MEETING MINUTES

Curriculum Director for Undergraduate Curricula, Nick Siedentop, welcomed the group. In celebration of their good work and the culmination of another semester, he invited them to partake in a light breakfast and drinks.

1. New Procedures for Requesting Access to ConnectCarolina and InfoPorte
   Matt Hughes, Arts and Sciences Dean’s Office
   Jocelyn Brooks, Arts and Sciences Dean’s Office
   Matt Hughes and Jocelyn Brooks from the College of Arts and Sciences Dean’s Office reported changes to the access request process in ConnectCarolina and InfoPorte to the group. On October 9, the College sent out a list of instructions for access requests, as well as a copy of the ConnectCarolina access and the Apply Yourself forms to all departmental managers via the CAS_Mgrs mailing list. Moving forward, departmental managers must fill out the designated form to give access to systems within ConnectCarolina. This would include InfoPorte, the Student Admin Workcenter, Human Resources, and Finance systems. The Business Center within the College has been working with the Office of the Registrar and other units across campus to simplify the form, making it easier to understand. All Infoporte and ConnectCarolina access forms may be accessed via the Data Dictionary in Infoporte. It is recommended that managers submit this form and have the person seeking access sign up for any required training at the same time; that way, there is less lag time with access. Hughes and Brooks then responded to questions from the assembled student services managers and departmental managers. Based on feedback from the group, Nick Siedentop will work with the Business Center to put together an Infoporte training in January.

2. Announcements from Undergraduate Curricula
   Nick Siedentop, Curriculum Director
   James Thompson, Associate Dean for Undergraduate Curricula
   Siedentop introduced the new Associate Dean for Undergraduate Curricula, James Thompson. Thompson comes from the Department of English and Comparative Literature, where he has held the Associate Chair and Chair positions. Thompson then updated the group on the course evaluation process. The Office of Undergraduate Education, in collaboration with OASIS and the Office of Institutional Research, has been working to transition to the new evaluation system, Class Climate. This is very new software, so there were some obstacles to overcome, but one positive outcome is that the response rate is roughly 10% higher than it was in the old system. Evaluations will be delivered to faculty soon as an email with each evaluation report attached as a separate PDF. Next semester, a task force will be charged with making improvements to the system and the instruments.
Siedentop updated the group on important information as the semester comes to a close.

- Grades are due 72 hours after the final exam date for each course. There is a public query that staff can run to see if grades have been submitted, approved, or posted (NC_SR_GRADEROSTER_STATUS).
- Title IX training is required for all staff on campus and must be completed within 45 days of receipt of the training email.
- Scheduling for fall 2015 first-year seminars is open. The First Year Seminars Program asks course scheduling officers to remove waitlists and instructor and department consent from their courses. Scheduling officers were also asked to maintain the enrollment cap at 24 seats. Instructors can teach a new FYS course twice as a topics number before they must submit the course for a permanent number in the Course Request Approval System (CRAS). This rule also applies to all undergraduate topics courses. The first time a topics course is offered, the instructor must fill out a prospectus form on the FYS website (http://fys.unc.edu/for-faculty/first-year-seminar-prospectus-form/) by March 1 for fall 2015.
- The agenda and meeting minutes for the student services staff meetings can be found online (http://curricula.unc.edu/reference/staff/).

Siedentop then updated the group on recent campus developments. Contextualized transcripts were recommended by the Faculty Council, and the Office of the Registrar has been working to make these available. They were hoping to have these established by spring 2015, but they have been put on hold. The Office of the Registrar wants to be sure that the data is correct before going live.

Earlier this semester, a task force was charged with streamlining the transfer re-evaluation process utilizing the Gideon-Taylor form process, similar to the withdrawal form process introduced last academic year. The Office of Undergraduate Curricula and the Office of Undergraduate Admissions hope to have this process in place by April 2015, and there may be a demo during the April 2015 meeting.

3. How do Student Services Managers use the Undergraduate Bulletin?

Discussion facilitated by Nick Siedentop

Siedentop asked for feedback about the Undergraduate Bulletin. The Office of Undergraduate Curricula is interesting in exploring new content management systems, similar to some of UNC-Chapel Hill’s peer institutions. The goal is to purchase a system and have it available for online browsing by the fall 2016 semester. A task force with students, faculty members, and advisors was formed earlier this semester to look into improvements and explore different content management systems. Siedentop then opened the floor to student services staff to find out how they use the Undergraduate Bulletin and how it can be improved. Below, is a list of recommendations:

- The bulletin needs to be available to staff. Student services managers and department managers do not get copies of the Bulletin.
• Semester by semester checklist for each degree – a sample sequence of courses to take to complete the major; this would benefit incoming FY students, transfer students, and international students.
• Visually appealing; better organized; there are always problems with tracking cross-lists and interdepartmental communication. A catalog management workflow should be able to solve this problem.
• Text-heavy; a bunch of information; current copy not user-friendly; more visually appealing; more color; pictures
• A good search function
• For the course listing – when it was last offered or how often it’s offered (every semester?); format of the course (online/lecture); General Education requirements course fulfills added to the end of the course description; if there is a corresponding, required lab or recitation to register for; what majors or minors this course could fulfill. Have prerequisites as a subheading instead of in the description
• Anchor links at the top
• Policy information accessibility – this needs to be easier to get to and re-categorize into buckets or newer more user-friendly categories.
• This is our public face; we need to emphasize the bulletin as a marketing tool.
• Do we need a print version or do we go online only? A small number for departments, but none for faculty. A small group of staff and faculty use it. Print version has been useful in tracking changes over the course of the year, but most faculty don’t use it.
• What will the archives look like? It would be static as a legacy document. Archiving would be a feature of the new site.
• Will the Graduate Record also be a part of this process? It would be a good idea to have both the Undergraduate Bulletin and the Graduate Record available on the same site.