Student Services Managers Meeting
August 8, 2018
Online Syllabus Management (OSM) Tool

Access: https://osm.oasis.unc.edu/osm/

<table>
<thead>
<tr>
<th>Date</th>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday, August 7, 2018</td>
<td>• OSM opens&lt;br&gt;• OSM Managers send instructions to fall 2018 instructors, including CCO instructors.&lt;br&gt;• <strong>Use “Email Faculty” feature in OSM.</strong></td>
</tr>
<tr>
<td>Tuesday, August 21, 2018</td>
<td>• Classes begin&lt;br&gt;• Syllabi should be uploaded by the first day of classes.</td>
</tr>
<tr>
<td>Week of August 27th, 2018</td>
<td>• OSM Managers send reminder messages to instructors who have not uploaded syllabus.&lt;br&gt;• <strong>Use “Email Faculty” feature in OSM.</strong></td>
</tr>
</tbody>
</table>
# Online Syllabus Management (OSM) Tool

<table>
<thead>
<tr>
<th>Term</th>
<th>% complete</th>
<th>Date</th>
<th>days from term start</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2016</td>
<td>55.4%</td>
<td>9/18/2016</td>
<td>26</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>48.2%ʰ</td>
<td>1/30/2017</td>
<td>19</td>
</tr>
<tr>
<td>Fall 2017</td>
<td>71.7%</td>
<td>9/27/2017</td>
<td>36</td>
</tr>
<tr>
<td>Spring 2018</td>
<td>62.6%</td>
<td>2/9/2018</td>
<td>30</td>
</tr>
<tr>
<td>Fall 2018</td>
<td>??</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ʰ The University was closed for snow days on 1/9/2017 and 1/10/2017.
Fall 2018 Instructor Data

Please make sure your department records are updated PRIOR to census date (Tuesday, September 4, 2018).

- A “primary instructor” of record must be listed in Connect Carolina for a course with student enrollment (including recitations and labs).

- For credit-bearing sections, a “Primary Instructor” must have one of the following ranks/job codes (credentials) in the Connect Carolina HR system:
  - All faculty ranks
  - Teaching Fellow (TF) or Senior Teaching Fellow (STF)
Independent Study Learning Contracts

- **Deadline:** Tuesday, September 4, 2018
  - Create sections for each faculty member supervising an independent study
  - Each unit must have a process for reviewing and approving contracts
  - Keep contracts for a minimum of four years
  - Late requests must be reviewed by the Associate Dean for Undergraduate Curricula, James Thompson.
  - New Online Learning Contract Manager (OLCM) System

**UPM #30:** [http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/independent-study-policy/](http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/independent-study-policy/)
Online Learning Contract Manager (OLCM)

OLCM is used to manage the submission and approval process for undergraduate independent study learning contracts in the College of Arts and Sciences.

https://olcm.oasis.unc.edu/
OLCM Pilot

Phase 1 (Spring 2018)
1. Global Studies
2. Political Science
3. Psychology & Neuroscience

Phase 2 (Fall 2018)
1. Art History
2. Asian Studies
3. Computer Science
4. Environment, Ecology, & Energy
5. European Studies
OLCM Pilot: Phase 3 (Spring 2019)

A 1-hour training and consultation session is required for all new participating units.

If interested, please contact the Office of Undergraduate Curricula.
First Year Seminar Online Brochure

Spring 2019 Timeline

- **Early September** – From FYS Office: Reminder that a Prospectus Form for new First-year seminars is due October 1 for spring classes.

- **October 1** – Deadline for First Year Seminar Prospectus Form

- **Early October** – From FYS Office: preliminary Spring FYS schedule sent to SSM for review and edits to put together FYS Online Course List. Updates/edits to Online Course List due back to FYS in mid-October.

- **Mid October** – Scheduling deadline Spring FYS classes. Online FYS Course List goes live.

- **Early November** (usually around Nov 10) – registration begins for first-year students
Scheduling First Year Seminars

When scheduling your FYS, please be mindful of a few things

1. The FYS Office will add notes to the notes tab for each FYS class section
   - Class reserved for first-year students
   - Course description and instructor bio
   - Priority registration in spring

2. Remove department and instructor consents from your FYS

3. For topics 89 FYS, fill out the “Free Format Topic” with the title
   - All caps
   - 30 characters max
First Year Seminars 89 Topics Courses

- FYS 89 can be offered two times before it needs a permanent number (new course submission in CIM)

- Prospectus form required for new FYS 89 topics course
  - Prospectus form email trigger – email sent to the scheduling officer
  - Spring 2019 Prospectus Form deadline: Monday, October 1.
## UGRD Curriculum Proposals

<table>
<thead>
<tr>
<th>Courses (50-699)</th>
<th>Programs (majors &amp; minors)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Process:</strong></td>
<td><strong>Process:</strong></td>
</tr>
<tr>
<td>Submit CIM transaction</td>
<td>1. Submit department memo</td>
</tr>
<tr>
<td>• New course</td>
<td>2. Submit Undergraduate Catalog text</td>
</tr>
<tr>
<td>• Revise course</td>
<td>showing changes.</td>
</tr>
<tr>
<td>• Inactivate course</td>
<td></td>
</tr>
<tr>
<td><strong>Deadline:</strong> October 15, 2018 (Monday)</td>
<td><strong>Deadline:</strong> October 15, 2018 (Monday)</td>
</tr>
<tr>
<td><strong>Effective date:</strong> Fall 2019</td>
<td><strong>Effective date:</strong> Fall 2019</td>
</tr>
<tr>
<td><strong>FYI Notification:</strong></td>
<td><strong>Notification:</strong></td>
</tr>
<tr>
<td>• Submitter/Initiator</td>
<td>• Chair receives approval memo.</td>
</tr>
<tr>
<td>• Dept CIM SSM (if role exists)</td>
<td></td>
</tr>
<tr>
<td><strong>Implementation:</strong></td>
<td><strong>Implementation:</strong></td>
</tr>
<tr>
<td>✓ Connect Carolina</td>
<td>✓ 2019-2020 University Catalog (updated by the Office of Undergraduate Curricula)</td>
</tr>
<tr>
<td>✓ 2019-2020 University Catalog (automated)</td>
<td>✓ Tar Heel Tracker Degree Audit (updated by the Registrar’s Office)</td>
</tr>
</tbody>
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Things to do after this meeting…

✓ Add upcoming SSM meeting dates to your calendar.

✓ Check all Fall 2018 sections for a “primary instructor.”

✓ Send email to all Fall 2018 instructors about OSM and deadline. Let’s reach 100%!

✓ Add Independent Study Learning contract deadline to your calendar.

✓ Review your department’s independent study learning contract procedures with your department’s coordinator (e.g., DUS).

✓ Add the curriculum deadlines to your calendar. Alert DUS, DGS, and instructors as needed.