COLEGE OF ARTS AND SCIENCES STUDENT SERVICES STAFF MEETING MINUTES
Wednesday, August 9, 2017, 10:30 AM –12:00 PM, Toy Lounge

Speakers
Nick Siedentop, Curriculum Director, Undergraduate Curricula
Christy Samford, Deputy Director, University Registrar
Chris Partridge, Assistant Registrar, University Registrar
Tim Dunham, Administrative Support Specialist, University Registrar
Jessika Harris, Assistant Registrar, University Registrar
Robert Norwood, Associate University Registrar, University Registrar
Jason Clemmons, Associate Director for Curriculum, Recruiting, and Operations
Ritchie Kendall, Assistant Dean, Honors Carolina
Amber Duntley, Enrolled Student Services Coordinator, Honors Carolina
Ben Haven, Curriculum Analyst, Undergraduate Curricula
Heather Thompson, Course Evaluation Coordinator, Undergraduate Curricula

Updates to Faculty Center
Christy Samford

- Class Roster can now be downloaded to Excel from the Faculty Center.
- A quick reference sheet for existing functionality and this new option will soon be emailed to faculty and staff.
- Departments interested in hard copies, please contact Christy with the number of copies requested.

Classroom Scheduling Forms and Training
Chris Partridge

- Registrar’s Scheduling Office is going paperless for five scheduling forms: Combined Section Request Form, Course Session Definition Form – coming soon, Event Request Form, Room Change Request Form, Section Add/Change Request Form.
- Required fields are outlined in red. Forms are dynamic, so new fields may pop up as you select things. You will receive an email confirmation once you have submitted the form. You will also receive a confirmation email when the request is completed by the Scheduling Office.
- The Scheduling Office will still take calls for assistance, but requests must initially go through the forms.
- The forms are available here: http://registrar.unc.edu/classrooms/scheduling_requests/
- Please call or email (scheduling_office@unc.edu) if you have any questions, suggestions or other feedback.
- Tips
  - If you are making a late add/change request, use the beginning of the semester as the course start date.
  - If have multiple meeting patterns, indicate this using the additional information box (the Scheduling Office will look at updating this functionality).
  - You can submit multiple forms for the same course.
  - If you are adding or changing a course in the summer, the form logic automatically routes the form to the Summer School.

Permission Numbers in Connect Carolina (demo & training)
Jessika Harris

- Permission numbers are used to allow students to self-enroll in courses where they need an override. Add permissions can be student, section, or course specific and can override pre- and/or corequisites, dept/instr consents, seat capacities, and reserve capacities. Drop permissions are student specific.
• You will receive an email notification when you submit the request form. Registration Services will send back an excel spreadsheet of the permission numbers.
• Once a number is used, it can’t be used again. You can always submit another form for more numbers.
• Email registrationservices@unc.edu if you need to check which permission numbers have been used.
• Please see appended PowerPoint for how a student uses a permission number. If the student receives an error, they need to read the “unsuccessful” note.
• Email Registration Services if students have issues
• Registration Services will post instructions on the Registrar’s website.
• Registration Services will follow up on a couple of questions that came up during the meeting: 1) currently a “permission number needed” message appears when a class section fills, and this is confusing for students, and 2) the sponsoring unit of a cross-list would like to have permission number access to all sections of the cross-list.

Assignment of Grades for Course Drops

• Since SSMs are the front-line, Roberta wanted to speak with the group directly about the new drop/add rules (see appended chart for details).
• Per Faculty Council Resolution 2014-2, effective fall 2017, the new drop rules apply to all students, regardless of admit term.
• The current rules can be found here: http://registrar.unc.edu/guide/registration-policies/drop-add-procedures/rules-course-drops/. Updates to reflect the fall 2017 effective policy will be made soon. See appended chart for details.
• This policy adoption by Faculty Council brings UNC-CH in line with requirements from General Administration whose goal was to track withdrawals after week two. For summer terms, the third day of the term is used.
• After week two, drops impact availability for other students, financial aid, university financial resources, and attempted hours limits.
• WC notations are only assigned during fall and spring terms.
• Underload approvals and students changing from full-time to part-time will not be assigned the WC notation.
• Students remain in Sakai if they withdrawal after the cut-off date.
• W grades do not carry any quality points so are not included in the calculation of GPA.
• W grades do show on student transcripts (internal and official).

