Welcome and Introductions
Genevieve Cecil

Genevieve introduced members of the Office of Undergraduate Curricula team and representatives from the Registrar’s Office. She then launched a brief poll to gauge attendees’ backgrounds. 36% of respondents had been in their role as SSM less than 12 months, while 47% of respondents had been in their role as SSM for more than 3 years. She encouraged attendees to drop their questions in the meeting chat to ensure they were answered promptly or could be redirected to the appropriate campus resource after the meeting.

Office of Undergraduate Curricula Updates
Genevieve Cecil, Heather Thompson, Ben Haven

IDEAs in Action updates

- All new students entering UNC in fall 2022 will be following the IDEAs in Action general education curriculum
- All continuing students will be following the Making Connections curriculum
- Department staff should be aware that different students will have different curricular requirements when fielding questions through the late summer into fall
- The 22-23 Catalog now contains information regarding the new curriculum, and is a good resource on policies, gen ed requirements, and course information for staff, faculty and students

Catalog

- Significant updates to the 22-23 Catalog include:
  - A new section under the General Education curriculum related to IDEAs in Action
  - Individual catalog pages for each general education requirement that include lists of approved courses
  - The IDEAs in Action icon has been added to every course approved for a gen ed in this curriculum; the icons appear on course listings as well as in program requirement tables
  - All course listings have been updated to reflect the gen eds in both curriculums, as well as the usual course attributes (foreign language level, requisites, grading basis, etc.)

Global Language Policy updates

- There are two new credit options:
  - Educational Experience verification (replacing the native speaker credit)
    - Students seeking this credit must have attended a school taught primarily in a language other than English for all subjects for a minimum of 2 years prior to attending UNC; the school does not need to be outside of the US as long as it meets the above requirements
Language Proficiency verification (meets the needs of students who do not qualify for Educational Experience credit)

- Languages taught at UNC through level three are not eligible
- All other languages, including ASL and indigenous languages, are eligible
- Student applies for the credit via an OUC form and will be connected with the appropriate language department
- The credit is awarded via GENR 203 for level three and GENR 204 for level 4; level 3 carries the gen ed, while level 4 does not, but is useful for some majors

Students seeking more information about the Global Language policy should visit https://languageplacement.unc.edu

Course Evaluation updates

- Heather provided a series of date reminders (see slide deck) for Summer Session I and II SET procedures
- Questions and concerns should be sent to the cas_evaluations@unc.edu inbox to ensure timely answers

First-Year curriculum updates

- Ben Haven’s areas of focus are the First-Year Foundations (FYF) in Undergraduate Curricula (more specifically FY Seminar, FY Launch, and Triple-I Programs, and incoming first-year pre-registration into fall FYF); he provided a quick overview of the FYF requirements, which include first-year seminars and launches, ENGL 105, IDST 101, global language, and Triple-I courses
- First year students and transfer students with <24 college course transfer credits are required to take the FYF courses at UNC
- First-Year pre-registration is currently in progress; the survey has closed to students and the Registrar is working on enrolling students in 2 classes from their preferred list for fall 2022; students are only being pre-registered into the required FYF courses
- Courses that have seats held for first-year students (via the first-year seat reserve) will be released to students during orientation sessions in July. Right now, seat caps in these classes may appear low until they are raised during each registration session.
- First-year registration sessions run from July 13-August 4 and seat caps will be adjusted regularly during this time to release seats fairly
- Feel free to monitor enrollment in your FY appropriate and FY Seminar/Launch sections, but bear in mind that the majority of first years will not be done enrolling in most of their classes until late-July, early Aug.
- Open enrollment for incoming FY students begins on August 5; if you have a FY-Seminar or FY-Launch that is at least 10 students at the end of July, please contact Ben Haven
- Ben then provided a brief overview of FY-Launch courses, since they are among the most confusing of the FYF requirements
- FY-Launch courses are smaller sections based on a standard course offering that fulfill a requirement in a major; they are often gateway courses
- FY-Launch courses have the same catalog number, content, and learning outcomes as the regular course, but are smaller (~35 seats), emphasize more active learning strategies, and have FY Launch-specific additional learning outcomes, section #s, and associated class #s
- In order to schedule a FY-Launch section of a course it must first be approved in CIM Courses
Once approved, departments should schedule these sections using section numbers 01F-99F and associated class numbers 100, 200, 300, etc.
  - An example of this would be BIOL 101.01F, with associated class number 100
  - The regular section of the course would have the standard 001 section number: BIOL 101.001

All FY-Launch courses should have standard meeting patterns, no waitlists, and no department or instructor consent flags
  - Consent flags can be added on the first day of classes, but not before (same practice as FY-Seminar courses)

Departments can offer an honors version of a FY-Launch, provided this has been approved on both counts in CIM first

Please refer to the slide deck for details on how these courses should look in ConnectCarolina Maintain Schedule of Classes, and for information about resources and contacts

Brief demo on how to locate the list of approved FY-Launch courses in the Catalog (navigate to the General Education Curriculum page and select the page for the FY-Seminar/FY-Launch requirement)

Brief demo on where to find information for faculty, staff looking for all information regarding FY Launch courses, from proposals, to scheduling, registration, policies, etc. (Undergraduate Curricula website, IDEAs in Action tab, sidebar = “Creating a First-Year Launch”)

Brief demo on where to find the FY-Seminar and FY-Launch brochure; this is located on the IDEAs in Action website for fall 2022
  - The brochure is filterable
  - For FY-Launch courses students can search by applicable major
  - The brochure is what students see when they complete their pre-registration survey, so it’s very important to share any updates or changes to courses with Ben in a timely manner

