



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

Hello, all,

We hope everyone is having a nice summer! Please read below the June 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 key 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](#)

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### **HIGHLIGHTS FROM THE JUNE 2023 MEMO**

- **Meet the Office of Undergraduate Curricula team!**
- The **2023-2024 Catalog** was published today, **Thursday, 6-1-2023**.
- Curriculum proposal updates for AY 2023-2024 (**Share with your instructors!**)
- **Reminder of Syllabus Guidelines** for summer 2023 and fall 2023 courses (**Share with your instructors!**)
- The **Summer & Fall 2023 Syllabus Policy Insert** is now available (**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**.
- **One-on-One Meetings for Student Services Staff** are back for Summer 2023.
- Register for the Summer 2023 **Coach Approach Training Sessions**.
- **OSM opens** for summer session II courses on **Saturday 6-17-2023** (**College only; Share with your instructors!**)
- **OLCM will close** for summer session II learning contracts on **Wednesday, 6-28-2023** (**College only; Share with your instructors!**)

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### **GENERAL CURRICULUM NEWS**

## **Meet the OUC Team!**

**BEN HAVEN** | **FIRST-YEAR CURRICULUM SPECIALIST** | [bhaven@email.unc.edu](mailto:bhaven@email.unc.edu)

**Areas of Responsibility:** First-Year Pre-Registration, First-Year Seminar and First-Year Launch Programs, SPCL 395 (graduating seniors), Triple-I Program

Click [here](#) to learn more about Ben!

**HEATHER THOMPSON** | **COURSE EVALUATION COORDINATOR** | [heather\\_thompson@unc.edu](mailto:heather_thompson@unc.edu)

**Areas of Responsibility:** Course Substitution Committee, Non-UNC Global Language Credit Requests, Student Evaluations of Teaching (SET), Transfer Credit Re-Evaluation (TCRE)

Click [here](#) to learn more about Heather!

**GENEVIEVE CECIL** | **STUDENT SERVICES SPECIALIST** | [gcecil@email.unc.edu](mailto:gcecil@email.unc.edu)

**Areas of Responsibility:** First-Year-Thrive Program Scheduling and Registration, First-Year Pre-Registration, Student Services Staff Support and Training

Click [here](#) to learn more about Gen!

**HANNAH SUMMERS** | **CURRICULUM ANALYST** | [hansum@email.unc.edu](mailto:hansum@email.unc.edu)

**Areas of Responsibility:** CIM Course Proposals, General Education Petitions, Online Learning Contract Management (OLCM), Online Syllabus Management (OSM), SPCL 493 (internships)

Click [here](#) to learn more about Hannah!

**NICK SIEDENTOP** | **CURRICULUM DIRECTOR** | [nick\\_siedentop@unc.edu](mailto:nick_siedentop@unc.edu)

**Areas of Responsibility:** Administrative Boards & Subcommittees, Curriculum Proposals, Office Operations, Undergraduate Catalog, IDEAs in Action Curriculum

Click [here](#) to learn more about Nick!

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

### **2023-2024 Catalog Production Cycle**

A big thanks to everyone involved in the catalog production cycle. The 2022-2023 Catalog was published today, **Thursday, 06-01-2023**. It includes a Course Search tool that allows you to search by each requirement in both General Education curriculums.

- Catalog: <https://catalog.unc.edu/>
- Course Search: <https://catalog.unc.edu/course-search/>

This was our 8th year using the CourseLeaf Catalog system. We value your feedback and input on the overall production process. If you were involved in editing or approving Catalog pages this year, please take 3-5 minutes to complete this short survey so that we can continue to improve the process:

SURVEY LINK: [https://unc.az1.qualtrics.com/jfe/form/SV\\_do3uB62PxEnahVQ](https://unc.az1.qualtrics.com/jfe/form/SV_do3uB62PxEnahVQ)

### **Curriculum Proposal Updates for AY 2023-2024**

The Office of Undergraduate Curricula & the Course Committee will **no longer be reviewing course proposals for requirements in the previous Making Connections Gen Ed curriculum, except for Communication Intensive (CI) courses**. Students in 2022-23 and 2023-24 cohort classes may fulfill the

Communication Beyond Carolina (COMMBEYOND) requirement in the new IDEAs in Action curriculum by taking a COMMBEYOND course or a CI course from the Making Connections curriculum.

