

**\*\*\*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](#), 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**

### **IDEAs in Action Spring Training Sessions**

The IDEAs in Action Advisor Training sessions offered in spring 2022 are designed for campus-wide academic advisors/counselors and faculty advisors who have direct responsibilities for working with undergraduates to ensure their degree completion. The February training session will focus on Appreciative Advising and Support. Sessions will be virtual and recorded for future training needs.

- 02-17-2022 (Thu): 10 – 11:30am **or**
- 02-18-2022 (Fri): 1 – 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.

### **2022-2023 Catalog Editing**

The 2022-2023 [Catalog Production Schedule](#) begins 02-01-2022 (today). Key dates:

- **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 view a list of your department's/school's Catalog (CAT) roles and users, [click here](#) and search the table using your academic unit code (e.g., GEOG, SOE). Requests to add or remove CAT users for your unit, should be submitted via the [Catalog User Update Form as soon as possible](#) to ensure the correct people have access to revise and approve Catalog content for your unit.

The CAT editors and CAT approvers from each department/school will receive a joint email (for their unit) with additional information about the process. These email messages will be sent the week of January 31, 2022.

As a reminder, this editing process allows you to edit non-curriculum related content, such as overview statements, contact information, faculty lists, and special opportunities. All undergraduate curriculum content (i.e., courses & program requirements) is managed in CIM.

### **Updates for Course Substitution Lists: Catalog 2022-2023**

Earlier today, an email was sent to the Directors of Undergraduate Studies listserv requesting updates to the substitution approved course lists for foreign language and quantitative general education requirements. These will be due back to Undergraduate Curricula (by reply email) on 02-15-2022. If you have any questions about these lists or their purpose, please reach out to Dean [James Thompson](#), chair of the [Course Substitution Committee](#), or [Heather Thompson](#), committee member.

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

Directors of 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 DUS listserv (and DUS Teams site) this week.

### **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.

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

The new IDEAs in Action website is available at <https://ideasinaction.unc.edu/>. 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 was last updated on 12-22-2021 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.

### **Now Available! Template for New Undergraduate Minors**

The Office of Undergraduate Curricula has recently 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](mailto: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 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.

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.

### **First-Year Foundations Website Content**

The Office of First Year Curricula will be migrating all content relevant to faculty and staff from the First-Year Seminars [website](#) into pages within the Office of Undergraduate Curricula's [website](#). The FY Seminar information will be grouped together with other First-Year Foundations content. The FY Seminar website will then be decommissioned. We expect this work to be completed later this month. Beginning with the summer 2022 advertising cycle, the Office of Undergraduate Curricula will advertise the online listing of FY Seminar, FY Launch, and Triple-I courses to students through pages on the IDEAs in Action [website](#). More information will be forthcoming.

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

**Tuesday, 03-01-2022** is the deadline for faculty to submit FY Seminar 89 special topics [prospectus forms](#) for new fall 2022 course proposals. The First-Year Curricula Program will review the proposals in early March and follow up with instructors soon thereafter. Please contact [Ben Haven](#) with any questions about this process.

### **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 once Extended Course Schedule Maintenance opens. You should 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).

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## COLLEGE OF ARTS & SCIENCES NEWS

### Student Evaluations of Teaching (SET)

The College SET Schedule and other information is available [on our website](#). If you requested a user access update in January, all changes have been made. Please email [cas\\_evaluations@unc.edu](mailto:cas_evaluations@unc.edu) if your access is not working as expected.

If you have not done so recently, we encourage you to share our [information sheet for instructors](#) with all active faculty and TAs at least once a year to ensure anyone new has received this information. It includes a general timeline, when to expect communications, reliable tips for increasing response rates, and when to expect reports. This is also a helpful overview for new staff coordinators who may receive questions from instructors.

Selection of courses for inclusion in the Spring 2022 SET process will happen March 7-11, 2022. [Heather Thompson](#) will offer office hours and by-appointment training that week for new users and any users who need a refresher on the process. More information will be sent to the CAS Course Evaluation Coordinators listserv prior to selection. Training resources are also available [on our website](#).

**Report handling reminder:** Reports for courses with 3 or fewer enrolled students are *not* automatically released to the course instructor. These reports are released to the Department Chair and authorized department staff separately from other reports. These reports must be reviewed by the Chair before they can be released to others, but once reviewed, the Chair can authorize their release to the instructor.

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

The [Online Syllabus Manager](#) (OSM) tool will remain open through Tuesday, 02-08-2022. Departments are asked to remind instructors, particularly graduate students and other first-time instructors, to upload a copy of their course syllabus by the end of the first day of term (Monday, 01-10-2022). Questions can be directed to [Genevieve Cecil](#) in the Office of Undergraduate Curricula.

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

The [Online Learning Contract Manager](#) (OLCM) tool closed for all users at 12:01am on Tuesday, 01-25-2022. Departments that need to add students to an independent study should follow the [procedure for requesting a late add to an independent study](#). Questions can be directed to [Genevieve Cecil](#) in the Office of Undergraduate Curricula.

## 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!*