Honors Carolina Updates

• Honors Carolina presented updates and reminders about guidelines for senior honors thesis courses (see appended handout for details).
• Please be sure your unit has a Departmental Honors Advisor.
• Choose the appropriate senior honors thesis format.
• Please help your unit enforce eligibility criteria:
  o Make sure students are declared majors
  o Check eligibility GPA at beginning of semester (if close, can get a probationary semester for first if get up to 3.3 after). This is very important because Honors doesn’t have a way to check, and every year at least one person gets through the whole process without the GPA requirement and can’t graduate with honors or highest honors.
• Set your internal thesis defense deadlines to meet the Honors Carolina reporting deadlines.
• Department honors advisors should verify electronic submission of theses at the end of each semester. Student has until last day of class to submit to the CDR (Carolina Digital Repository), which is required, but they can request a 1-2 year embargo.
• Honors Carolina tweaked their independent study learning contract. You are not required to use this contract, but it is encouraged.
• Honors Carolina maintains a listserv of departmental honors advisors. Staff members can be on the listserv if they want to remain informed, if so email honorscarolina@unc.edu. New guidelines will be circulated to the departmental honors advisors list serve soon. Email will also have other helpful dates.
• If you have questions about the interdisciplinary studies honors thesis process, please contact Associate Dean James Thompson.

**Office of Undergraduate Curricula Updates** Nick Siedentop, Ben Haven, Heather Thompson
OUC updated the group on the following topics (see appended PowerPoint for details):
• Important deadline calendars
• Online Syllabus Management System (OSM)
• Fall 2017 instructor data reminders
• Independent study learning contracts
• First Year Seminar Online Brochure
• Course evaluations
• Curriculum revisions (please note the deadline for course and major/minor program submissions is Monday, October 16).

**Next Meeting:** Wednesday, December 13, 2017 @ 10:30am

**Previous agendas and minutes:** [http://curricula.unc.edu/committees/ssmmeetings/](http://curricula.unc.edu/committees/ssmmeetings/)
Permission Numbers

JESSIKA HARRIS, ASSISTANT REGISTRAR, REGISTRATION SERVICES
OFFICE OF THE UNIVERSITY REGISTRAR
Background

Permission numbers are authorizations that are associated with a class to allow students to enroll by overriding certain restrictions on the class.

General or student specific add permissions can be generated as well as individual classes and/or by subject

Drop permissions may also be generated, which are student specific.
Background

Class permissions can override class capacities, requisites, and instructor/department add/drop permission.

Using permission numbers can be helpful to both departments managing enrollments and students, to help facilitate a smooth registration process without needing a Student Services Manager to manually override a student into a class.
To generate class specific permission numbers, your department should complete the Permission Number(s) form available on our website through single sign-on: https://unc-ch.formstack.com/forms/ourpermissionnumbers. The form will request the following information:

**Term**

**Subject Area | Catalog Number | Class Section**

**Number of permission numbers needed**

**Should the permission numbers be permission to add or permission to drop?**

**Expiration date of permission number (last day the student can enroll for term).**

Overrides the permission number should include:

- **Closed Class**: Select to allow students to enroll in a class that is closed due to capacity or to override the course’s reserve capacities. If allowing over-enrollment in your class, take caution not to exceed the seating capacity of the classroom.
- **Requisites Not Met**: Select to allow students to enroll in a class for which they do not meet the prerequisites.
- **Consent Required**: Select to allow students to enroll in a class that requires instructor or department consent to add

**Requestor Information**
Permission Number(s) Request Form

Class Information

Please complete the following fields so that we may process your permission numbers. Once your request is processed, we will email your permission numbers to the email address you provide below in an Excel spreadsheet. If you would like to generate permission numbers for multiple classes or terms, you will need to submit multiple requests. If you would like to generate permission numbers for multiple sections that contain different overrides, you will need to submit multiple requests. If you have any questions, please contact registrationservices@unc.edu.

