MEMORANDUM

TO: Mānoa Academic Deans  
FROM: Reed Dasenbrock  
Vice Chancellor for Academic Affairs 
SUBJECT: Course Approval Process

May 14, 2012

We are moving towards implementation of an electronic course approval system which we hope will shortly replace the hard copy UHM-1 and UHM-2 forms. The system, named Curriculum Central, is in the process of being implemented at all campuses within the UH system, except for UH West Oahu. It has been fully implemented at Leeward Community College, Kapi’olani Community College, UH Hilo, and more recently UH Maui College. Mānoa began pilot testing the system with the College of Education this Spring. The School of Nursing is scheduled to be our second pilot site starting this Fall.

As we begin to roll out the Curriculum Central implementation, we need to build course approval sequences that are appropriate for each unit. We ask that you submit a short outline of the course approval process for your college. For instance, the College of Education’s approval process is: (1) proposer; (2) department chair/department curriculum committee; (3) college wide curriculum committee; (4) college senate; and (5) dean’s office (associate dean).

If you have different processes for new course requests and course modifications, please provide the process for each type of request. Ultimately, each unit will have at least two approval process—one for undergraduate courses and another for graduate courses—since undergraduate courses are reviewed by the General Education Office and graduate courses are reviewed by the Graduate Division.

We don’t need individual names for the sequences at this point, just the outline of the process. Please submit the information about your course approval processes by June 15th to Dr. Myrtle Yamada (myrtle@hawaii.edu). Please feel free to contact her (x64568) if you have any questions.