Office of Undergraduate Curricula April 2024 Memo

Hello, all,

Happy spring! Please read below the April 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 APRIL 2024 MEMO

- CIM & CAT Instructional Videos
- 2024-2025 Catalog Production Schedule
- Deadline for New Course Proposals for Spring 2025 (CIM-Courses)
- Summer & Fall 2024 Scheduling & Registration Reminders
- Transfer Credit Re-Evaluation (TCRE) Reminders
- IDEAs in Action Focus Capacity Report
- Retain Instruction Records for 1 Year
- Deadline for Clearing a Temporary Grade of AB or IN
- Spring 2024 Syllabi Review Reporting Period
- Review the SET Schedule for Spring 2024
- OLCM is Now Open for Summer and Fall 2024 Learning Contracts
- OLCM Training in May

GENERAL CURRICULUM NEWS

CURRICULUM PROPOSALS & CATALOG PRODUCTION:

NEW: CIM & CAT Instructional Videos from OUC

The Office of Undergraduate Curricula is in the process of creating an instructional video series for the Catalog (CAT) and the Curriculum Inventory Management (CIM) system. These videos are intended to

help both faculty and staff learn more information about some of the systems they will be using to manage curriculum proposals and edit Catalog content. The first two videos have been published online:

- Catalog (CAT) Approver Role Video (~6 minutes)
- CIM-Program Editing Video (~12 minutes)

2024-2025 Catalog Production Schedule

The 2024-25 Catalog Production schedule began on Thursday, 2-1-2024. The CAT editors and CAT approvers from each department/school received a message from the UNC Catalog team in February with additional information about the process. The deadline for all department/unit Catalog approver(s) to review and approve Catalog page(s) was 3-31-2024. The Next Catalog will be published on **6-1-2024**.

To check the status of your Catalog page(s), follow the steps below:

1. Login to the Next Catalog: https://nextcatalog.unc.edu
2. Navigate to the specific Catalog page.
3. Select the '**Edit Page**' icon in the top left corner of the screen. The editing toolbar will open.
   a. If the '**Start Workflow**' button (in the bottom right corner of the screen) is **gray**, then the page <u>has been</u> submitted to workflow.
   b. If the '**Start Workflow**' button (in the bottom right corner of the screen) is **green**, then the page <u>has not been</u> submitted to workflow. Review the content, make edits (if necessary), and select the green '**Start Workflow**' button.
4. Repeat steps 2-3 for all your Catalog pages.

The Office of Undergraduate Curricula will also send a reminder to departments who have not started workflow on their Catalog pages.

Spring 2025 CIM-Course Proposals

As a reminder, the deadline to submit new course proposals for spring 2025 is on **Monday, 4-1-2024**. This deadline was previously held in September but has moved to April effective for spring 2025 course proposals. You can view the status of a course proposal in CIM: https://nextcatalog.unc.edu/courseadmin/

Fall 2024 CIM-Course Proposals

Thank you to all the faculty and department staff who submitted undergraduate course proposals for fall 2024 by the October deadline! The Course Committee has reviewed nearly 300 course proposals during the 2023-2024 Academic Year. The goal is to finish entering decisions from the March meetings in CIM by early April 2024. Questions about course proposals can be directed to Hannah Summers. You can view the status of a course proposal in CIM: https://nextcatalog.unc.edu/courseadmin/

SCHEDULING & REGISTRATION REMINDERS: SUMMER & FALL 2024

Summer & Fall 2024 Registration

Undergraduate registration for summer 2024 began on **Thursday, 3-21-2024**. The first wave of undergraduate registration for fall 2024 began on **Monday, 3-25-2024**. Departments are encouraged to share undergraduate registration information on the Registrar's website and the summer and fall 2024 academic calendars with their students and faculty.

Incoming Fall 2024 First-Year Pre-Registration

The Office of Undergraduate Curricula, in partnership with the Registrar, will pre-register incoming fall 2024 first-year students in up to two First-Year Foundation classes. At the same time, Honors Carolina pre-registers incoming honors first-year students in Honors First-Year Foundations and other appropriate classes. To run the processes successfully, these offices reserved seats for first-year students in certain fall classes, including First-Year Seminar, First-Year Launch, and Honors offerings.

