**

Fast-track Revision to a Course

Purpose:

The purposes of this policy are to:

1. identify specific items for a course that can be revised with the Fast-track process;
2. facilitate a timely response to course revisions using the Fast-track process.

Background:

In Fall 2013, HawCC’s Vice Chancellor for Academic Affairs (VCAA), as the College’s chief academic officer, requested the development of a policy to expedite specific, proposed revisions to a course. The Educational Policy Committee reviewed the draft policy and made recommendations, and on XXXXX, HawCC’s Academic Senate approved the policy.

Relevant Policies:

- [HAW 5.251](#), Course Outline of Record
- HAW x.xxx, Curriculum Review Process
- [HAW 5.250](#), Course Review

Definition:

Fast-track is the process by which specific items may be proposed as revisions for a course, and reviewed and approved without being subjected to the regular Curriculum Review Process and submitted for Academic Senate approval.

Policy:

Faculty members are responsible for curriculum content and methods of instruction to meet HawCC’s Mission. Faculty members are also responsible for maintaining the quality, integrity, and cohesion of HawCC’s curriculum.

In order for faculty members to fulfill their curriculum responsibilities, a proposal to Fast-track a course for revision(s) must include the following:

1. Course Header: course alpha, course number and course title.
2. Effective date of revision.
3. Evidence that the course has been reviewed as part of the 20% course review policy within the past five years.
4. Evidence that the Course Outline of Record is current.
5. If applicable to the course’s revision, evidence of what the current course learning outcomes are and what the proposed course learning outcomes will be.
6. Evidence that the course has a current, approved course assessment plan.
7. If applicable to the course’s revision, evidence of what the course’s current relation to educational needs, goals and/or the mission and what the proposed relation will be.

8. If applicable to the course's revision, evidence of what the recommended preparation currently is and what the proposed preparation will be.

The Fast-track proposal for a course revision includes reviews by the Department or Division Chair (DC), the Curriculum Review Committee Chair (CRC Chair) and the Vice Chancellor for Academic Affairs (VCAA) who has the final approval.

Once a Fast-track proposal for a course revision has been approved, the VCAA is responsible for ensuring that revisions are made to all relevant documents in a timely manner.

The HawCC Academic Senate is responsible for regularly reviewing and if necessary, for revising this policy and sending revisions to the Chancellor for final approval and distribution.