Curriculum Director for Undergraduate Curricula, Nick Siedentop, welcomed the group and invited them to partake in a light breakfast and drinks.

**Important Reminders and Course Request Approval System (CRAS) course submission tips**

*Charlotte Stowe, Curriculum Specialist, Office of the Registrar*

*Nick Siedentop, Curriculum Director, Office of Undergraduate Curricula*

Charlotte Stowe began the meeting by emphasizing the course submission deadlines: October 15 for undergraduate course submissions (during break this year, so please get done in advance if at all possible) and January 15 for graduate course submissions. For those who do not have access to CRAS, there are in-person training sessions available for course submitters and online sessions available for department approvers. Submitters and approvers must complete the training and have their department manager submit the ConnectCarolina access form before access is granted to CRAS.

Stowe continued her presentation with a PowerPoint, walking the group through the process of submitting a new course.

- UPM 4 gives appropriate subject codes and numbers.
- New courses can have any effective term. Revised courses must be effective for the upcoming fall term.
- The short title or “Description” must be in all caps. A course can be offered for a maximum of 15.00 units.
- Repeat for credit rules ensure that a course can be repeated for credit units. This would usually be done in the case of a topics course or independent study. Stowe can create a report help CRAS submitters track which courses have a repeat for credit rule in effect.
- When multiple enrollment in term is selected, a student can enroll in more than one instance of the course per term. This option is typically used for topics and independent study courses.
- If you would like to enforce pre- and/or corequisites, make a note in the details box. CRAS submitters can see a list of approved pre- and/or corequisite permission statements, along with the Undergraduate Bulletin Style Sheet here.
- If the submitter is requesting a new course or that General Education requirements be added to an existing course, a syllabus must be attached in the “Offerings” tab.
- The academic group (ex. College of Arts and Sciences) and academic org (ex. English and Comparative Literature) should be entered.
- Components tab
  - You can add a lab or other component by clicking on the + button.
  - Never check “optional”.
  - Build courses with recitations and labs if you think you will use them in the future.
• Once you click submit, the course submission is forwarded on to your unit’s designated department approver.

Siedentop distributed a handout with helpful tips and reminders about the course submission process and highlighted a few important items.

• CRAS submitters do receive email notification when the course submission has been approved and added to the catalog, but it would also be a good idea to put a process in place to forward the message directly to the affected instructor as well.

• The Office of Undergraduate Curricula (OUC) guarantees that the course can be added to the course catalog and upcoming edition of the *Undergraduate Bulletin* if submitted by the October 15 deadline. After October 15, OUC will try to get all course submissions approved and added to the catalog, but makes not guarantees.

• If the course has a nontraditional final exam, please make a note of this in the details box of the CRAS submission and have your department chair send an email message to Ben Haven, giving chair’s permission for this nontraditional final.

**Online Syllabus Management Tool (OSM) – Preview and Pilot Program for Fall 2015**

*Kathy Vreeland, Academic Applications Developer, Arts and Sciences Information Services (OASIS)*

Vreeland introduced the group to the user interface for the new Online Syllabus Management Tool (OSM). This application was piloted over summer session II 2015, and a few departments will be added to the pilot in fall 2015, with a plan to go-live in spring 2016. Before go-live, the Dean of the College’s Office will send an announcement to department chairs. Once the system is live, faculty will be sent a prompt at the beginning of the semester to upload their syllabi. The SSM will have access to confirm who has and hasn’t uploaded their syllabus. A few system features were highlighted:

• Data is pulled directly from PeopleSoft tables within ConnectCarolina (updated every week), so the class section lists should be accurate in accordance with the course scheduling done by departments.

• There is an option to upload same syllabus for multiple class section offerings

• The system timestamps and lets SSM know who uploaded the syllabus; the most recent upload time is recorded.

• SSM can export all uploaded syllabi in a zip file.

• SSM can pull a report to capture all class sections that have not been uploaded and automatically send out a reminder to the instructors teaching those sections.

**Updates from the Office of the University Registrar**

*Joan Roberts Coleman, Assistant Registrar for Records, Office of the Registrar*

Roberts Coleman began by thanking SSM for their excellent work over the summer, and sharing some important email addresses. For questions about current or future terms, please email registrationservices@unc.edu. For questions about grades during the grading period or after the grading period closes, please email grades@unc.edu. Additionally, Roberts Coleman had some helpful tips on grading access and roles

• The primary instructor on the course must have must be the only person with approval access. A proxy can have grade input access, but they cannot have approval access. By University policy, this is so.

• If the VPN doesn’t work, then have the instructor email grades@unc.edu or put in a help ticket to have someone assist them.
• Beginning in fall 2014, the Office of the Registrar started to actively enforce the policy requiring a grade to be entered and approved 72 hours after the final exam period. A grading memo highlighting this policy is sent out to faculty and SSM before the grading period begins. Roberts Coleman follows up with instructors who have grades outstanding not long after the 72 hour limit. If instructors are requesting an exception to this rule, please have them email grades.unc.edu.
• Temporary grades must be assigned for make-ups that run past the grade deadline. The online grade change request process is then used once grades are finalized for those students.
• For courses without an exam, the due date is the very first due date for courses without exam on the final exam schedule.
• Grade rosters are generated on the last scheduled day for the class section.

Updates and Reminders from the Office of Undergraduate Education
Nick Siedentop, Office of Undergraduate Curricula
• Learning contracts must be completed and students need to be enrolled in the class by the last day of late registration, August 24.
• The welcome letter from the Office of Undergraduate Curricula will be going out to chairs, SSM, and DUS on Monday, August 17.
• Student services meeting agendas and minutes are available on the OUC website.
• The OUC is looking at a catalog and curriculum management system; Nick will provide updates in the coming weeks.

The meeting adjourned at 12:00 p.m.