Effective Term for Permission Number(s)?

- Spring 2017
- Summer I 2017 (includes Maymester)
- Summer II 2017
- Fall 2017

May only select one answer. If you need permission numbers for multiple terms, please submit multiple requests.

Subject Area*

[Insert Subject Area]

Catalog Number*

[Insert Catalog Number]

Class Section(s)*

[Insert Class Section(s)]

Number of Permission Numbers Needed*

[Insert Number of Permission Numbers Needed]

Expiration Date for Permission Numbers

[Insert Expiration Date]

Permission Type?*

- Permission to Add
- Permission to Drop

May only select one answer. If you need permission to add and drop, please submit two requests.

Permission Overrides*

[Insert Permission Overrides]

Requester Contact Information

First Name*

[Insert First Name]

Last Name*

[Insert Last Name]

UNC Email Address*

[Insert UNC Email Address]

Phone Number*

[Insert Phone Number]
<table>
<thead>
<tr>
<th>Seq #</th>
<th>Number</th>
<th>ID</th>
<th>Name</th>
<th>Issued</th>
<th>Issued By</th>
<th>Issued Date</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>24067</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
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<tr>
<td>2</td>
<td>774109</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
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<tr>
<td>3</td>
<td>220461</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
</tr>
<tr>
<td>4</td>
<td>150505</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
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<tr>
<td>5</td>
<td>338115</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
</tr>
<tr>
<td>6</td>
<td>536724</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
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<tr>
<td>7</td>
<td>386550</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
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<tr>
<td>8</td>
<td>232970</td>
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<td></td>
<td></td>
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<td>09/11/2017</td>
<td>09/11/2017</td>
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<tr>
<td>9</td>
<td>763342</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
</tr>
<tr>
<td>10</td>
<td>626528</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
</tr>
<tr>
<td>11</td>
<td>420163</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/11/2017</td>
<td>09/11/2017</td>
</tr>
</tbody>
</table>
Permission Number Demo

To begin with, students should access the ConnectCarolina web registration system by clicking “enrollment shopping cart.”
Permission Number Demo

Once in the shopping cart, students can use the search functionality to find the class they are attempting to enroll in using permission numbers:
Permission Number Demo

Next, students can enter the subject and course number for the class in question. For all sections to populate, students should uncheck the “Show Open Classes Only” button.
Permission Number Demo

All sections of the class will populate on the next screen. Students should choose the appropriate section and click “select”:
Permission Number Demo

On the next screen, students should enter their permission number and click next.
Permission Number Demo

After clicking “next,” students will be redirected to their Shopping Cart. Students should then select the course and click enroll.
Permission Number Demo

Students will then have to confirm their enrollment by click “finish enrolling”:
Permission Numbers Demo

The next screen will convey whether the enrollment attempt was successful or not:

Shopping Cart

3. View results

View the following status report for enrollment confirmations and errors:

2016 Spring | Undergraduate | UNC-Chapel Hill

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUSC 166</td>
<td>Success: This class has been added to your schedule.</td>
<td><img src="#" alt="Success" /></td>
</tr>
</tbody>
</table>

MAKE A PAYMENT  MY CLASS SCHEDULE  ADD ANOTHER CLASS

Student Center
Any questions?
thank you!
Course Drop Rules Effective Fall 2017 for Undergraduate Students

Fall and Spring terms:

