Block Enrollment Process for Incoming First-Year Students (Fall 2020)
Allison Mitchell, Paige Abe, and Ben Haven
(Presentation slides available online.)

- Summer 2019 went smoother than past years, and they hope you felt that as well.
  - This process is for incoming first-years only.
  - See slide 1 for additional details and statistics on 2019’s process.
  - Students who didn’t complete the survey were still enrolled in courses (typical first year courses that met a gen ed).
  - Communication and Collaboration went very well in 2019, which the block enrollment team is very thankful for.

- Timeline for 2020 is shown on slide 2 of the presentation.
  - Seat reservation is to be completed before other students register in April.
  - Transfer student seat reservations are also very helpful for that population, and can be marked on the same spreadsheet.
  - Continued communications to departments will come from the Block Enrollment team throughout the process.
  - Please help reassure faculty that the seats will be filled and they shouldn’t worry.
  - Unfilled Block Enrollment seats will be rolled into the July First Year enrollment process as seats reserved for first-years.
  - Wed, July 29 – First Year open enrollment begins.
  - First-year enrollment will happen in four sessions (see slides 3-4 for specifics).
  - If any course gets canceled that you have given seats in for this process, please let the block enrollment team know ASAP by emailing or calling Paige or Ben.

- Big favor: If a student or instructor is asking to have one of these seats, please say “No” if at all possible.
  - If you can’t say No or they are persistent, please communicate with the block enrollment team so they can work through that with you.

- Next Step for SSMs and Department Registrars will be to reply to the email from Ben and Paige (which may have already arrived) and fill in the spreadsheet with your seat allocations.

Questions:
- You mentioned cancellations, what about additions?
  - Yes, please send additional seats if you schedule additional course sections after sending in your spreadsheet of seat reservations.

Undergraduate Registration Redesign Project
Mieke Lynch, Operational Excellence

- The project team draws from across campus.
They started by gathering information from students (of various populations) to properly understand their perspective, deconstructing the current process, and looking at other models from peer institutions.

Current step in the process is to share the plan and get feedback from stakeholders. Mieke has already met with many groups and is meeting with DUS and students soon after this meeting.

They will integrate and refine based on this feedback.

This is not a one and done process, it will be carefully monitored, evaluated, and iterated for continued improvement.

The goal is to both fix the pain point for the students and to reduce the staff hours needed to support students.

They will measure success based on metrics they’ve already laid out.

Currently over 6,000 students have their registration appointment while they are in class, so this is a big pain point to be addressed and a metric they will track.

Re-design of the registration model, and enhancement of training and resources are the two main goals.

Current model, if you are 1 hour late to your registration window = 1,000 additional students have access in that time.

Transfer students currently awarded appointment times based on terms in residence, so they are after almost everyone in their class.

Not currently changing First-Year or graduate/professional student enrollment processes.

None of this is set in stone yet, so details below may be adjusted or updated prior to implementation. Please refer to official communications (coming in the next few weeks) about the final process update details.

Changes to both criteria for assignment, and for the actual appointment schedule.

New model will have appointment remain open for the rest of registration period (not close after appointment).

Two wave model (everyone gets 12 hours before anyone can have more).

Priority Registration would also change – all together on first day, 1st hour would be ARS priority, 10am and after appointments would be by terms in residence.

The ranges are fairly even across the credit hour breakdowns they have selected.

Trying to stretch it out and make it a more well thought out marathon, rather than a rushed sprint. This will be a culture shift for current students.

Wait list will be run once at the end of wave two.

Registration will still be closed in June-July range so no one is competing with incoming first-year students.

Goal is to make this process more equitable even though the process is inherently unfair. Everyone gets those first 12 hours before anyone get more than that.

Questions:

Will Waitlist not being run be an issue if someone is adding seats? Department adds 5 seats, three on wait list, who gets those 5 seats?
Wait list has a lot of issues that are outside of the scope of this project, but they are aware of those.

- 7am registration is before business hours, how do departments manage that?
  - Registrar has committed to being the support team outside business hours
  - One goal is for more issues can be resolved before the next appointment starts.

