• Introductions from Campus Partners:
  o Jessica Brinker, Interim Director, Friday Center for Continuing Education
    ▪ Friday Center is an organizational structure, not just a building. Functional units: conference center, professional development and lifelong learning programs, Credit Programs, Carolina Office for Online learning (Cool).
    ▪ Carolina Courses Online (CCO), were originally aimed at non-traditional students, but now a majority of enrollment is from on-campus, degree-seeking undergraduates. Students can now self-enroll in these courses.
    ▪ Part-time classroom studies program (PTCS), manages all non-degree enrollment, as well as evening classes.
  o Hoi Ning Ngai, Associate Dean for Student Affairs, Graduate School
    ▪ The graduate school appreciates your on the ground contact with students. Your feedback is important.
    ▪ Goal to increase communication and transparency and build support structures for your work supporting students.
      ▪ Thursday, August 16, 2018, 12:30-5:30PM, Graduate Orientation.
    ▪ Any work you can do to send graduation paperwork to specialist in her office as soon as feasible is appreciated.
    ▪ July 26, 11:30-3:30 – Graduate Student Services Retreat
    ▪ Monthly updates are for graduate student services and directors of graduate studies to get a snippet of all the support mechanisms in place for you and students. Feel free to forward items to her. Sent out on the first Monday of the month.
• Learn from Your Peers: Using Qualtrics: Zach Ward, Global Studies:
  o Support from Qualtrics is great. The Odum Institute is an on-campus support option as well.
  o Paperless solution for many processes.
  o Example in GLBL: Course substitution request form (on average 200 requests a year)
    ▪ Moved from email to a Qualtrics form for processing.
  o Other examples: Forms, applications, awards, honors thesis application, event sponsorships, course planning requests from instructors, end of term/year assessments, alumni engagement profiles.
  o Demo: Preview shows the mobile version. Brand your survey forms to make them look official so it is clear to students who is asking for their data (e.g., logos in header and department information in footer). Automatic email triggers.
  o Moving processes to an online form is a way to be more student focused. Buy in from your department’s administration and testing with students and faculty are important. Test with the people who will use it.
- **CourseLeaf Curriculum Inventory Management System, aka “CIM”:** Roger Kaplan, University Program Manager, Registrar; Nick Siedentop, Curriculum Director, Undergraduate Education; Charlotte Stowe, Curriculum Specialist, Registrar
  - Designed to be very easy for the end users.
  - Faculty initiated, faculty final approval in department, customized to department’s workflow, integrates seamlessly with ConnectCarolina and the Catalog, you can attach multiple documents, revisions are in red and green markup, various FYI notifications, comments and workflow rollback.
  - Faculty will have a link in Faculty Center for access. Administrative staff will access it via the registrar’s website. Registrar’s website will also have a form for user changes.
  - April 18 is the projected last CRAS submission date
  - April 19 is the projected go live for CIM
  - Faculty guide will be developed for introducing them and for SSMs to share.

- **Infoporte Review/Training,** Beth Tanner, Report Programmer, Registrar:
  - You can trust the infoporte data now. Her office has been working with ITS regularly to get bugs fixed, so you can report them to her office.
  - Term enrollment allows you to do a range rather than a single term now.
  - Buttons on term enrollment report, when you click and turn it blue, you get the additional data in your exported report.
  - If you search for just your academic organization (e.g., department, curriculum) and select the academics major and minor items as export fields, you will get one export with all your department’s majors and minors.
  - If you cannot get the data you need, submit data request with the registrar’s office: https://registrar.unc.edu/reports/contact-the-registrar-about-student-data/

**Next Meeting:** Wednesday, August 8, 2018 @ 10:30am

**Previous agendas and minutes:** [http://curricula.unc.edu/committees/ssmmeetings/](http://curricula.unc.edu/committees/ssmmeetings/)