Overview
The University has created a special process for submitting existing courses to be reviewed for the IDEAs in Action General Education curriculum. These instructions provide information on how to submit courses for the Phase #2 deadline. Syllabi will be reviewed by faculty committees during the 2019-2020 academic year, with a fall 2021 effective date. This process is for requesting IDEAs in Action Gen Ed tags for existing courses only.


Deadlines*
- **Phase #1**: October 15, 2019 (effective Fall 2021)
- **Phase #2 (optional)**: February 1, 2020 (effective Fall 2021)

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

Phase #2 Process

| Step 1 | Access your department’s IDEAs in Action OneDrive Folder.  
|        | - This is the same folder used to submit courses in Phase #1.  
|        | - For directions to access the OneDrive folder, see below. |

| Step 2 | **Update Spreadsheet.** This is the same spreadsheet you filled out for Phase #1. |

For each course being submitting in Phase #2, complete two items:
- 1. Enter an “x” in the General Education column(s) that you are requesting.
- 2. **In the column labeled “Phase 2 Submission” (=column I), write “Phase 2”**. See screenshot below. This will help the Office of Undergraduate Curricula identify (and filter by) courses being submitting in Phase #2.

As a reminder, the spreadsheet includes all active courses in your department. You are not required to, nor is it recommended that you, submit Gen Ed requests for all courses.
Step 3  Review Syllabi for Uploading to OneDrive.

- After syllabi are reviewed and approved by your department, double check syllabi to make sure they have all required elements (see Syllabus Checklist, also available in the Resources subfolder).
- Members of the course committee have requested that all syllabi include a brief justification statement at the top of the syllabus indicating how the requested Gen Ed(s) are reflected in the syllabus.
- Save syllabi to the “Syllabi Phase 2” subfolder in your OneDrive folder. See screenshot below.
- Use the file naming convention “SUBJECT + NUMBER” for all syllabi (e.g., POLI 100, WGST 300).
- The syllabi saved to this folder must match the list of courses marked as Phase #2 submissions on your spreadsheet.

![Folder Structure](image)

Step 4  Contact the Office of Undergraduate Curricula.

The department liaison should email the Office of Undergraduate Curricula (ideasinaction@unc.edu) when your spreadsheet is completed for Phase #2 and all syllabi for the requested courses have been reviewed and saved to your Syllabi Phase 2 subfolder by February 1, 2020.
FAQs

How do I access the OneDrive folder?

1. Visit https://office365.unc.edu/
2. Select the Log In button and enter your username (onyen@ad.unc.edu) & password.
3. If you have not already done so, you will need to set-up Office 365 2-step authentication in advance (https://its.unc.edu/2-step). This is separate from Duo authenticator you use for ConnectCarolina.
4. Select the OneDrive icon
5. Select Shared
6. Find the folder labeled “IDEAs in Action” with your department name.

For additional help, view: https://help.unc.edu/help/office-365-user-guide/

When will we be notified of decisions?

The goal is to complete the reviews of both Phase 1 and Phase 2 by May 1, 2020.

Can we submit new courses with Ideas in Action Gen Ed tags?

Not at this time. In fall 2020, departments will have the opportunity to submit new course proposals with IDEAs in Action Gen Ed tags using the CIM system. At this time, only requests to add IDEAs in Action Gen Ed tags to existing courses will be accepted.

How do we give other people in our department access to the OneDrive folder?

- Select the radio button for the folder and then select the “Share” icon.
- You will see a new pop up screen. You need to take 2 actions:
  - Enter the name of the person you wish to choose from. As you type, the interface will show you people in the campus directory. (Note – sharing with people external to the University is not currently permitted but is on the roadmap for the service.)
  - Choose either “Can Edit” or “Can View” from the dropdown.
  - An email invite will go out to the user you selected. You have the option of adding a custom message but it is not mandatory.

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