



Office of Undergraduate Curricula

November 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](#). OUC 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 NOVEMBER 2024 MEMO

- Foundations in American Democracy (FAD) Proposals – Phase #1 Deadline **11-1-2024**
- CIM-Course proposal status
- Stale & stalled curriculum proposal reminders from OUR
- Spring 2025 registration reminders
- Spring 2025 First-Year Seminar/Launch and Triple-I Brochures
- Deadline for Clearing Temporary Grades of AB or IN
- Reminder: Retain Instruction Records for 1 Year
- Catalog Production Schedule Begins February 1 – Verify your CAT Users
- Next SSM Meeting is 12-11-2024
- Annual student learning outcomes reports for SACSCOC accreditation
- Fall 2024 Syllabus Review Schedule
- Fall 2024 SET schedule
- Spring 2025 OLCM Dates/ late add process for independent study courses

GENERAL CURRICULUM NEWS

CURRICULUM PROPOSALS:

Foundations in American Democracy (FAD) Proposals – Phase 1 Deadline 11-1-2024

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 **11-1-2024** 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, including information about CIM access, approvals, and user guides for both CIM-Courses and CIM-Programs.

CIM-Course Proposals

Thank you for submitting undergraduate course proposals in CIM by the 10-1-2024 deadline! We received over 500 proposals, which will be reviewed over the coming months. Those that require Course Committee review (new courses, adding Gen Eds, changing credit hours) will first be reviewed to make sure that syllabi have all the [required elements](#), and then will be reviewed by the faculty of the Course Committee, a subcommittee of the College's Administrative Boards. The Course Committee has 8 remaining meetings between now and April 2025 and reviews 30 course proposals at each meeting. We will notify the submitter when a proposal is on the next Course Committee agenda, so you will know to check CIM-Courses for updates. If approved, the proposal will move through the rest of the workflow approvals, and initiators will receive an automatic notification when workflow is complete. If not approved, the proposal will be rolled back to the initiator. If the course proposal does not require Course Committee review, it will be reviewed by the Office of Undergraduate Curricula and the Office of the University Registrar. You can check the status of your proposal at any time in the [CIM-Courses](#) system. The current workflow step is displayed in **orange** text, which indicates whether the proposal is still at the "CIM CAS Admin" step for initial review, at the Course Committee step to be reviewed at an upcoming meeting, with the Registrar's office for final review, or workflow has been completed. Thank you for your patience as we work through these course proposals over the next few months.

Proposals submitted after deadlines will be reviewed during the current academic year if time permits but may not be reviewed or approved in time to be offered in the requested effective term. The deadline to submit new course proposals for **Spring 2026 is 4-1-2025**.

Additional information is available on the Office of Undergraduate Curricula's [Course Proposal webpage](#) or contact [Jen Schwarzkopf](#).

| Deadlines for CIM-Program Proposals

The deadline to edit the requirements for an undergraduate program for Fall 2025, including majors, concentrations/tracks, and minors, is **2-1-2025**. Once a program proposal is fully approved in CIM:

- The program requirements are automatically updated in the next annual Academic Catalog
- The sample plan (if included) is updated in the next annual Academic Catalog
- The Tar Heel Tracker is updated with the appropriate effective term

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](#).

| Stale & Stalled Proposal Reminders from OUR

The University Registrar's Curriculum team periodically sends email reminders for proposals that are 'stale' (edited, but not submitted) or 'stalled' (at a workflow step pending approval) in CIM. Please either take action on these proposals or respond that the proposal is no longer needed so that the OUR Curriculum team can "shred" it and clear it out of the system.

SPRING 2025 SCHEDULING & REGISTRATION:

| Spring 2025 Registration Reminders

The first wave of undergraduate registration for Spring 2025 began on 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.

During Wave 1 registration, 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 common first-year and transfer students' (including Carolina Global Launch students) questions.

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 [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.

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

The Spring 2025 [First-Year Seminar & Launch Brochure](#) and the [Triple-I Brochure](#) have been posted to 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.

POLICY REMINDERS:

Deadline for Clearing Temporary Grades 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. The policy is included in the [Catalog](#).

Retain Instruction Records for 1 Year

Per the [UNC General Records Retention and Disposition Schedule](#), records documenting examinations, tests, term papers, and other course work 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 course for uncontested grade results. For grade changes, the records may be destroyed after resolution of the challenge.

OTHER UPDATES:

Catalog Production Schedule Begins February 1 – Verify your CAT Users

The 2025-26 [Catalog Production](#) schedule begins on **2-1-2025**. Please review your department/school Catalog (CAT) roles and users listed on the [Registrar's website](#). Search by using your unit's code + 'CAT' (e.g., RELI CAT; CHEM CAT). Every unit has a CAT Editor role and a CAT Approver role. Use the [FormStack link](#) to add or remove users from a Catalog role.

Catalog training sessions will be available in early 2025. This training is highly recommended but not required. Additional information will be shared soon.

Reminder: Next SSM Meeting is 12-11-2024

Student services staff in the College and professional schools should mark their calendars for 1:00pm on Wednesday 12-11-2024 for the final SSM meeting of the year. The meeting agenda and topics will be shared with the SSM listserv and Teams site about one week in advance of the meeting.

Annual Student Learning Outcomes Reports for SACSCOC Accreditation Due in January

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 1-24-2025**.

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

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](#).

COLLEGE NEWS

SYLLABUS REVIEW PROCESS:

Fall 2024 Syllabus Review Schedule

To ensure that course syllabi include the recommended syllabus elements established in the [Faculty Council's Resolution on Guidelines for Course Syllabi](#) and the [OUC syllabus guidelines](#), the Office of Undergraduate Curricula conducts syllabus reviews each semester. A random sample of 8% of all undergraduate courses being taught in the **College of Arts & Sciences** for the given semester are reviewed. Syllabus reviews ensure accordance with syllabus guidelines and offer constructive feedback to instructors about the information and expectations they communicate to students in a syllabus.

The Fall 2024 syllabi review period is currently in progress. OUC will begin emailing instructors individualized reports in early December. For more information, please visit the [OUC website](#), or email cas_syllabi@unc.edu.

STUDENT COURSE FEEDBACK/ STUDENT EVALUATIONS OF TEACHING:

Fall 2024 SCF 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.

The first emails sent to course instructors on 10-24-2024. Please reach out to cas_evaluations@unc.edu for any support needed throughout the Student Course Feedback process. You can send all questions to that email and refer students, faculty, staff, and TAs there as well.

Event	Date	Users
Question Personalization Opens*	Monday 11-14-2024	Instructors
Question Personalization Closes*	Sunday 11-20-2024	Instructors
Surveys Open*	Monday 11-21-2024	Students
Surveys Close	Wednesday 12-4-2024	Students

*Date will be one week prior for BIOL and CHEM lab courses. IDST 101 courses will have QP open on 10-28-2024 and surveys open to students on 11-4-2024 to accommodate the program's schedule.

Additional information is available [online](#).

ONLINE LEARNING CONTRACT MANAGER:

OLCM Spring 2025 Dates

The [Online Learning Contract Manager](#) is now open for **Spring 2025** learning contracts. The system will remain open to process contracts through 1-22-2025 end of day (census date).

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](#).

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/>