



OFFICE OF UNDERGRADUATE CURRICULA MAY 2023 MEMO

Hello, all,

We hope everyone had a nice last week of spring 2023 classes! Please read below the May 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 share this memo, or specific content from this memo, with other individuals in your unit to whom this information might apply (e.g., all faculty/instructors). **Note we are now highlighting important content that DUS and SSMs should share with their faculty and instructors in orange.** 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 MAY 2023 MEMO

- The **2023-2024 Catalog** will be published on **Thursday, 6-1-2023**.
- The 2022-2023 CIM-Courses review cycle has concluded.
- Reminder to all instructors to check their syllabi for required elements.
- The Summer & Fall 2023 Syllabus Policy Insert is now available ([Share with your instructors!](#))
- **Fall 2023 open enrollment** began on Monday, 4-24-2023.
- Reminder to utilize the **Class Features tool in ConnectCarolina** ([Share with your instructors!](#))
- **Fall 2023 First-Year Foundations Pre-Registration** & Registration Policies and Reminders ([Share with your instructors!](#))
- Save the date: the next **SSM meeting** will be held on **Wednesday, 6-14-2023**.
- Register for the Summer 2023 **Coach Approach Training Sessions**.
- **Transfer Credit Reevaluation (TCRE)** request Peak Season is Here.
- College **student evaluation of teaching (SET)** information ([College only](#); [Share with your instructors!](#))
- **OSM opens** for Summer I courses on **Wednesday 5-3-2023** ([College only](#); [Share with your instructors!](#))

GENERAL CURRICULUM NEWS

Curriculum Proposals, CIM, & CAT:

2023-2024 Catalog Editing

The 2023-24 [Catalog Production](#) schedule began on Wednesday, 2-1-2023, with deadlines for department/school [editors](#) on 3-15-2023 and department/school [approvers](#) on 3-31-2023. The 2023-2024 Catalog will be published on **Thursday, 6-1-2023**.

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! The 2022-23 course proposal cycle has officially closed. The Course Committee reviewed 250 course proposals during the 2022-23 Academic Year! The Office of Undergraduate Curricula also processed over 600 proposals for miscellaneous course changes (e.g., title changes, course description updates).

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/>

New Gen Ed Course Proposal Resources Webpage

The Office of Undergraduate Curricula recently developed a new webpage for resources related to IDEAs in Action Gen Ed course proposals. The webpage includes development guides and links to additional resources. Syllabi examples will also be posted in the coming months. We encourage all departments to explore these resources: <https://curricula.unc.edu/gen-ed-course-proposal-resources/>!

Syllabi Requirement Reminders for Summer and Fall 2023:

Required Elements for Syllabi

As instructors begin drafting their summer and fall 2023 syllabi, we encourage all instructors to confirm the following elements are present in their syllabi (see additional details on the Office of Undergraduate Curricula's [Syllabus Guidelines webpage](#), or contact [Hannah Summers](#)):

- Course number, section, title, department, term
- Course description (from the [Catalog](#))
- Meeting days, times, and location
- Instructor information, office hours, contact information
- Target audience and requisites
- Course resources (e.g., textbooks, materials)
- Student learning outcomes for the course
- IDEAs in Action student learning outcomes for any [IDEAs in Action Gen Eds](#) the course fulfills.
 - If the course fulfills an IDEAs in Action Focus Capacity, incorporate the 3 recurring capacities (writing, presenting, collaborating – see more details in the [Catalog](#))
- Course requirements and assignments
- Grade scale (A-F with +/-) and grading rubric
- Weekly calendar with assignment and assessment dates
- Academic Policies, including University Class Attendance Policy, Honor Code statement, and a syllabus change statement (see [syllabus insert](#))

- Academic Resources, including the ARS, CAPS, and Title IX statements (see [syllabus insert](#))

Syllabus Insert for Summer & Fall 2023

Instructors are encouraged to utilize the Summer & Fall 2023 syllabus insert (available in both [PDF](#) and [Word](#) versions) when preparing their course syllabi. The insert contains all required policy statements and is a quick and easy way to make sure your students receive this information. More details are available on the Office of Undergraduate Curricula [Syllabus Guidelines page](#).

Registration & Pre-Registration: Summer & Fall 2023 Reminders:

First-Year Foundations Seat Reserves & Pre-Registration for Incoming Fall 2023 First-Year Students

- ~90% of fall 2023 First-Year (FY) Foundations seats (i.e., those in FY Seminars, FY Launch, Triple-I + Data Literacy, IDST 101, and some ENGL 105 and Global Language seats) are reserved for the first-year pre-registration process.
- Earlier in spring, the seat caps in FY Foundations sections were lowered by the number of seats reserved for Pre-Registration. During May, seat caps in these classes will be raised back to their original levels and the First-Year Pre-Registration (FYPR) Reserve Capacity for the reserved seats will be added to these sections to prepare for the pre-registration process.
- **May 15-31:** the Office of Undergraduate Curricula and Registrar will pre-register incoming FY students in up to two First-Year Foundations classes based on answers given in a pre-registration survey.
- Seats leftover after the pre-registration process will be dropped off the sections again and slowly added back by the Registrar evenly across the four incoming first-year registration sessions in July and August. The seat caps will be returned to their normal levels by FY Open Enrollment on August 4.
- Meanwhile, please do not adjust your FY Seminar or FY Launch seats while these automated processes are ongoing. Please also refrain from enrolling students into your FY Seminar/FY Launch classes in May as this action may take a seat away from a student who should be pre-registered into the section.