*Rationale:* Course proposals submitted during the next submission cycle will take effect in the Fall 2024 term. Academic year 2024-25 will be the third year of the new IDEAs in Action General Education curriculum. Most of the undergraduate students taking classes in AY 2024-25 will be following the IDEAs in Action curriculum. Only graduating seniors (e.g., first-year students who started at Carolina in fall 2021) will be following the Making Connections curriculum in AY 2024-25, and most of them will have already fulfilled their Gen Ed requirements. Seniors who have not completed all their General Education requirements should contact their academic advisor to discuss their options.

### **CIM-Courses Summary for AY 2022-2023**

The Office of Undergraduate Curricula would like to thank the Course Committee of the Administrative Boards for their incredible work this past year. The Committee reviewed 250 course proposals during the 2022-23 academic year and approved 218 of those proposals (87%). The Office of Undergraduate Curricula also processed 608 course proposals for miscellaneous course changes (e.g., revisions to course descriptions, new prerequisites, etc.). Thank you to our retiring and returning members for your dedication to ensuring a robust, balanced, and equitable curriculum for our students. A full summary is available [on our website](#).

### **New Gen Ed Course Proposal Resources Webpage**

The Office of Undergraduate Curricula 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](#).

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

Most fall 2023 First-Year (FY) Foundations seats (i.e., in FY Seminars, FY Launch, Triple-I + Data Literacy, IDST 101, and some ENGL 105/I and Global Language sections) are reserved for the FY pre-registration process. **5-15-2023 through Mid-June:** Incoming FY students have been assigned to seats in FY Foundations classes based on their FY Pre-Registration Survey responses. The Registrar is now enrolling these students into their assigned classes in ConnectCarolina. Seats leftover after the pre-registration process will be dropped off the sections and added back by the Registrar evenly across the four incoming FY registration sessions in July & 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 refrain from manually enrolling students (via Quick Enroll) into your FY Seminar/FY Launch classes until after August 4.
- Know that most of these classes will be nearly full in ConnectCarolina by mid-June.

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](#).

### **One-on-One Meetings for Student Services Staff in Summer 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](#).

### **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 may have noticed an uptick in requests. This increased volume typically lasts through August. 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 and meeting link will be sent out about a week in advance to the scheduling officer's listserv. Topics include information about the new Master of Applied Professional Studies (MAPS) program, a demo of the post-registration enrollment check (PERC) tool, an update from Operational Excellence about revisions to the ConnectCarolina waitlist process, 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 two remaining training dates for Summer 2023:

- **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](#).

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

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

**Maymester** evaluations opened on **Tuesday, 5-30-2023** and close Friday, 6-2-2023. **Summer I** evaluations open on **Wednesday, 6-14-2023**, and close Wednesday, 6-21-2023. **Summer II** evaluations open on **Friday, 7-21-2023**, and close Thursday, 7-27-2023. Instructors will receive their first email about SET twelve (12) days before their evaluations open for summer terms. The full College SET Schedule is available [on our website](#). Instructors of faculty led study abroad courses may request adjusted evaluation dates by emailing [cas\\_evaluations@unc.edu](mailto:cas_evaluations@unc.edu).

### **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](mailto: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](mailto:cas_evaluations@unc.edu).

### **Online Syllabus Manager (OSM) Opens Soon for Summer I & II 2023:**

The [Online Syllabus Manager](#) (OSM) tool opened for **summer I 2023** courses on Friday 5-5-2023 and were due by the end of the first day of the semester (Wednesday, 5-17-2023). OSM will remain open for any late syllabi submissions for summer session I through **Wednesday, 6-7-2023**.

The [Online Syllabus Manager](#) (OSM) tool will open for **summer II 2023** courses on **Saturday 6-17-2023** and will close two weeks before the last day of classes for summer II 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, 6-26-2023**).

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 closed for summer session I learning contracts on Friday, 5-19-2023. OLCM is currently open for summer session II and fall 2023 learning contracts. OLCM will close for summer session II learning contracts on **Wednesday, 6-28-2023**.

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.

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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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