



Office of Undergraduate Curricula September 2023 Memo

Hello, all,

This past week has been difficult for our campus community; we hope you all are well. The Office of Undergraduate Curricula is here to support you as we transition back to normal operations.

Please read below the September 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](#). **Several dates and deadlines have been extended in response to last week's events.**

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 SEPTEMBER 2023 MEMO

- Clear TCRE requests ASAP!
- **Revised** Triple-I prospectus form deadline
- **Revised** deadline to submit a new CIM-course proposal for spring 2024
- **New** CIM-course proposal deadline for revisions to existing Summer Study Abroad courses
- Fall 2023 CIM-courses training workshops
- Review your Course Inventory
- Syllabi Updates and Reminders
- 2023-2024 DUS and SSM meetings
- Late add process for independent study courses
- Fall 2023 SET schedule
- **Revised** OLCM deadline and reminders
- OSM fall 2023 deadlines and reminders

GENERAL CURRICULUM NEWS

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 received prior to the start of classes. Students may still be trying to add courses and prerequisites and students may need to drop courses based on your approvals, so the sooner you can clear pending requests, the better. 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](#).

CURRICULUM PROPOSALS:

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 **Sunday, 10-1-2023** (*Deadline extended to 10-1-2023, previously 9-1-2023*). Please visit the Office of Undergraduate Curricula's [Triple-I webpage](#) for more information about this process.

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:**
 - **9-8-2023** – effective spring 2024 (*Deadline extended to 9-8-2023, previously 9-1-2023*)
 - **10-1-2023** – effective summer 2024 or fall 2024
 - **4-1-2024** – effective spring 2025
- **Deadline for Proposals to Revise or Deactivate an Existing Course:**
 - **10-1-2023** – effective fall 2024
- **NEW: Deadline for Proposals to Revise Existing UNC Summer Study Abroad Courses:**
 - **10-1-2023** – effective summer 2024

- In CIM, please include an additional comment at the bottom of the form to indicate that the course is a UNC Summer Study Abroad course and the proposal should be effective for summer 2024, not 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 Siedentop](#). 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.

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](#).

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.

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 10-1-2023 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.

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](#).

Syllabus Guidelines and Template

We encourage all instructors to review the Office of Undergraduate Curricula’s [Syllabus Guidelines webpage](#) to confirm that all the suggested elements are present in their syllabi. Instructors are 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](#).

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 fall 2023 DUS meeting will be held on **Monday, 9-11-2023 from 3:00 – 4:30 pm**.
- The spring 2024 DUS meeting will be held on **Monday, 2-5-2024 from 3:00 – 4:30 pm**.

2023-2024 Student Services Managers (SSM) Meetings

SSMs, please mark your calendars! The fall 2022 SSM meeting will be held on **Thursday, 9-14-2023** from 1:00 – 2:30pm on Zoom. More information, including the meeting agenda, will be shared with the scheduling officers’ listserv one week before the meeting.

OTHER UPDATES:

Late Adds for Independent Study Courses

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.

Reminder to Review the Users and Roles for your Department on the OUC Website
The Office of Undergraduate Curricula has a [departmental contacts webpage](#) featuring contract information for the following roles related to undergraduate curricula: Directors of Undergraduate Studies (DUS), Transfer Credit Re-Evaluation Departmental Reviewer (TCRE Reviewer), Undergraduate Student Services Manager (SSM), Student Evaluation of Teaching Coordinator (SET Coordinator) and Report Viewer (SET Report Viewer), and Online Learning Contract Manager Coordinator (OLCM Coordinator) and Scheduler (OLCM Scheduler).

Please review the individuals in your department's roles. To submit updates to the directory, please fill out the [Change Request Form](#).

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

Event	Date	Users
Selection Opens	Monday, 9-25-2023	Department SET Coordinators
Selection Closes	Friday, 9-29-2023	Department SET Coordinators
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. Additional information is available [online](#).

ONLINE LEARNING CONTRACT MANAGER & ONLINE SYLLABUS MANAGER:

OLCM Fall Dates

The [Online Learning Contract Manager deadline has been extended](#). The system will close for Fall 2023 learning contracts on **Thursday, 9-7-2023 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 Friday, 9-8-2023. 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. If a student's contract did not complete workflow by the deadline, and the student still plans to pursue the course, please review the information on the [OUC website to submit a late add request](#) (also see section above called Late Adds for Independent Study Courses).

OSM Fall Dates

The [Online Syllabus Manager](#) opened on Monday, 8-7-2023 for fall 2023 courses. As a reminder, all instructors were required to upload a copy of their course syllabus to the OSM tool by the end of the first day of classes (8-21-2023), 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. Thank you to those units who have uploaded 100% of their syllabi!

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/>