



Office of Undergraduate Curricula

September 2024 Memo

Greetings!

This OUC monthly memo includes updates for **general curriculum news**, updates specific to **the College of Arts and Sciences**, and specific updates to be shared with **faculty and instructors**. As always, the following information is intended for Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers, and we encourage you to share it with your unit as needed.

- Previous monthly memos are [archived on our website](#).
- 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 SEPTEMBER 2024 MEMO

- Reminder to Clear Transfer Credit Re-Evaluation (TCRE) Requests ASAP!
- Curriculum deadlines for FY-Seminar proposals, CIM-Course proposals, CIM-Program proposals
- Review your Course Inventory
- 2024-2025 DUS and SSM meeting dates
- Late add process for independent study courses
- Fall 2024 SET schedule
- OSM Fall 2024 Deadlines and Reminders

GENERAL CURRICULUM NEWS

TRANSFER CREDIT RE-EVALUATION:

Reminder to Clear TCRE Requests ASAP

We ask that all department reviewers for the Transfer Credit Reevaluation process clear pending requests as soon as possible, especially for any received prior to the start of classes. Students may still be trying to adjust their fall schedules based on your decisions, and the first add and drop deadlines have already passed. To verify that all your requests are completed, go to the Credit Home Page, select the Evaluate option, and run a blank search. This will show all requests pending your decision. If you have any questions about the system, you can reach out to [Heather Thompson](#).

CURRICULUM PROPOSALS:

Deadlines for 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.

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.

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 Sidentop](#)

- **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.

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. As a reminder, all proposals requesting CommBeyond must submit the Communication Beyond Carolina **Justification Addendum** (available on the [Course Proposal webpage](#)) 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](#) if you would like a report identifying which courses in your unit have not been offered in 5 years.

| 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.
- 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:

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 fall 2024 DUS meeting is on **Monday, 9-9-2024 from 3:00 – 4:30pm, Toy Lounge (Dey Hall)**
- The spring 2025 DUS meeting will be 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 prior to the meeting.

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 count. Student organizations, faculty, and staff can create events and request approval to count as a CLE. Please visit the [Campus Life Experiences](#) website for more information.

Reminder to Review the Users and Roles for your Department on the OUC Website

The Office of Undergraduate Curricula has a [departmental contacts webpage](#) for the following roles related to undergraduate curricula: Directors of Undergraduate Studies (DUS), Transfer Credit Re-Evaluation Departmental Reviewer (TCRE Reviewer), Undergraduate Student Services Manager (SSM), Student Evaluation of Teaching Coordinator (SET Coordinator) and Report Viewer (SET Report Viewer), and Online Learning Contract Manager Coordinator (OLCM Coordinator) and Scheduler (OLCM Scheduler).

Please review the individuals in your department's roles. To submit updates to the directory, please fill out the [Change Request Form](#).

SCHEDULING & REGISTRATION:

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.

Late Adds for Independent Study Courses

The [Online Learning Contract Manager](#) closed for Fall 2024 learning contracts on **Friday, 8-30-2024**. For late adds to independent study courses (courses ending in *93, *95, *96, and senior honors thesis courses numbered 691H, 692H, 693H, and 694H), departments must request approval from the Associate Dean of Undergraduate Curricula. As part of this request, departments should provide a completed and signed learning contract and a completed Add/Drop form. Please visit the [OUC website to submit your late add request](#).

COLLEGE NEWS

STUDENT EVALUATIONS OF TEACHING:

Fall 2024 SET Schedule

Event	Date	Users
Selection Opens	Monday, 9-30-2024	Department SET Coordinators
Selection Closes	Friday, 10-4-2024	Department SET Coordinators
Question Personalization Opens*	Monday, 11-14-2024	Instructors
Question Personalization Closes*	Sunday, 11-20-2024	Instructors
Evaluations Open*	Monday, 11-21-2024	Students
Evaluations Close	Wednesday, 12-4-2024	Students

*Date will be one week prior for BIOL and CHEM lab courses. Additional information is available [online](#).

ONLINE SYLLABUS MANAGER:

OSM Fall Dates

The Online Syllabus Manager 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. As a reminder, the system opened on **Monday, 8-5-2024** for Fall 2024 courses and all instructors are required to upload their course syllabus by the first day of classes, or as soon as possible thereafter. Reminders are sent periodically to OSM managers and instructors who have yet to upload a syllabus.

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. 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/>