

*****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 -

Happy new year! 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

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 next training session in January will focus on the use of Technical Resources (e.g., Tar Heel Tracker). Sessions will be virtual and recorded for future training needs.

- 01-20-2022 (Thu): 10 – 11:30am **or**
- 01-21-2022 (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.

Reminder: Syllabus Insert for Spring 2022

Instructors are encouraged to use the spring 2022 [Syllabus Insert](#) when preparing their spring semester course syllabi. The insert contains all required policy statements and is a quick and easy way to make

sure your students receive the information they need. More details are available on the Office of Undergraduate Curricula website (link above).

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. 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](#).

Catalog Editing for Spring 2022

The 2022-2023 [Catalog Production Schedule](#) will begin 02-01-2022. 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). If you need to add or remove CAT users for your unit, please complete the [Catalog User Update Form](#) prior to 02-01-2022.

Additional information will be provided to all Catalog editors and approvers by the end of January with instructions about the process. 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.

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) 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.

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) 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 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. 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).

.....
COLLEGE OF ARTS & SCIENCES NEWS

Revised Schedule for Assessment Reporting

Dr. Bryant Hutson, University Director of Assessment, will be reaching out to DUSs and Chairs to provide support for meeting the SACSCOC assessment requirements while recognizing the competing demands on faculty time. Please wait to submit updated plans and 2020-21 reports until after you have received feedback from him in early December.

- **Friday, 12-03-2021** – Dr. Hutson contacted DUSs and Chairs to provide feedback and confirm what is required of each program.
- **Ongoing** – Dr. Hutson will provide on-demand support and guidance to faculty and Chairs on streamlining and completing assessment plans and reports.
- **Friday, 01-07-2022** – DUSs and Chairs submit revisions to prior year (2019-20 and before) assessment plans and reports
- **Monday, 01-31-2022** – DUSs and Chairs submit AY 2020-21 assessment reports and updated assessment plans for the 2021-22 year report
- **10-01-2022** – Chairs submit AY 2021-22 assessment report (moved up to meet SACSCOC reporting deadlines)

For more information, contact Dr. Hutson directly at bhutson@email.unc.edu.

Student Evaluations of Teaching (SET)

The College SET Schedule will be distributed via the listserv and posted [on our website](#) in early January. If there are any staffing changes in your department that may require updated SET user permissions, please email cas_evaluations@unc.edu with details of the changes so user access can be updated. It is helpful if you can include the following information for new users: name, email, PID, who they are replacing (if anyone) or what vacant role they are filling, and whether they need access to select courses, view reports, or both.

Online Syllabus Manager (OSM) for Spring 2022

The [Online Syllabus Manager](#) (OSM) tool is open for spring 2022 courses and will remain open through the first four weeks of the spring 2022 semester. 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 emailed to [Genevieve Cecil](#) in the Office of Undergraduate Curricula.

Online Learning Contract Manager (OLCM) for Spring 2022

The [Online Learning Contract Manager](#) (OLCM) tool will remain open for new contracts through 12:01am 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.

.....

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://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!