

**\*\*\*The following information is being provided to Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers on behalf of the Office of Undergraduate Curricula. Please feel free to share with other individuals in your unit to whom this information might apply.\*\*\***

Good morning, all -

We hope everyone is doing well! Once again, it's time for the monthly OUC updates. Last month's memo is now [archived on our website](#) for easy access.

To keep these emails a manageable length, many entries will contain links to outside websites where you can view related content in its entirety. We have also coded our announcements using the following color scheme to make sure everyone can access the material relevant to their roles quickly and easily:

- Items under the **YELLOW** header apply ONLY to individuals in the College of Arts and Sciences
- Items under the **BLUE** header apply ONLY to individuals in the Professional Schools
- Items under the **GREEN** header apply to EVERYONE and will always be listed **FIRST**

If you have any questions or concerns, feel free to reach out to one of us.

Sincerely,  
The OUC team

Nick Siedentop, Curriculum Director  
Ben Haven, First-Year Curriculum Specialist  
Heather Thompson, Course Evaluation Coordinator  
Genevieve Cecil, Curriculum Analyst  
James Thompson, Associate Dean for Undergraduate Curricula  
Li-ling Hsiao, Associate Dean and Director of First-Year Curricula

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## GENERAL CURRICULUM NEWS

### Curriculum Proposals & CIM

Thank you to all the faculty and department staff who submitted undergraduate course and program proposals in CIM by the 10-20-2021 extended deadline. Over 200 course proposals were submitted for the IDEAs in Action curriculum! After checking syllabi for all the [required elements](#), the proposals will be reviewed by the College's Course Committee which meets every month through spring 2022. The goal is to finish the reviews by early April 2022, prioritizing proposals for Research & Discovery, High Impact, and Communication Beyond Carolina.

As a reminder, you can view the status of a course proposal in CIM:

- Login to **CIM-Courses**: <https://nextcatalog.unc.edu/courseadmin/>
- Enter course code (e.g., AAAD 300) and select **'Search'**
- For courses in workflow, the CIM form will display the Workflow steps. The current step displays in orange; approved steps appear in green.
- Reviewer comments appear at the bottom of the form.

**Note:** Course proposals in CIM with a fall 2022 effective date cannot be updated to ConnectCarolina until the 2022-23 academic calendar dates are finalized. Until then, approved CIM course proposals will stay at the Registrar's workflow step.

You can also view the status of a program proposal in CIM:

- Login to **CIM-Programs**: <https://nextcatalog.unc.edu/programadmin/>
- Search for the program name, using an asterisk (\*) in the search box.
- For programs in workflow, the CIM form will display the Workflow steps. The current step displays in orange; approved steps appear in green.
- Reviewer comments appear at the bottom of the form.

### **IDEAs in Action Curriculum Updates**

The new IDEAs in Action website is available at <https://ideasinaction.unc.edu/>. The website takes a student-centered approach in outlining the goals and benefits of the new curriculum, with a page devoted to each curriculum element. The website also includes a [course search tool](#) that allows you to explore approved courses by department and Gen Ed attribute. The course search tool will be updated monthly to reflect approved courses submitted through the CIM system.

Information about course development and the submission process is still available on the [Office of Undergraduate Curricula](#) website.

### **2021-2022 IDEAs in Action Training Sessions**

The IDEAs in Action Advisor Training sessions offered this fall 2021 are designed for campus-wide advising staff, faculty advisors, academic department staff, and program counselors who work directly with undergraduates on their course exploration needs. These in-depth and interactive sessions will include perspectives from faculty and content experts along with the resources needed to guide and support undergraduate exploration. Sessions will be virtual and recorded for future training needs.

#### **Session 3: Focus Capacities**

- Thursday, 11-11-2021: 10:00 – 11:30am or
- Friday, 11-12-2021: 1:00 – 2:30pm

#### **Session 4: Reflection & Integration**

- Thursday, 12-16-2021: 10:00 – 11:30am or
- Friday, 12-17-2021: 1:00 – 2:30pm

If you are interested in participating in a training session, please complete this [registration form](#). You can expect an email from the session organizers two days prior to your session with the Zoom link.

### **First-Year Seminar Updates: Spring 2022**

The Spring 2022 First-Year Seminar brochure is now live on the [FY-Seminar website](#). Please contact [Ben Haven](#) with any questions, corrections, or changes to your unit's offerings.

### **First-Year Launch Updates: Fall 2022**

If your request to add the FY-Launch designation to an existing course was approved in CIM, you may now schedule a First-Year Launch section of that course in Fall 2022. Please schedule them in

ConnectCarolina using section numbers 01F – 99F. Please note: approval to add the FY-Launch designation in CIM to a course means that you now have the option to schedule both standard sections of the course (section numbers 001-299) **and** First-Year Launch sections (section numbers 01F-99F).