- Still in testing mode. How are you going to disseminate information to students about how the new process will work?
  - They are working with the ConnectCarolina change management team to build out a communication plan that will start in the next two weeks – to get the change information out, check list for students, one page for students, resources for departments and other units.

- The 18 hours and 4 wait list hours, how does that interact?
  - The 4 wait list hours are part of the total cap of 18 hours

- Wait list – open seat notification is a wait list seat
  - There are issues for how these actually function currently, including issues with cross-lists.
  - An end goal would be to try to get consistent wait list management.

- Study abroad credit delay – how will they be affected?
  - Something they are keeping an eye on, but don’t have a solution in mind as yet

- How large is or should a wait list be?
  - Not certain yet, but they will keep an eye on this and continue to monitor and iterate.
  - How large these will be might be outside their scope.

- When is this happening? For Fall 2020 enrollment?
  - Yes, that is the intent, but they will evaluate if that is not possible.

- Will students get the information they need in time to know that this is a big change happening?
  - The communication plan is already being worked on.

Best way to send additional questions or feedback is to email Mieke at mieke_lynch@unc.edu.

Updates from Undergraduate Curricula and the Registrar’s Curriculum Team
Nick Siedentop and Michael Keane
(Presentation slides available online.)

For those in the College using the OSM – please make sure all your syllabi are accounted for.

- Can we have a link instead of a file in OSM?
  - Part of the issue is that a link is not a static document, and OSM is the archival source for syllabi.
  - They recognize that syllabi are expanding into different formats, so an online format option may be needed, but is not yet available.
  - We will continue to look at this.

- Catalog pages due Friday, February 14
  - New CIM-Program form now available, and being used to proof edits this cycle.

Catalog (CAT) and Course Inventory Management (CIM) systems overview
• Slide 4 shows the new process and how everything (CAT, CIM-Courses, CIM-Programs) interacts
• CIM-Programs is live and ready.
• Oct 15, 2020 deadline will be submitted in the new CIM-Program form.
• CIM-Program will see CIM-Course in progress course changes.
• CIM-Program and CIM-Course in-progress will not be seen in Next CAT environment (only approved items will show there).
• CIM-Programs training resources will be developed this semester.
• CIM-Programs looks very similar to CIM-Courses, so it should be relatively intuitive for current CAT users.

Questions:
• CIM systems are always open? But for what effective terms?
  o The system will always be available, but effective dates will change over time. The next AY will be added soon.
• Will Advising and THT team be updated?
  o Yes, there are To Do items in the system for them which will show the red and green mark up and notify those offices to update what’s needed.
• We’ll also be able to see changes over time with the new CIM-Programs process.

IDEAs in Action Implementation Updates
• Slide 5 has an overview of the implementation process so far
• Course review is in progress (see slide 6), and the goal is to have them all done by the end of Spring so by June 1 departments will get a list of approved courses and feedback about all courses not approved.
• Departments will be able to submit additional requests for the Oct 15, 2020 deadline for revisions (newly submitted, or updated based on feedback) or new courses for new gen ed through CIM-Courses.

Questions:
• Majors may go to department faculty advisors for everything, can they join advisor training?
  o Yes, the goal is to include all faculty advisors in the advisor training for new gen ed.
  o We may have two trainings: one for AAP and one for faculty advisors and all other staff who need it.
  o This training will be for everyone on campus, not just those in the College.
• When will CIM-Courses have new gen eds?
  o We will have this in time for next fall. The CIM team will communicate to departments and schools when the CIM form has the updates.
• Can new courses get Making Connections gen eds and IDEAs in Action?
  o Yes. Old gen ed will not fall off the CIM-Courses form until Making Connections is no longer active for students.
  o CAT, CIM, and ConnectCarolina will all have both gen ed curricula showing until Making Connections is deactivated.
Announcement from Lori Harris
She is on a working group with the Registrar, and they are seeking College department managers and SSMs with experience to work with the Registrar’s Office to provide advice and shared projects work. Email Lori if you are interested: lori@unc.edu.

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Next meeting: Wednesday, June 10, 2020 @ 1:00pm

Previous agendas, minutes, and SSM resources: https://curricula.unc.edu/committees/ssm/