

*****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 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 beginning 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 scheme 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

Fall 2021 Syllabi

Please remind your department's instructors to include the following required statements on course syllabi for Fall 2021 and Spring 2022:

- 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. Individuals with a disability or health condition that prevents them from safely wearing a face mask may seek alternative accommodations through [Accessibility Resources and Service](#). For additional information, see [Carolina Together](#)."

IDEAs in Action Curriculum Updates

The implementation team is excited to announce the launch of the new IDEAs in Action website: <https://ideasinaction.unc.edu/>. The website takes a student-centered approach in outlining the goals and benefits of the new curriculum, with a page devoted to each curriculum element. The website also includes a [course search tool](#) that allows you to explore approved courses by department and Gen Ed attribute. The course search tool will be updated monthly to reflect approved courses submitted through the CIM system.

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, are listed in [CIM](#), and can be found on the [IDEAs in Action website](#).

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.

FY-Launch Proposal Deadline: last Wednesday, 09-01-2021, was the 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 instructions. 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.

Undergraduate Curriculum Deadline

Friday 10-15-2021 is the undergraduate curriculum deadline. This deadline applies to all undergraduate course proposals (numbered 50-699) and undergraduate program proposals (majors, minors,

concentrations). Curriculum proposals will be reviewed during the 2021-22 academic year and implemented fall 2022. All changes are submitted in [CIM](#).

CIM-Courses:

- [Login](#)
- [Instructions for submitting an IDEAs in Action](#) course proposal
- [User Guide](#)

CIM-Program:

- [Login](#)
- [User Guide](#)

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 next training will be on Monday, 09-13-2021 from 3:00-4:00pm. Attendees should [register ahead of time](#).

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 today, Thursday, 09-09-2021 from 3:30-5:00pm in the Pleasants Room (Wilson Library). More information, including the meeting agenda, will be shared with the listserv a week before the meeting.

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

The fall 2021 SSM meeting was held on Wednesday, 09-08-2021 from 1:00-2:30pm (virtual). An email will go out later this week to the scheduling officers' listserv that includes the meeting recording, presentation slides, a short survey, and more information. We appreciate everyone who was able to attend yesterday's meeting!

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COLLEGE OF ARTS & SCIENCES NEWS

Requesting Late Adds for Independent Studies

Departments 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").

Fall 2021 Student Evaluations for Teaching (SET) Schedule

| Event | Date | Users |
|----------------------------------|------------------------------|---|
| Selection Opens | Monday, September 20, 2021 | Department Course Evaluation Coordinators |
| Selection Closes | Friday, September 24, 2021 | Department Course Evaluation Coordinators |
| Question Personalization Opens* | Wednesday, November 10, 2021 | Instructors |
| Question Personalization Closes* | Tuesday, November 16, 2021 | Instructors |
| Evaluations Open* | Wednesday, November 17, 2021 | Students |
| Evaluations Close | Wednesday, December 1, 2021 | Students |

* Date will be one week prior for BIOL and CHEM lab courses.

[Additional information online.](#)

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://keepteaching.unc.edu/>
Academic & Final Exam Calendars > <https://registrar.unc.edu/academic-calendar/>