



## Office of Undergraduate Curricula November 2023 Memo

Hello, all,

We hope everyone is doing well. Please read below the November 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 NOVEMBER 2023 MEMO

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- Check the status of your course and program proposals in CIM
- Stale & stalled curriculum proposal reminders from OUR
- Spring 2024 registration reminders
- Deadline for Clearing Temporary Grades of AB or IN
- Reminder: Retain Instruction Records for 1 Year
- Catalog Production Schedule Begins February 1 – Verify your CAT Users
- Reminder: Next SSM Meeting is in December
- Fall 2023 Syllabus Review Schedule
- Fall 2023 SET Schedule – Instructor emails send today
- Spring 2024 OLCM Dates & Training Sessions

### GENERAL CURRICULUM NEWS

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#### CURRICULUM PROPOSALS:

##### **CIM-Course Proposals**

Thank you to all the faculty and department staff who submitted undergraduate course proposals in CIM by the 10-2-2023 extended deadline! We received nearly 400 proposals. After checking syllabi for all the [required elements](#), proposals will be reviewed by the faculty of the Course Committee, a subcommittee of the College's Administrative Boards. The Course Committee has 7 remaining meetings between November and April 2024. The goal is to finish reviews by the end of March 2024.

### To view the status of a course proposal in CIM:

- Log into **CIM-Courses**: <https://nextcatalog.unc.edu/courseadmin/>
- Enter the course code (e.g., AAAD 300) and select **Search**.
- For courses in workflow, the CIM form will display the workflow steps on the right side of the screen. The current step displays in **orange**; approved steps appear in **green**.
- Reviewer comments appear at the bottom of the form.

As a reminder, 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.

### CIM-Program Proposals

As a reminder, the deadline to edit the requirements for an undergraduate program for fall 2024, including majors, concentrations/tracks, and minors, is on **Thursday, 2-1-2024**. Once a program proposal is fully approved in CIM:

- The program requirements are automatically updated in the Next 2024-25 Academic Catalog
- The sample plan (if included) is updated in the Next 2024-25 Academic Catalog
- The Tar Heel Tracker is updated with the appropriate effective term

### To view the status of a submitted program proposal in CIM:

- Log into **CIM-Programs**: <https://nextcatalog.unc.edu/programadmin/>
- Search for the program name, using an asterisk (\*) in the search box.
- For programs in workflow, the CIM form will display the workflow steps on the right side of the screen. The current step displays in **orange**; approved steps appear in **green**.
- Reviewer comments appear at the bottom of the form.

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.

## SPRING 2024 SCHEDULING & REGISTRATION:

### Spring 2024 Registration Reminders

The first wave of undergraduate registration for spring 2024 began 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.

Throughout registration, 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. Our office will soon email SSM with additional information about the First-Year Foundations registration process.

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](#) and the [faculty/staff waitlist FAQ](#) the Registrar's website. Information was shared with students in several recent email, and resources are available on the Registrar's student registration guide webpage. Please be aware that First-Year Foundations, such as First-Year Seminars and First-Year Launches, do not have waitlists.

### **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. 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. Staff are encouraged to use the SSM Teams site as a resource or contact the CAS SSM ([cas\\_ssm@unc.edu](mailto:cas_ssm@unc.edu)) with additional questions.

## **POLICY REMINDERS:**

### **Deadline for Clearing Temporary Grades of AB or IN**

Temporary grades should be cleared by completing the work outstanding, preferably no later than the start of the following semester. The deadline for clearing a temporary grade of AB or IN is the last day of finals for the next regularly scheduled semester or the instructor-provided deadline, whichever is earlier. Previously, the deadline for AB grades and IN grades were different. The updated policy is included in the [Catalog](#).

### **Retain Instruction Records for 1 Year**

Per the [UNC General Records Retention and Disposition Schedule](#), records documenting examinations, tests, term papers, and other course work completed by but not returned to the student **must be retained for 1 year after completion of the course**. The records may be destroyed 1 year after completion of course for uncontested grade results. For grades that are changes, the records may be destroyed after resolution of the challenge.

## **OTHER UPDATES:**

### **Catalog Production Schedule Begins February 1 – Verify your CAT Users**

The 2024-25 [Catalog Production](#) schedule begins on **2-1-2024**. Please review your department's/school's Catalog (CAT) roles and users listed on the [Registrar's website](#). Search by using your unit's code + 'CAT' (e.g., RELI CAT; CHEM CAT). Every unit has a CAT Editor role and a CAT Approver role. Use the [FormStack link](#) to add or remove users from a Catalog role.

Catalog training sessions will be available in early 2024. These trainings are not required, but **highly recommended**. Additional information will be shared soon.

#### Reminder: Next SSM Meeting is 12-13-2023

Student services staff in the College and professional schools should mark their calendars for 1:00pm on Wednesday, 13 December 2023 for the final SSM meeting of the year. The meeting agenda and topics will be shared with the SSM listserv and Teams site about one week in advance of the meeting. Topic suggestions are welcome and should be emailed to [cas\\_ssm@unc.edu](mailto:cas_ssm@unc.edu) before the Thanksgiving break.

#### 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

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### SYLLABUS REVIEW PROCESS:

#### Fall 2023 Syllabus Review Schedule

To ensure that instructors' syllabi include the recommended syllabus elements established in the [Faculty Council's Resolution on Guidelines for Course Syllabi](#) and the [OUC syllabus guidelines](#), the Office of Undergraduate Curricula conducts syllabus reviews each semester. A random sample of 8% of all undergraduate courses being taught in the **College of Arts & Sciences** for the given semester are evaluated. Syllabus reviews not only ensure accordance with syllabus guidelines, but also offer constructive feedback to instructors concerning the information and expectations they communicate to students in a syllabus.

The **fall 2023 syllabi review period** is currently in progress. Beginning on **Wednesday, 11-8-2023**, representatives from OUC will begin emailing instructors individualized reports. For more information, please visit the [OUC website](#), or email [cas\\_syllabi@unc.edu](mailto:cas_syllabi@unc.edu).

### STUDENT EVALUATIONS OF TEACHING:

#### Fall 2023 SET Schedule

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. If any instructor has **NOT** received an email about their Fall SET courses by Monday, 11-6-2023, then they are not listed for evaluation on a course this term. If this is an error, they should email [cas\\_evaluations@unc.edu](mailto:cas_evaluations@unc.edu) with the course and section number they should be evaluated for. Anyone (faculty, staff, or student) with questions about SET can email [cas\\_evaluations@unc.edu](mailto:cas_evaluations@unc.edu) for assistance.

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](#) opened 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.

If your unit is not currently using OLCM and you would like to learn more, please contact [Hannah Summers](#).

### OLCM Trainings

The Office of Undergraduate Curricula hosts routine 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. Thank you to those who attended the October training!

- **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](#).

These trainings are not required, but **highly recommended** for instructors, coordinators, and schedulers who expect to use OLCM to process spring 2024 learning contracts. During each session, we will go over the full learning contract process in OLCM (including student views, instructor and coordinator view, and scheduler views), discuss workflows and routing, share best practices and additional resources, and discuss new system updates.

## WANT MORE INFORMATION? CHECK OUT THESE CAMPUS RESOURCES

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- 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/>