



Office of Undergraduate Curricula August 2024 Memo

Hello, all,

Please read below the August 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 AUGUST 2024 MEMO

- Review your Course Inventory
- Deadlines for CIM-Course and CIM-Program Proposals
- Deadlines for New First-Year Seminar and Triple-I Proposals
- Curriculum Proposal Updates (COMMBEYOND – addendum required with proposal)
- Syllabi Updates and Reminders
- 2024-2025 DUS and SSM Meetings
- First-Year Foundations Deadlines, Policies, and Reminders
- OCLM & OSM Fall 2024 Deadlines and Reminders
- Reminder to Clear Transfer Credit Re-Evaluation (TCRE) Requests

GENERAL CURRICULUM NEWS

CURRICULUM PROPOSALS:

The 'CIM' System

The [University Registrar website](#) provides resources about the Curriculum Inventory Management (CIM) system, which is used for all course proposals and undergraduate program proposals. The website includes information about CIM access, approval workflow, and user guides for both CIM-Courses and CIM-Programs.

Review your Course Inventory

OUC **recommends** that all departments/academic units review their course inventory every September in preparation for the October 1st course proposal deadline. For this review, here are a few suggestions:

1. Use the Catalog to access your unit's approved course inventory, by [subject code](#).
2. Review the course titles, descriptions, requisite statements, and other course info to make sure the information is up to date with how the course is currently offered. You might also contact your faculty with a request that they review their courses using the [course search tool](#) in the Catalog.
3. Identify courses that may be a good fit for Research & Discovery in the IDEAs in Action curriculum. The College is particularly in need of courses with no prerequisites and no enrollment restrictions.
4. Identify courses that may be a good fit for the High-Impact Experience requirement in the IDEAs in Action curriculum.
5. Identify courses that may be a good fit for the Communication Beyond Carolina requirement in the IDEAs in Action curriculum. This requirement emphasizes the role of oral communication, with particular attention to tailoring communication to different audiences. For example, courses that meet the Communication Intensive (CI) requirement in the Making Connections curriculum may require just a few small adjustments to align with the goals and learning objectives for COMMBEYOND. The [course development guide](#) includes additional information for faculty who are interested in developing a COMMBEYOND course. All COMMBEYOND proposals must submit the [Communication Beyond Carolina Justification Addendum](#) and upload it to the CIM proposal, in addition to the course syllabus.
6. Special topics courses (e.g., 190, 290, 490) allow faculty members to offer timely courses or try out a new course before submitting a proposal for a permanent course. Verify that your department has a special topics course at all the appropriate levels (e.g., 100-399; 400-699).
7. The number of times that the same special topics course can be offered should be limited to no more than two occurrences. After that, the course should be submitted for a permanent number. Ask your SSM to provide a list of courses that have been offered under a special topics number.
8. Verify that your department has the necessary "independent study" courses that may be needed by students in your department (e.g., *96 directed readings, *95 mentored research, *93 internship, *91 or *92 undergraduate learning assistant).
9. There are many courses in the Catalog that are not currently taught, which can create challenges for students who want to use the Catalog to identify courses they could take to complete their degree requirements. To help your students, please identify courses that will no longer be offered (e.g., retired faculty; course no longer relevant), and submit deactivation requests. Contact Nick Siedentop (nick_siedentop@unc.edu) if you would like a report identifying which courses in your unit have not been offered in 5 years.

Deadlines for CIM-Course Proposals

Listed below are the deadlines for the 2024-2025 CIM-Course proposal cycle. Additional information is available on the Office of Undergraduate Curricula's [Course Proposal webpage](#) or contact [Nick Siedentop](#).

- **Proposals for New Courses:**

- **10-1-2024** – effective summer 2025 or fall 2025
- **4-1-2025** – effective spring 2026
- **Proposals to Revise or Deactivate an Existing Course:**
 - **10-1-2024** – effective fall 2025
- **Proposals to Revise Existing UNC Summer Study Abroad Courses:**
 - **10-1-2024** – effective summer 2025. In CIM, include an additional comment to indicate that the course is a UNC Summer Study Abroad course and the proposal should be effective for summer 2025, not fall 2025.

