OFFICE OF UNDERGRADUATE CURRICULA JULY 2023 MEMO

Hello, all,

We hope everyone is having a nice summer! For the July 2023 OUC updates, we will be doing things a little differently. We know that many units see turnover in faculty administrator and staff roles at the beginning of the academic year. In place of this month's OUC memo, we are instead providing a few updates and asking you to review several roles and systems related to our office and make any necessary user and access updates. This email contains a brief list of those roles and systems as well as instructions for requesting updates. Thank you to those of you who have already made updates! 😊

Please read below the July 2023 OUC updates for role and system updates and a few general updates.

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

ROLE & SYSTEM UPDATES

Directors of Undergraduate Studies (DUS)
Our office maintains a listserv and Microsoft Teams site for directors of undergraduate studies. Please check the Departmental Contacts Directory on our website to review the DUS contact information for your unit. If the name and/or contact information is not correct or if your unit has a new DUS (effective 7-1-2023), please fill out the change request form. Questions can be directed to Nick Siedentop.

See the 'General Updates' section below for additional information about the 2023-2024 Directors of Undergraduate Studies (DUS) Meeting Dates.

Student Services Managers (SSMs)
Our office maintains a Microsoft Teams site for student services managers. Please check the Departmental Contacts Directory on our website to review the undergraduate SSM contact information for your unit. If the name and/or contact information is not correct or if your unit has a new

undergraduate SSM please fill out the change request form. Questions related to SSM changes, new SSM onboarding, and general undergraduate student services support can be directed to Genevieve Cecil.

Transfer Credit Re-Evaluation Departmental Reviewers (TCRE Reviewers)
Our office manages the Transfer Credit Re-Evaluation (TCRE) workflow and assists in training new faculty reviewers. Please check the Departmental Contacts Directory on our website to review the **TCRE Reviewer** contact information for your unit (typically a department DUS, faculty advisor, or dean). If the name(s) and/or contact information in your unit is not correct, or if your unit has new reviewers (effective 7-1-2023) please fill out the change request form. Questions can be directed to Heather Thompson.

Online Learning Contract Manager (OLCM)
Certain units within the College of Arts & Sciences use the Online Learning Contract Manager (OLCM) tool to process and approve undergraduate learning contracts. If your unit manages contracts within this system, please check the Departmental Contacts Directory on our website to review the contact information for OLCM Coordinators (typically a DUS or program director) and Schedulers (typically student services staff or a department manager) within your unit. To update your unit's OLCM Coordinators and Schedulers, please fill out the change request form. If your unit has a new department chair (effective 7-1-2023), please contact OASIS and Hannah Summers. If your unit does not use OLCM, but is interested in learning more, please reach out to Hannah!

Online Syllabus Manager (OSM)
The Office of Undergraduate Curricula manages the Online Syllabus Manager (OSM) tool for all College units. Department managers can grant and revoke access to the OSM Manager role using the Common Authorization Tool. The OSM Manager role is typically given to SSMs. Please check your current users and remove any who are no longer affiliated with your unit. Our office relies on departments to keep these user lists updated, as they are how we share system updates and information each term. Questions related to OSM can be directed to Hannah Summers.

Curriculum Inventory Management (CIM) System
The Curriculum Inventory Management (CIM) system is used to make changes to courses and undergraduate programs (majors/minors). The CIM system follows a standard workflow; users from each academic unit are assigned to individual workflow roles. To review a list of your current CIM users, please visit the CIM and CAT user roles page. A Formstack link is available on this webpage to update your CIM users. Thank you! Questions related to CIM roles and updates can be directed to the Registrar's Curriculum Team.

College Student Evaluations for Teaching (SET) Selection and Reporting Access
Our office manages the Blue Course Evaluation system for the College, which includes maintaining user access for CAS Department users who complete course selection or have access to SET reports. Please check the Departmental Contacts Directory on the Office of Undergraduate Curricula's website to review the SET Coordinator and SET Report Viewer contact information for your unit (note that Department Chairs will always have report viewing access and this is not list on Contact Directory, they will only appear if they also have SET Coordinator access). If the name(s) and/or contact information for any SET users is not correct, or if your unit has new SET Users (including those effective 7-1-2023) please fill out the change request form. Thank you! Questions related to SET access can be directed to Heather Thompson.

