



OFFICE OF UNDERGRADUATE CURRICULA JANUARY 2023 MEMO

Hello, all,

Happy New Year and welcome to spring 2023! Please read below the January 2023 OUC updates for **general curriculum news** and **updates specific to the College of Arts and Sciences**. Please note, we are now including a **“highlights from the memo”** section at the beginning of each memo to provide a snapshot of important dates, deadlines, and topics.

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](#)

HIGHLIGHTS FROM THE JANUARY 2023 MEMO

- The Spring 2023 Syllabus Policy Insert is available
- The New CourseLeaf Dashboard is Live!
- Verify your department’s Catalog users before the production schedule begins on 2-1-2023
- Friday, 1-20-2023 is the deadline for the Student Learning Outcomes Reports for SASCOG
- Monday, 2-6-2023 is the next DUS meeting (3:30pm – 5:00pm)
- Wednesday, 2-8-2023 is the next SSM meeting (1:00pm – 2:30pm)
- The Online Syllabus Manager (OSM) and the Online Learning Contract Manager (OLCM) are open for Spring 2023 (College only)
- Review your department’s SET users (College only)

GENERAL CURRICULUM NEWS

Reminders for Spring 2023 Courses & the IDEAs in Action Curriculum 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](#).

Syllabus Guidelines

A syllabus defines the goals of a course and describes the classroom activities, readings, assignments, policies, schedule, and other important information. It's often the first contact that students have with you (the instructor) of the course, so it's important to set the right tone. Instructors at Carolina should strive to develop syllabi that are both an effective map of the course's logistics and an invitation for students to actively engage in the learning process. Please visit the [Office of Undergraduate Curricula's Syllabus Guidelines page](#) to view a list of items and policy statements to include on your syllabus.

Class Features Tool for Spring 2023

It's not too late to post information (including your syllabus!) to the [Class Features tool](#) in ConnectCarolina to provide students with additional information about spring 2023 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. 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 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](#).

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.

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.

Curriculum Proposals, CIM, & CAT

The New CourseLeaf Dashboard is Live!

All CIM & CAT users now have access to the new CourseLeaf dashboard. The personalized dashboard environment **consolidates all your CIM & CAT needs in one central hub!** Chrome is the preferred web browser.

Instructions for accessing the dashboard:

- **Note:** Chrome is the preferred web browser.
- Log into the Next Catalog site to authenticate into the CourseLeaf system:
<https://nextcatalog.unc.edu/>
- In a new window, access the dashboard with this link:
<https://nextcatalog.unc.edu/admin/dashboard/>
- 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 an overview of the new dashboard.

Please note that you still have access to all the same webpages (Next Catalog, CIM-Courses, CIM-Programs, and the approval page); the new dashboard is simply an additional resource for you to use. We encourage all CIM & CAT users to utilize the new dashboard! Questions about the new dashboard can be directed to [Nick Siedentop](#) and [Hannah Summers](#).

Coming Soon: Training sessions will be held in February and March for CIM & CAT users who are interested in a brief walkthrough of the new dashboard. Additional information will be available in the February 2023 memo.

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 (often with multiple users) and a CAT Approver role. Use the [formstack link](#) to add or remove users from a Catalog role.

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](#).

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.

Meeting Reminders

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.

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

Online Syllabus Manager (OSM) Tool: Open for Spring 2023

The [Online Syllabus Manager](#) (OSM) tool is now open for spring 2023 courses and will remain open through the first four weeks of the spring 2023 semester. Departments are asked to remind instructors, particularly graduate students, and other first-time instructors, to upload a copy of their course syllabus by the end of the first day of the semester (**Monday, 1-9-2023**). Departments are also asked to remind instructors to make sure all required syllabus elements are included in their syllabi. Instructors can find a list of all items and policy statements to include on their syllabus on the [Office of Undergraduate Curricula's Syllabus Guidelines page](#). More information about OSM may also be found on the [Office of Undergraduate Curricula website](#). Questions can be emailed to [Hannah Summers](#) in the Office of Undergraduate Curricula.

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](mailto:Hannah.Summers) in the Office of Undergraduate Curricula.

Student Evaluations of Teaching (SET) Updates

The College SET Schedule is available [on our website](#). If there are any staffing changes in your department that may require updated SET user permissions, please use the form on our website on the [Departmental Contacts](#) page to submit change requests. You can also check all uses with SET access while you're there (keep in mind chairs automatically have reporting access so that won't be listed). It is helpful if you can include the following notes for new users: who they are replacing (if anyone) or what vacant role they are filling. You can find most information about SET processes on the website. Questions can be directed to cas_evalautions@unc.edu.

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/>

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