



## **OFFICE OF UNDERGRADUATE CURRICULA FEBRUARY 2023 MEMO**

Hello, all,

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

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### **HIGHLIGHTS FROM THE FEBRUARY 2023 MEMO**

- The **2023-24 Catalog Production** schedule begins today, Wednesday, 02-01-2023
- Registration is now open for Spring 2023 **Catalog Training Workshops**
- Wednesday, 3-1-2023 is the deadline for Fall 2023 **First-Year Seminar Prospectus Forms**
- Wednesday, 3-1-2023 is the deadline for Spring 2024 **Triple-I Prospectus Forms**
- 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)
- **Update Users and Roles for your Department/Unit** on the OUC Website
- New process to request a **late add for an independent study**
- The **Online Syllabus Manager (OSM)** will close soon for spring 2023 **(College only)**
- Review the **SET Schedule** and request user changes **(College only)**

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### **GENERAL CURRICULUM NEWS**

#### **Curriculum Proposals, CIM, & CAT:**

##### **2023-2024 Catalog Editing**

The 2023-24 [Catalog Production](#) schedule begins today, **Wednesday, 2-1-2023**. Key dates and deadlines:

- **3-15-2023:** Deadline for department/unit Catalog editor(s) to make changes and submit Catalog page(s) to workflow for approval.
- **3-31-2023:** Deadline for department/unit Catalog approver(s) to review and approve Catalog page(s).
- **6-1-2023:** Next Catalog is published.

The CAT editors and CAT approvers from each department/school received a message from the UNC Catalog team earlier this week with additional information about the process.

### **Catalog (CAT) Training Workshops: Spring 2023**

Staff from the University Registrar's Curriculum Team and the Office of Undergraduate Curricula offer workshops for faculty and staff who want to learn more about the Catalog (CAT) module and editing process. These workshops are tailored for users who are assigned to the 'Catalog Editor' role for their department or school. The training classes will cover the CAT module and will feature a **preview of the new CourseLeaf User Dashboard**.

- **Friday, 2-3-2023** from 10:00 – 11:00am
- **Wednesday, 2-15-2023** from 3:00 – 4:00pm
- **Monday, 3-6-2023** from 1:00-2:00pm

Attendees should [register ahead of time](#). Registered users will receive a Zoom link via email before the scheduled event. For additional training information, please visit the [Registrar's Training page](#).

### **One-on-One Meetings for Catalog Edits**

Do you have a quick question about a Catalog edit? Nick Siedentop is holding several virtual office hours to assist Catalog editors with their changes. The dates, times, and zoom link are listed below. Registration is not required. Simply join the zoom session when it's convenient for you.

Zoom link for all sessions: <https://unc.zoom.us/j/9199625819>

- **Monday, 3-6-2023** from 3:00 – 4:00pm
- **Wednesday, 3-8-2023** from 10:00 –11:00am
- **Friday, 3-10-2023** from 11:00am – 12:00pm

### **CIM-Course and CIM-Program Proposal Updates**

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

You can view the status of a **course proposal** in CIM: <https://nextcatalog.unc.edu/courseadmin/>

You can view the status of a **program proposal** in CIM: <https://nextcatalog.unc.edu/programadmin/>

**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](#).

### **Stale/Stalled Proposal Reminders 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](#).

### **Update Users and Roles for your Department/Unit on the OUC Website**

The Office of Undergraduate Curricula has a [departmental contacts webpage](#) featuring contact information for the following roles related to undergraduate curriculum:

- Director of Undergraduate Studies (DUS)
- Transfer Credit Re-Evaluation Departmental Reviewer (TCRE Reviewer)
- Undergraduate Student Services Manager (SSM)
- Student Evaluation of Teaching Coordinators (SET Coordinator)
- Student Evaluation of Teaching Report Viewer (SET Report Viewer)
- **NEW:** Online Learning Contract Manager Coordinator (OLCM Coordinator)
- **NEW:** Online Learning Contract Manager Scheduler (OLCM Scheduler)

Please review the individuals listed in your department/unit’s roles. To submit updates to the directory, please fill out the [Departmental Contacts Directory Change Request form](#).

### **IDEAs in Action Curriculum: Spring 2023 and Fall 2023 Reminders:**

**First-Year Seminar: Fall 2023 Prospectus Form Deadline**

**Wednesday, 3-1-2023** is the deadline for faculty to submit FY Seminar 89 special topics [prospectus forms](#) for new fall 2023 course proposals. The First-Year Curricula Program will review the proposals in early March and follow up with instructors soon thereafter. Please contact [Ben Haven](#) with any questions about this process.

### **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.

### **Meeting Reminders:**

#### **One-on-One Meetings for Student Services Staff in Spring 2023**

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](#).

#### **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, 2-6-2023 from 3:30 – 5:00pm in Pleasants Room (Wilson Library)**. 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, 2-8-2023 from 1:00 – 2:30pm**. More information, including the meeting agenda, will be shared with the listserv a week before the meeting.

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

### **Online Syllabus Manager (OSM) is Closing Soon for Spring 2023:**

The [Online Syllabus Manager](#) (OSM) tool will remain open through **Monday, 2-6-2023**. 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) is Closed for Spring 2023:**

The [Online Learning Contract Manager](#) (OLCM) tool closed for all users at the end of the day on Monday, 1-23-2023 (spring census date).

Departments that need to **request late adds for an independent study courses**, should fill out the [request form](#) on the Office of Undergraduate Curricula's Independent Study Webpage. Departments should provide a completed and signed learning contract, a completed add/drop form, and a rationale for why the student could not be enrolled prior to the deadline. For more information, please contact [Hannah Summers](#).

### **Student Evaluations of Teaching (SET) Reminders:**

Spring selection will start on March 6, 2023. The full 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](mailto:cas_evalautions@unc.edu).

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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/>

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