



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

Hello, all,

We hope everyone is doing well! Please read the below October 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](#)

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### **GENERAL CURRICULUM NEWS**

#### **Reminder: Transfer Credit Reevaluations – Please clear pending requests before registration**

We ask that all department reviewers for the Transfer Credit Reevaluation process clear pending requests prior to student registration for Spring 2023. Shopping carts are open to students now and registration begins on Friday, 10-21-2022. To verify that all your requests are completed, go to the Credit Home Page, select the Evaluate link, 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. This requirement emphasizes the role of oral communication, with particular attention to tailoring communication to different audiences. 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 deadlines.

**Saturday 10-15-2022** is the final deadline for undergraduate program proposals, and undergraduate course proposals (both new proposals and revisions to existing courses). 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.

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

### **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](#).

## **IDEAs in Action Curriculum**

### **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. Students must complete 2 CLE events for every fall/spring term of full-time enrollment or 1 CLE event for every fall/spring term of part-time enrollment. Only CLE events submitted and approved in Heel Life will count for a student. 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 was 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.

### **Spring 2023 First-Year Foundations Registration Questions**

Now that students have access to their shopping carts and with Wave 1 registration fast approaching, students may have questions about registering into FY Foundations. There is a [FAQ page](#) on the IDEAs in Action Website that answers many of these questions. We have information there for first-year and transfer students (including Carolina Global Launch students). We'll continue to update this page as we encounter new questions.

## **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](#).

## **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 and CIM Program modules. These workshops are specifically tailored for new users from departments/schools who are planning to submit undergraduate course and program requirement changes this year. Current users who want a refresher training on these modules are also more than welcome to register!

The final CIM Course workshop will be held on **Monday 10-3-2022** from 1:00 – 2:00pm.

The final CIM Program workshop will be held on **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](#).

### **2023-2024 Academic Calendar Announced**

The 2023-2024 academic calendar was approved and is now posted on the [Registrar's website](#).

### **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](#).

### **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](#)

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

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

Selection was completed last week. The confirmation list of included and excluded course sections will be shared with the listserv soon. Be sure to share [the updated SET webpage](#) with your faculty and TAs so they know where to find the most up to date information about SET..

Additional information is available [online](#).

**Online Learning Contract Manager (OLCM) Tool: Open Soon for Spring 2023**

The [Online Learning Contract Manager](#) will open on Monday 10-10-2022 for spring 2023 learning contracts. The system will remain open for to process contracts through Monday 1-23-2023 (spring census date). Departments that would like to request an earlier close date can do so by emailing [Hannah Summers](#) in the Office of Undergraduate Curricula.

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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/>