10:30 AM – Nick Siedentop, Curriculum Director, welcomed the group.

1. **Nick Siedentop, Curriculum Director, welcomed the group and started the meeting with some announcements:**
   * The Office of Undergraduate Curricula (OUC) thanks all units for turning in their Course Request Approval System (CRAS) submissions and curriculum proposals by the October 15 Undergraduate Bulletin deadline. The Office also would like to thank units for turning in the Undergraduate Bulletin text for 2014-2015. As of yesterday, all units’ texts are in. For an overview of important dates for CRAS, registration, and scheduling, units can refer to the [CRAS Deadline Calendar](#) available on the Office of the Registrar’s website.
   * The Administrative Boards and Curriculum Committee are meeting in January to review the remaining courses and curriculum proposals that were submitted by the October 15 deadline.
   * During the semester, if an instructor needs to move to another classroom, scheduling officers will need to coordinate with the Office of the Registrar’s Scheduling Section to be sure that this is updated in ConnectCarolina.
   * For spring 2014, Independent Study Learning Contracts must be signed and approved by the first day of classes. Students must be registered in these classes by Tuesday, January 14.
   * Before units submit a cross-list request in CRAS, OUC asks that they be sure to communicate and gain approval from the unit/s with whom they aspire to cross-list the course. This gives those units advance notice of an impending approval needed and ensures that the CRAS request is moved quickly through the approval process. For instructions on the cross-listing process, click [here](#).
   * Fall 2014 final grades need to be posted by Monday, December 16, at 5pm. The Office of the Registrar and the Senior Associate Dean for Undergraduate Education will call on Monday to follow up if grades still need to be posted. Academic Advising runs eligibility reports for students immediately following the grading period, and this semester’s grades must be posted in ConnectCarolina for these reports to be accurate.
   * Nick also demonstrated the Grade Roster Status Report in Connect Carolina: NC_SR_GRADE_ROSTER_STATUS. There are four statuses noted in the report: not reviewed, ready for review, approved, and posted.
   * Scheduling FYS 89 (Special Topics) courses for fall 2014
     * Instructor needs to complete online FYS Prospectus Form and attach a course syllabus by March 1, 2014.
     * If the course has been offered more than twice, it must receive a permanent number (submit in CRAS).
   * Instructors need to pass out a copy of syllabus on the first day of class. Units must keep a copy of the syllabus for four years.
• Please submit placement exam results to Associate Dean Erika Lindemann in the Office of Undergraduate Curricula by February 1.

2. May Graduation Weekend Updates

Jane C. Smith, Associate Director, University Events

• Jane is currently working on the December graduation ceremony; this year’s speaker is Kevin Guskiewicz. Please be sure to encourage your faculty to participate. Parking will be available in all lots. Please direct faculty and students with questions to the Commencement Website. If you haven’t heard from Jane about space requests, she’ll be in contact soon.

• May graduation will take place over the weekend of the 9th – 11th. The speaker will be Doctor Atul Gawande. Information about this ceremony will be available on the Commencement Website in January. Commencement Information Day is on March 15, from 10am-5pm – an excellent opportunity for staff and students to prepare for and learn more about the ceremony.

Jill Crowder, Business Services Coordinator, Grounds Services

• UNC Grounds can help departments with chairs, podiums, etc. for events. Jill Crowder’s contact information is in the contact email sent from Jane C. Smith.

Joan Roberts-Coleman, Records Service Coordinator

• A decision was made to allow students to register for graduation much earlier this academic year, and students can already apply for spring 2014 graduation. The link to apply for graduation is available to students within Student Center/ConnectCarolina; however, a portion of eligibility is determined by the minimum number of earned credit hours (90 hours total), and some students may not be eligible until grades for classes they are currently enrolled in are posted. If a student attempts to apply for graduation and isn’t able to do so, they are referred back to their home department.

• The Application to Graduate includes two new pieces of information:
  o Students can check their name within student records to ensure that it is spelled correctly on the commencement brochure and their diploma. If not, the student would still need to stop by the Office of the Registrar to have their name updated. This process now allows students to do so well in advance of graduation.
  o Students can check to make sure that the address the diploma will be mailed to is correct. If the address is incorrect, the student can update it within Student Center.

• For any questions about this process, please have students contact the Records Section (records@listserv.unc.edu) within the Office of the Registrar.

Catherine Stotts, Graduation Products Manager

• Catherine’s office is in charge of all the graduation regalia for undergraduate and graduate students; gowns are available soon; prices will go up one dollar from last year.

• Dates are the same as last year. Commencement Information Day is on March 15, from 10am-5pm. There will be deals for early shoppers. Online ordering opens up the beginning of April. Students will be able to purchase items in-store in April. They will also be selling caps and gowns on the day of the ceremony just in case.

3. Potential New Format for Manager’s Meetings, Collette Wilshire, Assistant Dean, Business Center, and Nick Siedentop

Collette Wilshire discussed a potential new format for the Student Services Manager’s Meetings. The Office of Undergraduate Education is considering folding these meetings into the Departmental Manager’s meetings, along with the human resources and finance groups. They would occur once a month instead of every four months, with the agenda sent in advance to all parties. This would be a way
to get information out in a more timely fashion to staff. This would also provide networking time for all staff. If there were no items pertaining to student services staff, then student services would not need to attend. During the recent departmental manager’s meeting, it was recommended that there be a survey sent out to all staff to get feedback on this proposal. Expect to see a Survey Monkey soon. Please contact Collette or Nick directly with questions.

The meeting adjourned at 11:08 AM.

The next meeting is tentatively scheduled for Wednesday April 9, 2014. Location: TBD.