

COLLEGE OF ARTS AND SCIENCES
STUDENT SERVICES STAFF MEETING

Wednesday, August 13, 2014

10:30 AM –12:00 PM

Toy Lounge

MEETING MINUTES

1. Office of Arts & Sciences Information Services (OASIS)

Andrew Lang, Director

OASIS provides support to units within the College of Arts and Sciences in four key areas: desktop support, applications development (working with Enterprise Applications as well as Infoporte), instructional technology assistance, and website services (including the web.unc.edu resource site and assistance with the Wordpress platform). OASIS can also assist departments with data security and storage concerns. One good example of this would be the desktop back-up service available via CrashPlan. OASIS also hosts a monthly last Friday Cook-Out on the south side of Howell Hall, a great opportunity to network and discuss technology issues with the OASIS team. Andrew Lang then responded to questions and recommendations from the group.

2. ConnectCarolina Portal Updates

Frances Dykstra, Assistant Vice Chancellor for Enterprise Applications

The ConnectCarolina (CC) Portal Interface will be updated on Friday, August 15. The navigation will change, but the functionality will remain the same. Actions performed by faculty, advisors and student services staff will be under Student Administration in the left navigation. This should make navigation simpler and more intuitive. Favorites will also be retained. The Finance and HR/Payroll go-live is scheduled for October 1, but the HR/Finance transition begins in mid-September. See [presentation](#) for additional information. Staff can submit feedback via the “Submit Feedback” button on the CC homepage: <http://ccinfo.unc.edu/>. Please refer to this website for news and recent system updates. Staff can also sign up on the homepage to receive important updates via the CC newsletter. Frances Dykstra then responded to questions and recommendations from the group.

3. Office of the University Registrar General Announcements

Roberta Norwood, Associate University Registrar

- Student drop deadlines – there are two sets of rules (service indicators will note which set each student falls under): 1) All incoming first year undergraduate students can drop classes during the first two weeks; they can drop with permission afterward, but the Office of the Registrar will be tracking how many times a student drops after the second week. These will show as a “W” on the student’s record, but students will be given a grade for GA reporting purposes. 2) Continuing undergrad students can drop online until the eighth week, except for certain courses where students will have to consult with departments. Staff can drop students until the second week in ConnectCarolina. The Registrar’s Office will soon provide a chart with more information on these policies, including information about non-degree students. Roberta Norwood will also respond to emailed questions from the group with a FAQs email; an email with instructions for submitting questions is forthcoming.

- To give instructors access to faculty center, they must have already completed FERPA training. A ticket then needs to be put into the CC group with the instructor's name, PID, onyen, the subject code/s the instructor will need to access, as well as the effective semester. Returning faculty will need to take the FERPA quiz again and then log-in to the system once; this creates a bucket, priming the system to recognize their previous access roles. You will, however, need to submit a ticket to give them additional access if needed. Any role access questions can be directed to Charles Smith in the Office of the Registrar.
- Additional announcements: 1) the Office of the Registrar continues to monitor room utilization and reports the results to GA. 2) The Curriculum Specialist position is still unfilled; in the meantime, Roberta will be providing support in this role.

Joan Roberts-Coleman, Assistant Registrar for Records

- Access to grading in CC is given when the course is scheduled. Make sure that the primary instructor is set up with grade approval access when scheduling the class section. Once the grading period occurs, only the Registrar is able to make changes to instructor grading access. Please remind primary instructors that they can access CC and the grading feature from anywhere in the world. VPN is available for any computer and ITS can help set it up.
- Grade changes are done online. They no longer involve the Office of the Registrar unless a problem occurs with instructor access. Instructor can do temporary grade changes online without approval. Permanent grades are initiated by the primary instructor with grade approval access in CC. They are then routed to the departmental approver (chair or dean); final approval is then done by the student's Dean's office. Contact the Office of the Registrar's Records Division with any grade related problems: grades@unc.edu.

4. Academic Advising General Announcements

Barbara Lucido, Assistant Dean for Academic Advising

Students adding a course must get instructor permission during the second week of the semester. After the second week of the semester, add forms will be needed.

5. Undergraduate Admissions Year in Review, 2014/15 Programs, Recruitment Goals

Patty Baum, Assistant Director, Admissions

Patty Baum is the admissions faculty and staff liaison. Undergraduate Admissions actively recruits in North Carolina, the U.S., and internationally. Baum provided application numbers for incoming students. See [presentation](#) for details. This is the first year that Admissions didn't have to go to the waitlist. This programming season is quite busy, with three areas of focus:

- Pre-Application Recruitment – this includes Academic Days, Carolina 101, Heels for Success, Arts Immersion Day, and the Class Visit Program.
- Admitted (familiarizing students with the campus, community, and resources) – this includes Explore Carolina, Tar Heel LaUNCh, Carolina Firsts, and Scholarship Day
- Professional – this includes the Counselors & Colleagues event

Undergraduate Admissions aims to showcase the different circles and communities at UNC to priority prospective and admitted students, to address their similar and unique concerns, and to help them envision their journey at UNC and the community they may create. Community is the emphasis.

Admissions is grateful to staff and faculty who participate in these events. Recommendations for classrooms to visit (Jennifer Kolb organizes these), faculty to interview, inspirational student stories to include in presentations to students, or unique opportunities or research within your department are welcome as well. If student services staff have suggestions or would like to be put on the Admissions Programming Events Listserv, please feel free to contact Patty Baum.

6. Office of Undergraduate Curricula Updates

Nick Siedentop, Curriculum Director

- The Office of Undergraduate Curricula (OUC) recently migrated to Wordpress platform: <http://curricula.unc.edu>. There is a redirect in place for the homepage, but if you are currently linking to any other pages on our website, please be sure to update those links.
- The deadline for new courses, changes to old courses and new or revised curricula is October 15. Please be sure to get any new course request submissions department-approved in the Course Request Approval System (CRAS) and curriculum proposals to the OUC before the deadline.
- All instructors must provide syllabi to their students on the first day of classes. Departments need to collect all syllabi and hold them on file for four years minimum.
- Students who wish to take an independent study must complete a contract and have it instructor-approved. The department must then keep the contract on file for four years and the student must be enrolled by the fifth day of classes – Monday, August 25.
- The OUC will be sending out password-protected copy of your department's section of the Undergraduate Bulletin in early September. If your department has any non-curriculum-related changes that need to be made, the OUC asks that the department coordinate and send back one updated version by the deadline, which will be in mid-November.