<table>
<thead>
<tr>
<th>Dropping Classes</th>
<th>Process</th>
<th>Signatures Required</th>
<th>Grade Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first day of classes for term</td>
<td>Drop online through the ConnectCarolina Student Center</td>
<td>None, student processes transaction</td>
<td>None</td>
</tr>
<tr>
<td>First day of classes through Week 2</td>
<td>Drop online through the ConnectCarolina Student Center</td>
<td>None, student processes transaction*</td>
<td>None</td>
</tr>
<tr>
<td>Weeks 3-8</td>
<td>Drop online through the ConnectCarolina Student Center</td>
<td>None, student processes transaction*</td>
<td>W with a WC notation (withdrawal by choice)**</td>
</tr>
<tr>
<td>Weeks 9+</td>
<td>Petition to drop class(es) through Academic Dean’s Office***</td>
<td>If the course drop appeal is granted, Dean’s Signature required</td>
<td>W (withdrawn) ****</td>
</tr>
</tbody>
</table>

* Note refund policies

** For external purposes (transcript), the WC notation grade is equivalent to the official grade of W. Please note that students are limited to 16 total credits with a notation of WC during their undergraduate career. When a WC notation is recorded, the class shows as dropped on the student’s class schedule, but the W grade is reflected on their Course History and listed on transcripts (internal and official).

*** Students must continue to attend classes and complete all assignments until informed of committee’s decision.

**** When a W grade is recorded, the class shows as dropped on the student’s class schedule, but the W grade is reflected on their Course History and listed on transcripts (internal and official).
Student Services Managers Meeting
August 9, 2017
Important Dates and Deadlines (Calendars)

Academic Calendar:
http://catalog.unc.edu/academic-calendar/

Office of the University Registrar Calendars/Resources:
http://registrar.unc.edu/academic-calendar/

Final Examination Schedule Fall 2017:
http://registrar.unc.edu/academic-calendar/final-examination-schedule-fall/
# Online Syllabus Management (OSM) Tool

- **Access:** [https://osm.oasis.unc.edu/osm/](https://osm.oasis.unc.edu/osm/)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wednesday, August 9, 2017</strong></td>
<td>• OSM opens&lt;br&gt;• OSM Managers send instructions to fall 2017 instructors, including CCO instructors.</td>
</tr>
<tr>
<td><strong>Tuesday, August 22, 2017</strong></td>
<td>• Classes begin&lt;br&gt;• Syllabi should be uploaded by the first day of classes.</td>
</tr>
<tr>
<td><strong>Week of August 28th</strong></td>
<td>• OSM Managers send reminder messages to instructors who have not uploaded syllabus.&lt;br&gt;• <strong>Use “Email Faculty” feature in OSM.</strong></td>
</tr>
</tbody>
</table>
## Online Syllabus Management (OSM) Tool

<table>
<thead>
<tr>
<th>Term</th>
<th>% complete</th>
<th>First day</th>
<th>Date</th>
<th>days from term start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2016</td>
<td>21.8%</td>
<td>2/11/2016</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td>Summer I 2016</td>
<td>44.4%</td>
<td>6/1/2016</td>
<td>21</td>
<td></td>
</tr>
<tr>
<td>Summer II 2016</td>
<td>67.5%</td>
<td>7/5/2016</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Fall 2016</td>
<td>55.4%</td>
<td>9/18/2016</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Spring 2017</td>
<td>48.2%(^{i})</td>
<td>1/30/2017</td>
<td>19</td>
<td></td>
</tr>
<tr>
<td>Summer I 2017</td>
<td>64.8%</td>
<td>6/15/2017</td>
<td>29</td>
<td></td>
</tr>
<tr>
<td>Summer II 2017</td>
<td>58.5%</td>
<td>7/7/2017</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>

\(^{i}\) The University was closed for snow days on 1/9/2017 and 1/10/2017.
Fall 2017 Instructor Data

Please make sure your department records are updated PRIOR to census date (September 5, 2017).

