

## Directors of Undergraduate Studies

### February 1, 2021; 10:30am – 12:00pm Meeting Minutes

#### Welcome and Announcements from Undergraduate Education

Abigail Panter, Senior Associate Dean for Undergraduate Education

Senior Associate Dean Panter welcomed the group to the first DUS meeting of the spring term. There may be one or two more meetings this semester. More information forthcoming. Panter thanked the DUS for everything that they are doing given the current circumstances. She had some additional updates:

1. Panter discussed the regular monthly newsletter sent out by the Office of Undergraduate Curricula to chairs, DUS, and SSM. We're trying to make sure you're getting vital information each month, especially with the ongoing COVID-19 pandemic.
2. The University has not made a decision on fall 2021 instructional modes yet, but summer term modes have been confirmed; they will stay the same as spring 2021. The University Committee that plans the academic calendar is still meeting to decide the fall term dates. We expect the beginning of fall classes will align with the standard fall calendar (not beginning early as we did in fall 2020).
3. There are some major constraints on finances for the current and upcoming fiscal years. The Chancellor's team is looking at the proposed two-year plan and making recommendations based on priorities set in the plan. For the College, Dean Terry Rhodes and the Senior Associate Deans are looking at areas where there may be some savings; they are also considering adjustments to elements of the new IDEAs in Action Curriculum. Top priorities to implement are FYS/FYL, focus capacities, research and discovery, and high impact experiences. The College and University leadership will make their IIA Curriculum budget decisions in the coming weeks.
4. Strategic planning continues even as we face major budget cuts. One focus area is building communities. The University is trying to engage your students as much as possible, focusing on connecting students with discipline and the major. We're doing wonderful things remotely at course levels, but we need to expand that. Disciplines need to engage with students as much as they can, especially now. Please contact Abigail Panter if you are interested in being involved in the strategic plan implementation process or working in modernizing student support and success on campus.

#### DUS Divisional Group Meetings/Gatherings

Abigail Panter and Rich Goldberg (DUS, Applied Physical Sciences)

Applied Physical Sciences recently created an undergraduate minor. While developing requirements and policies for the minor, Goldberg noticed quite a few overlaps with other programs and areas where conversations with similar units benefited Applied Physical Sciences' curriculum development process. In light of this insight, the College is considering ways for divisions to connect and form groups and channels for collaboration within divisions. One option would be to put together divisional groups of representatives from each academic unit and give them opportunities to collaborate or meet online. The current plan is to develop a channel for each division within the DUS MS Teams site.

## COVID-19 Community Standards

Jonathan Sauls, Associate Vice Chancellor for Student Affairs

Sauls has been very involved with the Roadmap Implementation Team. His areas of focus have been the student support piece and enforcement of community standards. Early on, a decision was made to address this with a community framing in mind. It can't just be a set of rules without a concept for how students fit into it (that doesn't get the compliance we need). We must stress that it is not just about individuals, but the whole community.

In late spring and early summer, we didn't know many things we now know. Because of this, the Community Standards have evolved. Originally, testing wasn't part of the plan due to the limited availability of testing at the time. We started with voluntary asymptomatic testing in fall. Now, we have a much more robust testing regime in spring. Significant add this semester called Carolina Together Testing: 1) reentry testing for incoming students (able to complete quarantine/isolate at home), 2) students living in area, on-campus, or in-person class = mandatory, 3) voluntary for most grad students (highly encouraged if in classroom), 4) voluntary for faculty and staff. Percentage of positive cases is still below recommended 5% CDC guideline. We are only allowing single occupancy in on-campus housing, and we are quickly moving students who test positive to separate isolation/quarantine. Very few if any documented cases of community transmission in the classroom; students most likely to adhere in this setting; weakens more so in the social settings. We have new data since August that the classroom is actually a surprisingly safe space if managed correctly.

We also communicate with students using a positive, rather than adversarial, approach about the following important Community Standards: 1) universal wearing of masks, 2) maintaining appropriate distance, 3) hand hygiene, 4) Carolina Together Testing. Students are required to attest to having read the Community Standards as a condition of term enrollment. They must access the document, read through it, and indicate online that they have read and reviewed the standards. We have 99.9% compliance with this requirement.

