

College SET Course Exclusion Option

Dear Chairs and Course Evaluation Coordinators,

Based on feedback from various departments, the College will begin giving departments an option to exclude courses from their SET selection lists, and thus from the SET process, automatically. This is designed to be a long-term exclusion of a course or courses that you are always marking “Do Not Evaluate” such as 993 or 994 courses. Additional updates can be submitted through the Qualtrics survey (detailed below) at any time, but updates in the Blue System will be made three times a year prior to selection for fall, spring, and summer respectively.

We encourage departments to think carefully before requesting an exclusion. This is designed to be as close to a permanent exclusion as possible to simplify the process for everyone. Courses that might be excluded only for a short time, or only sporadically, should not be requested for permanent exclusion. The exclusion can be withdrawn at any time by emailing cas_evaluations@unc.edu but we would like to minimize these requests, so please only request courses be excluded if you do not foresee them being included in the SET process for the next few years.

Form Instructions:

The College would like to streamline the course selection process for departments. This form is used by departments to select a course for automatic exclusion from their selection list each term, which will mark it to not be evaluated. This is intended only for courses that you do not see being evaluated at any point in the next several years. The department will be able to request this exclusion be removed by the College’s Course Evaluation Coordinator, but updates to this exclusion list should be made with the intention of long-term use.

Courses can be excluded either completely or based on a very specific set of section numbers. For example, you can exclude all 994 courses in a subject code, or you can request that all sections of a specific course in a range of 10 (e.g. a section number beginning in “51”) or 100 section numbers (e.g. section number beginning in “6”) be excluded, but more granular exclusions will remain managed by the department during selection.

When a request to remove a course automatically is received through this form, the College’s Course Evaluation Coordinator will send a confirmation email to all Department SET contacts, including the department chair. This will allow an opportunity to clarify the exclusion if needed. Any questions about this form or the exclusion process should be sent to cas_evaluations@unc.edu.

The form will gather the following information:

Your name, email, and department.

What course(s) you would like to exclude.

Exclusions can be submitted at any time but will only be implemented three times a year prior to spring, fall, and summer selection periods.

Form link: If you are a department SET user, please email cas_evaluations@unc.edu to request the form link.

Please let me know if you have any questions about this option. This form is being made accessible to those on this listserv only, with the assumption that those on this list have been authorized by their chair to manage the selection process. Final decision making for course exclusion rests with the chair and is considered delegated to course evaluation coordinators, which is why a confirmation email will be sent to ensure the chair remains informed about changes to the department's list of excluded courses.

If an exclusion has already been discussed (with a department user or an individual faculty member) I will send that confirmation to the SET contacts for the department along with any received through this form. Exclusion requests received before Wednesday, May 5, 2021 can be included in the Maymester/Summer I selection process. Exclusions received after that date will be incorporated at a later date.

Thank you for all the work you do to make the SET process function smoothly for your department and the College as a whole.

Have a great day,

Heather Thompson
She/Her/Hers
[Why are pronouns important?](#)
Course Evaluation Coordinator
Office of Undergraduate Curricula
3007 Steele Building
CB# 3504
heather_thompson@unc.edu