• A “primary instructor” of record must be listed in Connect Carolina for a course with student enrollment (including recitations and labs).

• For credit-bearing sections, a “Primary Instructor” must have one of the following ranks/job codes (credentials) in the ConnectCarolina HR system:
  
  ✓ All faculty ranks
  ✓ Teaching Fellow (TF) or Senior Teaching Fellow (STF)
Independent Study Learning Contracts

➢ Deadline: Monday, August 28, 2017

➢ Create sections for each faculty member supervising an independent study

➢ Each unit must have a process for reviewing and approving contracts

➢ Keep contracts for a minimum of four years

➢ Late requests must be reviewed by the Associate Dean for Undergraduate Curricula, James Thompson.

➢ Piloting new online form with workflow system. More information at the December meeting.

UPM #30: http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/independent-study-policy/
First Year Seminar Online Brochure

Detailed listing of all first-year seminars offered each fall and spring term. We include the following items for each scheduled class section.

- Subject code, catalog number, and class section number
- Course title
- Meeting pattern
- General Education requirements
- Expanded course description
- Short instructor biography
First Year Seminar Online Brochure

Spring 2018 Timeline

➢ **Monday, September 18** – Extended course schedule maintenance

➢ **Monday, October 9** – Preliminary FYS schedule sent to course scheduling officers

➢ **Friday, October 20** – Deadline for FYS course schedule updates
  ❖ Send to Ben Haven: bhaven@email.unc.edu

➢ **Monday, October 30** – Spring 2018 FYS Online Brochure published on FYS website

➢ **Early November** (usually around Nov 10) – registration begins for first-year students
Scheduling First Year Seminars

When scheduling your FYS, please be mindful of a few things

1. The FYS Office will add notes to the notes tab for each FYS class section
   - Class reserved for first-year students
   - Course description and instructor bio
   - Priority registration in spring

2. Remove department and instructor consents from your FYS

3. For topics 89 FYS, fill out the “Free Format Topic” with the title
   - All caps
   - 30 characters max
First Year Seminars 89 Topics Courses

➢ FYS 89 can be offered two times before it needs a permanent number (new course submission in CRAS)

➢ Prospectus form required for new FYS 89 topics course

➢ Prospectus form email trigger – email sent to the scheduling officer
➢ Spring 2018 Prospectus Form deadline: **Monday, October 2**
**Course Evaluations**

Instructor Data in ConnectCarolina and Course Evaluations

- Required ConnectCarolina roles to have someone added to a course for evaluation purposes:
  - Primary Instructor
  - Secondary Instructor
  - TA

- Individuals do not have to be listed on every course they are evaluated for, but they must exist on a minimum of one course in ConnectCarolina.

- Beginning Fall 2017, this is the only means by which an individual will be available in the course evaluation system as a person being evaluated.
Course Evaluations

Dates to remember:

• Selection occurs during 2 weeks following Census Date
• Evaluations open for last 14 class days
• Evaluations close on last day of classes
• Pilot in Fall 2017: Lab courses open last 21 class days
• Watch for an email with full schedule and pilot information
Curriculum Revisions

Undergraduate Revisions: courses and programs (majors & minors)

➢ Deadline: October 15, 2017 (Sunday)
  ➢ Accepting submissions through October 16, 2017 (Monday)
  ➢ Undergraduate courses (50-699)

Graduate Revisions (courses numbered 700 and above)

