Undergraduate Education Updates

Kristin Richards, Graduation Coordinator for Academic Advising

- Kristin is the new graduation coordinator for Academic Advising. In this role, she assists students who are applying for graduation or discusses issues yet to be resolved for students unable to graduate. She also helps with substitutions and adjustments to the degree audit program also known as the TarHeel Tracker (THT).
- A few things students should be mindful of when applying for graduation:
  - The student must be active (they can’t be on leave). If they are short hours (oftentimes with study abroad credit posting pending), they can do a paper form. Kristin consults with the Study Abroad Office to confirm this information.
  - DUS submit major and minor adjustments to the students’ THT to count courses in their programs. Academic Advising can change a major or minor for a student (some units have requirements that need to be met initially or a student must be accepted into the program before they can change their major), or change the student’s degree requirement term.
  - Per policy, “No more than 45 semester hours in any subject, as defined by subject code, may be used toward fulfilling the B.A. graduation requirement in the College of Arts and Sciences (excluding ENGL 100, ENGL 105, and ENGL 105i).” If students take more than 45 hours in any one subject, the THT does not catch this. Advisors must check for this when conducting the graduation audit; THT provides a warning, but doesn’t subtract hours.

Course Evaluation Selection Tips & Tricks, Heather Thompson, Course Evaluation Coordinator, Office of Undergraduate Curricula

- Course evaluation coordinators in departments can select all or some of their courses to edit the courses (edit any field or add/remove an assigned instructor). They can also select a course and restore it to send it back to its original ConnectCarolina data.
  - It’s a two-step process to select a course for evaluation: 1) click “evaluate” or “do not evaluate” 2) click “add field” then click “apply”
  - You can select all by clicking the top check box.
  - Filters – criteria are your friend – to see the criteria, click on “add criterion”.
    - You can filter on multiple fields.
    - There is a way to find courses that are missing an instructor email, which is vital for course evaluation system to work properly. Search for any course showing as not valid when all selections have been made to catch these instructors. (Search for Instructor with email is empty has a bug so is not recommended for use as of June 2019)
The DIG Course-Instructor Selection Tips and Tricks handout provided at the meeting is available on the Undergraduate Curricula website.

- Please be sure to confirm all courses as valid.

First-Year Curriculum Office Announcements, Ben Haven, Curriculum Analyst, Office of Undergraduate Curricula and First Year Seminars Program

- Ben introduced the new Associate Dean and Director of First-Year Curricula, Li-ling Hsiao.
- There is a new proposed publication schedule for the online list of FYS courses. The updated schedule would allow the FYS Program to publish the list of FYS courses for each term much earlier in advance of the upcoming term. It would also allow time for FYS faculty teaching in spring to modify their instructor bios and expanded course descriptions; this is a process the current timeline is unable to accommodate. The plan is to implement the new timeline on December 1, 2019 to begin work for the fall 2020 term. See handout for details.
- The FYS Program is piloting courses in summer sessions 1 and 2 in 2019. The purpose of these pilots is to provide students who did not enroll in a fall or spring FYS the opportunity to do so over the summer. This may also be a way to ensure extra seats will be available when FYS is a required element in the new IDEAs in Action Curriculum (planned implementation for fall 2021).


- You can log in by going to nextcatalog.unc.edu.
- Click on the “Contact List” in the edit bar to edit contact list.
- Click on “Page Body” in the edit bar to edit the main page area (overview tab).
- Click on “Faculty” in the edit bar (you may need to use the blue navigation arrows to see this on smaller screens) to edit the faculty list.
- The Office of Undergraduate Curricula will update the learning outcomes, which are considered shared page content. Please do not make adjustments to this area.
- OUC and the Registrar’s Office recommend that each unit make sure they coordinate with everyone in each workflow step to designate one person to approve the page on behalf of the group.
- You can see who is in each step in workflow by pressing “preview workflow” at the bottom of the page.

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

- Paige and Allison are the co-chairs of undergraduate orientation and pre-registration for fall 2019.
- There are 4,200+ incoming first-year students and 700+ incoming transfer students in fall 2019. The pre-registration block enrollment process and the process to reserve seats
in desirable classes was established to ensure that seats are available for the incoming cohorts.

- Based on preferences selected by incoming first-year students in an interest survey (filled out in mid-April to mid-May), first-year students are pre-registered into two classes (up to six credits) by the Registrar’s Registration Services unit in mid-late July. This is known as the block enrollment process. Four enrollment sessions are reserved in July so that students may self-enroll in their remaining classes; these sessions correspond to specific student orientation dates throughout the summer. There are three transfer enrollment sessions as well: one in May, one in July, and one in August. See handout for additional details.

**Office of the University Registrar Updates**

**CIM Program Form, Project Update, Charlotte Stowe, Curriculum Specialist, Office of the University Registrar**

- Two modules with CourseLeaf
  - Catalog (CAT) – implemented in 2016.
  - Curriculum (CIM):
    - Course form implemented in fall 2018.
    - Program form - A team made up of members from the Registrar, Undergraduate Curricula, and the Graduate School are currently working on implementing the new module, CIM Programs. This form will be for establishing new majors, minors, certificates, and other programs and requesting changes to existing majors, minors, certificates, etc. The plan is to have a finalized form by sometime in mid-Summer. More information is forthcoming.

**Demonstration of the Room Assignments Optimizing Software, Renee Sherman, Assistant Registrar, Office of the University Registrar**

- This is a time-consuming process, oftentimes requiring a good deal of manual intervention.
- Renee initially pulls down the data from Astra into an Excel spreadsheet. Next, she talks to Rudy Jones in office of special needs to ensure the accessibility concerns are met. After which, large rooms are scheduled, then flexible learning spaces, small rooms, and finally, labs and recitations.
- A sheet is created of all the class sections that were not assigned rooms, and the sheet is distributed to SSMs of the affected departments.
- It can be difficult to balance department priorities with the need to fill seats per central office requirements and the goal of optimizing room utilization.

**Previous agendas and minutes:** [http://curricula.unc.edu/committees/ssm/]