



## **OFFICE OF UNDERGRADUATE CURRICULA SEPTEMBER 2022 MEMO**

Hello, all,

We hope everyone is doing well! Please read the below September 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. To add individuals to this distribution list, please fill out this [form](#).

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: Transfer Credit Reevaluations – Please clear any pending reviews ASAP**

We ask that all department reviewers for the Transfer Credit Reevaluation process clear pending requests as soon as possible, especially any received prior to the start of classes. Students may still be trying to add courses and need prerequisites and students may need to drop courses based on your approvals, so the sooner you can clear pending requests the better. To verify that all your requests are completed, go to the Credit Home Page, select the Evaluate option, and run a blank search. This will show all requests pending your decision. If you have any questions about the system, you can reach out to [Heather Thompson](#).

#### **Review your Course Inventory**

OUC **recommends** that all departments/academic units review their course inventory every September in preparation for the October 15<sup>th</sup> course proposal deadline. For this review, here are a few suggestions:

1. Use the Catalog to access your unit's **approved course inventory**, by [subject code](#).
2. **Review** the course titles, descriptions, requisite statements, and other course info to make sure the information is up to date with how the course is currently offered. You might also contact your faculty with a request that they review their courses using the [course search tool](#) in the Catalog.

3. Identify courses that may be a good fit for **Research & Discovery** in the IDEAs in Action curriculum. The College is particularly in need of courses with no prerequisites and no enrollment restrictions.
4. Identify courses that may be a good fit for the **High-Impact Experience** requirement in the IDEAs in Action curriculum.
5. Identify courses that may be a good fit for the **Communication Beyond Carolina** requirement in the IDEAs in Action curriculum. For example, courses that meet the Communication Intensive (CI) requirement in the Making Connections curriculum may require just a few small adjustments to align with the goals and learning objectives for COMMBEYOND. The [course development guide](#) includes additional information for faculty who are interested in developing a COMMBEYOND course.
6. **Special topics** courses (e.g., 190, 290, 490) allow faculty members to offer timely courses or try out a new course before submitting a proposal for a permanent course. Verify that your department has a special topics course at all the appropriate levels (e.g., 100-399; 400-699).
7. The number of times that the same special topics course can be offered should be limited to no more than two occurrences. After that, the course should be submitted for a **permanent number**. Ask your SSM to provide a list of courses that have been offered under a special topics number.
8. Verify that your department has the necessary “**independent study**” courses that may be needed by students in your department (e.g., \*96 directed readings, \*95 mentored research, \*93 internship, \*91 or \*92 undergraduate learning assistant).
9. There are many courses in the Catalog that are not currently taught, which can create challenges for students who want to use the Catalog to identify courses they could take to complete their degree requirements. To help your students, please identify **courses that will no longer be offered** (e.g., retired faculty; course no longer relevant), and submit deactivation requests. Contact Nick Siedentop ([nick\\_siedentop@unc.edu](mailto:nick_siedentop@unc.edu)) if you would like a report identifying which courses in your unit have not been offered in 5 years.

### **Undergraduate Course Proposals**

All course proposals are managed through the curriculum inventory management system (CIM). Once a proposal is fully approved in CIM, the course information is updated in the Next Academic Catalog (published annually on June 1<sup>st</sup>) and updated in ConnectCarolina based on the effective date of the CIM proposal.

The OUC website includes information about the [course proposal](#) process, including syllabus guidelines, links to the CIM Course Dashboard and CIM Approval Queue, instructions, and the following deadlines:

- **Thursday 9-1-2022:** priority deadline for new course proposals with a spring 2023 or summer 2023 effective date. Proposals submitted after the deadline may not be reviewed in time before spring or summer registration begins.
- **Saturday 10-15-2022:** regular deadline for all **new** undergraduate course proposals and proposals to **revise an existing** undergraduate course. With the deadline falling on a weekend, the OUC will accept proposals through Monday 10-17-2022. All proposals submitted by this deadline will be reviewed during the 2022-23 academic year and implemented in fall 2023.

### **CIM Updates from the Office of the University Registrar (OUR)**

OUR is periodically sending email reminders for proposals that are 'stale' (proposals that have been edited, but not submitted) or 'stalled' (proposals at a workflow step pending approval) in CIM. OUR also recently sent out an email reminder to all departments to add, change, or delete individuals in the CIM workflow or the Catalog (CAT). For more information about CIM and CAT user roles, please visit the [Office of the University Registrar's website](#).

Questions about course proposals can be directed to [Hannah Summers](#). Questions about program proposals can be directed to [Nick Siedentop](#).