➢ Deadline: January 15, 2018 (Monday)
## UGRD Curriculum Proposals

<table>
<thead>
<tr>
<th>Courses</th>
<th>Programs (majors &amp; minors)</th>
</tr>
</thead>
</table>
| **Process:** Submit CRAS transaction  
  - New course  
  - Revise course  
  - Inactivate course | **Process:**  
  1. Submit department memo  
  2. Submit Undergraduate Catalog text showing changes. |
| **Deadline:** October 16, 2017 | **Deadline:** October 16, 2017 |
| **Effective date:** Fall 2018 | **Effective date:** Fall 2018 |
| **Notification:** CRAS submitter receives email. | **Notification:** Chair receives approval memo. |
| **Implementation:**  
  ✓ Connect Carolina  
  ✓ 2018-2019 University Catalog (automated) | **Implementation:**  
  ✓ 2018-2019 University Catalog (updated by the Office of Undergraduate Curricula)  
  ✓ Tar Heel Tracker Degree Audit (updated by the Registrar’s Office) |
## Top 10 Undergraduate Majors Awarded

<table>
<thead>
<tr>
<th>2016-17</th>
<th>2015-16</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology (BA, BS)</td>
<td>521</td>
<td>Biology (BA, BS)</td>
</tr>
<tr>
<td>Psychology (BA, BS)</td>
<td>445</td>
<td>Psychology (BA, BS)</td>
</tr>
<tr>
<td>Economics</td>
<td>403</td>
<td>Economics</td>
</tr>
<tr>
<td>Media and Journalism</td>
<td>374</td>
<td>Media and Journalism</td>
</tr>
<tr>
<td>Exercise and sport science</td>
<td>345</td>
<td>Political science</td>
</tr>
<tr>
<td>Business Administration</td>
<td>344</td>
<td>Exercise and sport science</td>
</tr>
<tr>
<td>Political science</td>
<td>330</td>
<td>Business Administration</td>
</tr>
<tr>
<td>Communication studies</td>
<td>214</td>
<td>Global studies</td>
</tr>
<tr>
<td>Global studies</td>
<td>207</td>
<td>Communication studies</td>
</tr>
<tr>
<td>Computer science (BA, BS)</td>
<td>201</td>
<td>History</td>
</tr>
</tbody>
</table>

*Double majors are counted twice.*

*Academic year = August, December, and May graduations*
# Top 10 Undergraduate Minors Awarded

<table>
<thead>
<tr>
<th>Minor</th>
<th>2016-17</th>
<th>2015-16</th>
<th>2014-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>442</td>
<td>429</td>
<td>422</td>
</tr>
<tr>
<td>History</td>
<td>183</td>
<td>199</td>
<td>221</td>
</tr>
<tr>
<td>Spanish for the professions</td>
<td>177</td>
<td>150</td>
<td>138</td>
</tr>
<tr>
<td>Entrepreneurship (Economics)</td>
<td>133</td>
<td>100</td>
<td>118</td>
</tr>
<tr>
<td>Biology</td>
<td>123</td>
<td>86</td>
<td>93</td>
</tr>
<tr>
<td>Medical anthropology</td>
<td>97</td>
<td>89</td>
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<tr>
<td>Neuroscience</td>
<td>92</td>
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<td>Hispanic studies</td>
<td>81</td>
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<tr>
<td>Music</td>
<td>81</td>
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<td>70</td>
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<tr>
<td>Social and economic justice</td>
<td>80</td>
<td>80</td>
<td>70</td>
</tr>
<tr>
<td>Philosophy, politics, and economics</td>
<td></td>
<td>70</td>
<td>73</td>
</tr>
<tr>
<td>Medical anthropology</td>
<td></td>
<td></td>
<td>70</td>
</tr>
</tbody>
</table>
Things to do after this meeting…

✓ Add upcoming SSM meeting dates to your calendar.

✓ Check all Fall 2017 sections for a “primary instructor.”

✓ Send email to all Fall 2017 instructions about OSM and deadline. Let’s reach 100%!

✓ Add Independent Study Learning contract deadline to your calendar.

✓ Review your department’s independent study learning contract procedures with your department’s coordinator (e.g., DUS).

✓ Add the curriculum deadlines to your calendar. Alert DUS, DGS, and instructors as needed.