

**\*\*\*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,

We hope everyone is doing well this week. The Office of Undergraduate Curricula team has launched a monthly announcement email that consolidates upcoming deadline reminders, opportunities, initiatives, and other curriculum news into one place. Emails will be sent 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

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## **GENERAL CURRICULUM NEWS**

### **Happening Today: Directors of Undergraduate Studies (DUS)**

The first DUS meeting of the spring semester is happening today (Mon 2/1) at 10:30am. The agenda and Zoom link were sent on Friday to both the DUS listserv and posted to the new Microsoft Teams for [Directors of Undergraduate Studies](#).

### **Happening Tomorrow: College of Arts and Sciences: Zoom Tips and Tricks**

(hosted by Kelly Hogan and Viji Sathy)

We'll model and share ways to bring inclusive activities into a live Zoom class that can also help build community. We hope participants will share their tips too.

**Feb 2<sup>nd</sup> 4:00-4:30**

<https://unc.zoom.us/j/94692120785>

Meeting ID: 946 9212 0785

Passcode: Spring2021

### **Reminder: Student Services Managers (SSM)**

Please mark your calendars! The next meeting will be on:

- Wednesday, February 10 (1:00pm – 2:30pm).

The agenda and Zoom link will be distributed approximately one week before the meeting.

### **Reminder: Late Adds for Independent Study Courses**

All units are reminded that today (Monday, February 1, 2021) is the last day for departments to manually enroll students in spring 2021 courses. Any student who needs to be enrolled in an independent study course after this date will need to have their enrollment approved by the instructor of record and department coordinator, as well as by the Associate Dean of Undergraduate Curricula. Late enrollment requests for the Associate Dean can be emailed directly to the [Curriculum Analyst](#).

### **Summer 2021 First-Year Student Block Enrollment & Course Reserves Updates**

Each year, the Academic Advising Program (AAP) and the Office of Undergraduate Curricula (OUC) work with the Office of the Registrar to pre-register (block enroll) all incoming first-year students into courses to help “jump start” their registration for the fall semester. This year, the plan is to block enroll 1 course per student (3-4 hours total), which could be a first-year seminar, language course, ENGL 105/i, or other first-year appropriate general education or gateway course.

As in past years, AAP, OUC, and the Registrar’s Scheduling Office will continue to partner with academic departments to reserve seats in first-year and transfer-appropriate courses to ensure we have ample supply for the New Student Orientation (NSO) registration process, which usually occurs in July. These courses will be promoted to incoming students in multiple ways:

- Inclusion in the “Recommended FY Courses by Major” and “Suggested FY Courses by Gen Ed” lists in the New Student Guide, which is distributed to all incoming FY students at orientation.
- Posted on the “Class of 2025” Sakai site and featured on our “Welcome New Students” page on the Advising Web site.

Departments will receive a message later this semester regarding the block enrollment and course reserve process for fall 2021 registration. If you have questions, please contact [Ben Haven](#), [Paige Abe](#), or [Allison Mitchell](#).

### **IDEAs in Action Curriculum**

Pending course proposals from phases #1 and #2 (approximately 100 Gen Ed requests) 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. All of these courses will be reviewed during the February 9, 2021 Course Committee meeting.

In preparation for the next course submission deadline, the IDEAs in Action Implementation Team will focus this semester on course development efforts in the following four (4) areas: Communication Beyond Carolina (COMMBEYOND), Research & Discovery (RESEARCH), High Impact, and First-Year Launch (FY-LAUNCH). Additional curriculum resources will be developed (e.g., sample syllabi, rubrics, help guides, workshops). All departments and professional school (e.g., directors of undergraduate studies) will also be contacted this semester with suggestions and recommended courses. Additional information about the IDEAs in Action Gen Eds and [student learning outcomes](#) is available on the OUC website.

The Registrar's Curriculum Team is continuing to process all the approved courses from Phase #1 and Phase #2 in CIM. Departments are advised to check CIM for these Gen Eds, as they do not currently appear in either the Catalog or ConnectCarolina. Questions can be directed to the [Curriculum Analyst](#) or the [Curriculum Director](#).

### **2021-2022 Catalog Editing Cycle**

The 2021-2022 [Catalog Production Schedule](#) will begin this month. An email will be sent this week to all Catalog editors and approvers with information about the process, user access, instructions, and deadlines. In the meantime, here are a few key dates:

**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).

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 undergraduate curriculum related content is managed in CIM-Courses and CIM-Programs; undergraduate proposals for fall 2021 were due October 15, 2020.) If you have questions, please contact [Nick Siedentop](#).

### **QEP Makerspace Call for Proposals!**

Information about the application process is available using the link below. The application deadline is **March 1, 2021**. <https://makerspacecfp.web.unc.edu/>

### **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](#).

### **Keep Teaching Resource: Remote Teaching Strategies**

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

**Reminder: 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](#).

**Reminder: 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 particular note for Directors of Undergraduate Studies are the [Undergraduate Department Profiles](#). 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.

**Reminder: Reporting Software Migration (New!)**

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 or visit the [Tarheel Reports site](#).

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**COLLEGE OF ARTS & SCIENCES NEWS**

**Reminder: Online Syllabus Manager (OSM)**

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. Thank you to each unit that has reached 100% compliance! We appreciate your partnership.

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

**SET Reminders: Student Evaluations of Teaching Spring 2021 Process**

- Those directly involved in the SET process will receive additional information from Heather Thompson by email later this week.
  - We encourage departments to share [our one-page information sheet about the SET process](#) with all instructors (especially those new to UNC and graduate students) each semester.
  - Information about the SET process, including information tailored for [Students](#), [Instructors](#), and [Chairs & Coordinators](#), can be found [on our website](#), including the schedule, which has been updated to reflect Spring 2021 dates.
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## PROFESSIONAL SCHOOL NEWS

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

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### Want more information? Check out these campus resources!

Office of Academic Advising > <https://advising.unc.edu/>  
Office of Undergraduate Curricula > <https://curricula.unc.edu/>  
Office of Undergraduate Education > <https://undergrad-ed.unc.edu/>  
Office of the Dean of Students > <https://odos.unc.edu/>  
Office of the University Registrar > <https://registrar.unc.edu/>  
Office of Undergraduate Research > <https://our.unc.edu/>  
Office of Undergraduate Admissions > <https://admissions.unc.edu/>

Center for Student Success > <http://cssac.unc.edu/>  
Honors Carolina > <https://honorscarolina.unc.edu/>  
Keep Teaching > <https://kepteaching.unc.edu/>  
Academic & Final Exam Calendars > <https://registrar.unc.edu/academic-calendar/>

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