Fall 2024 Pre-Registration Timeline:
- **Late Feb. – early Mar.:** OUC/Honors reserved seats in First-Year Foundations and Honors classes
- **Apr. – late May:** First-year students fill out Pre-Registration Survey
- **Late-May – mid June:** Students pre-registered into First-Year Foundations
- **July – early Aug.:** Unclaimed seats from process released during first-year registration sessions

If you need to make changes to a First-Year Seminar or First-Year Launch now that Extended Course Schedule Maintenance is open, please let Ben Haven know. If you need to make changes to your Honors offerings, let Jason Clemmons know.

Class Features Tool for Summer & Fall 2024

Instructors are encouraged to utilize the Class Features Tool in ConnectCarolina to provide students with additional information about their summer and fall 2024 courses. To use the tool, log into ConnectCarolina 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 Office of Undergraduate Curricula website.

SSM Scheduling & Registration Support Webpage

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.

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.

POLICY REMINDERS

Retain Instruction Records for 1 Year

Per the UNC General Records Retention and Disposition Schedule, records documenting examinations, tests, term papers, and other coursework 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 the course for uncontested grade results. For grades that are challenged, the records may be destroyed after resolution of the challenge.

Deadline for Clearing a Temporary Grade 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. The policy is included in the Catalog.

OTHER ITEMS

Transfer Credit Re-Evaluation (TCRE) Peak Season is Here

Department approvers for the Transfer Credit Re-Evaluation eForms in Connect Carolina will begin to see an uptick in requests this month that typically lasts through August. Current students may be submitting requests as they identify missing prerequisites during registration over the next several weeks, and incoming transfer students may be relying on these re-evaluations for prerequisite and other course credit so they can plan their fall 2024 course schedule.

We understand that many of our approvers (typically the DUS or a department's faculty advisor) may be working less over the summer, but on behalf of students, we ask you to process summer requests as soon as you are able, clear requests prior to any break you are taking, and clear all pending requests as soon as possible when returning in August.

Questions about this process, requests for refresher training, and **notices about planned gaps in processing for your department of more than 21 days** can be sent to Heather Thompson.

IDEAs in Action Focus Capacity Report

The Office of Undergraduate Curricula recently published an IDEAs in Action Focus Capacity Report detailing approved Focus Capacity courses across academic levels and departments. The report can be downloaded here and is also available on our website. Any questions can be directed to Nick Siedentop and Hannah Summers.

COLLEGE NEWS

SYLLABI REVIEW PROCESS:

Spring 2024 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 spring 2024 syllabi review period is currently in progress. Beginning in early April, representatives from OUC will begin emailing instructors individualized reports. For more information, please visit the OUC website, or email cas_syllabi@unc.edu.

STUDENT EVALUATIONS OF TEACHING (SET):

SET Updates for Spring 2024

Spring 2024 Course Evaluations open on **Wednesday, 4-17-2024** (one week earlier for BIOL & CHEM labs and IDST 101). Instructors should have already received emails from the system last week informing them of evaluation dates. Selection for Maymester and Summer I will be the week of **Monday, 4-22-2024**. The full College SET Schedule is available on our website.

We encourage all departments to share this resource for instructors with everyone teaching this semester (TAs included) and let them know that if they have not yet received communication about their courses, they should email cas_evaluations@unc.edu if their course sections were supposed to receive an evaluation.

You can find most information about SET processes on the website. Questions can be directed to cas_evalautions@unc.edu.

ONLINE LEARNING CONTRACT MANAGER:

OLCM is Now Open for Summer and Fall 2024 Learning Contracts

The Online Learning Contract Manager (OLCM) tool opened for summer I, summer II, and fall 2024 learning contracts on **Friday, 3-8-2024** (approximately two weeks before the start of summer registration). The system will close for all users at 11:59pm on the census date for each term. See the OUC calendar for the specific deadlines pertaining to each term.

Departments are encouraged to review their system roles (OLCM Coordinators and OLCM Schedulers) on the OUC departmental contacts webpage. To submit updates for OLCM roles, please fill out the change request form or contact Hannah Summers.

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/