### **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 one Focus Capacity requirement (not including lab). To learn more about the new curriculum, visit the [Catalog](#) and the [IDEAs in Action website](#).

### **Campus Life Experience Requirement: Advertise your Department Events**

Campus Life Experience (CLE) is supported by Student Affairs and collaborates with IDEAs to help students experience the co-curricular elements of UNC's campus and integrate these experiences with their learning at Carolina. Throughout their academic career, a student will need to complete 16 CLEs as part of the requirements for graduation. Only CLE events submitted and approved in Heel Life will count for a student. Students should attend at least 2 CLE events per semester. Both student organizations and faculty and staff will be able to create events and request that they be reviewed to count as a CLE. Please visit the [Campus Life Experiences website](#) for more information.

### **Spring 2023 First-Year Seminar Prospectus Form Deadline**

Saturday, 10-01-2022 is the deadline for faculty to submit a FY Seminar 89 special topics [Prospectus Form](#) for a new spring 2023 course proposal. The First-Year Curricula Program will review proposals in early October and follow up with instructors soon thereafter. Please contact [Ben Haven](#) with any questions about this process.

### **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 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](mailto:gened_glbl_language@unc.edu).

### **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:

- [CIM Courses Training Sign-Up](#)
- [CIM Programs Training Sign-Up](#)

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 **today, 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 one week before the meeting.

### **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](https://calendly.com/cas_ssm_help) For more information about requesting assistance from the CAS SSM, please visit the "DUS & SSM Resources" tab on the Office of Undergraduate Curricula [website](#).

### **New: Updated Office of Undergraduate Curricula Website**

The Office of Undergraduate Curricula website has been updated with a new design layout and organization of content. The URL/link to the homepage is the same (<https://curricula.unc.edu>), but most of the internal pages have a new URL/link. **If your website links any pages on our website, you may need to update the URL/link.** If you have any questions or feedback, please contact [Nick Siedentop](#).

#### **New & noteworthy features include:**

- [Calendar](#) of events & deadlines. You can filter by topic (e.g., OSM, CIM) and view events/deadlines in a list or by month.
- [Staff directory](#)
- [Departmental Contacts](#) search directory, for the following roles:
  - Director of Undergraduate Studies (DUS)
  - Transfer Credit Re-Evaluation Departmental Review (TCRE Reviewer)
  - Undergraduate Student Services manager (SSM)
  - Student Evaluation of Teaching Coordinators (SET Coordinator) – coming soon!
  - Student Evaluation of Teaching Report Viewer (SET Report Viewer) – coming soon!

\*\*Submit updates to departmental roles via the [Change Request Form](#)\*\*
- [Syllabus Guidelines](#)
- [Catalog Production](#) information.
- OUC [monthly email](#) archives.
- [Interdisciplinary Studies Program](#), with updated application form and deadlines.
- First-Year Foundation program information for faculty & staff:
  - [First-Year Seminar](#)
  - [First-Year Launch](#)
  - [Triple-I](#)

---

## **COLLEGE OF ARTS & SCIENCES NEWS**

### **Online Syllabus Manager (OSM) Tool: Closing Soon for Fall 2022**

The [Online Syllabus Manager](#) opened on Monday 8-1-2022 for fall 2022 courses and syllabi were due in OSM by the end of the first day of classes (Monday 8-15-2022). All instructors who have yet to upload a copy of their course syllabus to the OSM tool must do as soon as possible. Reminders will be sent periodically to OSM managers and instructors who have yet to upload a syllabus. The system will **close on Monday 9-12-2022**, at midnight.

### **Requesting Late Adds for Independent Study Courses for Fall 2022**

The [Online Learning Contract Manager](#) closed for fall 2022 learning contracts for all users on Friday 8-25-2022. 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, 08-25-2022) must follow the steps outlined on the [Office of Undergraduate Curricula Website](#) for requesting a late add (see section titled "Requesting a Late Add for an Independent Study").

### **Fall 2022 Student Evaluations of Teaching (SET) Schedule**

Event	Date	Users
Selection Opens	Monday 9-26-2022	Department SET Coordinators
Selection Closes	Friday 9-30-2022	Department SET Coordinators
Question Personalization Opens*	Thursday 11-10-2022	Instructors
Question Personalization Closes*	Wednesday 11-16-2022	Instructors
Evaluations Open*	Thursday 11-17-2022	Students
Evaluations Close	Wednesday 11-30-2022	Students

\*Date will be one week prior for BIOL and CHEM lab courses.

Additional information is available [online](#).

---

### **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/>