

*****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 -

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](#), Student Services Specialist, College of Arts & Sciences and FY-Thrive Program

[James Thompson](#), Associate Dean for Undergraduate Curricula

[Li-ling Hsiao](#), Associate Dean and Director of First-Year Curricula

GENERAL CURRICULUM NEWS

2022-2023 Catalog Editing

The 2022-2023 [Catalog Production Schedule](#) began on 02-01-2022. Key dates for department faculty and staff include:

- **03-15-2022:** Deadline for department/unit Catalog editor(s) to make changes and submit Catalog page(s) to workflow for approval.
- **03-31-2022:** Deadline for department/unit Catalog approver(s) to review and approve Catalog page(s).

To check the status of your Catalog page(s), follow these steps:

1. Login to the Next Catalog (<https://nextcatalog.unc.edu/>)
2. Navigate to the specific Catalog page.
3. Select the **'Edit Page'** icon in the top left corner. The editing toolbar will open.
 - a. If the **Start Workflow** button (in the bottom right corner) is grey, that means the page has been submitted to workflow. Good job!

- b. If the **Start Workflow** button is green, the Catalog page has not been submitted to workflow. Review the content, make edits (if necessary), and select the green Start Workflow button.
4. Repeat steps 2 & 3 for all your Catalog pages!

The Office of Undergraduate Curricula will also send a reminder email to departments who have not started workflow on their Catalog pages.

Reminder: Class Features Tool for Summer & Fall 2022

Instructors are encouraged to utilize the [Class Features tool](#) in ConnectCarolina to provide students with additional information about their summer & fall 2022 courses. 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: IDEAs in Action Gen Ed Attributes for Fall 2022

Instructors are reminded that IDEAs in Action general education attributes (FC-GLOBAL, RESEARCH, etc.) are now appearing on fall 2022 class listings in ConnectCarolina (see screenshot below). Instructors using the Class Features tool to upload syllabi early should remember to include the required student learning outcomes for all approved IDEAs in Action gen eds in these documents.

GLBL 210 - 001 Global Issues and Globalization
UNC-Chapel Hill | 2022 Fall | Lecture

Class Details

Status	Open ●	Course ID	012948
Class Number	4527 Class Features	Offer Nbr	1
Session	Session A	Career	Undergraduate
Units	3 units	Dates	8/15/2022 - 12/9/2022
Instruction Mode	In Person On Campus Learners	Grading	Undergrad - graded
Class Components	Lecture Required, Recitation Required	Location	UNC Chapel Hill
		Campus	UNC Chapel Hill

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
MoWe 10:10AM - 11:00AM	Global Center - Rm 1015	Carmen Huerta-Bapat	08/15/2022 - 12/09/2022

Enrollment Information

Class Attributes	GL- Global Issues IDEA - Global Understanding and Engagement IDEA - Power, Difference, and Inequality
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IDEAs in Action Curriculum, Fall 2022 Updates

Triple-I:

- The [Fall 2022 Course Offerings](#) are now posted to the IDEAs in Action website. The listing includes course titles, descriptions, meeting patterns, and instructor bios.

- To search in Connect Carolina, use the **FY-TRIPLE** Gen Ed attribute code.
- Seats are limited to incoming fall 2022 first-year students (and incoming fall 2022 transfer students with fewer than 24 credit hours). Current students are restricted from enrolling in these classes.
- Students must register for BOTH the 3 credit Triple-I class and the corresponding Data Literacy 1-credit class, for a total of 4 credits.
- All seats are currently reserved for the first-year pre-registration process, using the FYPR reserve capacity.

College Thriving:

- Over 170 sections of [College Thriving](#) will be offered in the fall! Sections are capped at 19 students.
- To search in Connect Carolina, use the **FY-THRIVE** Gen Ed attribute code.
- Seats are limited to incoming fall 2022 first-year students (and incoming fall 2022 transfer students with fewer than 24 credit hours). Current students are restricted from enrolling in these classes.
- All seats are currently reserved for the first-year pre-registration process, using the FYPR reserve capacity.

First-Year Seminar/First-Year Launch:

- Over 90 FY-Seminars & FY-Launch classes will be offered in the fall! A complete, searchable list will be posted to the IDEAs in Action website by 4/4/2022: <https://ideasinaction.unc.edu/first-year-foundations/first-year-seminars-launches/>
- To search in Connect Carolina, use the **FY-SEMINAR** and **FY-LAUNCH** Gen Ed attribute codes.
- Seats are limited to incoming fall 2022 first-year students (and incoming fall 2022 transfer students with fewer than 24 credit hours). Current students are restricted from enrolling in these classes.
- All seats are currently reserved for the first-year pre-registration process, using the FYPR reserve capacity.

