Course Add Form Protocol, Ken Shugart, Assistant Dean for Academic Advising

- Academic Advising has received some old add/drop forms from academic departments that are no longer valid since they lack the class number field (four-five digit number, specific to the class section and term). Please be sure to recycle these and ask the Registrar to send you new add/drop forms.
- The space on the form for the Dean’s signature is referencing a dean in the Advising Office. A dean in Academic Advising must sign off on all add/drop forms (with the exception of those adding independent study courses ending in *93, *95, *96; those should be sent to the Associate Dean for Undergraduate Curricula, James Thompson). Please be sure to send these forms to Advising or Undergraduate Curricula before you send them to the Registrar for processing, or they will be returned unprocessed from the Registrar.
- In the case of a student auditing the course, the instructor must sign it, the chair must sign it, and then it should go to Academic Advising for the Dean’s signature.
- In the case of a recitation, just put in the recitation sections (to add or drop), not the actual lecture, on the form.
- Only degree-seeking student forms go to Academic Advising. Non-degree-seeking forms should go through Friday Center advisors.

First-Year Seat Reserves for Fall 2019
Paige Abe, Senior Academic Advisor
Allison Mitchall, Assistant Dean for Academic Advising

- Academic Advising and other campus partners work with student services managers to ensure that there are seats reserved for the fall 2019 pre-enrollment process during the summer.
- This process is designed to give the students a head start by pre-registering them for six hours.
- Advising emails departments in February with suggested courses with seats to reserve. The goal is to have it all set up by April (and Advising would like to have the seats designated by March).
- In April, and academic interest survey is distributed to incoming FY students (students select courses they are interested in, such as ENGL 105 or 105I, foreign language, intro courses, top 10 FYS choices, etc.)
- After receipt of the survey results, the Registrar pre-registers each student in two courses. Students are welcome to drop the six credit hours or swap them out during registration.
- Any seats unclaimed by FY Open Enrollment on August 1 are released.
- Communication is important to this process. Please be sure to communicate any changes to courses with reserved seats to the Advising team. You can contact Paige or Allison directly.
Office of the University Registrar Updates, Kelly Miller, Associate University Registrar for
Curriculum, Degree Audit/NCAA and Reporting

- Michael Keene is the new Assistant Registrar for Curriculum and Reporting. In his role, he oversees the Curriculum, Catalog, and Reporting functions within the Office of the Registrar.
- A new email account for the office (registrar@unc.edu) is coming soon. The Registrar will make the official announcement after the launch, which is expected in January 2019. Christopher West is leading this initiative, and the goal is to develop an email triage system to improve response times (= 24 hours or less).

Announcements from the Office of Undergraduate Curricula, Nick Siedentop, Director, Office of Undergraduate Curricula

- See the presentation slide deck for additional information on the below topics.
- **New SSM meeting dates beginning in 2019** – 2nd Wed. of Feb, 2nd Wed. of June, 2nd Wed. of September. Meeting from 1:00 PM - 2:30 PM was recommended by the majority of those present.
- **Online Learning Contract Manager (OLCM)** - you can set an earlier close date (to meet internal deadlines)
- **Online Syllabus Manager (OSM) Updates**
  - Nick will send out a message when it opens for spring 2019 (will be in the next week or two).
  - The OSM has a built-in email tool that you (OSM Managers) can use to send to only those faculty who have yet to upload a syllabus.
  - For certain courses, the OSM is set it up with logic to ensure that one faculty member can upload a syllabus for multiple sections of the same course (this is set up case-by-case and used mostly for course sections with multiple, identical syllabi). Consult Nick if you have courses that may need this procedure.
- **2019-2020 University Catalog Editing Process**
  - See the presentation slide deck for dates
  - Workflow – departments have two steps: 1) department editors who are typically the DUS, DGS, and/or SSM and 2) a department approver who is typically the chair. More than one person can be assigned to each role, but the department should coordinate among members of each role so that one person is responsible for approving the page on everyone’s behalf.
  - The Registrar will send a list of all CAT roles/users to departments in mid-January to ensure the roles we currently have in the system are accurate. Departments are able to make updates at any time to roles in their workflow through a form on the Registrar’s website: [https://registrar.unc.edu/courses/catalog/](https://registrar.unc.edu/courses/catalog/).
  - For CAT approver roles, there are three functions: edit, rollback, and approve.
  - UNC-CH is also working with departments that are interested in developing sample plan tabs for their undergraduate programs. Contact Nick in Undergraduate Curricula to add the tab.
- **CIM Updates**
- At the beginning of this academic year, we successfully implemented Phase 1 (CIM Courses). The Phase 2 (CIM Programs) implementation is in process.
- Earlier in the term, the CIM Team developed a CIM user guide, and they have recently added a section with instructions for submitting cross-list requests in CIM (https://registrar.unc.edu/courses/curriculum-inventory-management-cim/; see pages 16-19 in the User Guide)
- The sequenced course section of the CIM form is used to show when several courses must be taken in sequence so reviewers have a sense of how they fit in the curriculum. This is not to be confused with a prerequisite. Sequence information is sometimes programmed in the Tarheel Tracker.
- Departments are advised to use the CIM Help Guide and make their own targeted help docs for their departments. To give fellow SSM a head start, Valerie Bernhardt in German and Slavic Languages and Literatures (GSLL) volunteered to share her guide for submitting CIM course requests. You can find a copy posted to the webpage below the minutes. Please note that her document is specific to GSLL. If you plan to use it, you will have to revise the department-specific information.

- **IDEAs in Action General Education Curriculum, Updates and Process**
  - There are three focus areas for the newly proposed Curriculum.
    - Part 1. Focus on the First Year includes four courses that students would be required to take in their first year [First Year Seminar (FYS) or First Year Launch (FYL); Ideas, Information, and Inquiry (III); ENGL 105: English Composition and Rhetoric; and EDUC 101: College Thriving].
    - Part 2. Focus capacities (nine total). A course will be able to carry up to two Focus Capacities; however, the student will only be able to count one of the two toward their General Education requirements. One aim of the new curriculum is to try to ensure that General Education courses are taught frequently.
    - Part 3. Integration, Reflection, and Action includes a global language, an upper-level oral communication course, and two high-impact courses (one of which must be oriented toward research and discovery).
  - The College is piloting certain FYL, III, and EDUC 101 courses in fall 2018, spring 2019, and fall 2019 (see the presentation slide deck for details), with a goal to implement the new curriculum in fall 2020.

**Previous agendas and minutes:** http://curricula.unc.edu/committees/ssmmeetings/