Fast-Track Revision to a Course

Purpose:
The purpose of this policy is to:
- identify the specific items in a course that can be revised through the Fast-Track process,
- facilitate a timely response to course revisions using the Fast-Track process, and
- delineate the process for Fast-Track course revision.

Background:
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 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. On XXXXXX, HawCC’s Academic Senate approved the policy.

Relevant Policies:
- HAW 5.251, Course Outline of Record
- HAW 5.250, Course Review

Definition:
Fast-Track is the process by which revisions to a course may be proposed for specific modifications, and then reviewed and approved without having to go through the regular Curriculum Review process.

Policy:
Revision by the Fast-Track process is limited to the following modifications:
1. Course Learning Outcome (CLO) revisions (no content changes to Objectives or Topics; requires the approval of the Assessment Coordinator).
2. Corrections to formatting, punctuation, grammar, and spelling. The revisions must be highlighted to assist in the review process.
3. Recommended prior course work (may add recommendations, but not delete any). This does not include prerequisites and/or corequisites.
4. Course Alpha, Number, Title, and Description for the purposes of UH System alignment only. (This option is available only for those courses reviewed for common course alpha, number, description, and/or title at the UH system level.) This revision requires evidence of system alignment.
5. Change of contact hours, for the purposes of UH System alignment only. This revision requires evidence of system alignment.

Procedures:

The Fast-Track proposal for course revision includes reviews by the tenured/tenure-track faculty who have taught the course within the past 5 years, the Assessment Coordinator (for CLO revisions), the Division/Department Chair (DC), the Dean, the Curriculum Review Committee Chair (CRC Chair), Academic Senate Chair, and the VCAA who has final approval authority. The procedure for a Fast-Track course revision is:

1. The Proposer completes the attached Course Revision Fast-Track Submission form, which includes:
   a. the signed and dated Cover Sheet with an indication of the requested item(s) to be modified,
   b. the completed page(s) for each of the appropriate item(s) that are proposed for revision,
   c. the Signature Page with the course alpha/number/title,
   d. the signature of the Proposer,
   e. the date signed,
   f. and a check mark in the “check here” box to indicate that all tenured/tenure-track faculty who taught this course within the past 5 years approved of the revision(s) (REQUIRED prior to submission of the Course Revision Fast-Track Submission form).

2. The Proposer obtains
   a. the signature of the Division/Department Chair,
   b. the date signed,
   c. and a check mark in the “check here” box on the Signature Page to indicate that all tenured/tenure-track faculty who taught this course within the past 5 years approved of the revision(s) (REQUIRED prior to submission of the Course Revision Fast-Track Submission form).

3. If the Division/Department Chair approves the request, the Course Revision Fast-Track Submission form will be forwarded to the Curriculum Review Committee (CRC) Chair who is responsible for reviewing the request. The CRC Chair will either approve or deny approval of the request. If the request is denied approval, a reason must be listed, and the Course Revision Fast-Track Submission form will be returned to the Proposer (as notification and recommendation to make revisions based on the CRC Chair feedback, if appropriate). If the CRC Chair approves the request, it will be included in a Summary of Fast-Track approved courses and posted on the CRC website.

4. If the CRC Chair approves the request, the Course Revision Fast-Track Submission form will be forwarded to the Academic Senate for informational purposes, and the Academic Senate Chair will sign as acknowledgement that it was presented at the Academic Senate.
5. The Academic Senate Chair will forward the Course Revision Fast-Track Submission form to the VCAA who will review the request and either approve or deny approval. If the request is denied approval, a reason must be listed and the Fast-Track Submission form will be returned to the Proposer (as notification and recommendation to make revisions based on the VCAA feedback, if appropriate).

6. Once approved, the VCAA is responsible for ensuring Fast Track Course Revisions are made to all relevant documentation in a timely manner.

Oversight of the policy:
The HawCC Academic Senate is responsible for regularly reviewing and revising this policy as needed, and for sending revisions to the Chancellor for final approval and distribution.