Fast-Track Modification to a Course

Purpose:
The purpose of this policy is to:

1. identify the specific items in a course that can be modified through the Fast-Track process,
2. facilitate a timely response to course modification using the Fast-Track process, and
3. delineate the process for Fast-Track course modification.

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 HawCC’s Chief Academic Officer, requested the development of a policy to expedite specific, proposed modifications to a course. In response, the Educational Policy Committee reviewed the recommendations made by the VCAA and drafted a policy and the Course Modification Fast-Track Submission Form. On XXXXX, 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 specific modifications to a course may be proposed, 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 specified modifications:

1. Course Learning Outcome (CLO) modifications, which must also show alignment with Program Learning Outcomes (must not affect content changes to the Course Description, Objectives, and/or Topics). This modification requires the approval of the Institutional Assessment Coordinator.
2. Course Topics in outline form (to expand and/or update for currency as long as the modifications do not affect the Course Description, Objectives, and/or Topics).
3. Recommended prior course work (may add recommendations, but not delete any). This does not include prerequisites and/or co-requisites. Such changes must go through the normal Curriculum Review process.
4. Course Alpha, Number, Title, and Description for the purposes of UH System alignment only. **NOTE:** 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. Modifications must be approved by the deadline published on the Fast-Track Submission Form to be included in the new HawCC Catalog. Each level of review and/or approval needs to verify that such changes in Course Alpha, Number, Title, and Description will not affect program requirements as published in the catalog.

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

1. The Academic Support Educational Specialist who maintains Banner will annually update the Fast-Track Submission Form to include the deadline for the submission of approved Fast-Track modifications to ensure inclusion in the new HawCC Catalog.

2. The Proposer completes the attached Course Modification Fast-Track Submission Form, which includes the following:
   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. 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 approve of the modification(s), and **(NOTE: REQUIRED prior to submission of the Course Modification Fast-Track Submission Form).**
   g. a check mark if the Institutional Assessment Coordinator was consulted for Course Learning Outcome (CLO) modification(s).

3. The Proposer
   a. obtains the signature of the Division/Department Chair,
   b. adds the date signed, and
   c. checks 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 approve of the modification(s). **NOTE:** REQUIRED prior to submission of the Course Modification Fast-Track Submission Form.
4. If the Division/Department Chair approves the request, the Course Modification 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 not approve the request. If the request is not approved, a reason must be listed, and the Course Modification Fast-Track Submission Form will be returned to the Proposer (with 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.

5. If the CRC Chair approves the request, the Course Modification 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.

6. The Academic Senate Chair will forward the Course Modification Fast-Track Submission Form to the VCAA who will review the request and either approve or not approve. If the request is not approved, a reason must be listed and the Course Modification Fast-Track Submission Form will be returned to the Proposer (with recommendation to make revisions based on the VCAA feedback, if appropriate).

7. Once approved, the VCAA is responsible for ensuring that the Fast-Track course modifications 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.