Deadlines for CIM-Program Proposals

Listed below are the deadlines for the 2024-2025 CIM-Program proposal cycle. Additional information is available on the Office of Undergraduate Curricula's [Program Proposal webpage](#) or contact [Nick Siedentop](#).

- **Deadline to Edit a Program (majors, concentrations/tracks, minors):**
 - **2-1-2025** – effective fall 2025
- **Deadline to Inactivate a Program:**
 - **10-1-2024** – effective fall 2025
- **Deadline to Propose a New Minor:**
 - **10-1-2024** – effective fall 2025
- **Deadline to Propose a New Major:**
 - Proposals may be submitted during the fall or spring semester. Proposals are due 3 weeks before the Administrative Boards meeting. Check the [Administrative Boards schedule](#) for deadline dates.

Deadlines for New First-Year Seminar Proposals

Instructors offering a new First-Year Seminar must teach it for the first time under special topics 89 number and [submit a prospectus form](#) with an attached syllabus by the following deadlines:

- **Friday, 9-15-2024** – spring 2025 proposals
- **Thursday, 2-15-2025** – fall 2025 proposals

For the upcoming spring 2025 submission cycle, the First-Year Seminar Program will review the proposals in mid-September and follow up with instructors soon thereafter. Please contact [Ben Haven](#) with any questions about this process.

Deadline for New Triple-I Proposals

Teaching teams wishing to offer a new Triple-I course during the fall 2025 semester should plan to submit a [Triple-I prospectus form](#) with attached syllabus by **Tuesday, 10-1-2024**. If you are unable to put together an entire team or prospectus by this time, but still wish to offer a Triple-I course for that term, please contact [Megan Plenge](#). Visit the Office of Undergraduate Curricula's [Triple-I webpage](#) for more information about this process.

SYLLABI UPDATES & REMINDERS:

Syllabus Policy Insert for Fall 2024

Instructors are encouraged to utilize the fall 2024 syllabus insert when preparing their course syllabi. The 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 [Syllabus Guidelines webpage](#). The insert will be posted on **Monday, 8-5-2024**.

Syllabus Template

Instructors are also encouraged to utilize the OUC Syllabus Template. The template contains all of the recommended syllabus elements established in the [Faculty Council's Resolution 2021-11 \(On Guidelines for Course Syllabi\)](#) and the [OUC Syllabus Guidelines](#).

Syllabus Guidelines

As instructors begin drafting their 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 number, section, title, department, term
- Course description (from the [Catalog](#))
- Meeting days, times, and location
- Instructor information, office hours, contact information
- Target audience and requisites
- Course resources (e.g., textbooks, materials)
- Student learning outcomes for the course
- IDEAs in Action Student Learning Outcomes and Questions for Students for any [IDEAs in Action Gen Eds](#) the course fulfills.
 - If the course fulfills an IDEAs in Action Focus Capacity, incorporate the 3 recurring capacities (writing, presenting, collaborating – see more details in the [Catalog](#))
- Course requirements and assignments
- Grade scale (A-F with +/-) and grading rubric
- Weekly calendar with assignment and assessment dates
- Academic Policies, including University Class Attendance Policy, Honor Code statement, and a syllabus change statement (see the fall 2024 syllabus insert that will be posted Monday, 8-5-2024 on the Syllabus Guidelines webpage above for more details)
- Academic Resources, including the ARS, CAPS, and Title IX statements (see the fall 2024 syllabus insert that will be posted Monday, 8-5-2024 on the Syllabus Guidelines webpage above for more details)

IDEAS IN ACTION UPDATES & REMINDERS:

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.

