

*****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

Reminder: Student Services (SSM) Meeting

The next student services meeting is on Wednesday, 06-08-2022 at 1pm. The agenda and Zoom meeting link will be sent out about a week in advance.

Staffing Updates

The Office of Undergraduate Curricula is pleased to announce that Dr. Meredith Petschauer of Exercise and Sports Science has been appointed Associate Dean of Undergraduate Curricula beginning 07-01-2022. Professor Petschauer succeeds James Thompson, who is retiring from UNC-Chapel Hill after 40 years as a member of the English and Comparative Literature faculty and serving eight years in the associate dean role. Please join us in welcoming Dr. Petschauer and sending our very best wishes to Dr. Thompson!

2022-2023 Catalog Production Cycle

A big thanks to everyone involved in the catalog production cycle. The 2022-2023 Catalog will be published on 06-01-2022. It will feature the IDEAs in Action logo for approved Gen Ed courses. It will also

include an updated Course Search tool that allows you to search by each requirement in both General Education curriculums.

- **Catalog:** <https://catalog.unc.edu/>
- **Course Search:** <https://catalog.unc.edu/course-search/>

This was our 7th year using the CourseLeaf Catalog system. We value your feedback and input on the overall production process. If you were involved in editing or approving Catalog pages this year, please take 3-5 minutes to complete this short survey so that we can continue to improve the process:

SURVEY LINK: https://unc.az1.qualtrics.com/jfe/form/SV_do3uB62PxEnahVQ

IDEAs in Action Updates

A total of **2,177** unique courses have been approved for the new curriculum! This includes **1,425** courses approved for at least one focus capacity. A full summary is available [on our website](#).

The recordings from each of the 8 IDEAs in Action training sessions are available on the [Office of Undergraduate Curricula website](#).

CIM Courses Summary for AY 21-22

The Office of Undergraduate Curricula would like to thank the Course Committee of the Administrative Boards for their incredible work this past year. The Committee reviewed 542 course proposals during the 21-22 academic year and approved 518 of those proposals. Thank you to our retiring and returning members for your dedication to ensuring a robust, balanced, and equitable curriculum for our students. A full summary is available [on our website](#).

First-Year Pre-Registration Process

The Office of Undergraduate Curricula, in partnership with the Registrar, began to pre-register incoming first-year students into up to two First-Year Foundations classes on Monday, 05-23-2022. The following First-Year Foundations have seats reserved for this process: Triple-I, FY Seminar, FY Launch, College Thriving, some ENGL 105/i sections, and some Romance Studies language sections. This process will be completed on 06-15-2022, prior to incoming FY registration sessions, which begin in July. If you have any questions about this process or updates/cancellations to FY Seminar or FY Launch offerings, please contact [Ben Haven](#).

Global Language Policy Updates

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 June 1, the policy will be 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 month accepting credit request for incoming students, we processed thirty-two requests for educational experience credit and connected eight students to language departments for proficiency verification in a language not currently taught at UNC.

Reminder: Transfer Credit Reevaluation Requests

Department approvers for the Transfer Credit Reevaluation [eForms](#) in ConnectCarolina will begin to see an uptick in requests 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](#). We appreciate being kept in the loop when there will be a gap in request processing for your unit so that we can manage student expectations for when they will receive a response, thank you to those units who have already communicated with Heather. On behalf of all our transfer students we also want to thank those of you who continue to process requests over the summer months. Knowing what transfer credit they will receive is a huge help to our incoming transfer students as they work to build their fall schedules.

Reminder: IDEAs in Action Gen Ed Attributes for Fall 2022

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

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: Syllabus Insert for Summer & Fall 2022

Instructors are encouraged to utilize 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](#).

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.

Maymester evaluations closed on Wednesday, 05-26-2022. Reports will be released to instructors approximately one week after the scheduled course end date for Summer terms. Selection for Summer II courses will run from 05-31-2022 through 06-03-2022. Summer I evaluations will run 06-08-2022 through 06-13-2022.

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. Currently, we are unable to make changes during summer terms due to the compressed timeline for evaluation processes.

College of Arts & Sciences Student Services Requests Now Open!

Units within the College of Arts and Sciences that have a vacant undergraduate student services manager position or need short-term assistance with undergraduate scheduling and registration during critical windows can now request assistance from the CAS SSM. Guidelines and instructions are available on the [Office of Undergraduate Curricula SSM page](#).

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://keepsteaching.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!