How would instructors be informed if they were in close contact to someone who tests positive? There is a very sophisticated contract tracing process in place. There is an investigation for every case, which includes phone interviews of those who test positive with a lengthy question battery (about 45 min). These questions assess each location the person has been going back some time. If in the case of the investigation, those in close contact would be contacted, but FERPA still remains intact. No student will be identified during this process.

In addition to the Community Standards and testing regime, there are enforcement mechanisms in place. It is important to make a distinction between compliance and enforcement. Education, outreach, encouragement are used to ensure compliance. When people are unwilling to follow the community standards, the enforcement mechanisms are used. There are a range of outcomes that are appropriate, with penalties up to removal from housing or disenrollment from the term.

**Planning for fall 2021:** Decisions regarding in-person classes deferred to February 8. The Advisory team, clinical team, and planning committee for the Chancellor's office are moving apace to make decisions.

**Status of vaccinations.** We're currently in Phase 2. There has been movement at state level to recognize teachers (who teach in-person) to be in Phase 3 as frontline workers. Campus Health has done a good amount of preparation and paperwork to be a vaccine provider. They will be able to supply large-scale vaccination clinics for staff as well as students. The biggest piece of this will be supply. UNC is in the pipeline to be a recipient of the vaccination supply. Timeline = very real possibility that the availability of the vaccine for students would be early summer. Unfortunately, many students would be moving out at that time and unavailable to receive their

shots. Students are in phase 5, which means summer and early fall, most likely. For faculty teaching in-person, vaccines should come earlier (includes instructional mode 1 and 2, and staff who are seeing students regularly). The University will provide names to the state about who is in the front-line workers group for our campus.

Reach out to [Jonathan Sauls](#) if you have further questions.

## AY 2019-2020 Program Assessment Reports

Bryant Hutson, University Director of Assessment

Hutson thanked departments who have already submitted their Programs' Student Learning Outcomes Assessment Reports and Plans to the proper dean or other department head as required by their School. There are two documents for this process: 1) **Assessment Plan**, which can be multi-year and cyclical (but a plan is still due every year), and 2) **Assessment Report**, which is due every year.

**For College academic units:** On Friday, 1/29/2021, Dean Rhodes wrote to College DUS with a request to upload a Program Assessment Report and Plan for each of their degree programs to a folder that corresponds to their academic unit in the DUS MS Teams site (navigation: MS Teams > DUS – Directors of Undergraduate Studies > Assessment). Both the Assessment Plans and Reports are due on March 1. If you have already submitted these documents through the correct channel (your chair/SAD), there is no need to resubmit them in MS Teams.

The Office of Institutional Research and Assessment (IRA) has provided a guide for developing and implementing the student learning outcomes assessments for your programs. This guide is available in the Assessment section of the DUS MS Teams site (see "Assessment for Student Learning 2021"). Some items the guide covers:

- **Outcomes** = what the student is expected to learn upon graduation with a degree from your program. SLO should be measurable, student-centered, and identified and defined by faculty in your unit.
- **Assessment methods:** 1) direct measures (graded assignments or projects: exams, field work, quizzes, portfolios) and 2) indirect measures (students' beliefs, perceptions and attitudes about what they learned – surveys, exit interviews, etc.). these can be unobtrusive and embedded within current practices.
- **Reporting results**
  - summarizing the findings from your assessment (describe them in ways someone unfamiliar with your discipline would understand)
  - whether SLO were accomplished
  - what can be improved upon or modified based on results

DUS should now have access to the new Program Analytics Dashboard (<https://analytics.unc.edu/academics/>), which houses the [Department Profile Reports](#). DUS can use these reports to aid with data collection and program analysis for their program assessment reports. The DUS, working in collaboration with IRA, developed these Profile Reports over the last two years. In addition, DUS should soon have access to the Grade Distribution Dashboards, which can also be helpful for data collection for this process. Information about access to the Grade Distribution Dashboards will be sent out when access is granted. When accessing dashboards, please be sure to log in with onyen@ad.unc.edu instead of onyen@email.unc.edu.

This is an unusual year and you may have made some changes and adapted measurements of learning given the circumstances with COVID-19. Look at the data you already have available. Not every assessment must be done every year. It can be on a two-three year cycle. This is an opportunity to discuss what's going well with your programs and what you can do differently to make improvements.

