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

Overview of the Academic Advising Program
Lora Wical, Deputy Director, Academic Advising Program
Academic Advisors engage in transactional interactions with students focusing on required paperwork, and registration issues. Advisors also engage in developmental interactions whereby they try to help students to develop relationships and develop professionally. There are three areas of expertise within the Advising Program: 1) Fine Arts and Humanities, 2) Social and Behavioral Sciences, and 3) Natural Sciences and Mathematics. There are two different kinds of academic advisors: 1) curriculum generalists, who help students with major and minor requirements and the Making Connections General Curriculum and 2) Graduation Specialists who work primarily with seniors to clear them for graduation.

Academic Advising has three locations on both north and south campus: 1) Steele Building, 2) Hardin Hub (satellite office) in Hardin Residence Hall (academic and career counseling are also available via partnership between Academic Advising and UNC career services; evening hours 7pm Monday-Thursday), and 3) Loudermilk Center (five advisors 76 hours per week; three advisors; two assistant deans working with student athletes; open until 8pm). Advisors have an 8-week program to give them intensive training on policies, procedures, curricula, requirements, and best practices for student engagement.

Advising offers many ways for students to get in touch, including drop-in hours, online chat, phone, Skype, and by-appointment. Advising also provides a website with online training modules as well as major workshops for students. In Academic Year 2014-2015, there were 69,021 advising contacts, 16,125 College of Arts and Sciences students seen, 3,358 students cleared for graduation, 18,555 student engages at Hardin Hub, and 1464 online chats. Ninety nine percent of cases advisors see correspond to a student’s major. For more details, please see presentation. At the close of her presentation, Wical handed out surveys for the student services managers to fill out.

May 2016 Commencement, What You Need to Know
Stacey Warner, Ceremonies Officer
Spring commencement will be held on Sunday, May 8, 2016 (Mother’s Day). There is no rain site because the Dean Smith Center is too small. It only holds 22,000. The ceremony starts at 9:00 AM (11:00 AM would be the latest that the ceremony would start). If on time, the ceremony will last two hours (this block includes the processional). This spring, we will be putting all the blue robes on the field instead of in the end zone as we have done in the past. The Chancellor’s reception is held in Pope Place for 5000 people. Attendance was low last year, but this may be due to the Tropical Storm.
Departments should start their ceremonies at 1:00 PM on Sunday. The campus doesn’t have many large venue spaces left for department ceremonies. There may be some availability for those departments looking into Thursday or Friday night ceremonies. Warner then gave some important contact information. For questions regarding accessibility, please contact Tiffany Bailey in Accessibility Services. Departments Friday and Sunday ceremonies especially, please make arrangements for your guests with Campus Parking. All of the departments who have reserved graduate spots for the spring will be up on the website soon: commencement.unc.edu.

Preparing for the Instructional Workload Report and Census Deadline

Wendy Riley and Sabrina Flowers, Budget Analysts and Nick Siedentop, Curriculum Director

Currently, instructor data are being pulled from two sources, the Human Resources (HR) records system for instructor rank/job, and ConnectCarolina (CC) for data on instruction. These two systems must be reconciled. We ask that class scheduling officers please be sure that classes with enrollment have a primary instructor with grading access within CC by census at the very latest. This instructor must be the person who is receiving credit for teaching this course. Graduate students with primary teaching responsibilities in the class should be the primary instructor on the course. Information from ConnectCarolina is pulled into the HR system at census. If this information is incorrect, it can cause problems with department reviews and chair reviews. Additionally, this information is provided to the Senior Associate Deans of the College who review and sign off on it for accreditation purposes.

Updates from the Office of Undergraduate Curricula.

Ben Haven, Curriculum Analyst
Heather Thompson, Course Evaluation Coordinator
James Thompson, Associate Dean
Nick Siedentop, Curriculum Director

Ben Haven started by thanking the course evaluation coordinators (CECs) for all of their hard work over the past year. The then updated the group on College course evaluation progress for the Academic Year 2014-2015. The College sent out 150,972 surveys, with 93,698 students participating, for an overall response rate of 62.06%. In Fall 2015, the College successfully evaluated 2,754 courses for 1,578 professors in 45 academic units with 8,554 total students invited to participate. Students received 85,644 individual course evaluations links and completed 51,564 individual course evaluations for an overall response rate of 60%.

Heather Thompson updated the group on where we are in the current timeline for fall 2015. Instructor Course Evaluation Reports should email on or shortly after Wednesday, December 16, 2015. Department copies of the report files should appear in share drives in the few days following. The College has fixed the header for these reports so that the response rate now shows number of responses, total enrolled, and response rate percentage.

James Thompson asked for feedback regarding the question of whether or not all courses should be evaluated using the ClassClimate system. SSM seemed open to the idea. Thompson then again thanked the CECs for their participation.

Nick Siedentop thanked SSM for their help in processing CRAS transactions, curriculum changes, and their Undergraduate Bulletin entries this semester. He noted that there will soon be a new online catalog that will replace the current online Bulletin. This catalog will be more dynamic, intuitive, and searchable. If SSM are curious about the online catalog product, Course Leaf, they are welcome to preview other schools who have implemented the application: leapfrog.com/clients. There will be no
more Word Docs for the Bulletin update process. Instead, departments will make edits directly in the online editing tool. Siedentop also discussed the spring 2016 registration and scheduling, which are available on the Registrar’s website.

The meeting adjourned at 11:55 p.m.