See the Office of Undergraduate Curricula [website](#) for more information about this process.

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.

Transfer Credit Reevaluation (TCRE) Reminders:

TCRE Request Peak Season is Here

Department approvers for the Transfer Credit Reevaluation [eForms](#) in ConnectCarolina will begin to see an uptick in requests this month that typically lasts through August. Current students are already submitting requests as they identify missing prerequisites during registration and incoming transfer students may be relying on these reevaluations for prerequisite courses and other credit so they can plan and register for their Fall 2023 course schedule.

We understand that many of our approvers (typically the DUS or a department's faculty advisor) may be working less over the summer, but on behalf of students we ask you to process summer requests as soon as you are able, clear requests prior to any breaks you are taking, and clear all pending requests as soon as possible when returning in August.

Questions about this process, requests for a refresher training, and **notices about planned gaps in processing for your department of more than 21 days** can be sent to [Heather Thompson](#). Changes to department approvers can be requested using [this form](#), and you can check who currently has access for your department [on our website](#). You can submit July 1 changes in advance if you have already identified your new user, but please be sure to include a note of the July 1 change effective date on the form.

Meetings & Training Sessions:

Student Services Manager (SSM) Meeting: Summer 2023

The next student services managers' meeting will be held on **Wednesday, 6-14-2023 from 1:00 – 2:30 pm**. The agenda will be sent out about a week in advance. Topics include information about the new Master of Applied Professional Studies program, a demo of the post-registration enrollment check tool, an update from Operational Excellence on revisions to the waitlist process in ConnectCarolina, and more!

Directors of Undergraduate Studies (DUS) Meetings: 2023-2024

The DUS meeting dates for 2023-2024 will be shared this summer. Stay tuned!

Coach Approach Training Sessions: Summer 2023

Registration is now open for Coach Approach Training in summer 2023. The Learning Center offers Coach Approach Training for **UNC faculty and permanent staff at no cost to participants**. The full-day training mixes content delivery, coaching demonstrations, and interactive practices, and incorporates proven strategies to improve participants' learning, such as metacognition, self-testing, and skill review. Participants will learn the fundamental coaching skills necessary to apply a coach approach in their unique professional settings.

There are three training dates for Spring & Summer 2023:

- **Friday, 5-19-2023** (full—waiting list available)
- **Friday, 6-16-2023**
- **Friday, 7-21-2023**

All training is from 9:00 am to 4:30 pm, held in person in SASB North Upendo 1118. Lunch will be provided. To [request to register, fill out the form here](#). If you have any questions or would like to be notified when future Coach Approach Trainings are scheduled, please email [Marc Howlett](#). More information about Coach Approach Training from the Learning Center can be found [online](#).

Policy Reminders:

Retain Instruction Records for 1 Year

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.

COLLEGE OF ARTS & SCIENCES NEWS

Student Evaluations of Teaching (SET) Reminders:

Spring Course evaluations closed on Friday, 4-28-2023 (extensions may be granted through Tuesday, 5-9-2023). Instructors should receive their reports one week after the last final exam day, on **Tuesday, 5-16-2023**. Maymester evaluations open on **Tuesday, 5-3-2023** and close Friday, 6-2-2023. Instructors will start receiving emails about SET early in the Maymester term. The full College SET Schedule is available [on our website](#).

SET Resources

We encourage all departments to share [this resource for instructors](#) with everyone teaching this summer (TAs included) and let them know that if they do not received communications about their courses by the second to last week of a summer term, they should email cas_evaluations@unc.edu if their course sections were supposed to receive an evaluation.

You can find most information about SET processes [on our website](#). Questions can be directed to cas_evaluations@unc.edu.

Online Syllabus Manager (OSM) Opens Soon for Summer I 2023:

The [Online Syllabus Manager](#) (OSM) tool will open for summer I 2023 courses on **Friday 5-5-2023** and will close two weeks before the last day of classes for summer I 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 (**Wednesday, 5-17-2023**).

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](#). A more detailed summary is also referenced above under the '**Syllabi Requirement Reminders for Summer and Fall 2023**' heading.

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) Open for Summer and Fall 2023:

The [Online Learning Contract Manager](#) (OLCM) tool opened for summer I & II and fall 2023 contracts on **Thursday, 03-09-2023**. 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.

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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