Hutson is always available for consultations as you develop your Program Assessment Plans and Reports. Institutional Research can also help you to identify data for your analysis.

### Announcements from the Academic Advising Program

Abigail Panter on behalf of Chloë Russell, Associate Dean and Director

The Academic Advising Program (AAP) continues to innovate to aid and assist students during the pandemic. AAP is handling student questions, appeals, and meetings, orientations, etc. virtually since March 2020. AAP is also rethinking how advising occurs within the strategic plan to modernize student success. The new approach is called the Thrive Hub model. In the future, advisors will have a specific student caseload that they are assigned as soon as their students matriculate. This approach is more personalized, and AAP envisions this as a more effective way to make connections with students early and maintain them over their undergraduate careers. In addition, advisors will try to ensure certain department/program content is covered regularly. This is where DUS input is valuable. Russell will come to a future DUS meeting to discuss some of these new approaches at length.

### Updates and Announcements from Undergraduate Curricula

Nick Siedentop, Curriculum Director

*Siedentop will post Catalog and IDEAS in Action implementation slides to the DUS MS Teams site.*

#### **UNC Academic Catalog annual production schedule**

- Communication from Catalog Team: email coming soon telling you who in your unit has access to edit catalog page and access to make updates.
- Updates to roles – There is now just one role for each departments' catalog editor (no longer both undergraduate editor & graduate editor roles). Please be sure to coordinate with everyone in each role to make sure the right people have access and are able to see and make edits before pages are approved.
- UNC Catalog update and review process timeline (see presentation for additional details)
  1. By March 15: Academic unit editors edit/make changes and submit their updates. These are for non-curriculum changes.
  2. By March 31: Dept/School approvers review and approve/roll back these changes.
  3. By April 15: OUC & Graduate School Editors review and approve/roll back proposals.
  4. By May 15: Catalog Editor reviews all Catalog edits
  5. June 1: Catalog is published
- Nick shared a table identifying the difference between CIM and CAT and when to use each to make updates. CIM is for updates to courses and programs (i.e., majors, minors). CAT is used for non-curricular updates. See table in the presentation for details.
- Any courses and programs that are approved through CIM courses or CIM programs will be updated in CAT so long as they are submitted and approved by their respective deadlines.
- Talk to Nick if you'd like to put together a sample plan for your program to be published in the Catalog.

#### **IDEAs in Action Curriculum Implementation**

- The implementation team is focused on some priority projects for the expanded pilot phase.
  - They are looking to expand certain Reflection and Integration components (Research and Discovery, Communication Beyond Carolina, High Impact Experiences) so that we have ample course offerings in all of these areas.

- The College is developing some curriculum resources for faculty to develop these courses. Reaching out to departments with suggestions and recommendations for courses to submit.
- Mini workshop coming for Communication Beyond Carolina at the next DUS meeting.
- liA Curriculum implementation timeline – see timeline in presentation for details.
  - Important steps occurring right now: finalizing the liA website; developing degree audit; marketing to prospective students; increasing Reflection and Integration course supply
- Phase 1 and 2 review updates
  - We are nearly complete with phase 1 and 2 reviews. These include most of the Ways of Knowing requests. Roughly 100 proposals in Phase 1 & 2 left. These were submitted in CIM so that the Course Committee can review them this month. Results should be coming back soon.
  - Check your OneDrive folder for most Phase 1 and 2 request results. You can also check in CIM for the current status of any pending reviews.

### Miscellaneous Topics

- Is there a place where DUS can find everything they need and should have access to? There is a DUS Manual posted to the DUS [website](#) that is highlighted to new DUS when Undergraduate Curricula sends their welcome message.

### Future Topics

- Abigail will invite UNC Registrar to discuss the proposed new registration plan in two phases. It was originally going to be implemented for fall 2021, but has been tabled indefinitely due to COVID-19.
- Panter will invite Chloë Russell, Associate Dean and Director in Academic Advising, to present the new advising model at a future meeting.

### Additional Resources

- [Undergraduate Department Profile](#) reports (in Tableau)
- [DUS Website](#)
- [DUS MS Teams](#)
- [Keep Teaching](#)
- [COVID-19 Community Standards](#)