Office of Undergraduate Curricula October 2023 Memo

Hello, all,

We hope everyone is doing well. Please read below the October 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 OCTOBER 2023 MEMO

- October 1st curriculum deadline reminders (courses & programs)
- Triple-I AY 2024-25 Offerings Survey
- Clear TCRE requests ASAP!
- Stale & stalled curriculum proposal reminders from OUR
- Spring 2024 registration reminders
- Late add process for independent study courses
- Annual student learning outcomes reports for SACSCOC accreditation
- Fall 2023 SET schedule
- Spring 2024 OLCM Dates
- Upcoming OLCM Training Sessions

GENERAL CURRICULUM NEWS

CURRICULUM PROPOSALS:

Deadlines for CIM-Course Proposals

The October 1 deadline falls on a Sunday this year, so please submit the following course proposals by end of day on **Monday, 10-2-2023**: (1) New course proposals for summer and fall 2024, (2) proposals to revise or deactivate existing courses for fall 2024, and (3) proposals to revise existing UNC Summer Study Abroad courses for summer 2024. The deadline to submit new course proposals for spring 2025 is on **Monday, 4-1-2024**.

Proposals submitted after the deadlines will be reviewed during the current academic year if time permits but may not be reviewed or approved in time to be offered in the requested effective term. 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 CIM-Program Proposals

The October 1 deadline falls on a Sunday this year, so please submit the following program proposals by end of day on **Monday, 10-2-2023**: (1) Proposals to inactivate a program for fall 2024, and (2) proposals for a new minor for fall 2024. The deadline to edit a program for fall 2024, including majors, concentrations/tracks, and minors, is on **Thursday, 2-1-2024**.

Proposals for new majors 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. 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.

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.

TRIPLE-I OFFERINGS:

Triple-I AY 2024-25 Offerings Survey

If you are a department with a Triple-I Minimum for AY 2024-25, please be sure to complete this survey by **Monday, 10-2-2023,** to indicate your unit's Triple-I offerings and faculty instructors to meet your annual Minimum in 2024-25. The Triple-I Program Director will use the survey information to develop the fall 2024 and spring 2025 Triple-I course schedules and will send a separate communication to departments when finalized.

TRANSFER CREDIT RE-EVALUATION:

Reminder to Clear TCRE Requests ASAP

We ask that all department reviewers for the Transfer Credit Reevaluation process clear pending requests as soon as possible, especially for any older than 21 days. Students' Spring 2024 registration decisions may depend on your answer, so keeping requests cleared leading up to and during registration is especially helpful. To verify that all your requests are completed, go to the Credit Home Page, select the Evaluate option, and run a blank search. This will show all requests pending your decision. If you have any questions about the system, you can reach out to Heather Thompson.

SPRING 2024 SCHEDULING & REGISTRATION:

Spring 2024 Registration Reminders

The first wave of undergraduate registration for spring 2024 begins on **Monday, 10-23-2023**. Departments are encouraged to share undergraduate registration information from the Registrar's website and the spring 2024 academic calendars with their students and faculty.

With Wave 1 registration fast approaching, students may have questions about registering into **First-Year Foundations (e.g., First-Year Seminars, First-Year Launches, Triple-I, etc.)** There is a FAQ page on the IDEAs in Action website that answers many questions that first-year and transfer students (including Carolina Global Launch students) may have. This webpage will be updated as new questions are encountered.

As a reminder, changes to the **waitlist process will be live during Wave 2 of spring 2024 registration**. More information about spring 2024 waitlist procedures is available in the Course Setup Playbook on the Registrar's website.

Class Features Tool
Instructors are encouraged to utilize the Class Features tool in Connect Carolina to provide students with additional information about their spring 2024 courses. To use the tool, log into Connect Carolina 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 Page
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.

OTHER UPDATES:

Late Adds for Independent Study Courses – Fall 2023
For late adds to independent study courses (courses ending in *93, *95, *96, and senior honors thesis courses numbered 691H, 692H, 693H, and 694H), departments must request the review and approval of the Associate Dean of Undergraduate Curricula. As part of this request, departments should provide a completed and signed learning contract and a completed Add/Drop form. Please visit the OUC website to submit your late add request.

Annual Student Learning Outcomes Reports for SACSCOC Accreditation Due in October
UNC-Chapel Hill is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). SACSCOC requires that student learning be assessed each year to meet the quality assurance requirements specified in the Higher Education Act. Student Learning Outcome Reports are **due to the Office of the Provost on Friday, 10-27-2023**. Additional information is available on the Assessment website, or please contact Dr. Bryant Hutson in the Office of Institutional Research & Assessment to discuss any aspect of the assessment process or for assistance with student learning outcomes assessment reporting.

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.

COLLEGE NEWS

STUDENT EVALUATIONS OF TEACHING:

Fall 2023 SET Schedule

SET Selection ends tonight (9/29/23). The confirmation list of included and excluded course sections will be shared with the listserv next week (remember to double check your cross-lists). Please share the updated SET webpage with all faculty and TAs so they know where to find the most up-to-date information about SET.

Event	Date	Users
Question Personalization Opens*	Monday, 11-13-2023	Instructors
Question Personalization Closes*	Sunday, 11-19-2023	Instructors
Evaluations Open*	Monday, 11-20-2023	Students
Evaluations Close	Wednesday, 12-6-2023	Students

Date will be one week prior for BIOL and CHEM lab courses and IDST 101 sections. Additional information is available online.

ONLINE LEARNING CONTRACT MANAGER:

OLCM Spring 2024 Dates

The Online Learning Contract Manager will open on **Thursday, 10-5-2023** for spring 2024 learning contracts. The system will remain open to process contracts through Tuesday, 1-24-2024 (spring 2024 census date) at the end of the day at 11:59pm. Please note that the system will lock one minute later, at 12:00 am/midnight, thus the system may display the close date as Wednesday, 1-25-2024.

Upcoming OLCM Training Sessions

The Office of Undergraduate Curricula has two upcoming OLCM Training Sessions. These sessions are available for instructors, OLCM Coordinators, and OLCM Schedulers, and other units in the College of Arts & Sciences not currently using OLCM.

- **Thursday, 10-26-2023**, 10:00 am – 11:00 am, Zoom (Register here!)
- **Tuesday, 1-9-2024**, 10:00 am – 11:00 am, Zoom (Register here!)
- To request a 1:1 training session for you or others in your unit, please contact Hannah Summers.

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.

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/