GENERAL UPDATES

Curriculum Proposal Updates for AY 2023-2024

New Justification Addendum for Communication Beyond Carolina CIM-Course Proposals

As referenced in Dean White's message in June 2023, the Ad Hoc Working Group for Communication Beyond Carolina (CommBeyond) was tasked with providing recommendations to aid faculty in proposing courses that meet the requirement for the IDEAs in Action curriculum. In response to this report, effective May 2023, all course proposals requesting the Communication Beyond Carolina IDEAs in Action General Education requirement must also submit the Communication Beyond Carolina Justification Addendum and upload it to the CIM proposal, in addition to the course syllabus. The addendum includes a Justification Table that outlines the student learning outcomes (SLOs), how the course aligns with each SLO, how the course activities support each SLO, and how the assessment and feedback measure each SLO.

New Dates & Deadlines for CIM-Course Proposals

The Office of Undergraduate Curricula is implementing new deadlines for the 2023-2024 CIM-Course proposal cycle. Additional information is available on the Office of Undergraduate Curricula's Course Proposal webpage, or contact Hannah Summers. A timeline of all 2023-2024 curriculum deadlines is also available.

- **Deadlines for New Course Proposals:**
  - **Sep. 1, 2023** – effective spring 2024
  - **Oct. 1, 2023** – effective summer 2024 or fall 2024
  - **Apr. 1, 2023** – effective spring 2025
- **Deadline for Proposals to Revise or Deactivate an Existing Course:**
  - **Oct. 1, 2023** – effective fall 2024

New Dates & Deadlines for CIM-Program Proposals

The Office of Undergraduate Curricula is implementing new deadlines for the 2023-2024 CIM-Program proposal cycle. Additional information is available on the Office of Undergraduate Curricula's Program Proposal webpage, or contact Nick Siedentop. A timeline of all 2023-2024 curriculum deadlines is also available.

- **Deadline to Edit a Program (majors, concentrations/tracks, minors):**
  - **Feb. 1, 2024** – effective fall 2024
- **Deadline to Inactivate a Program:**
  - **October 1, 2023** – effective fall 2024
- **Deadline to Propose a New Minor:**
  - **October 1, 2023** – effective fall 2024
- **Deadline to Propose a New Major:**
  - Proposals may be submitted during the fall or spring semester. Proposals are due 3 weeks before the Administrative Boards meeting. Check the Administrative Boards schedule for deadline dates.

Gen Ed CIM-Course Proposal Updates

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.

2023-2024 Directors of Undergraduate Studies (DUS) Meeting Dates

Directors of Undergraduate Studies, please mark your calendars with the 2023-2024 DUS meeting dates! More information, including the meeting locations and agendas, will be shared with the DUS listserv as we near each meeting. Questions can be directed to Nick Siedentop.

- The new DUS orientation and onboarding session will be held in person on **Friday, 8-18-2023 from 9:00am – 12:00pm**.
- The fall 2023 DUS meeting will be held on **Monday, 9-11-2023 from 3:30 – 5:00pm**.
- The spring 2024 DUS meeting will be held on **Monday, 2-5-2023 from 3:30 – 5:00pm**.

Meet the OUC Team!

BEN HAVEN | **FIRST-YEAR CURRICULUM SPECIALIST** | 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
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
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
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
Areas of Responsibility: Administrative Boards & Subcommittees, Curriculum Proposals, Office Operations, Undergraduate Catalog, IDEAs in Action Curriculum
Click here to learn more about Nick!

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/

Disclaimer: These emails are not intended to replace College and University-wide communications, but rather to supplement them. For this reason, we will not be accepting requests to advertise content unrelated to our office. However, if you think of ways in which we can improve our content, presentation, or communication please let us know!