



## Office of Undergraduate Curricula March 2024 Memo

Hello, all,

We hope you are doing well. Please read below the March 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 MARCH 2024 MEMO

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- 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
- IDEAs in Action Focus Capacity Report
- Deadline for Clearing a Temporary Grade of AB or IN
- 2024 Summer Institute of College Teaching
- Review the SET Schedule for Spring 2024
- OLCM Opens Soon for Summer 2024
- 2023-2024 OLCM User Survey Closes Today

### GENERAL CURRICULUM NEWS

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#### 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. Key dates and deadlines:

- **3-15-2024:** Deadline for department/unit Catalog editor(s) to review content, make edits (if needed), and submit **all** Catalog page(s) to workflow for approval (including pages with no edits).
- **3-31-2024:** Deadline for department/unit Catalog approver(s) to review and approve Catalog page(s).
- **6-1-2024:** Next Catalog is published.

### 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/>

### Stale/Stalled Proposal Reminders from the Office of the University Registrar (OUR)

OUR 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. For information about CIM and CAT user roles, please visit the [Office of the University Registrar's website](#).

## SCHEDULING & REGISTRATION REMINDERS: SUMMER & FALL 2024

### Summer & Fall 2024 Registration

Undergraduate registration for summer 2024 begins on **Thursday, 3-21-2024**. The first wave of undergraduate registration for fall 2024 begins on **Monday, 3-25-2024**. Departments are encouraged to share [undergraduate registration information](#) on the Registrar's website and the summer and fall 2023 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 reserve seats for first-years in certain fall classes, including First-Year Seminar, First-Year Launch, and Honors offerings. Yesterday, an email with more detailed information about the pre-registration process was sent to all SSMS, and Undergraduate Curricula will also send information to First-Year Foundations instructors in March.

### Fall 2024 Pre-Registration Timeline:

- **Late Feb. – early Mar.:** OUC/Honors reserve seats in First-Year Foundations and Honors classes
- **Apr. – May 15:** First-year students fill out Pre-Registration Survey
- **May 18 – mid June:** Students pre-registered into First-Year Foundations
- **July – early Aug.:** Unclaimed seats from process released during first-year registration sessions

Departments should not reserve seats in Seminars, Launches, and Honors classes in the MOI space, but 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.

## **OTHER ITEMS**

### **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](#).

### **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. Previously, the deadline for AB grades and the deadline for IN grades were different. The updated policy is included in the [Catalog](#).

### **2024 Summer Institute on College Teaching**

Directors of Undergraduate Studies are encouraged to invite any faculty, especially those in their first few years, to attend the [Summer Institute](#), a 5-day workshop that focuses on the **three key themes of teaching: active learning, assessment, and inclusivity**. Through morning workshops, participants will explore how people learn, experience novel pedagogical approaches, and practice assessment techniques that are aligned with learning goals and objectives. During afternoon group work sessions,

teams will apply what they have learned to create teaching materials that are iteratively improved based on peer review and feedback throughout the institute. By the end of the Summer Institute, participants will have experienced, evaluated, and collected a portfolio of innovative teaching approaches and instructional materials ready to be adapted to their own teaching environments.

The 2024 Summer Institute for College Teaching will be held Monday, 8-5-2024, through Friday, 8-9-2024. If you are interested in participating, please fill out an [application](#) and submit it to the Director of the Summer Institute, [Colin Wallace](#). **All application materials must be submitted by 3-31-2024 for full consideration.** Questions about the Summer Institute can be directed to [Colin Wallace](#).

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## COLLEGE NEWS

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### STUDENT EVALUATIONS OF TEACHING (SET):

#### SET Updates for Spring 2024

Selection of courses for Spring 2024 begins on Monday, 3-4-2024, and the full College SET Schedule is available [on our website](#). New users or anyone who needs assistance or support can email [cas\\_evalautions@unc.edu](mailto:cas_evalautions@unc.edu) to set up an appointment with Heather Thompson during the selection window.

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 users with SET access while you're there. Please 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](mailto:cas_evalautions@unc.edu).

### ONLINE LEARNING CONTRACT MANAGER:

#### OLCM Opens Soon for Summer 2024

The [Online Learning Contract Manager](#) (OLCM) tool will open for Summer I & II 2024 learning contracts on **Friday, 3-8-2024** (approximately two weeks before the start of summer registration). 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](#).

#### 2023-2024 OLCM User Survey

The Office of Undergraduate Curricula invites all Online Learning Contract Manager ([OLCM](#)) users (students, instructors, OLCM Coordinators, and OLCM Schedulers) to complete the [2023-2024 OLCM User Survey](#) to provide feedback about your experience with OLCM during the fall 2023 and/or spring 2024 semesters. The survey will close on Friday, March 1<sup>st</sup> at the end of the day. We appreciate your responses and feedback!

**All survey responses are anonymous.** You may access the 2023-2024 OLCM User Survey via [direct link](#), or by copying and pasting the following link in your browser:

[https://unc.az1.qualtrics.com/jfe/form/SV\\_1laGY3Pju841S9o](https://unc.az1.qualtrics.com/jfe/form/SV_1laGY3Pju841S9o)

## 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/>