

*****The following information is being provided to Academic Advisors, Directors of Undergraduate Studies, and Student Services Managers on behalf of the Office of Undergraduate Curricula. Please feel free to share with other individuals in your unit to whom this information might apply.*****

Good morning all,

Happy New Year! We hope everyone is doing well this week. The Office of Undergraduate Curricula team is always brainstorming ways to keep everyone informed regarding initiatives and processes managed by our office. Given all the changes happening this year we have decided to launch a monthly announcement email that consolidates upcoming deadline reminders, opportunities, initiatives, and other curriculum news into one place. Emails will be sent out to the Advising, DUS and SSM listservs at the start of each month, and will be archived on our website (<https://curricula.unc.edu/archival-collections/>) at the end of each month.

To keep these emails a manageable length, many entries will contain links to outside websites where you can view related content in its entirety. We have also coded our announcements using the following color schemes to make sure everyone can access the material relevant to their roles quickly and easily:

- Items under the **YELLOW** header apply ONLY to individuals in the College of Arts and Sciences
- Items under the **BLUE** header apply ONLY to individuals in the Professional Schools
- Items under the **GREEN** header apply to EVERYONE and will always be listed **FIRST**

Disclaimer: These emails are not intended to replace College and University-wide communications, but rather to supplement them. For this reason we will not be accepting requests to advertise content unrelated to our office. However, if you think of ways in which we can improve our content, presentation, or communication please let us know!

Sincerely,
The OUC team

[Nick Siedentop](#), Curriculum Director
[Ben Haven](#), First-Year Curriculum Specialist
[Heather Thompson](#), Course Evaluation Coordinator
[Genevieve Cecil](#), Curriculum Analyst
[James Thompson](#), Associate Dean for Undergraduate Curricula
[Li-ling Hsiao](#), Associate Dean and Director of First-Year Curricula

GENERAL CURRICULUM NEWS

Spring 2021 Syllabi

New Syllabus Guidelines: Faculty Council has approved [Resolution 2020-6](#), which states that **all syllabi must include information about Accessibility Resources and Service (ARS), Counseling and Psychological Services (CAPS), and Title IX resources** to ensure that students are aware of these services and how to access them, effective spring 2021. Instructors are reminded that all course syllabi should include basic policy statements in addition to the course goals, learning outcomes, activities, and

assignments. For sample policy statements, please visit the Office of Undergraduate Curricula [Syllabus Guidelines page](#).

Keep Teaching Resource: Remote Teaching Strategies

In preparation for the spring 2021 semester, the Keep Teaching Team has put together a resource for remote teaching strategies, which can be accessed [here](#). The strategies were developed in response to data collected from a poll of students regarding what they found most beneficial during their fall online learning experience.

Accessibility Resources and Service (ARS) website includes new information about [Key Accessibility Considerations for Remote Learning](#).

Reminder: Spring 2021 New Class Features Tool in Connect Carolina

Instructors now have the ability to provide students with additional information about their class(es) in ConnectCarolina. Having this information available to students before registration may also reduce the number of students that drop and add classes in the first week of the semester. Real time updates can be made until Monday January 25, 2021. More information, including a brief instructional video, can be found on the Office of Undergraduate Curricula [website](#).

Directors of Undergraduate Studies (DUS)

Please mark your calendar! There will be two (2) DUS meetings in spring 2021. Agendas, Zoom links and additional information will be provided in the spring. The [DUS website](#) provides additional resources.

- Monday, February 1, 2021 (10:30am – 12:00pm)
- Tuesday, March 23, 2021 (3:30pm – 5pm)

Student Services Managers (SSM)

Please mark your calendar for the next meeting on **Wednesday, February 10 (1:00pm – 2:30pm)**. The agenda and Zoom link will be distributed approximately one week before the meeting.

Transfer Credit Reevaluations – Please process before classes resume wherever possible.

Thank you to all our department approvers who review transfer credit requests from students. As a reminder, these decisions often effect students' schedules, so we request that approvers review and process as many of their pending requests in the system prior to the first week of classes as possible. You can double check that your queue is clear by navigating to the Credit Home Page, use the Evaluate link, and then process an empty search request. If you ever have questions about the system or individual requests, please reach out to [Heather Thompson](#) for support.

