



Office of Undergraduate Curricula August 2023 Memo

Hello, all,

We hope everyone is doing well and staying cool in this North Carolina summer heat! Please read below the August 2023 OUC updates for [general curriculum news](#), updates specific to [the College of Arts and Sciences](#), and specific updates to be shared with [faculty and instructors](#).

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). To add individuals to this distribution list, please fill out [this form](#).

If you have any questions or concerns, please reach out to a [member of the OUC team](#).

Sincerely,

[The Office of Undergraduate Curricula](#)

HIGHLIGHTS FROM THE AUGUST 2023 MEMO

- Fall 2023 CIM-Courses Training Workshops
- Review your Course Inventory
- New Deadlines for CIM-Course and CIM-Program Proposals
- Curriculum Proposal Updates (Communication Beyond Carolina & Making Connections)
- Syllabi Updates and Reminders
- First-Year Foundations Deadlines, Policies, and Reminders
- 2023-2024 DUS and SSM Meetings
- OLCM & OSM Fall 2023 Deadlines and Reminders

GENERAL CURRICULUM NEWS

CURRICULUM PROPOSALS:

[Fall 2023 CIM-Courses Training Workshops](#)

Staff from the University Registrar's Curriculum Team and the Office of Undergraduate Curricula have scheduled workshops for users who want to learn more about the CIM-Courses module. These workshops are specifically tailored for new users from departments and schools that are planning to submit undergraduate and/or graduate course proposals this year. Current users who want a refresher training on the CIM-Courses module are also more than welcome to register!

CIM-Courses workshops will be held on **Tuesday, 9-12-2023**, from 10:00 am – 11:00 am, and on **Wednesday, 9-20-2023**, from 3:00 pm – 4:00 pm.

Attendees should [register ahead of time](#). For additional information, please visit the [Registrar's Training webpage](#).

Stale & Stalled Proposal Reminders from OUR

The University Registrar's Curriculum Team 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.

Review your Course Inventory

OUC *recommends* that all departments/academic units review their course inventory every September in preparation for the October 1st course proposal deadline. For this review, here are a few suggestions:

1. Use the Catalog to access your unit's approved course inventory, by [subject code](#).
2. Review the course titles, descriptions, requisite statements, and other course info to make sure the information is up to date with how the course is currently offered. You might also contact your faculty with a request that they review their courses using the [course search tool](#) in the Catalog.
3. Identify courses that may be a good fit for Research & Discovery in the IDEAs in Action curriculum. The College is particularly in need of courses with no prerequisites and no enrollment restrictions.
4. Identify courses that may be a good fit for the High-Impact Experience requirement in the IDEAs in Action curriculum.
5. Identify courses that may be a good fit for the Communication Beyond Carolina requirement in the IDEAs in Action curriculum. This requirement emphasizes the role of oral communication, with particular attention to tailoring communication to different audiences. For example, courses that meet the Communication Intensive (CI) requirement in the Making Connections curriculum may require just a few small adjustments to align with the goals and learning objectives for COMMBEYOND. The [course development guide](#) includes additional information for faculty who are interested in developing a COMMBEYOND course.
6. Special topics courses (e.g., 190, 290, 490) allow faculty members to offer timely courses or try out a new course before submitting a proposal for a permanent course. Verify that your department has a special topics course at all the appropriate levels (e.g., 100-399; 400-699).
7. The number of times that the same special topics course can be offered should be limited to no more than two occurrences. After that, the course should be submitted for a permanent number. Ask your SSM to provide a list of courses that have been offered under a special topics number.
8. Verify that your department has the necessary "independent study" courses that may be needed by students in your department (e.g., *96 directed readings, *95 mentored research, *93 internship, *91 or *92 undergraduate learning assistant).
9. There are many courses in the Catalog that are not currently taught, which can create challenges for students who want to use the Catalog to identify courses they could take to complete their degree requirements. To help your students, please identify courses that will no longer be offered (e.g., retired faculty; course no longer relevant), and submit deactivation requests. Contact Nick Siedentop (nick_siedentop@unc.edu) if you would like a report identifying which courses in your unit have not been offered in 5 years.

New 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:**
 - **9-1-2023** – effective spring 2024
 - **10-1-2023** – effective summer 2024 or fall 2024
 - **4-1-2023** – effective spring 2025
- **Deadline for Proposals to Revise or Deactivate an Existing Course:**
 - **10-1-2023** – effective fall 2024

New 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 Sientop](#). A [timeline of all 2023-2024 curriculum deadlines](#) is also available.

- **Deadline to Edit a Program (majors, concentrations/tracks, minors):**
 - **2-1-2024** – effective fall 2024
- **Deadline to Inactivate a Program:**
 - **10-1-2023** – effective fall 2024
- **Deadline to Propose a New Minor:**
 - **10-1-2023** – 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.

New Deadlines for New First-Year Seminar Proposals

The Office of Undergraduate Curricula is implementing new FY Seminar proposal deadlines, effective beginning with the spring 2024 proposal cycle. Instructors offering a new FY Seminar must teach it for the first time under special topics 89 number and [submit a prospectus form](#) by the following deadlines:

- **Friday, 9-15-2023** – spring 2024 proposals
- **Thursday, 2-15-2024** – fall 2024 proposals

For the upcoming spring 2024 submission cycle, the First-Year Curricula Program will review the proposals in mid-September and follow up with instructors soon thereafter. Please contact [Ben Haven](#) with any questions about this process.

Triple-I Prospectus Form Deadline

The deadline for new teaching teams to submit a [Triple-I prospectus form](#) for fall 2024 course proposals is **Friday, 9-1-2023**. Please visit the Office of Undergraduate Curricula's [Triple-I webpage](#) for more information about this process.

