Office of Undergraduate Curricula December 2023 Memo

Hello, all,

We hope everyone is doing well. Please read below the December 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 DECEMBER 2023 MEMO

- Catalog Production Schedule Begins February 1 – Verify your CAT Users
- Spring 2024 First-Year Foundations registration reminders
- Deadline for Clearing Temporary Grades of AB or IN
- Reminder: Retain Instruction Records for 1 Year
- Upcoming SSM and DUS meetings
- Chancellor's Calendar Announced
- Required Student Learning Outcomes Assessment Reports for SACSCOC Accreditation
- Thank you TCRE reviewers!
- Fall 2023 SET Schedule
- January OLCM Training Session
- Spring 2024 OSM Dates Announced

GENERAL CURRICULUM NEWS

CATALOG PRODUCTION & PROGRAM PROPOSALS:

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.

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.

SPRING 2024 SCHEDULING & REGISTRATION:

Reminder for Departments to Check Your Spring 2024 Enrollment

Now that we are past Open Enrollment, if you have not done so already, please be sure to run an enrollment report to see if there are any classes in your unit with lower-than-expected enrollment. You can use the Registrar's term enrollment report sent to the SSM Scheduling Officers Listserv, or you can run it on demand using TarHeel Reports or one of the following queries in ConnectCarolina: NC_SR_ALL_CLASSES_IN_TERM or NC_SR_CLASS_ENROLL_BY_SUBJECT. Advisors and Undergraduate Curricula are advertising low enrollment First-Year Foundations classes, such as First-Year Seminars and First-Year Launches, to students. If you need to cancel a First-Year Seminar or Launch, please notify Ben Haven.

Spring 2024 First-Year Foundations Registration Policies & Reminders

- Seats in **First-Year Seminars**, **First-Year Launches**, and **Triple-I + Data Literacy Labs** are reserved exclusively for first-year students (and transfer students who completed fewer than 24 post-high school college course credits prior to arrival here). No other students may register for these courses.
- First-Year Foundations classes do not have waitlists.
- Students may only take one (1) First-Year Seminar **or** one (1) First-Year Launch. Students may only take one (1) Triple-I + (1) Data Literacy Lab during their time at UNC.
- All Triple-I and corresponding Data Literacy Lab sections have permanent Catalog numbers that match (e.g., IDST 112-001 = Triple-I, IDST 112L-001 = Data Literacy Lab). Since these are corequisites, students must enroll in both in the same semester. If they drop one, they must also drop the other.
- Students may only add Triple-I + Data Literacy Lab sections to their schedule until the end of the 5th day of classes (end of student self-add window).

- Check the 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. If the FAQ page does not answer your question, please follow up with Ben Haven.

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.

MEETINGS:

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, 12-12-2023** 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, which will be held over Zoom. We hope to see you there!

Reminder: Spring 2024 DUS Meeting

Directors of Undergraduate Studies, please mark your calendars for the spring 2024 DUS meeting on **Monday, 2-4-2024, from 3:00 – 4:30 pm**. More information, including the location and meeting agenda, will be shared with the listserv prior to the meeting.

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 ITEMS:

Chancellor's Calendar Announced

The Chancellor's Calendar for academic years 2023-2024, 2024-2025 and 2025-2026 are published on the Registrar's website.

Thank You, Transfer Credit Review Faculty

The Office of Undergraduate Curricula would like to thank the many faculty across the University who reviewed transfer courses to help our students make sure they have the most appropriate credit and

can meet their curricular needs. 669 students submitted 1,849 requests that were processed in 47 programs, departments, and schools across the University between 1-1-2023 and 8-24-2023. Our office periodically receives thank-you notes from students, so we wanted to make sure you knew that students are grateful for the work you do!

Final Student Learning Outcomes Assessment Reports for SACSCOC Accreditation Due Monday, 1-22-2024

UNC-Chapel Hill is accredited by the [Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)](#). SACSCOC requires that every academic program assess student learning annually to meet the quality assurance requirements specified in the [Higher Education Act](#). This year's submission deadline for finalized student learning outcome reports is **Monday, 1-22-2024.**

The Office of Institutional Research and Assessment (OIRA) has student learning outcome assessment resources available through their Assessment website (https://assessment.unc.edu) to assist with this process. The site offers materials for annual student learning outcomes assessment reporting on the [Academic Program Assessment](#) page, including updated documentation and a video series that provides step-by-step guidance on preparing assessment plans and reports.

Please contact [Dr. Bryant Hutson](#) in OIRA to discuss any aspect of the assessment process or for assistance with student learning outcomes assessment reporting.

COLLEGE NEWS

STUDENT EVALUATIONS OF TEACHING:

Fall 2023 SET Schedule

College SET closes on Wednesday 12-6-2023 at midnight (last scheduled class day). Reports are scheduled for release **approximately one week after the last final exam day,** which is **Friday, 12-15-2023**. Instructors or students with questions or support needs can email cas_evaluations@unc.edu for assistance. Additional information about SET can be found [on our website](#).

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.

ONLINE SYLLABUS MANAGER:

OSM Spring 2024 Dates

The Online Syllabus Manager (OSM) tool **will open for spring 2024 courses on Tuesday, 12-19-2023**. Departments will also be notified via the OSM listserv. The system will remain open through the first four weeks of the spring 2024 semester. More information about OSM and syllabus guidelines may be found on the Office of Undergraduate Curricula website. Questions can be emailed to Hannah Summers in the Office of Undergraduate Curricula.

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/