



Office of Undergraduate Curricula May 2024 Memo

Hello, all,

Please read below the May 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 MAY 2024 MEMO

- **Communication Beyond Carolina: Changes for the 2024-2025 Student Cohort**
- 2024-2025 Catalog Production Schedule
- Syllabus Reminders: Template, Policy Insert, and Required Elements
- Summer & Fall 2024 Scheduling & Registration Reminders
- Summer SSM Meeting
- Transfer Credit Re-Evaluation (TCRE) Reminders
- IDEAs in Action Focus Capacity Report
- Retain Instruction Records for 1 Year
- Review the SET Schedule for Spring 2024
- OSM is Now Open for Summer I 2024 Syllabi
- OLCM is Now Open for Summer and Fall 2024 Learning Contracts

GENERAL CURRICULUM NEWS

COMMUNICATION BEYOND CAROLINA (COMMBEYOND)

Changes for the 2024-2025 Student Cohort

Students in the 2024-2025 Cohort (including First-Year students and Transfer students) will be required to complete the Communication Beyond Carolina (CommBeyond) requirement in the IDEAs in Action curriculum through an approved CommBeyond course (e.g., UNC credit, transfer credit). Students in this cohort will not be able to fulfill this requirement through a Communication Intensive (CI) course from

the previous Making Connections curriculum, as was permitted with the previous two student cohorts. This update was approved by the General Education Oversight Committee (GEOC) on April 5, 2024.

Student Cohort	Requirement satisfied with a...
2022-23 (FY & TR students)	CommBeyond course <u>or</u> Communication Intensive course
2023-24 (FY & TR students)	CommBeyond course <u>or</u> Communication Intensive course
2024-25 (FY & TR students)	CommBeyond course only

FY=First-Year students, TR=Transfer students

CURRICULUM PROPOSALS & CATALOG PRODUCTION:

2024-2025 Catalog Production Schedule

The 2024-25 [Catalog Production](#) schedule began on Thursday, 2-1-2024, with deadlines for department/school [editors](#) on 3-15-2024 and department/school [approvers](#) on 3-31-2024. Reminder emails were sent following both deadlines. If any pending pages remain in the system, the Catalog Team will administratively push these pages through workflow. The 2024-2025 Catalog will be published on **6-1-2024**.

CIM-Course and CIM-Program Proposals AY 2023-2024

Thank you to all the faculty and department staff who submitted undergraduate course proposals and program proposals during the 2023-2024 Academic year! The Course Committee reviewed over 300 proposals for new courses, Gen Ed requests, and significant course revisions. The Office of Undergraduate Curricula also processed approximately 400 proposals for miscellaneous course changes (e.g., title changes, course description updates, requisite changes, etc.). The Office also processed over 80 CIM-Program proposals to revise program requirements for majors and minors.

You can view the status of a **course** proposal in CIM: <https://nextcatalog.unc.edu/courseadmin/>

You can view the status of a **program** proposal in CIM: <https://nextcatalog.unc.edu/programadmin/>

SYLLABI REQUIREMENT REMINDERS FOR SUMMER AND FALL 2024

Syllabus Template & Policy Insert

Instructors are encouraged to utilize the [Undergraduate Syllabus Template](#) and the [syllabus policy insert](#) when preparing their course syllabi. The template contains all required syllabus elements outlined below, and the policy insert contains all required policy statements and is a quick and easy way to make sure your students receive this information. More details are available on the Office of Undergraduate Curricula's [Syllabus Guidelines webpage](#).

Required Elements for Syllabi

As instructors begin drafting their summer and fall 2024 syllabi, we encourage all instructors to confirm the following elements are present in their syllabi (see additional details on the Office of Undergraduate Curricula's [Syllabus Guidelines webpage](#)):

- Course information, including course number, section, title, department, and term.
- Course description from the [Catalog](#), or an expanded version.
- Course meeting days, times, and location.

- Instructor information, including name, email address, office hours, and office location.
- Target audience and any requisites.
- Course resources, including any required texts or materials.
- Course-specific student learning outcomes or goals for the course.
- If the course fulfills one or more IDEAs in Action Gen Ed requirements, the instructor should also include the associated Student learning Outcomes (SLOs) in the syllabus, in addition to the course-specific ones. See details in the [Catalog](#).
 - If the course fulfills a Focus Capacity requirement, the course must also incorporate the three Recurring Capacities (writing, presenting, collaborating)
- Course requirements and assignments, including due dates.
- Grading schema, including a grading scale (A-F or Pass/Fail) and grading rubric.
- Course calendar or schedule.
- All required academic and student support policy statements: University Class Attendance Policy, Honor Code, Artificial Intelligence (AI) Use Policy, Syllabus Change Statement, ARS, CAPS, and Title IX statements. Consider using the [syllabus policy insert](#)!

SCHEDULING & REGISTRATION REMINDERS: SUMMER & FALL 2024

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, Triple-I, Honors, and some ENGL 105/I and Global Language offerings. Instructors of these classes may notice their seats caps have dropped significantly, but the caps will be raised back up in late-May so that they can be used for pre-registration. Anything left over after pre-registration will be automatically released during July & August incoming first-year registration sessions, along with the other first-year seat reserves.

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.

Fall 2024 Registration Updates

We are now in Open Enrollment. All continuing and incoming transfer students can enroll in up to 18 credit hours. These students will have access to enroll in fall 2024 classes until 11:59 PM on Friday, 5-31-2024. First-year pre-registration occurs in late-May to mid-June. Incoming first-year student registration appointments run 7-8-2024 through 8-2-2024. Access to enroll in classes will resume for continuing and transfer students on 8-5-2024. See the Registrar's [Fall 2024 Academic Calendar](#) for details.

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.

OTHER ITEMS

Student Services Manager (SSM) Meeting: Summer 2024

The next student services managers’ meeting will be held on Wednesday, 6-12-2024 from 1:00-2:30 PM on Zoom. The agenda and link will be shared about a week in advance.

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.

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](#).

COLLEGE NEWS

STUDENT EVALUATIONS OF TEACHING (SET):

SET Updates for Spring 2024

Spring SET reports are scheduled to be released on **Friday 5-17-24**. Selection for Maymester and Summer I ended **Friday, 4-26-24**. Corrections can be sent by email to cas_evaluations@unc.edu. Maymester evaluations will be open **Tuesday, 5-28-2024 through Friday 5-31-24**. Summer I evaluations open to students on **Thursday, 6-13-24**. The full College SET Schedule is available [on our website](#).

We encourage all departments to share [this resource for instructors](#) with everyone teaching this summer (especially graduate students and newer faculty) and let them know that if they have not received email communications about their course(s) by **7 days prior to evaluations** opening, they should email cas_evaluations@unc.edu to report the issue.

You can find most information about SET processes on the website. Questions from staff, instructors, and students can be directed to cas_evalautions@unc.edu.

ONLINE SYLLABUS MANAGER:

OSM Opens Today for Summer I 2024

The [Online Syllabus Manager](#) (OSM) tool will open for summer I 2024 on Wednesday, **5-6-2024** and will close two weeks before the last day of classes for summer I 2024. Departments are asked to remind instructors, particularly graduate students, and other first-time instructors to upload a copy of their course syllabus by the end of the first day of the semester (**Wednesday, 5-15-2024**).

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](#).

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/>