TO: John Morton  
Vice President for UHCC.

FROM: Leon Richards  
Chancellor

SUBJECT: Kapi‘olani CC Faculty Senate’s Resolution on Common Course Numbering

Attached for your review and disposition is Kapi‘olani CC Faculty Senate’s approval of “Common Course Numbering” on March 5, 2012.

Please contact me if you have questions.

Attachment

c: Louise Pagotto  
Mona Lee  
Susan Dik  
/Michaelyn Nakoa
Memorandum

To: Leon Richards, Chancellor
From: Michaelyn Nakoa, Faculty Senate Chair
Date: 4/27/2012
Re: Approval of “Common Course Numbering” draft

A draft regarding “Common Course Numbering” was presented at the February 2012 ACCFSC meeting. The proposed process is “to ensure smooth transfer of courses across the UH campuses in the best interest of the students.” The language in the attached was unanimously approved by the Kapi‘olani Faculty Senate on March 5, 2012. The chair relayed Kapi‘olani’s approval at the ACCFSC meeting on April 20, 2012.

Attachment: Draft from ACCFSC February 2012, Common Course Numbering Process
Common Course Numbering Process
Draft 4
February 8, 2012

Draft from ACCFSC February 2012
Common Course Numbering Process

The purpose of the following process of Common Course Numbering is to ensure smooth transfer of courses across the UH campuses in the best interest of the students.

Our goal as a UH System is that all lower division courses which are articulated within the UH System and meet the Foundation/Basic General Education requirement have the same course alpha, number, title, basic description, prerequisites, and common core course level outcomes (also known as Student Learning Outcomes).

In situations where 3 or fewer campuses differ with regard to course alpha; number; title; prerequisites; or Foundation GE designation, faculty representatives will work with their respective VCAA to review and make changes as appropriate.

When substantive differences occur, faculty representatives will meet at a face-to-face discipline meeting, which will be arranged by the Office of the Executive for Academic Affairs. The discipline groups will agree upon a solution, which will be administratively fast tracked via the individual campus curriculum process.

Decisions made by the individual campuses will be honored by the administration.

The curriculum committee(s) and the VCAA at each campus are responsible to ensure that a process is in place to prevent future differences for lower division UH Foundation courses.