Communication Beyond Carolina Justification Addendum for 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.

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.

SYLLABI UPDATES & REMINDERS:

Syllabus Policy Insert for Fall 2023

Instructors are encouraged to utilize the summer and 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 webpage](#).

New Syllabus Template

Instructors are also encouraged to utilize the OUC Syllabus Template. The template contains all of the recommended syllabus elements established in the [Faculty Council's Resolution 2021-11 \(On Guidelines for Course Syllabi\)](#) and the [OUC Syllabus Guidelines](#).

Syllabus Guidelines

As instructors begin drafting their 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 and Questions for Students 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](#))

IDEAS IN ACTION UPDATES & REMINDERS:

Campus Life Experiences (CLEs): Advertise your Department

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.

FY Foundations Registration Policies & Reminders

The final registration session for incoming first-year students ends on **Thursday, 8-3-2023 at 2:00 pm**. All incoming first-year students will be able to get back into ConnectCarolina to register for classes beginning **Friday, 8-4-2023** with First-Year Open Enrollment. See below for some reminders regarding registration in First-Year Foundations classes:

- Registration into FY Seminar, FY Launch, Triple-I + Data Literacy Lab, and College Thriving (IDST 101) are limited to incoming first-year students (and incoming transfer students who completed fewer than 24 post-high school college-level course credit hours).
- Triple-I, FY Seminar, FY Launch, and IDST 101 sections should not have waitlists on them.
- The IDEAs in Action [FAQ](#) has answers to common questions ("Registration and Credit" section)
- For questions about registration into Triple-I & Data Lit Labs, contact triple-i-inquiries@unc.edu
- For questions about registration into FY Seminar & FY Launch, contact [Ben Haven](#).
- For questions about registration into IDST 101, contact [Genevieve Cecil](#).

SCHEDULING & REGISTRATION:

Class Features Tool

Instructors are encouraged to utilize the [Class Features tool](#) in ConnectCarolina to provide students with additional information about their fall 2022 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 [OUC 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 RE-EVALUATION:

Reminder to Clear TCRE Requests

We want to thank all our department approvers who worked this summer to keep requests moving for our incoming class of transfer students. For any department that had a gap in coverage this summer, we ask that you make every effort to clear requests prior to **Monday, 8-07-2022**, when open enrollment for all students begins. Transfer students especially may need your decision before they can enroll in fall courses, so if you are not able to clear requests before open enrollment, please clear all pending requests before the first day of classes, **Monday, 8-21-2023**. Questions about this process, requests for a refresher training, or department approver changes can be sent to [Heather Thompson](#).

MEETINGS:

2023-2024 Directors of Undergraduate Studies (DUS) Meetings

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 on **Friday, 8-18-2023 from 9:00 am – 12:00 pm in Steele Building room 3020**. Attendees should [register ahead of time](#).
- The fall 2023 DUS meeting will be held on **Monday, 9-11-2023 from 3:30 – 5:00 pm**.
- The spring 2024 DUS meeting will be held on **Monday, 2-5-2024 from 3:30 – 5:00 pm**.

2023-2024 Student Services Managers (SSM) Meetings

SSMs, please mark your calendars! The fall 2022 SSM meeting will be held on **Wednesday, 9-13-2022** from 1:00 – 2:30pm on Zoom. More information, including the meeting agenda, will be shared with the scheduling officers' listserv after the semester begins.

OLCM Training and Q&A Sessions

The Office of Undergraduate Curricula will be offering two OLCM Training/Q&A Sessions in August. These sessions are available for instructors, OLCM Coordinators, and OLCM Schedulers, and other units in the College of Arts & Sciences not currently using OLCM.

- Session 1: **Thursday, 8-17-2023**, 10:00 am – 11:00 am, Steele Building Room 3020
- Session 2: **Monday, 8-28-2023**, 3:00 pm – 4:00 pm, Steele Building Room 3020

During each session, we will provide an overview of OLCM, discuss workflows and routing, share OLCM open and close dates, share best practices and additional resources, and open the floor for a general Q&A session.

If you are interested in attending one or both sessions, please fill out this brief survey ([linked here](#)) to register. A field is available in this survey for you to submit questions for the Q&A ahead of time. If you are unable to attend either session, but would like to receive the slide deck, please fill out the survey to share your contact information.

COLLEGE NEWS

ONLINE LEARNING CONTRACT MANAGER & ONLINE SYLLABUS MANAGER:

OLCM Fall Dates

The [Online Learning Contract Manager](#) is still open for fall 2023 learning contracts. The system will close for Fall 2023 learning contracts on **Friday, 9-1-2023 at the end of the day at 11:59 pm**. Please note that the system will lock one minute later, at 12:00 am/midnight, thus the system may display the close date as Saturday, 9-2-2023. Faculty and staff in participating departments are encouraged to review and approve all contracts and schedule students in their respective class sections prior to the deadline.

OSM Fall Dates

The [Online Syllabus Manager](#) will open on **Monday, 8-7-2023** for fall 2023 courses. The first day of the semester is Monday 8-21-2023. As a reminder, all instructors must upload a copy of their course syllabus to the OSM tool by the end of the first day of classes, or as soon as possible thereafter. Reminders will be sent periodically to OSM managers and instructors who have yet to upload a syllabus. The system will close on Wednesday, 9-20-2023 at 11:59 pm. Please note that the system will lock one minute later, at 12:00 am/midnight, thus the system may display the close date as Thursday, 9-21-2023.

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/>