Reminder: Syllabus Insert for Summer & Fall 2022

Instructors are encouraged to use the summer and fall 2022 syllabus insert (available in both [PDF](#) and [Word](#) versions) when preparing their course syllabi. The insert contains all required policy statements and is a quick and easy way to make sure your students receive this information. More details are available on the Office of Undergraduate Curricula [Syllabus Guidelines page](#).

Reminder: Fall 2022 Registration

The first wave of undergraduate registration for fall 2022 began on Monday, 03-28-2022. Departments are encouraged to share the [undergraduate registration guide](#) on the Registrar's website and the fall 2022 [academic calendar](#) with their students and faculty.

Jessika Harris, Joanna Nova, and Zariah Williams from the Registrar's Office offered a special session on Friday, 03-04-2022 to demonstrate the ConnectCarolina registration process from a student's perspective. The session PowerPoint and an FAQ for student services specialists are available on the Office of Undergraduate Curricula [Student Services page](#) under the Additional Resources tab.

Transfer Credit Reevaluation Request Peak Season is Here

Department approvers for the Transfer Credit Reevaluation [eForms](#) in ConnectCarolina will begin to see an uptick in requests this month that typically lasts through August. Incoming transfer students may be

relying on these reevaluations for prerequisite courses and other credit so they can plan their Fall 2022 course schedule.

We understand that many of our approvers (typically the DUS or a department's faculty advisor) may be working less over the summer, but on behalf of students we ask you to process summer requests as soon as you are able, clear requests prior to any breaks you are taking, and clear all pending requests as soon as possible when returning in August.

Questions about this process, requests for a refresher training, and **notices about planned gaps in processing for your department of more than 21 days** can be sent to [Heather Thompson](#).

Now Available! Template for New Undergraduate Minors

The Office of Undergraduate Curricula developed a template for units interested in proposing new undergraduate minors. Departments who are planning to submit a CIM-Program request for a new undergraduate minor in spring or fall 2022 are encouraged to visit the [New Programs page of the OUC website](#) for the proposal template and additional instructions. Please contact Nick Siedentop (nick_siedentop@unc.edu) if you have any questions about the development process.

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 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.

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.

COLLEGE OF ARTS & SCIENCES NEWS

Student Evaluations of Teaching (SET)

The College SET Schedule and other information is available [on our website](#). Please email cas_evaluations@unc.edu if your access is not working as expected or you have any questions.

The first email communication to course instructors was sent on Wednesday, March 30, 2022. We ask you to encourage all your department's instructors (both faculty and TAs) to confirm their courses are appearing as expected and their enrollment counts are showing correctly in the Blue Course Evaluation System. If an instructor does not receive an email on that date, they can email us at cas_evaluations@unc.edu to alert us that a course may be missing from the process.

Evaluations open to students on Wednesday, April 13, 2022 (one week earlier for BIOL and CHEM labs) and will close on the last day of classes, Wednesday, April 27, 2022. Instructors will have the opportunity to add up to 5 additional questions to their evaluations in the 7 days immediately prior to evaluations opening to students.

The SET website information on Instruments in use has been updated to reflect the currently in use instruments. You can review this information [online](#). The College Standard Instrument is used for all courses selected for inclusion in SET. Department Chairs can request changes to their department's additional questions at any time by emailing cas_evaluations@unc.edu with the request. Changes will be applied to the Fall semester if received before September 1 and the Spring semester if received by February 1. At this time we are unable to make changes during summer terms due to the compressed timeline for evaluation processes.

Reminder—Spring 2020 Reports Restricted Access: Spring 2020 reports were released only to instructors and can only be shared with instructor permission. These reports are optional for promotion and merit considerations per [the College's COVID-19 FAQ for instructors from April 15, 2020](#).

Online Learning Contract Manager (OLCM) for Summer & Fall 2022

The [Online Learning Contract Manager](#) (OLCM) tool is now open for Summer and Fall 2022 learning contracts. Departments are encouraged to review their system roles (coordinator, chair and scheduling officer roles) and submit any new users or access updates to [Genevieve Cecil](#) in the Office of Undergraduate Curricula via email. Departments that would like to request a later open date or an earlier close date can also do so by emailing Genevieve. The system will close for all users at 11:59pm on the census date for each term.

PROFESSIONAL SCHOOL NEWS

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

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://keepteaching.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!