First-Year Foundations Registration Policies & Reminders

The final registration session for incoming first-year students ended on **Tuesday, 7-30-2024 at 10:00 am**. All incoming first-year students will be able to get back into ConnectCarolina to register for classes

beginning **Friday, 8-2-2024** with First-Year Open Enrollment. See below for some reminders regarding registration in First-Year Foundations classes:

- Registration into FY Seminar, FY Launch, Triple-I + Data Literacy Lab, and College Thriving (IDST 101) are limited to incoming first-year students (and incoming transfer students who completed fewer than 24 post-high school college-level course credit hours).
- Triple-I + Data Literacy Labs, FY Seminar, FY Launch, and IDST 101 sections should not have waitlists on them.
- The IDEAs in Action [FAQ](#) has answers to common questions (“Registration and Credit” section)
- For questions about registration into
 - Triple-I & Data Lit Labs, FY Seminar & FY Launch, or IDST 101, contact first-year-foundations@unc.edu.
 - HNRS 101, contact jenn.marshburn@unc.edu or jason@unc.edu
 - ENGL 105/I, contact greenlawregistrar@unc.edu

SCHEDULING & REGISTRATION:

Class Features Tool

Instructors are encouraged to utilize the [Class Features tool](#) in ConnectCarolina to provide students with additional information about their 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 [OUC 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.

TRANSFER CREDIT RE-EVALUATION:

Reminder to Clear TCRE Requests

We want to thank all our department approvers who worked this summer to keep requests moving for our incoming class of transfer students. For any department that had a gap in coverage this summer, we ask that you make every effort to clear requests prior to **Monday, 8-5-2024**, when open enrollment for all students begins. Transfer students especially may need your decision before they can enroll in fall courses, so if you are not able to clear requests before open enrollment, please clear all pending requests before the first day of classes, **Monday, 8-19-2024**. Questions about this process, requests for a refresher training, or department approver changes can be sent to [Heather Thompson](#).

MEETINGS:

2024-2025 Directors of Undergraduate Studies (DUS) Meetings

Directors of Undergraduate Studies, please mark your calendars with the 2024-2025 DUS meeting dates! More information, including the meeting locations and agendas, will be shared with the DUS listserv as we near each meeting. Questions can be directed to [Nick Siedentop](#).

- The new DUS orientation and onboarding session will be held on **Friday, 8-16-2024 from 9:30am – 12:00pm in Steele Building room 3020**. If you haven't already, attendees should [register ahead of time](#).
- The fall 2024 DUS meeting will be held on **Monday, 9-9-2024 from 3:00 – 4:30pm in Toy Lounge (Dey Hall)**.
- The spring 2025 DUS meeting will be held on **Monday, 1-27-2025 from 3:30 – 5:00 pm**.

2024-2025 Student Services Managers (SSM) Meetings

SSMs, please mark your calendars! The fall 2024 SSM meeting will be held on **Wednesday, 9-11-2024** from 1:00 – 2:30pm on Zoom. More information, including the meeting agenda, will be shared with the scheduling officers' listserv after the semester begins.

COLLEGE NEWS

ONLINE LEARNING CONTRACT MANAGER & ONLINE SYLLABUS MANAGER:

OLCM Fall Dates

The [Online Learning Contract Manager](#) is still open for fall 2024 learning contracts. The system will close for Fall 2024 learning contracts on **Friday, 8-29-2024 at the end of the day at 11:59 pm**. Please note that the system will lock one minute later, at 12:00 am/midnight, thus the system may display the close date as Saturday, 8-31-2024. Faculty and staff in participating departments are encouraged to review and approve all contracts and schedule students in their respective class sections prior to the deadline.

OSM Fall Dates

The [Online Syllabus Manager](#) will open on **Monday, 8-5-2024** for fall 2024 courses. The first day of the semester is Monday 8-19-2024. As a reminder, all instructors must upload a copy of their course syllabus to the OSM tool by the end of the first day of classes, or as soon as possible thereafter. Reminders will be sent periodically to OSM managers and instructors who have yet to upload a syllabus. The system will close on Monday, 9-9-2024 at 11:59 pm. Please note that the system will lock one minute later, at 12:00 am/midnight, thus the system may display the close date as Tuesday, 9-10-2024.

New Checkbox in OSM: As a service to our students, OASIS is exploring options to make syllabi viewable to students through the ConnectCarolina Class Features tool or another technology (either way, students must be logged in with their Onyen to access). If instructors would like to participate in making their syllabus available to UNC students, they may click a checkbox in OSM when uploading their syllabus.

WANT MORE INFORMATION? CHECK OUT THESE CAMPUS RESOURCES

- Office of Undergraduate Curricula > <https://curricula.unc.edu/>
- Office of Academic Advising > <https://advising.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/>