Please let Ben know if you have any changes to your FY-Launch and FY-Seminar offerings, or if you have any FY-Seminars that count towards your major requirements

Waitlist Logic in ConnectCarolina
Genevieve Cecil

All the information provided in this segment of the meeting was culled from the Waitlist FAQ provided by the Office of the Registrar. Unfortunately, the Records and Enrollment team was unable to join the meeting, so the content presented today is by no means exhaustive. Please put questions in the chat but be aware that Undergraduate Curricula staff may not have the necessary knowledge to answer them in real time. All questions will be referred to the Registrar after the meeting, and the answers posted to an updated FAQ on the Curricula website (curricula.unc.edu/committees/ssm)

- Waiting lists for students who would like to enroll in a class that is currently closed (at capacity) in ConnectCarolina
- They are optional tools available to departments during Course Schedule Maintenance
- Waitlists are limited to either 5 seats or 10% of the class size
- Cannot put a waitlist on a non-enrolling section; departments would like more clarity on what constitutes a non-enrolling section, as they have experience putting waitlists on recitations and labs
• Students can see if a course has a waitlist using the Class Search function; this will display a waitlist notice and the number of available seats on the waitlist.

• If a student wants to waitlist a course, they should add it to their shopping cart and then when they go to process the enrollment, select the “Wait list if course is full” checkbox; after checking this box and completing the enrollment, the course should be added to their schedule as a waitlisted course.

• The Registrar sets a date each term after which students cannot add themselves to any waitlists; after this date, students will need to contact the department and instructor for a manual enrollment (if it is before census) or the instructor and academic advising for a late-add (if it is after census).

• Students remain on waitlists until they are enrolled, drop themselves, or the waitlist is purged by the Registrar.

• Waitlists are updated hourly to move students into any open seats in the course.

• If a student cannot be enrolled they will be skipped by the waitlist enrollment logic; skipped students are not notified they are skipped, so please remind your students to monitor their waitlisted classes to ensure there aren’t any issues preventing their enrollment (such as time conflicts, holds, or missing requisites).

• Waitlists are purged by the Registrar during the second week of classes in each semester; purging means that any students who are on the waitlist and have not been enrolled in the course are removed and the waitlist is deleted.

• Purging waitlists is part of the Registrar’s clean-up process to ensure that seats do not remain pending after the second week of classes.

• Purging waitlists reduces lag in ConnectCarolina, since they are complicated and take up a lot of bandwidth in the system.

This was a lot of information; any questions placed in the chat will be sent to the Registrar for answers and included in an updated version of the FAQ. The FAQ and meeting presentation will be shared with the listserv following the meeting and posted to the Undergraduate Curricula website.

Scheduling Best Practices
Renee Sherman, George Heath

Renee Sherman from the Registrar’s Office clarified a few points related to waitlists before providing a few scheduling reminders for spring 2023.

• The Course Maintenance calendar, which shows the system open and close dates, can be found on the Registrar’s website under the “Classroom Scheduling” tab.

• Course Schedule Maintenance for spring 2023 is fifteen weeks long.

• Session A classes always roll from the previous term, so keep that in mind when scheduling your new semester.
  o Rolling instructors is difficult because 50% of people want it and 50% do not.
  o Sessions other than A have unique dates that change from year to year, so they are impossible to roll.
  o Unfortunately, the system is universal, which means it’s not possible to roll classes for some units and not others; either all classes for all units roll, or none of them roll.
  o Cancelled classes do not roll, but please make sure to cancel classes instead of deleting them. Deleted classes that aren’t also cancelled can return in active status.
- Combined sections also roll with new terms, but cannot be edited in the regular Maintain Schedule of Classes page; to add instructors and times to combined sections, please use the Schedule Class Meetings page.

- Combined sections are part of a back-end table managed by the Registrar; if you are revising the seat allocations for a combined section please submit this using a Formstack to the Scheduling office to ensure the table is updated as well as ConnectCarolina.

- To find out if your unit is the sponsor for a cross-listed course, use the ConnectCarolina course catalog; if your unit is listed on the first page (1 of 2) then you are the sponsor and are responsible for setting the course details and maintaining the content in CIM and CAT.

- Sponsors, please make sure to keep non-sponsors informed when you are scheduling or cancelling cross-listed courses; non-sponsors need to edit their sections separately, which you as a sponsor cannot access.

- The week before and after the first day of classes is much busier than usual, so please be patient if Scheduling takes 2 business days to respond to a request; if you haven’t had a response by day three, feel free to reach out to Renee or her team for an update; do not resubmit your request.

- Resubmitting requests slows down the process because multiple people may accidentally be working on the same request without knowing.

- If you are sending a request regarding an error, please include the error code and message to ensure faster troubleshooting.

- The Registrar can help departments set up a search for department priority scheduling rooms in 25Live; contact Renee if you want help setting up this search:
  - Having your search configured to only show your department’s priority rooms helps prevent mistakes where you may try to schedule in someone else’s priority room and then be removed by the Registrar and lose a room you thought you had.
  - Not every department has priority scheduling rooms; they were assigned a long time ago, so if you aren’t sure or want to know your rooms please contact the Scheduling team.

- Never delete a classroom in ConnectCarolina; most staff should not have this ability, but if you do please do not use it since it causes errors elsewhere in the system.

- The Registrar is working with ITS to add a selectable features list in ConnectCarolina, similar to what was in AdAstra; it will likely be less granular than what was in Astra however.

Genevieve thanked Renee and her team for joining the session, as well as Heather and Ben for presenting and monitoring the chat. She invited those who had additional questions to remain past the meeting end, while assuring those who needed to leave that the recording and meeting materials would be shared later.