



OFFICE OF UNDERGRADUATE CURRICULA MARCH 2023 MEMO

Hello, all,

We hope everyone is doing well! Please read below the March 2023 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](#)

HIGHLIGHTS FROM THE MARCH 2023 MEMO

- Wednesday, 3-15-2023 is the **deadline to revise and submit Catalog pages** to workflow.
- Friday, 3-31-2023 is the deadline for Catalog approvers to **review and approve Catalog pages**.
- Attend a **Catalog Training Workshop or virtual office hours** for Catalog editing questions.
- Today, Wednesday, 3-1-2023 is the deadline for Fall 2023 **First-Year Seminar Prospectus Forms**.
- Today, Wednesday, 3-1-2023 is the deadline for Spring 2024 **Triple-I Prospectus Forms**.
- Undergraduate **registration for summer 2023** begins on Thursday, 3-23-2023.
- The first wave of undergraduate **registration for fall 2023** begins on Monday, 3-27-2023.
- Policy reminder: Deadline for Clearing a Temporary Grade of AB or IN
- The **spring 2023 SET selection process** begins on Monday, 3-6-2023 (College only).
- The **Spring 2023 OLCM User Survey** is Live and open until Friday, 3-31-2023 (College only).
- The **OLCM** will open soon for summer and fall 2023 (College only).
- **2023 Summer Institute on College Teaching** (College only).

GENERAL CURRICULUM NEWS

Curriculum Proposals, CIM, & CAT:
2023-2024 Catalog Editing

The 2023-24 [Catalog Production](#) schedule began on Wednesday, 2-1-2023. The CAT editors and CAT approvers from each department/school received a message from the UNC Catalog team in February with additional information about the process. 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.

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. Two sessions were held in February. **The final session will be held on 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~~ - **CANCELLED!**

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](#).

IDEAs in Action & Registration: Summer 2023 and Fall 2023 Reminders:

First-Year Seminar: Fall 2023 Prospectus Form Deadline

Today, 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.

Triple-I: Spring 2024 Prospectus Form Deadline

Today, Wednesday, 3-1-2023, is the deadline for new teaching teams to submit a Triple-I [prospectus form](#) for spring 2024 course proposals. Please visit the Office of Undergraduate Curricula's [Triple-I webpage](#) for more information about this process.

Summer & Fall 2023 Registration Reminder

Undergraduate registration for summer 2023 begins on **Thursday, 3-23-2023**. The first wave of undergraduate registration for fall 2023 begins on **Monday, 3-27-2023**. Departments are encouraged to share [undergraduate registration information](#) on the Registrar's website and the [summer and fall 2023 academic calendars](#) with their students and faculty.

Class Features Tool for Summer & Fall 2023

Instructors are encouraged to utilize the [Class Features tool](#) in ConnectCarolina to provide students with additional information about their summer and fall 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. 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](#).

SSM Scheduling & Registration Support Webpage

The Office of Undergraduate Curricula has a [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.

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.

Policy Reminders

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](#).

COLLEGE OF ARTS & SCIENCES NEWS

Student Evaluations of Teaching (SET) Reminders

Spring selection will start on **Monday, 3-6-2023**. 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 users with SET access while you're there (keep in mind all department chairs have reporting access so that won't be listed, but if you have had a chair change since July 1 you can use the form to notify us of that). 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.

Online Learning Contract Manager (OLCM) and Online Syllabus Manager (OSM)

The Spring 2023 OLCM User Survey is Live

All spring 2023 OLCM users, including students, instructors, OLCM Coordinators, and OLCM Schedulers, received an email on Monday, 2-27-2023 inviting them to complete the [Spring 2023 OLCM User Survey](#) to hear about the overall OLCM experience, the learning contract review process, and gather constructive feedback about what features are, and would be, useful in OLCM. **All survey responses are anonymous.** The survey will close on **Friday, 3-31-2023**.

OLCM Opens Soon for Summer and Fall 2023

The [Online Learning Contract Manager](#) (OLCM) tool will open for summer I & II and fall 2023 contracts on **Thursday, 03-09-2023** (approximately two weeks before the start of summer and fall registration).

Departments are encouraged to review their system roles (coordinator, chair, and scheduling officer roles) and submit any new users or access updates to [Hannah Summers](#) in the Office of Undergraduate Curricula via email. Departments that would like to request a later open date or an earlier closing date can also do so by emailing Hannah. The system will close for all users at 11:59pm on the census date for each term.

OSM is Now Closed for Spring 2023

The [Online Syllabus Manager](#) (OSM) tool closed on Monday, 2-6-2023 for spring 2023 courses. The Office of Undergraduate Curricula extends thanks to all departments for their cooperation in uploading spring 2023 syllabi! We are pleased to share that 98.5% of all spring 2023 syllabi were uploaded to OSM by the deadline!

2023 Summer Institute on College Teaching

Directors of Undergraduate Studies are encouraged to invite any faculty, especially those in their first few years, to attend the [Summer Institute](#), a 5-day workshop that focuses on the **three key themes of teaching: active learning, assessment, and inclusivity**. Through morning workshops, participants will explore how people learn, experience novel pedagogical approaches, and practice assessment techniques that are aligned with learning goals and objectives. During afternoon group work sessions, teams will apply what they have learned to create teaching materials that are iteratively improved based on peer review and feedback throughout the institute. By the end of the Summer Institute, participants will have experienced, evaluated, and collected a portfolio of innovative teaching approaches and instructional materials ready to be adapted to their teaching environments.

The 2023 Summer Institute for College Teaching will be held Monday, 8-7-2023, through Friday, 8-11-2023. If you are interested in participating, please fill out an [application](#) and submit it to the director of the summer institute, [Colin Wallace](#). **All application materials must be submitted by 3-31-2023 for full consideration.** Questions about the Summer Institute can be directed to [Colin Wallace](#).

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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