UNC | COLLEGE OF ARTS AND SCIENCES
Undergraduate Curricula

A division of the Office of Undergraduate Education

OFFICE OF UNDERGRADUATE CURRICULA AUGUST 2022 MEMO

Hello, all,

We hope everyone is doing well and is having a nice summer! Please read the below August 2022 OUC updates for general curriculum news and updates specific to the College of Arts and Sciences.

Per usual, last month's update is archived on our website. As a reminder, the following information is intended for Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers on behalf of the Office of Undergraduate Curricula. Please feel free to share this memo with other individuals in your unit to whom this information might apply.

If you have any questions or concerns, please feel free to reach out to a member of the OUC team!

Sincerely,
The Office of Undergraduate Curricula

GENERAL CURRICULUM NEWS

Reminder: Class Features Tool for Fall 2022 Classes
Instructors are encouraged to utilize the Class Features tool in ConnectCarolina to provide students with additional information about their 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: Syllabus Insert for Fall 2022
Instructors are encouraged to utilize the 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: Additional Syllabus Tips for Fall 2022
All instructors' syllabi at UNC-Chapel Hill should contain the following content per Faculty Council resolution 2012-11 and 2020-6:
- Course number, section, and title
- Course description (from the Catalog)
- Meeting days, times, and location
- Student learning outcomes for the course
- Student learning outcomes for any IDEAs in Action Gen Eds the course fulfills

- Assignment list
- Grade scale and grading rubric
- Weekly calendar with assignment and assessment dates
- Academic Policies section (see syllabus insert)
- Academic Resources section (see syllabus insert)

New instructors are encouraged to review the Creating a Syllabus at Carolina document and the other sections of this webpage when designing their syllabus. We also encourage instructors to confer with their Director of Undergraduate/Graduate Studies and their colleagues, as well as the Center for Faculty Excellence section on course design for additional support.

Independent Study Deadline for Fall 2022

Students, in consultation with the faculty member, must complete a learning contract and have it approved by the director of undergraduate studies (or designee). Registration for an independent study course must be completed after the learning contract has been approved and no later than the last day of "late registration". The deadline in fall 2022 is **Friday 08-26-2022.**

Reminder: CIM Deadline – Spring and Summer 2023 Course Proposals

Departments who have course proposals with spring or summer 2023 effective dates are encouraged to submit these proposals in CIM before **Thursday 9-1-2022**. Proposals submitted after the deadline may not be reviewed in time before spring and summer registration begins. Questions about course proposals can be directed to the Hannah Summers.

Reminder: Transfer Credit Reevaluation Requests

We want to thank all our department approvers who worked this summer to keep requests moving for our incoming class of transfer students. For any department that had a gap in coverage this summer, we ask that you make every effort to **clear requests prior to Monday 08-08-2022**, when open enrollment for all students begins. Transfer students especially may need your decision before they can enroll in fall courses, so if you are not able to clear requests before open enrollment, please clear all pending requests before the first day of classes 08-15-2022. Questions about this process, requests for a refresher training, or department approver changes can be sent to Heather Thompson.

IDEAs in Action Curriculum

The new IDEAs in Action General Education curriculum applies to all first-year students and transfer students who matriculate in fall 2022 or later. Students who matriculated prior to fall 2022 will follow the Making Connections General Education curriculum. Both Gen Ed curriculums have their own 'course attributes' identified in the Catalog and ConnectCarolina. IDEAs in Action attributes begin with the acronym "IDEA" (see example below).

Class Attributes | SS- Social and Behavioral Science
IDEA - Power, Difference, and Inequality

Each requirement in the IDEAs in Action curriculum has a set of standard **Student Learning Outcomes (SLOs)** and in some cases, **Questions for Students**. These statements must be included on all syllabi for approved Gen Ed requirements. Follow these instructions for adding the required statements for approved IDEAs in Action Gen Eds:

1. Search for your course in the [Catalog](#) or check Faculty Center in ConnectCarolina. Approved IDEAs in Action attribute codes & descriptions will be listed on your course (see example above).
2. For each approved Gen Ed attribute, add the [Student Learning Outcomes and Questions for Students (if applicable) from the Catalog](#) to your syllabus.

Courses fulfilling a Focus Capacity must also include the **Recurring Capacities**:
- **Writing,** totaling at least 10 pages in length or the intellectual equivalent
- **Presenting** material to the class, smaller groups, or the public through oral presentations, webpages, or other means
- **Collaborating** in pairs or groups to learn, design, solve, create, build, or research.

As a reminder, a single course may be used to fulfill only <u>one</u> Focus Capacity requirement (not including lab). To learn more about the new curriculum, visit the [Catalog](#) and the [IDEAs in Action website](#).

