



Office of Undergraduate Curricula

October 2024 Memo

Greetings!

This OUC monthly memo includes updates for [general curriculum news](#), updates specific to [the College of Arts and Sciences](#), and updates to be shared with [faculty and instructors](#). As always, the OUC office sends this memo to Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers, and we encourage you to share it with the rest of 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 OCTOBER 2024 MEMO

- Foundations in American Democracy (FAD) Proposals – Phase #1 Deadline November 1, 2024
- Oct. 1 curriculum deadline for CIM-Course and CIM-Program proposals
- Reminder to Clear Transfer Credit Re-Evaluation (TCRE) Requests ASAP!
- Late add process for independent study courses
- Fall 2024 SET schedule
- Spring 2025 registration reminders
- Spring 2025 First-Year Seminar/Launch and Triple-I Brochures
- Spring 2025 OLCM Dates
- Annual student learning outcomes reports for SACSCOC accreditation

GENERAL CURRICULUM NEWS

CURRICULUM PROPOSALS:

Foundations in American Democracy (FAD) Proposals – Phase 1 Deadline November 1, 2024

Please see Dean White's [call for proposals](#) for Foundations of American Democracy courses and the OUC [webpage](#) explaining the proposal process and deadlines. Until the CIM form can be set up for the FAD requirement, proposals must be submitted using this [form](#) instead of in CIM-Courses. Please submit proposals by **November 1, 2024** using this form only for courses that meet all of the following conditions; others will be submitted through CIM-Courses in later phases:

- Course will be offered in Fall 2025
- Existing permanent course (e.g., no new courses)
- Course already meets an IDEAs in Action Gen Ed requirement (no additional Gen Ed requests)

'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

Today, October 1st, is the deadline for course proposals with effective dates of summer or fall 2025. Please be sure that your department CIM approvers are reviewing and approving at their workflow steps to keep proposals moving through the process as we will not be able to see or review them until they are out of department workflow and to the CIM CAS Admin workflow step. As of this morning, we have 313 course proposals in our workflow steps, not including those that have been submitted but are still in department workflow. We will be reviewing these proposals over the coming months, with the Course Committee meeting every few weeks and reviewing 30 course proposals at each meeting. We will notify the submitter when a proposal is on the next Course Committee agenda.

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

- Proposals to inactivate a program
 - **10-1-2024** – effective fall 2024
- Proposals for a new minor
 - **10-1-2024** – effective fall 2024
- Proposal to edit a program (majors, concentrations/tracks, and minors)
 - **2-1-2025** for fall 2025

Proposals for new majors 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. Additional information is available on the Office of Undergraduate Curricula's Program Proposal webpage or contact [Nick Siedentop](#).

TRANSFER CREDIT RE-EVALUATION:

Reminder to Clear TCRE Requests ASAP

We ask that all department reviewers for the Transfer Credit Reevaluation keep in mind that registration will be opening later this month. Please keep requests moving as quickly as you are able leading up to and during registration so students can plan their courses based on your decisions. 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](#).

IDEAS IN ACTION UPDATES & REMINDERS:

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](#).

SPRING 2025 SCHEDULING & REGISTRATION:

Spring 2025 Registration Reminders

The first wave of undergraduate registration for spring 2025 begins on **Monday, 10-21-2024**. Departments are encouraged to share [undergraduate registration information](#) from the Registrar's website and the spring 2025 [academic calendars](#) with their students and faculty.

With Wave 1 registration fast approaching, students may have questions about registering into **First-Year Foundations (e.g., First-Year Seminars, First-Year Launches, Triple-I, etc.)** There is a [FAQ page](#) on the IDEAs in Action website that answers many questions that first-year and transfer students (including Carolina Global Launch students) may have. This webpage will be updated as new questions are encountered.

As a reminder, **waitlists will open during Wave 2 of spring 2025 registration**. More information about waitlist procedures is available in the [Course Setup Playbook](#) on the [Registrar's website](#).

Class Features Tool

Instructors are encouraged to utilize the [Class Features tool](#) in Connect Carolina to provide students with additional information about their spring 2025 courses. To use the tool, log into [Connect Carolina](#) 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.

SPRING 2025 FIRST-YEAR SEMINAR/LAUNCH AND TRIPLE-I BROCHURES

Each semester, the OUC publishes a listing of [First-Year Seminar and Launch offerings](#) and listing of [Triple-I offerings](#). Instructors who teach First-Year Seminars, Launches, and Triple-I in spring 2025 and student services managers in their units should receive an email this week with a link to a Spring 2025 Brochure draft for their review prior to publication on the IDEAs in Action website. Instructors are encouraged to look at the expanded course description and their bios while student services managers are encouraged to review their course entries to be sure they are accurate and consistent with what is in the ConnectCarolina class schedule.

OTHER UPDATES:

Late Adds for Independent Study Courses – Fall 2024

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](#).

Annual Student Learning Outcomes Reports for SACSCOC Accreditation Due in October

UNC-Chapel Hill is accredited by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#). SACSCOC requires that every academic program assess student learning annually to meet the quality assurance requirements specified in the [Higher Education Act](#). UNC-Chapel Hill's Reaffirmation Report is due to SACSCOC in Fall 2026. As part of this process, student learning outcome plans and reports for 2022-2023, 2023-2024, and 2024-2025 will go out to external reviewers. This year's submission deadline for finalized 2023-2024 student learning outcome reports is **Friday, January 24, 2025**.

The Office of Institutional Research and Assessment (OIRA) has student learning outcome assessment resources available through their Assessment website (<https://assessment.unc.edu>)

to assist with this process. The site offers materials for annual student learning outcomes assessment reporting on the [Academic Program Assessment](#) page, including current documentation and a video series that provides step-by-step guidance on preparing assessment plans and reports. A [Microsoft Teams site](#) has also been set up to upload completed student learning outcomes reports. Please contact [Dr. Bryant Hutson](#) in OIRA to discuss any aspect of the assessment process or for assistance with student learning outcomes assessment reporting.

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. 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.

COLLEGE NEWS

STUDENT EVALUATIONS OF TEACHING/STUDENT COURSE FEEDBACK:

Fall 2024 SET Schedule

Student Evaluations of Teaching are getting a new name. Beginning Fall 2024, these will be called Student Course Feedback Surveys. The College wanted a name that more clearly represented the type of data being collected. You will see resources and websites updating throughout the term to reflect the new name.

Course selection is open now. Please reach out to cas_evaluations@unc.edu for any support needed during the selection process.

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 LEARNING CONTRACT MANAGER:

OLCM Spring 2024 Dates

The [Online Learning Contract Manager](#) will open on **Thursday, 10-3-2024** for spring 2025 learning contracts. The system will remain open to process contracts through spring 2025 census date at the end of the day. We will provide an exact closing date when that information becomes available.

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/>