

**\*\*\*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**

### **IDEAs in Action Curriculum**

In preparation for the next course submission deadline (10-15-2021), the IDEAs in Action Implementation Team will focus this semester on course development efforts in the following four (4) areas: Research & Discovery (RESEARCH), High Impact, First-Year Launch (FY-LAUNCH), and Communication Beyond Carolina (COMMBEYOND). Additional curriculum resources will be developed (e.g., sample syllabi, rubrics, help guides, workshops). All departments and professional schools (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.

Units interested in updates from the implementation team for the new curriculum can review the March 2021 stakeholder report and previous reports available on the [OUC website](#). Questions can be directed to the [Curriculum Analyst](#) or the [Curriculum Director](#).

### **Office of Undergraduate Curricula Website Update**

Our office is proud to share an updated vision of the Curriculum portion of the [OUC website](#). Our hope is that the new arrangement will be more intuitive and make resources regarding our current and future curriculum, as well as course and program proposals, more accessible for faculty and staff. Questions and comments can be directed to the [Curriculum Analyst](#).

### **CIM Courses Update**

Over 500 course proposals have been submitted in CIM since 10-01-2020. Our eight-person Course Committee has reviewed almost 350 proposals so far and will continue to do so over the coming weeks. If you have questions about the status of a specific course proposal, please contact the [Curriculum Analyst](#). We appreciate your patience and support as we work to ensure each and every proposal receives careful consideration and review.

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

The 2021-2022 [Catalog Production Schedule](#) has started. Emails were sent on Tues. 2-2-2021 to all Catalog editors and approvers with information about the process, user access, instructions, and deadlines. An updated user guide is available on the [Registrar's CAT page](#). As a reminder, here are a few key dates:

- **Mon. 3-15-2021:** Deadline for Catalog editor(s) to make changes and submit page(s) to workflow for approval.
- **Wed. 3-31-2021:** Deadline for Catalog approver(s) to review and approve page(s).

**This year we are encouraging departments to update the overview statement for undergraduate majors and minors.** In many ways, the overview statement is a marketing tool for both prospective students and current students who have not declared a major (or looking to declare a second major). This [reference guide](#) has suggestions, tips, and tricks to help you draft a terrific statement.

As a reminder, this editing process allows you to edit non-curriculum related content (e.g., overview statements, contact info, faculty lists, special opportunities). All undergraduate curriculum related content is managed in CIM-Courses and CIM-Programs; undergraduate proposals for fall 2021 were due 10-15-2020. If you have questions, please contact [Nick Siedentop](#).

### **DUS Meetings**

- [Mon. 2-1-2021 Meeting Notes](#)
- Mon. 3-23-2021 from 3:30pm – 5:00pm (All DUS)

- Fri. 3-5-2021 from 1pm – 2pm (Natural Sciences & Mathematics Divisional Meeting)

### **February SSM Meeting: Minutes & Resources**

The minutes and resources from the Wed. 2-10-2021 SSM meeting have been posted to the Office of Undergraduate Curricula [website](#). The next meeting will be on Wed. 6-9-2021 at 1pm.

### **QEP Makerspace Faculty Learning Community Call for Proposals!**

Information about the FLC application process is available using the link below. **The application deadline is today, 3-1-2021.**

### **First-Year Launch (FYL) Proposal Deadline**

We're hoping to have all FYL courses on the books and ready to be scheduled by departments in ConnectCarolina in time for fall 2022 course schedule maintenance (opening November 2021). Since this the case, the First Year Curricula Program is extending the deadline to submit new FYL proposals this cycle. If your department has FYL minimums starting fall 2022, please be sure to submit all of your FYL proposals in CIM by **Wednesday, 3-31-2021**. The First Year Curricula Program will soon contact departments with FYL minimums with recommendations for FYL and [instructions](#) to submit them in CIM. If you have questions about your department's FYL minimums, please contact Associate Dean [Li-ling Hsiao](#) or First Year Curriculum Specialist [Ben Haven](#).

### **First-Year Seminar (FYS) Updates**

The deadline to [submit](#) a new fall 2021 FYS topics 89 course proposal is **today, 3-1-2021**. Please be sure to attach a syllabus with your submission. If you have any questions about this process, please feel free to follow up with First Year Curriculum Specialist [Ben Haven](#).

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 FYS quota, please contact Associate Dean [Li-ling Hsiao](#) or First Year Curriculum Specialist [Ben Haven](#).

### **Class Features Tool**

The new [Class Features](#) tool was launched during spring 2021 registration. The tool gives instructors the ability to provide students with additional information about their class, including the ability to upload a draft syllabus. Over 300 instructors updated over 600 classes in spring 2021. Let's keep this momentum going for fall 2021. More information will be available when fall 2021 class information is updated in Connect Carolina.

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

This year, the Academic Advising Program (AAP) and the Office of Undergraduate Curricula (OUC) continue to consider block enrollment options in light of delays and uncertainty surrounding fall 2021 course schedule maintenance and registration. Each year these two offices 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. The plan for now 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. More information will be forthcoming.

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 Mitchall](#).

### **Keep Teaching Resources**

The Keep Teaching Team has put together a resource for remote teaching strategies, which can be accessed [here](#). These 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](#).

Also available on the Keep Teaching website are [Remote Teaching field notes](#). We encourage you to share this resource with your instructors as they continue to navigating teaching and supporting students during a pandemic. To view past submissions, or submit a new example, please direct instructors to the Center for Faculty Excellence [Field Notes webpage](#).

### **Reminder: Upcoming Tarheel Tracker and RAM Trainings**

The Office of the Registrar will be offering trainings for both [Tarheel Tracker basics](#) and the Tracker [Requirement Adjustment Module](#) (RAM) on Tues. 3-2-2021 and Tues. 3-9-2021 respectively. For a complete list of upcoming trainings, see the March [training calendar](#). These trainings are particularly helpful for Directors of Undergraduate Studies, department undergraduate advisers, and student services managers who are also responsible for making student Tracker adjustments.

### **Reminder: Fall 2021 Academic Calendar**

Units are reminded that the fall 2021 Chancellor's calendar has been published on the Registrar's [website](#). The summer 2021 University Registrar's calendars are also posted.

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

All units are reminded that Mon. 2-1-2021 was 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](#).

### **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 December 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**

### **SET Reminders: Student Evaluations of Teaching Spring 2021 Selection**

- Selection will be open from Mon. 3-15-2021 until Fri. 3-19-2021 for Spring 2021 courses. Confirmation lists for included and excluded courses will be sent to the listserv the following 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://keepteaching.unc.edu/>  
Academic & Final Exam Calendars > <https://registrar.unc.edu/academic-calendar/>

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