OFFICE OF UNDERGRADUATE CURRICULA NOVEMBER 2022 MEMO

Hello, all,

We hope everyone is doing well! Please read the below November 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

Curriculum Proposals & CIM
Thank you to all the faculty and department staff who submitted undergraduate course and program proposals in CIM by the 10-17-2022 extended deadline! The Office of Undergraduate Curricula received over 300 course proposals in October. After checking syllabi for all the required elements, new course proposals and significant course revisions (e.g., Gen Ed revisions) will be reviewed by the College's Course Committee, which meets every month through spring 2023. The goal is to finish reviews by early April 2023.

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.

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. For more information about CIM and CAT user roles, please visit the [Office of the University Registrar's website](#).

Spring 2023 Scheduling & Registration

NEW: SSM Scheduling & Registration Support Webpage

The Office of Undergraduate Curricula has a new [resource page](#) available for student services staff. The page includes frequently asked questions related to scheduling and registration, and links to additional campus resources such as training classes, calendars, reference guides and more.

Reminder: Class Features Tool for Spring 2023

Instructors are encouraged to utilize the [Class Features tool](#) in ConnectCarolina to provide students with additional information about their spring 2023 courses. Students began registering on Monday, 10-24-2022 but instructors can and should continue to use the tool through the first week of the spring semester. 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](#).

Spring 2023 First-Year Foundations Registration Policies and Reminders

- Seats in FY Seminar/FY Launch and Triple-I + Data Literacy Lab are reserved exclusively for first-year students (and transfer students who transferred in fewer than 24 post-high school college credits). No other students may register for these courses.
- Students may only take 1 First-Year Seminar or 1 First-Year Launch, 1 Triple-I + 1 Data Literacy Lab, 1 First-Year Writing (ENGL 105 or 1 ENGL 105i), and 1 College Thriving (IDST 101) during their time at UNC.
- All Triple-I and corresponding Data Literacy Lab sections have permanent Catalog numbers that match (e.g., IDST 112-001 = Triple-I; IDST 112L-001 = Data Literacy Lab). Since these are corequisites, students must enroll in both in the same semester. If they drop one, they must also drop the other.
- Students may only add Triple-I + Data Literacy Lab sections to their schedule until the end of the 5th day of classes (end of student self-add window).
- Check the [FAQ page](#) on the IDEAs in Action Website for answers to student First-Year Foundations registration questions. If the FAQ page doesn't answer your question, please follow up with [Ben Haven](#).

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 "DUS & SSM Resources" tab on the Office of Undergraduate Curricula website.

2023-2024 Academic Calendar
The 2023-2024 academic calendar was approved and is now posted on the Registrar's website.

Spring 2023 Syllabus Policy Insert

Instructors are encouraged to use the spring 2023 syllabus insert when preparing their spring semester course syllabi. The document contains all required policy statements and is a quick and easy way to make sure your students receive the information they need. Word and PDF versions are available for download on the Office of Undergraduate Curricula 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.

Reminder: Directors of Undergraduate Studies (DUS) Meeting: Spring 2023
Directors of the Undergraduate Studies, please mark your calendars! The spring 2023 DUS meeting will be held on **Monday, 02-06-2023 from 3:30 – 5:00pm in Dey Hall – Toy Lounge**. More information, including the meeting agenda, will be shared with the listserv a week before the meeting.

Reminder: Student Services Managers (SSM) Meeting: Spring 2023
Student Services Managers, please mark your calendars! The spring 2023 SSM meeting will be held on **Wednesday, 02-08-2023 from 1:00 – 2:30pm**. More information, including the meeting agenda, will be shared with the listserv a week before the meeting.

Reminder: Catalog Production Schedule begins February 1 – Verify your CAT Users
The 2023-24 Catalog Production schedule begins on **Wednesday, 02-01-2023**. Please review your department's/school's Catalog (CAT) roles and users listed on the Registrar's website. Search by using your unit's code + 'CAT' (e.g., RELI CAT; CHEM CAT). Every unit has a CAT Editor role and a CAT Approver role. Use the formstack link to add or remove users from a Catalog role.

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.

COLLEGE OF ARTS & SCIENCES NEWS

Fall 2022 Student Evaluations of Teaching (SET) Schedule
College SET will open on **Thursday 11-17-2022** for most courses (CHEM and BIOL labs open one week early on 11-10-2021). All Instructors will receive a confirmation email about their courses to be evaluated nine days before the evaluations open (11-8-2021 for most courses). Two days later (seven days before evaluations open, 11-10-2021 for most courses) they will receive an email inviting them to add up to five questions to their evaluations. These questions are reported separately and only to the course instructor to give space for formative feedback. If any instructor does not receive messages from the Blue system, they can email cas_evaluations@unc.edu to troubleshoot why. Additional information about SET can be found on our website. All College SET surveys close on the last scheduled class day, on **Wednesday 11-30-2022 at midnight**. We encourage you to share this reminder with all course instructors, especially your TAs and new faculty who may be new to this process.

Online Learning Contract Manager (OLCM) Tool: Now Open for Spring 2023
The Online Learning Contract Manager (OLCM) tool is now open for spring 2023 learning contracts. The system will remain open to process learning contracts through **Monday 1-23-2023 (spring census date)**. More information about independent study courses and OLCM may be found on the Office of Undergraduate Curricula's website. Departments that would like to request an earlier close date can do so by emailing Hannah Summers in the Office of Undergraduate Curricula.

Online Syllabus Manager (OSM) Tool: Open Soon for Spring 2023
The Online Syllabus Manager (OSM) tool will open for spring 2023 courses in mid-December. Additional details, including the exact system open and close dates, will be provided in the December OUC monthly memo. More information about OSM and syllabus guidelines may be found on the Office of Undergraduate Curricula website. Questions can be emailed to Hannah Summers in the Office of Undergraduate Curricula.

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/