OFFICE OF UNDERGRADUATE CURRICULA DECEMBER 2022 MEMO

Hello, all,

We hope everyone is doing well! Please read below the December 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, & CAT

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! 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](#).

Coming Soon: New CourseLeaf Dashboard
In January 2023, all CIM & CAT users will have access to the new CourseLeaf dashboard. The personalized dashboard environment will **consolidate all your CIM & CAT needs in one central hub!**

- The top of the dashboard will feature direct links to the Next Catalog, CIM-Courses, and CIM-Programs.
- Units that own multiple Catalog pages will be able to view all pages in the "ALL ITEMS" tab.
- Users who are assigned to multiple CIM and/or CAT approval roles will be able to view, edit, approve, and/or rollback pending CIM proposals and pending CAT pages on the "WORKFLOW" tab.

Click [here](#) to see a sneak peek of the new dashboard. More information to come in January 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. For more information about CIM and CAT user roles, please visit the [Office of the University Registrar's website](#).

Join Us for a Fall 2022 Undergraduate Curricula Open House
The Office of Undergraduate Curricula invites all undergraduate student services staff and department managers in units offering Triple-I classes to join us for a breakfast social hour on Wednesday, 12-14-2022 between 8:30 – 9:30am in Dey Hall's Toy Lounge. A digital evite was sent on Thursday, 11-17-2022 to gather RSVPs. Stop in to say hi to members of our team and your colleagues across campus or stay a while and socialize. We hope to see you there!

Required Student Learning Outcomes Assessment Reports for SACSCOC Accreditation Due Friday, 1-20-23
UNC-Chapel Hill is accredited by the [Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)](#). SACSCOC requires that student learning be assessed each year to meet the quality assurance requirements specified in the [Higher Education Act](#). The submission deadline for this year's student learning outcome reports is **Friday, 1-20-23.** Additionally, UNC-Chapel Hill's Fifth Year Interim Report will be submitted to SACSCOC in March 2023. As part of this process, the university must submit annual reports for 2019-20, 2020-21, and 2021-22 from each academic program for external review.

To assist with this process, the Office of Institutional Research and Assessment (OIRA) has student learning outcome assessment resources available through their Assessment website (**https://assessment.unc.edu**). The site offers new materials for annual student learning outcomes assessment reporting on the [Academic Program Assessment](#) page, including updated documentation and a new video series that provides step-by-step guidance on preparing assessment plans and reports.

OIRA is also sponsoring a Rubric Design Initiative in partnership with the Provost Office, the College of Arts and Sciences, and the Center for Faculty Excellence. This initiative offers professional development funds to faculty who are interested in designing and implementing rubrics in their coursework to be used in annual student learning outcomes reporting. As part of the initiative, the Assessment Team in

OIRA will work with faculty to design the rubric, analyze the data, and integrate the findings into the annual report. Details about the Rubrics Design Initiative are available through this link: Rubric Design Initiative.

Please contact Dr. Bryant Hutson in OIRA to discuss any aspect of the assessment process or for assistance with student learning outcomes assessment reporting.

Spring 2023 Scheduling & Registration
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 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.

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 and 1 Triple-I + 1 Data Literacy Lab 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 registration questions (see Registration and Credit section). If the FAQ page doesn't answer your question, please follow up with Ben Haven.

Reminder: Instruction Records
Per the UNC General Records Retention and Disposition Schedule, records documenting examinations, tests, term papers, and other course work completed by but not returned to the student **must be**

retained for 1 year after completion of course. The records may be destroyed 1 year after completion of course for uncontested grades results. For grades that are challenged, the records may be destroyed after resolution of the challenge.

Deadline for Clearing a Temporary Grade of AB or IN:

Temporary grades should be cleared by completing the work outstanding, preferably 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](#).

One-on-One Meetings for Student Services Staff

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](#).

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.

Thank You, Transfer Credit Review Faculty

The Office of Undergraduate Curricula would like to thank the many faculty across the University who reviewed transfer courses to help our students make sure they have the most appropriate credit and can meet their curricular needs. 772 students submitted 2,888 requests that were processed in 48 programs, departments, and schools across the University between May 2021 and April 2022. Our office periodically receives thank-you notes from students, so we wanted to make sure you knew that students are grateful for the work you do!

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.

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.

COLLEGE OF ARTS & SCIENCES NEWS

Fall 2022 Student Evaluations of Teaching (SET) Schedule
College SET closed on Wednesday 11-30-2022 at midnight (last schedule class day). Reports are scheduled for release **approximately one week after the last final exam day** (Friday 12-9-2022). Instructors or students with questions or support needs can email cas_evaluations@unc.edu for assistance. Additional information about SET can be found on our website.

Online Learning Contract Manager (OLCM) Tool: 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: Opening Soon for Spring 2023
The Online Syllabus Manager (OSM) tool **will open for spring 2023 courses on Thursday 12-15-2022**. Departments will also be notified via the OSM listserv. The system will remain open through the first four weeks of the spring 2023 semester. 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/