SSM MEETING

Agenda

• **Reporting** (Genevieve Cecil & Sally Lakomiak)
  • Updated Comprehensive Class Report
  • Historical Course Record

• **Schedule25 (CollegeNET), new classroom scheduling software** (Rebecca Jones)

• **Undergraduate Curriculum Updates** (Nick Siedentop)
  • Curriculum deadlines and CIM
  • IDEAs in Action Gen Ed curriculum
  • Student Evaluation of Teaching

• **Q&A**

Previous agendas, minutes, and SSM resources: [https://curricula.unc.edu/committees/ssm/](https://curricula.unc.edu/committees/ssm/)
Reporting

GENEVIEVE CECIL & SALLY LAKOMIAK
Comprehensive Class Report

• Combines data from all class reports currently visible under the Student Reports tab in InfoPorte into a single report – one-stop shopping for class data!

• Intended to reduce redundancy in reports and make data more readily available to users

• Contains instructor and meeting pattern data, combined section data, enrollment data, consent flag data, room data and more

• All reporting features are being migrated into a new system – Tableau, which is what we will be demoing today
Historical Course Record

- An easy way for anyone – faculty, students or staff – to view when a course has been offered in past semesters and in what configuration.
- Helps departments be transparent about their offering schedules and helps students plan accordingly.
- Allows users to filter by subject, course number, year, or term.
- Clearly shows cross listings to make finding paired courses easy.
- Not yet available on a public site, but will be soon!
Schedule 25

REBECCA JONES
25Live-New Scheduling Tool

25Live Training
Last two weeks of October

Go Live!
Monday November 2nd

Keep an eye out for email communications
CourseLeaf Modules at UNC

Catalog (CAT)
Implemented Spring 2016
5 catalogs!

CIM-Courses
Implemented Fall 2018
(All Courses)

CIM-Programs
Implemented Spring 2020
(Undergraduate Programs)
Login

Bookmark these websites:

CIM-Program Form
https://nextcatalog.unc.edu/programadmin/

CIM-Course Form
https://nextcatalog.unc.edu/courseadmin/

CIM & CAT Approval
https://nextcatalog.unc.edu/courseleaf/approve/
Data Integration – Working Together *(just the basics!)*

Fun Fact: Pending course proposals will appear in pending program proposals, so you can submit both course and program proposals at the same time!
SSM MEETING

CIM Approval Workflow

Dept SSM (courses only) (if exists) → Chair/Dean → Administrative Boards (sub-committees) → Registrar

Dept curriculum committee (if exists) → Undergraduate Curricula → Provost & System Office (new degrees)

CIM-Program FYI Email Notifications (after approval)

Submitter → Chair/Dean → Tar Heel Tracker

SSM (courses only) → Academic Advising

What can you do with CIM-Programs?

- Submit new programs
- Edit programs
- Inactivate programs
- Search the status of a proposal
- Review previous proposals
Red & Green Mark-Up *(edited programs)*

<table>
<thead>
<tr>
<th>Program Requirements</th>
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</thead>
<tbody>
<tr>
<td><strong>Core Requirements</strong></td>
</tr>
<tr>
<td>Two profession-specific courses in the same professional track from the following options: 6</td>
</tr>
<tr>
<td>SPAN 320 &amp; SPAN 325</td>
</tr>
<tr>
<td>SPAN 321 &amp; SPAN 328</td>
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<tr>
<td>SPAN 323 &amp; SPAN 324</td>
</tr>
<tr>
<td>Additional three-credit SPAN course (above SPAN 300, excluding SPAN 401, SPAN 402, SPAN 404, SPAN 405, and SPAN 601) 3</td>
</tr>
<tr>
<td>Two additional three-credit SPAN courses (SPAN 300 or above, excluding SPAN 401, SPAN 402, SPAN 404, SPAN 405, and SPAN 601) 6</td>
</tr>
<tr>
<td>Capstone course:</td>
</tr>
<tr>
<td>SPAN 329</td>
</tr>
<tr>
<td>Additional Requirements</td>
</tr>
<tr>
<td>SPAN-264</td>
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<tr>
<td>or SPAN-267</td>
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</tbody>
</table>
CIM-Program Training Workshop

Register Today!
https://registrar.unc.edu/events/

- Wednesday 9/16 from 10 – 11AM
- Wednesday 9/30 from 3 – 4PM
- Wednesday 10/14 from 10 – 11AM
1. Curriculum Requirements, select “IDEAs in Action.”
2. Select requirement(s).
4. For Focus Capacity requests, select check boxes for Recurring Capacities. Provide justification statement.
5. Attach syllabus, showing clear alignment between the SLO/Recurring Capacities and the course assignments/activities/readings.
Undergraduate Curriculum Deadlines (reminders!)

**September 15**
(early priority deadline)

- New courses for next spring or summer

**October 15**

- Courses & programs
- Effective next fall
**SSM MEETING**

**IDEAs in Action – Results & Reports from Syllabi Review**

The following reports are saved in your department’s IDEAs in Action OneDrive folder, is a subfolder labeled “Results”

<table>
<thead>
<tr>
<th>Report</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Phase #1 results spreadsheet</td>
<td>Use these reports to identify which courses were approved and not approved.</td>
</tr>
<tr>
<td>2. Phase #2 results spreadsheet</td>
<td></td>
</tr>
<tr>
<td>3. Syllabus components report (phase #1 &amp; 2 combined)</td>
<td>Use this report to identify which syllabi had missing components (if any).</td>
</tr>
<tr>
<td>4. Phase #1 summary report (including Create, Quant, NatSci, Values)</td>
<td>Use these report to learn why a specific course was not approved for a Gen Ed requirement.</td>
</tr>
<tr>
<td>5. Phase #1 summary report (Pending) (including Aesthetic, Past, Global, Power, Knowing)</td>
<td></td>
</tr>
<tr>
<td>6. Phase #2 summary report (Pending) (all requirements)</td>
<td></td>
</tr>
</tbody>
</table>
Student Evaluation of Teaching (SET)

SET selection due September 15 (College only)
(opens 9/8)
Anyone who needs support (large or small), please contact Heather Thompson

HEATHER_THOMPSON@UNC.EDU
Q&A

Agenda topics for next meeting?