Office of Undergraduate Curricula January 2024 Memo

Hello, all,

Happy New Year! We hope everyone had a lovely winter break. Please read below the January 2024 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 JANUARY 2024 MEMO

- Syllabus Guidelines and Policy Inserts
- Student AI Use Information for Syllabi
- Campus Life Experiences (CLEs) – Advertise your Department
- Catalog Production Schedule Begins February 1 – Verify your CAT Users
- Spring 2024 First-Year Foundations registration reminders
- Upcoming SSM and DUS meetings
- Chancellor's Calendar Announced
- Required Student Learning Outcomes Assessment Reports for SACSCOC Accreditation
- Register for the January OLCM Training Session
- Spring 2024 OSM Dates

GENERAL CURRICULUM NEWS

REMINDERS FOR SPRING 2024 COURSES

Syllabus Guidelines

Instructors are encouraged to review the Office of Undergraduate Curricula's syllabus guidelines when preparing their spring semester undergraduate course syllabi. Instructors are also encouraged to utilize the Syllabus Template, which contains all the syllabus elements outlined in the OUC syllabus guidelines. Instructors should consider the following when creating their spring 2024 syllabi:

- Undergraduate courses, including first-year seminars, should include a **final exam or alternative final assessment** and utilize the final exam period. Courses with one hour of academic credit may administer their final assessment during the last class period; all others must follow the published Final Examination Schedule (UPM #8).
- Instructors should include course-specific goals/learning objectives/outcomes in the course syllabus. Courses fulfilling one or more **IDEAs in Action Gen Ed requirements** should also include the exact Student Learning Outcomes (SLOs) and Questions for Students, for each associated Gen Ed.
- Consider including a **Campus Life Experience (CLE)** as an assignment or activity in your course. Read more about CLEs in the memo section below.
- Consider leaving time in the course calendar for students to complete the **Student Evaluations of Teaching (SET)** survey at the end of the semester.
- Don't forget to include important **instructor and course identifiers**, including a reference to UNC-Chapel Hill, the current term and year, any associated requisites, target audience, and office hours (at least 3 hours per week for a standard 3-credit course)!

NEW for Spring 2024: Per the recommendations set forth by the UNC AI Committee, faculty may provide this Student AI Usage Guidance in their syllabus. Unless the instructor has other guidance they prefer to use, the UNC AI Committee recommends including this guidance to students on the first day of class. See the Spring 2024 Syllabus Policy Inserts sample statements (see section below for more information). **College only – An AI Use Policy is required on all undergraduate syllabi in the College of Arts & Sciences.**

Syllabus Policy Inserts
Instructors are encouraged to utilize the Spring 2024 Policy Insert when preparing their spring semester undergraduate course syllabi. Effective from spring 2024, forward, the insert will include only the required policy statements. The policy insert is a quick and easy way to make sure your students receive the information they need. Word and PDF versions are available for download on the Office of Undergraduate Curricula website.

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.

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.

CURRICULUM PROPOSALS & CATALOG PRODUCTION:

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.

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.

First-Year Seminar: Fall 2024 Prospectus Form

Instructors offering a new First-Year Seminar in fall 2024 must teach it for the first time under special topics 89 number and submit a prospectus form by **Thursday, 2-15-2024.** The First-Year Curriculum Program will review the proposals in mid-February and follow up with instructors soon thereafter. Please contact Ben Haven with any questions about this process.

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.

MEETINGS:

Reminder: Spring 2024 DUS Meeting

Directors of Undergraduate Studies, please mark your calendars for the spring 2024 DUS meeting on **Monday, 2-5-2024, from 3:00 – 4:30 pm**. More information, including the location and meeting agenda, will be shared with the listserv prior to the meeting.

Reminder: Next SSM Meeting is 2-14-2024

Student services staff in the College and professional schools should mark their calendars for 1:00pm on **Wednesday, 2-14-2024** for the first 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!

OTHER ITEMS:

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.

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.

COLLEGE NEWS

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 **is now open for spring 2024 courses**. Departments will also be notified via the OSM listserv. The system will close on **Thursday, 2-8-2024** 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 Friday, 2-9-2024. 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.

STUDENT EVALUATIONS OF TEACHING (SET):

SET Updates for Spring 2024

The College SET Schedule is available [on our website](#). If there are any staffing changes in your department that may require updated SET user permissions, please use the form on our website on the [Departmental Contacts](#) page to submit change requests. You can also check all uses with SET access while you're there (keep in mind chairs automatically have reporting access so that won't be listed unless they also have coordinator access, but you can still use the form to alert us to a mid-year chair change as needed). It is helpful if you can include the following notes for new users: who they are replacing (if anyone) or what vacant role they are filling. You can find most information about SET processes on the website. Questions can be directed to cas_evalautions@unc.edu.

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/