Nick Siedentop began the meeting by welcoming student services managers to the final meeting of the 2015-2016 academic year and introducing Heather Thompson.

10:30am **Course Evaluations, Tips and Important Dates**

Heather Thompson started by thanking all of the course evaluation coordinators for their hard work selecting courses, auditing instructor information, and assigning instruments. She then shared some tips to make course scheduling line up better with Office of the Registrar class scheduling guidelines and the course evaluation process requirements. This is especially important when scheduling the primary instructor. The course evaluation data is drawn from the primary instructor scheduled on the course. This can be problematic with the scheduling of TAs. If a graduate student is the person primarily responsible for the instruction in the course, they are the Primary Instructor scheduled in ConnectCarolina, not the TA, by the Registrar’s definition. Labs and Recitations should be scheduled with the primary instructor listed as such. The Registrar’s website has several examples of more complicated set ups including how to schedule lab managers and the like: [http://registrar.unc.edu/classrooms/course-schedule-maintenance-information/instructor_role_access_workload_assignment/](http://registrar.unc.edu/classrooms/course-schedule-maintenance-information/instructor_role_access_workload_assignment/). Thompson also asked scheduling officers to make sure they’ve double checked their section coding for Maymester and Summer Session 1 so that OUC can evaluate each course at the appropriate time. Maymester classes should be indicated with the section numbers 01M-09M.

Thompson shared some important dates for Maymester, Summer Session 1, and Summer Session 2. She then responded to SSM questions. There was one question about the scheduling of TAs in relation to Sakai sites. It was recommended that the student services manager get in contact with Nick Siedentop to discuss possible resources. If department course evaluation coordinators have further questions about the College of Arts and Sciences course evaluation process, they can contact Heather Thompson directly at heather_thompson@unc.edu. If anyone else has questions about course evaluations, they can email classclimatehelp@unc.edu.

10:40am **Post Enrollment Requisite Checker (PERC) Presentation**

Charlotte Stowe, Curriculum Specialist

Charlotte Stowe previewed the new Post Enrollment Requisite Checker (PERC), which will be available campus-wide sometime in late-summer to early fall. Once the system goes live, trainings will be available for department registrars. In ConnectCarolina, courses that have enforced pre- and/or co- requisites only allow students to enroll if they meet the requirements. Unfortunately, the system counts students currently enrolled in the pre-requisite course as having fulfilled the requirement even
though they have not yet completed the course with a passing grade. Additionally, there is no way for ConnectCarolina to do an automatic post-semester check to ensure that those students who were enrolled in the pre-requisite course when they registered for the next course passed the pre-requisite course. Currently, scheduling officers and registrars have to check each class section manually, student-by-student. PERC offers an alternative method to check student enrollments to ensure that they have met all prerequisites in a much more efficient manner. Stowe then demonstrated how a department would go about checking this. There are options to check for students who are currently enrolled or on the waitlist. See PowerPoint Presentation for details.

10:50am  
**Online Undergraduate Bulletin and Graduate Record (Catalog), Preview**  
Nick Siedentop, Curriculum Director

Siedentop previewed the new Online Undergraduate Bulletin and Graduate Record (Catalog) with the group. Last year, an interdisciplinary team was formed at UNC Chapel Hill to oversee the implementation process. Effective for fall 2016, the Undergraduate Bulletin and the Graduate Record will be combined into one online Catalog. The content will be the same, but the organizational structure will be more program-centric as opposed to department-centric. This new organizational structure will make it easier for students and academic advisors to navigate. Some of the new features include a direct connection between ConnectCarolina’s course listings and the Catalog’s course listings as well as improved search capabilities. Anywhere a course is listed in the new Catalog, there will be a hyperlink to access a pop-up bubble with additional details about the course.

The undergraduate portion of the new catalog has a projected go-live date of June 1, 2016. The Graduate Record will go live soon thereafter. Siedentop provided the new URL for the catalog ([www.catalog.unc.edu](http://www.catalog.unc.edu)) and requested that SSMs be sure to update any links on their sites if they reference the current Undergraduate Bulletin once the new Catalog goes live. There will be trainings in the fall to help users across campus update their department introductions, faculty lists, contact information, etc. These training sessions will be two hours long, with multiple sessions available over the course of two days. The process for updates is very intuitive and the interface is similar to WordPress.

Siedentop also briefly discussed the Curriculum Management implementation, which will be replacing the Course Request Approval System (CRAS) and the current curriculum approval process. Work will begin on this process over the summer with the aim of implementation in fall 2017.

11:00am-12:15pm  
**Training – How to Set Up and Manage Reserve Capacities for NSO Seat Release**  
Chris Partridge, Assistant Registrar

Chris Partridge previewed the new reserve capacities created specifically to handle first-year and transfer student registration during New Student Orientation (NSO) over the course of the summer. There are five reserve capacities set up for first-year students and a sixth capacity dedicated to transfer students. Partridge then showed a short training video, which will soon be posted to the Office of the Registrar’s Website. Training documentation will also be distributed to course scheduling officers. Since the Schedule Planner application now allows students to see reserve capacities, it is especially important to enter them in correctly. For SSM who would like more information on the Schedule Planner, the Registration Office has a how-to guide on their website: [http://registrar.unc.edu/registration/planning-for-registration/plan-your-class-schedule/schedule-planner-how-to-guide/using-your-schedule-planner/](http://registrar.unc.edu/registration/planning-for-registration/plan-your-class-schedule/schedule-planner-how-to-guide/using-your-schedule-planner/).
The Office of the University Registrar has scheduled two identical trainings (April 20th and May 9th) on how to set up and manage reserve capacities for the New Student Orientation (NSO) seat release. Today’s training is identical to the trainings on 4/20th and 5/9th. As a reminder, Scheduling Officers MUST attend one of the trainings if 1) your department currently manages the seat release process or 2) the University Registrar currently manages your department’s seat release but your department would like to begin managing the seat release process. For those scheduling officers who stayed for today’s training, they have fulfilled their training requirements.

The meeting adjourned at 11:30am.