Student Registration into First-Year Foundations
The final registration session for incoming first-year students ends at **2:00pm on Thursday 8-4-2022**. All incoming first-year students will be able to get back into ConnectCarolina to register for classes beginning Friday 8-5-2022 with First-Year Open Enrollment. Since this is the first year our students are registering for First-Year Foundations in the new Curriculum, we wanted to share some information to help you as we all navigate through this new process.
- Registration into FY Seminar, FY Launch, Triple-I + Data Literacy Lab, and College Thriving (IDST 101) are limited to incoming first-year students (and just those incoming transfer students who have transferred in fewer than 24 post-high school college-level course credit hours).
- Triple-I, FY Seminar, FY Launch, and IDST 101 should not have waitlists on them. Instructors may choose to control enrollment into FY Seminar and Launch sections (via Instructor Consent) on the first day of classes. At that time, they may contact their department's SSM to override the consent and register students into the class on their behalf.
- For questions about registration into FY Seminar, FY Launch, or Triple-I, contact [Ben Haven](#).
- For questions about registration into IDST 101, contact [Genevieve Cecil](#).

Policy Updates
Deadline for Clearing a Temporary Grade of AB or IN:
Temporary grades should be cleared by completing the work outstanding, preferable no later than the start of the following semester. The deadline for clearing a temporary grade of AB or IN is the last day of finals for the next regularly scheduled semester or the instructor-provided deadline, whichever is earlier. Previously, the deadline for AB grades and the deadline for IN grades were different. The updated policy is included in the [Catalog](#).

Global Language Policy:
Effective fall 2022 a revised Global Language policy (formerly the Foreign Language Policy) will apply to all students. You can view our [memo to academic advisors](#) across campus and [an advising guide](#), view the updated information for students on [the Language Placement website (options 6 and 7 are the new processes)](#), and on Wednesday 6-1-2022, the policy updated in the [University Catalog](#). Questions about the new policy and the two new processes can be directed to [gened_glbl_language@unc.edu](#).

During our first two month accepting credit request for incoming students, we approved sixty-eight requests for educational experience credit and language departments are working with twenty-nine students for proficiency verification in a language not currently taught at UNC.

Fall 2022 CIM Training Workshops

Staff from the University Registrar's Curriculum Team and the Office of Undergraduate Curricula offer workshops for users who want to learn more about the CIM Course, CIM Program, and CAT (University Catalog) modules. These workshops are specifically tailored for new users from departments/schools that are planning to submit undergraduate course, program, and catalog requirement changes this year. Current users who want a refresher training on these modules are also more than welcome to register!

CIM Course workshops will be held on **Thursday 9-8-2022** and **Monday 10-3-2022** from 1:00 – 2:00pm. CIM Program workshops will be held on **Friday 9-9-2022** and **Tuesday 10-4-2022** from 10:00 – 11:00am.

Attendees should register ahead of time. For additional training information, please visit the Registrar's Training page.

Reminder: Directors of Undergraduate Studies (DUS) Meeting: Fall 2022

Directors of Undergraduate Studies, please mark your calendars! The fall 2022 DUS meeting will be held on **Thursday 9-1-2022** from 3:30 – 5:00pm in the Toy Lounge (Dey Hall). More information, including the meeting agenda, will be shared with the listserv after the semester begins.

Reminder: Student Services Manager (SSM) Meeting: Fall 2022

SSMs, please mark your calendars! The fall 2022 SSM meeting will be held on **Wednesday 9-14-2022** from 1:00 – 2:30pm on Zoom. More information, including the meeting agenda, will be shared with the listserv after the semester begins.

New: One-on-One Meetings for Student Services Staff in Fall 2022

Student services staff who would like to request one-on-one help with a task or question can now book appointments with the CAS SSM directly on Wednesday afternoons and Friday mornings. Slots are available on a first-come-first-serve basis and can be booked using this Calendly link: https://calendly.com/cas_ssm_help For more information about requesting assistance from the CAS SSM, please visit the Office of Undergraduate Curricula website.

COLLEGE OF ARTS & SCIENCES NEWS

Online Syllabus Manager (OSM) Tool: Now Open for Fall 2022!

The Online Syllabus Manager **opened on Monday 8-1-2022** for fall 2022 courses. The first day of the semester is Monday 8-15-2022. As a reminder, all instructors **must** upload a copy of their course syllabus to the OSM tool by the end of the first day of classes, or as soon as possible thereafter. Reminders will be sent periodically to OSM managers and instructors who have yet to upload a syllabus. The system will **close on Thursday 9-1-2022**, at midnight.

Online Learning Contract Manager (OLCM) Tool: Fall 2022 Deadlines

The Online Learning Contract Manager is still open for fall 2022 learning contracts. The system will **close for all users on Friday, 8-26-2022,** at midnight. Faculty and staff in participating departments are encouraged to process all contracts prior to the August 26th deadline.

Requesting Late Adds for Independent Studies
Departments in the College of Arts and Sciences who need to enroll students in undergraduate independent study courses after the last day of late registration (**Friday 8-26-2022**) must follow the steps outlined on the Office of Undergraduate Curricula website for requesting a late add (see the section titled "Requesting a Late Add").

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/