

*****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! The Office of Undergraduate Curricula team has launched a monthly announcement email that consolidates upcoming deadline reminders, opportunities, initiatives, and other curriculum news in one place. Emails will be sent at the start of each month and will be [archived on our website](#) 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

Class Features Tool and Fall 2021 Classes

It's not too late for fall 2021 instructors to provide students with additional information about their class(es) using the Class Features Tool in ConnectCarolina. Instructors can provide more detail around course components, policies, resources (including cost of materials), including uploading a draft syllabus! For more information about the tool, visit <https://curricula.unc.edu/faculty/class-features-tool/>

Fall 2021 Syllabi

Please remind your department's instructors to include the following required statements on course syllabi for Fall 2021:

- Mask Use statement (in-person classes).
- Attendance policy
- Honor Code statement
- Accessibility Resources and Services
- Counseling and Psychological Services
- Title IX Resources

The [Syllabus Guidelines](#) webpage provides sample statements for both required and recommended policies and services.

Face Masks

As noted in the [Updated Community Standards](#), face masks are still required in all University buildings. As such, the following statement should also be included on course syllabi for in-person classes. Please share this statement with your department's Fall 2021 instructors:

"This semester, while we are in the midst of a global pandemic, all enrolled students are required to wear a mask covering your mouth and nose at all times in our classroom. This requirement is to protect our educational community — your classmates and me – as we learn together. If you choose not to wear a mask, or wear it improperly, I will ask you to leave immediately, and I will submit a report to the [Office of Student Conduct](#). At that point you will be disenrolled from this course for the protection of our educational community. Students who have an authorized accommodation from Accessibility Resources and Service have an exception. For additional information, see [Carolina Together](#)."

IDEAs in Action Curriculum Updates

All approved Gen Ed courses from the phase #1, phase #2, and phase #3 submission cycles have been processed by the Registrar's Office. The new IDEAs in Action gen ed attribute codes are viewable in the ConnectCarolina course catalog and are listed in [CIM](#).

Communication Beyond Carolina Course Development Resources

New resources for faculty interested in developing courses that fulfill the Communication Beyond Carolina are now available on the [Office of Undergraduate Curricula IDEAs in Action Curriculum page](#). Resources include a course development guide, oral presentation grading rubric samples, and several sample syllabi from courses approved for COMMBEYOND.

Triple-I Proposal Deadline: 9-01-2021 is the final deadline for new Triple-I proposals before the IDEAs in Action Curriculum begins in AY 2022-23. See the [Triple-I course development page](#) for more information. Please contact [Associate Dean Cary Levine](#) with questions about developing a Triple-I course. Please contact [Ben Haven](#) with questions about submitting a Triple-I course proposal.

FY-Launch Proposal Deadline: 9-01-2021 is the final deadline for new FY-Launch proposal submissions before the IDEAs in Action Curriculum begins in AY 2022-23. If you have FY-Launch minimums and have not submitted your FY-Launch proposal/s, see [the FY-Launch page](#) for more

information. Please contact [Associate Dean Li-ling Hsiao](#) with questions about developing a FY-Launch course. Please contact [Ben Haven](#) with questions about submitting a FY-Launch course proposal in CIM.

Fall 2021 CIM & CAT Training Workshops

The Office of the Registrar and the Office of Undergraduate Curricula will be offering two training workshops for users who want to learn more about the CIM Courses, CIM Programs, and CAT (University Catalog) modules. These workshops are specifically tailored for new users from departments/schools that are planning to submit undergraduate course, program, and catalog changes this academic year, but current users seeking a refresher are also welcome!

For a list of topics that will be covered in these workshops, please visit the [Registrar's Training page](#). The same topics will be covered in each workshop.

The first training will be on Wednesday, 08-11-2021 from 10:00-11:00am. The second training will be on Monday, 09-13-2021 from 3:00-4:00pm. Attendees should [register ahead of time](#).

Carolina Away

Most remaining seats reserved for Carolina Away students will be released to the general student body on 8-02-2021. Some seats may be reserved for another week for students who are not able to participate in the [Carolina Global Launch](#) program and may need to register for remote classes.

CIM Deadline: Spring and Summer 2022 Course Proposals

Departments who have course proposals with spring or summer 2022 effective dates are encouraged to submit these proposals in CIM before Wednesday, 09-01-2021. Proposals submitted after the deadline may not be reviewed in time for spring and summer scheduling in October. Questions about course proposals can be directed to the [Genevieve Cecil](#).

Reminder: Directors of Undergraduate Studies (DUS) Meeting: Fall 2021

Directors of Undergraduate Studies, please mark your calendars! The fall 2021 DUS meeting will be held on Thursday, 09-09-2021 from 3:30-5:00pm in the Pleasants Room. More information, including the meeting agenda, will be shared with the listserv after the semester begins.

Reminder: Student Services Manager (SSM) Meeting: Fall 2021

SSMs, please mark your calendars! The fall 2021 SSM meeting will be held on Wednesday, 09-08-2021 from 1:00-2:30pm in Toy Lounge. More information, including the meeting agenda, will be shared with the listserv after the semester begins.

COLLEGE OF ARTS & SCIENCES NEWS

Online Syllabus Manager (OSM) Tool: Now Open for Fall 2021!

The [Online Syllabus Manager](#) will open for fall 2021 courses on Wednesday, 08-04-2021. The first day of the semester is Wednesday, 8-18-2021. Departments are reminded that all instructors **must** upload a copy of their course syllabus to the tool by the end of the first day of classes or as soon as possible thereafter. Reminders will be sent periodically to OSM managers and instructors who have yet to upload a syllabus.

Online Learning Contract Manager (OLCM) Tool: Fall 2021 Deadlines

The [Online Learning Contract Manager](#) is open for fall 2021 learning contracts. The system will **close for new contracts on Tuesday, 08-24-2021** at midnight and will **close for all users on Tuesday, 08-31-2021** at midnight. Faculty and staff in participating departments are encouraged to process all contracts prior to 08-31-2021.

Requesting Late Adds for Independent Studies

Departments in the College of Arts and Sciences who need to enroll students in undergraduate independent study courses after the last day of late registration (Tuesday, 08-31-2021) must follow the steps outlined on the [Office of Undergraduate Curricula website](#) for requesting a late add (see the section titled “Requesting a Late Add”).

Updating User Roles in OSM and OLCM: Fall 2021

The Office of Undergraduate Curricula will be providing lists of current OSM and OLCM users for both to participating departments during the first week of August. Lists will be sent to the department manager for review. Changes to user roles (reflecting new faculty appointments or staffing changes) should be emailed to [Genevieve Cecil](#) by the first day of the semester (8-18-2021).

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 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/>