*****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 March training session will focus on Academic and Career Exploration, including the Campus Life Experience. Sessions will be virtual and recorded for future training needs.

- 03-10-2022 (Thu): 10:00 – 11:30am **or**
- 03-11-2022 (Fri): 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.

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).

Do you need help with your Catalog edits?
Nick Siedentop is holding several virtual office hours to assist Catalog editors with their changes. The dates, times, and zoom link are listed below. Registration is not required. Simply join the zoom session when it's convenient for you.

Zoom link for all sessions: https://unc.zoom.us/j/9199625819
- 03-03-2022 (Thu): 2pm – 3pm
- 03-07-2022 (Mon): 10am –11am
- 03-10-2022 (Thu): 3pm – 4pm
- 03-14-2022 (Mon): 1pm –3pm

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.

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.

IDEAs in Action Curriculum Updates
The 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.

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.

Fall 2022 Registration Reminder
The first wave of undergraduate registration for fall 2022 begins 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 will be offering a special session on Friday, 03-04-2022 from 10-11am to demonstrate the ConnectCarolina registration process from a student's perspective. This session is open to SSMs and other department staff who feel that such a demo would be helpful in their role. Additional information was shared in an email to the scheduling officers' listserv on Friday, 02-18-2022. The zoom link is: https://unc.zoom.us/j/98953857114

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 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.

Planning for AY2022-23 First-Year Seminars/Launches
Associate Dean for First-year Curricula Li-ling Hsiao recently sent a request to departments with AY2022-23 FY Seminar/Launch Minimums to fill out a survey indicating how they plan to meet their Minimums in the upcoming academic year. If you have FY Seminar/Launch Minimums, please be sure to fill out this survey by Monday, 03-07-2022. If you need to know your department's Minimums, please contact Associate Dean Hsiao.

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 by the end of 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 Fall 2022 Prospectus Deadline
Today (03-01-2022) is the last day 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.

Scheduling First-Year Launches in Fall 2022
If your request to add the FY Launch designation to an existing course was approved in CIM, you may now schedule a FY Launch section of that course in Fall 2022 during Extended Course Schedule Maintenance. 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** FY Launch sections (section numbers 01F-99F). Please be sure to set the enrollment cap for FY Launch sections at 35.

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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. Please email cas_evaluations@unc.edu if your access is not working as expected or you have any questions.

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 this week. Training resources are also available on our website.

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 will open for Summer I & II 2022 contracts on Monday, 03-07-2022 (two weeks before the start of summer registration) and will open for Fall 2022 contracts on Monday, 03-14-2022 (two weeks before the first wave of fall registration).

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.

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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://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!