### **Reminder: Revised Undergraduate Registration Process for Spring 2022**

The Office of the University Registrar and the Center for Operational Excellence have been working on improving the equitability and efficiency of the undergraduate registration appointment system for the last several years. The revised system will be in effect for the spring 2022 registration period. More information was shared at the [September Student Services Managers meeting](#) and over the Scheduling Officers' listserv. Additional information is now available on the [Registrar's website](#). Resources for students, faculty, and staff include [a Registration Guide](#) and [a FAQ](#). Wave 1 of spring 2022 registration began for undergraduate students on Monday, 10-25-2021.

### **Reminder: Class Features Tool for Spring 2022**

Instructors are encouraged to utilize the [Class Features tool](#) in ConnectCarolina to provide students with additional information about their spring 2022 courses. Students began registering on Monday, 10-25-2021 but instructors can and should continue to use the tool through the first week of the spring semester. To use the tool, log into [ConnectCarolina](#) and select "My Schedule." You will see the "Class Features" link for each course you are scheduled to teach. Copy-over functions and departmental proxies are available to ensure the process is efficient each semester. More information about the Class Features tool is available on the [Office of Undergraduate Curricula website](#).

### **Reminder: Directors of Undergraduate Studies (DUS) Meeting: Spring 2022**

Directors of the Undergraduate Studies, please mark your calendars! The spring 2022 DUS meeting will be held on Friday, 02-04-2022 from 9:00 – 10:30am (virtual). More information, including the meeting agenda, will be shared with the listserv a week before the meeting.

### **Reminder: Student Services Managers (SSM) Meeting: Spring 2022**

SSMs, please mark your calendars! The spring 2022 SSM meeting will be held on Wednesday, 02-09-2022 from 1:00 – 2:30pm (virtual). The meeting agenda and Zoom link will be shared with the listserv a week before the meeting.

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## **COLLEGE OF ARTS & SCIENCES NEWS**

### **Student Evaluations of Teaching (SET)**

College SET will open 11-17-2021 for most courses (CHEM and BIOL labs open one week early on 11-10-2021). All Instructors will receive a confirmation email about their courses to be evaluated nine days before the evaluations open (11-8-2021 for most courses). Two days later (seven days before evaluations open, 11-10-2021 for most courses) they will receive an email inviting them to add up to five questions to their evaluations. These questions are reported separately and only to the course instructor to give space for formative feedback. If any instructor does not receive messages from the Blue system, they can email [cas\\_evaluations@unc.edu](mailto:cas_evaluations@unc.edu) to troubleshoot why. Additional information about SET can be found [on our website](#). All College SET surveys close on the last scheduled class day, 12-1-2021 at midnight. We encourage you to share this reminder with all course instructors, especially your TAs and new faculty who may be new to this process.

### **Online Learning Contract Manager (OLCM) for Spring 2022**

The [Online Learning Contract Manager](#) (OLMC) tool is now open for spring 2022 learning contracts. Participating units are reminded that the system will remain open for new contracts through Tuesday, 01-25-2022 (spring census date). Departments that would like to request an earlier close date can do so by emailing [Genevieve Cecil](#) in the Office of Undergraduate Curricula.

### **Online Syllabus Manager (OSM) for Spring 2022**

The [Online Syllabus Manager](#) (OSM) tool will open for spring 2022 courses in mid-December. Additional details, including the exact system open and close dates, will be provided in the December OUC monthly memo. Questions can be emailed to [Genevieve Cecil](#) in the Office of Undergraduate Curricula.

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## **PROFESSIONAL SCHOOL NEWS**

Nothing specific at this time – please refer to the General News section for information that applies to all units.

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### **Want more information? Check out these campus resources!**

Office of Academic Advising > <https://advising.unc.edu/>  
Office of Undergraduate Curricula > <https://curricula.unc.edu/>  
Office of Undergraduate Education > <https://undergrad-ed.unc.edu/>  
Office of the Dean of Students > <https://odos.unc.edu/>  
Office of the University Registrar > <https://registrar.unc.edu/>  
Office of Undergraduate Research > <https://our.unc.edu/>  
Office of Undergraduate Admissions > <https://admissions.unc.edu/>

Center for Student Success > <https://studentsuccess.unc.edu/>  
Honors Carolina > <https://honorscarolina.unc.edu/>  
Keep Teaching > <https://keep Teaching.unc.edu/>  
Academic & Final Exam Calendars > <https://registrar.unc.edu/academic-calendar/>

*Disclaimer: These emails are not intended to replace College and University-wide communications, but rather to supplement them. For this reason, we will not be accepting requests to advertise content unrelated to our office. However, if you think of ways in which we can improve our content, presentation, or communication please let us know!*