Carolina Analytics Portal & Undergraduate Department Profiles (New!)

The [Carolina Analytics Portal](#) is the new home for University-level dashboards. User access for each dashboard is managed separately, so you will only see those dashboards for which you had prior access.

Of note for Directors of Undergraduate Studies are the Undergraduate Department Profiles, accessible [here](#). The Department Profile dashboard was migrated from the SAS Visual Analytics tool to Tableau at the end of December 2020. Dashboard specific questions should be directed to the contact on the relevant dashboard page.

InfoPorte Student Reports Software Migration

Those of you who use InfoPorte Student Reports are reminded that effective Friday, December 18, 2020 UNC has migrated this information to Tarheel Reports in Tableau. To access these reports in their new environment, follow the prompts on the Student Reports tab in InfoPorte.

First-Year Seminar (FYS) and First-Year Launch (FYL) Updates

Given that the full implementation of the IDEAs in Action Gen Ed curriculum will begin in fall 2022, **departments should follow their current FYS quota when planning for the 2021-2022 academic year.** If you have questions about your department's quota, please contact Associate Dean [Li-ling Hsiao](#) or First Year Curriculum Specialist [Ben Haven](#).

IDEAs in Action Curriculum

Updated summary reports with results from the pending FC-Aesthetic proposals (phase #1), FC-Knowing proposals (phase #1), and FC-Lab proposals (phase #1 & 2) have been saved to the department's IDEAs in Action OneDrive folder. These are the last summary reports that will be issued for phase #1 and phase #2 proposals.

Approximately 100 Gen Ed requests from phase #1 and #2 were not finalized (out of over 2,500 Gen Ed requests!). These proposals have been submitted in CIM by the Office of Undergraduate Curricula staff and will go through the normal workflow (department users will need to approve these proposals) prior to their review by the College's Course Committee as part of phase #3 reviews. If the course was approved for another Gen Ed during phase #1/#2, this approval is noted on the CIM form.

2021-2022 Catalog Editing Cycle

The 2021-2022 [Catalog Production Schedule](#) will begin in spring 2021.

March 15, 2021: Deadline for department/unit Catalog editor(s) to make changes and submit Catalog page(s) to workflow for approval.

March 31, 2021: Deadline for department/unit Catalog approver(s) to review and approve Catalog page(s).

Additional information will be provided to all Catalog editors and approvers by the end of January with instructions about the process, including details about the revised Catalog roles for each department/unit. As a reminder, this editing process allows you to edit non-curriculum related content, such as overview statements, contact information, faculty lists, and special opportunities. (All curriculum related content is managed in CIM-Courses and CIM-Programs; undergraduate proposals for fall 2021 were due October 15, 2020.)

COLLEGE OF ARTS & SCIENCES NEWS

Online Syllabus Manager (OSM) Reminder

All instructors are reminded that they should upload a copy of their course syllabus in the OSM tool by the end of the first day of the semester (Tuesday, 19 January 2021). Periodic reminders will go out to the appropriate parties at the one, two, and three week mark to prompt compliance.

Questions related to OSM can be directed to the [Curriculum Analyst](#) or submitted via an ITS Help ticket.

PROFESSIONAL SCHOOL NEWS

Nothing specific at this time – please refer to the General News section for information that applies to all units.

Want more information? Check out these campus websites!

Office of Undergraduate Curricula > <https://curricula.unc.edu/>

Office of the University Registrar > <https://registrar.unc.edu/>

Office of Undergraduate Education > <https://undergrad-ed.unc.edu/>

Office of Sponsored Research > <https://research.unc.edu/sponsored-research/>

Office of the Dean of Students > <https://odos.unc.edu/>

Office of the Dean of Students, Student Support > <https://odos.unc.edu/student-support>

Office of Academic Advising > <https://advising.unc.edu/>

Office of Admissions > <https://admissions.unc.edu/>

Keep Teaching > <https://keepteaching.unc.edu/>

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