



**TO:** Chairs, Directors of Undergraduate Studies, and Scheduling Officers  
**FROM:** James Thompson and Nick Siedentop, Office of Undergraduate Curricula  
**RE:** Important Dates, Syllabi, Learning Contracts, & Curriculum Procedures  
**DATE:** Friday, August 16, 2019

Welcome to the beginning of a new academic year. This memo contains several reminders and important dates for the fall semester. *Please forward the relevant information to your faculty.*

### **Directors of Undergraduate Studies Meetings**

DUS will meet three (3) times during the 2019-2020 academic year. Please mark your calendar with the dates listed below. The agenda is sent approximately 1 week before each meeting. The first meeting will focus on the course submission process for the new IDEAs in Action General Education curriculum. All meetings take place in Wilson Library, Pleasants Room. Additional information, including a DUS Orientation and Reference Guide, can be found on the [DUS website](#).

#### ***Meeting #1 (attend 1 of 3 options)***

- Tuesday, September 3, 3:30pm – 5:00pm
- Wednesday, September 4, 2:30pm – 4:00pm
- Monday, September 9, 3:00pm – 4:30pm

#### ***Meeting #2***

- Wednesday, November 6, 3:00pm – 4:30pm

#### ***Meeting #3***

- Thursday, February 13, 3:00pm – 4:30pm

### **IDEAs in Action Curriculum**

Hopefully your department has determined an internal process for selecting courses and updating syllabi for the new IDEAs in Action General Education curriculum. Determine which courses you wish to prioritize for each deadline (see dates below). As a reminder, you will use your department's assigned OneDrive folder to submit courses for review (do not submit in CIM). Detailed instructions are available [here](#).

- Phase #1 deadline: October 15, 2019
- Phase #2 deadline (optional): February 1, 2020

A course may be submitted in either Phase #1 or Phase #2, but not both.

### **Workshop: Teaching Recurring Capacities in the IDEAs in Action Curriculum**

The Center for Faculty Excellence (CFE) and the Office of Instructional Innovation are offering two workshops focused on teaching recurring capacities in the new curriculum. In the workshop, faculty

will become familiar with, select, and customize methods for their class (large or small) that will allow students to:

- Collaborate in small pairs or groups
- Present material to others
- Write more using activities that are low-stakes

If you are the IDEAs in Action faculty liaison for your department, we highly encourage you to attend one of these workshops and then share the information with your instructors at a faculty and/or undergraduate instructional meeting in your department. Please use the links below to register for either date.

**Friday, Aug. 30 (2:30-3:30 pm)**

304 Wilson Library

<http://tinyurl.com/y69xev18>

**Tuesday, Sept 10 (9:30-10:30 am)**

304 Wilson Library

<http://tinyurl.com/y6c6nwgq>

**Course Syllabi**

Please remind instructors that a syllabus must be provided to students and uploaded to the [Online Syllabus Management](#) (OSM) tool no later than the first day of classes (=Tuesday, August, 20, 2019).

The Office of Undergraduate Curricula website provides [Syllabus Guidelines](#) with more information about what should be included in a syllabus. A few additional reminders:

- When creating the class schedule, consider reserving time during the last week of classes for students to complete an online course evaluation. For more information about course evaluations, visit the [OUC website](#).
- **No graded quizzes or exams** (excluding in-class presentations) may be given **during the last five days of the semester** before the beginning of the final examination period. For more details, see the [Final Examination Policy](#).
- Courses meeting Gen Ed requirements must require at least 10 pages total (3,000 words) of academic writing (or the equivalent by virtue of intellectual labor expended), not counting any in-class examinations.
- For a standard three-credit-hour course, the University has a required three-hour [final examination period](#), which incorporates 180 minutes of instruction in each semester, in compliance with the federal definition of credit hours. Thus, **the University requires instructors to provide a full three hours of instruction for final assessment purposes** (e.g., written final examination, presentations, portfolio review, performance, review and evaluation, or some combination of these assessments).
- Including a statement about Student Evaluations of Teaching (SET) on your syllabus and speaking about them during the syllabus overview can increase your response rates at the end of the term. For other best practices and further information about SET, [click here](#).

### **Independent Study Learning Contracts**

Academic units now have until the *second* week of classes (=Tuesday, September 3, 2019) to approve all learning contracts, schedule the corresponding class sections, and register their students. Approved learning contracts should be archived in the unit for a minimum of four years. Additional information is available in the Independent Study Policy ([UPM #30](#)).

The College of Arts and Sciences is in the process of piloting a new online learning contract form with workflow. To learn more about this pilot, visit the [OUC website](#).

### **Undergraduate Curriculum Proposal Deadline and Procedures**

Undergraduate curriculum changes for the 2020-2021 academic year are due on Tuesday, October 15, 2019. To help manage the workload for the 2019-2020 academic year, please submit only essential changes.

#### ***Course Requests***

To add, revise, or inactivate courses, submit requests using the Curriculum Inventory Management (CIM) system. Faculty have access to submit course proposals in CIM through Faculty Center in Connect Carolina. Administrative staff have access to CIM using this [link](#).

#### ***Undergraduate Program Proposals (majors, minors)***

Program changes in the College of Arts and Sciences, including revisions to course lists that satisfy requirements for majors, concentrations, and minors, should be submitted to the Administrative Boards of the College of Arts and Sciences. Please send the following materials by email to Nick Siedentop ([nick\\_siedentop@unc.edu](mailto:nick_siedentop@unc.edu)):

- **Departmental memo** (on letterhead, signed by the chair), including a statement indicating the curricular reason(s) for the proposed changes.
- **Undergraduate Catalog text** with PDF mark-up reflecting the requested changes. To create a PDF of the current requirements, go to the program page in the 2019-2020 [Undergraduate Catalog](#), select “Print Options” in the top right corner, and Download PDF of the page.
- If the revised requirements include adding courses from other departments/units, the proposal should include letters of support from the corresponding department chair(s).

The [OUC website](#) includes additional information about the submission process.

### **University Catalog**

The editing cycle for the 2019-2020 catalog will be a few weeks earlier this year. The process will begin on January 6, 2020 and close on February 14, 2020.

If you have any questions or concerns, please feel welcome to email James Thompson ([uthomp@email.unc.edu](mailto:uthomp@email.unc.edu)) or Nick Siedentop ([nick\\_siedentop@unc.edu](mailto:nick_siedentop@unc.edu)).

Our best wishes for a successful semester.