

**COLLEGE OF ARTS AND SCIENCES
STUDENT SERVICES STAFF MEETING**

Wednesday, April 12, 2017

10:30 AM –12:00 PM

Toy Lounge

MINUTES

1. Course Evaluations, eXplorance Blue

Heather Thompson, Course Evaluation Coordinator

Thompson shared some dates for summer session course selection, question personalization (QP), and student course evaluation (see Office of Undergraduate Curricula [website](#) for details). Thompson also gave some updates on course selection starting in the summer.

- When selecting courses for evaluation, course evaluation coordinators no longer have to “publish” courses to validate them. Once the selection is saved as valid, the course has been officially selected for evaluation. Additionally, coordinators will retain editing access for the entire selection period – even after the course has been saved.
- There is a new field that must be selected before a course can be selected for evaluation only during the maymester and summer 1 selection. “GL_4” will be used to indicate which term the course belongs to. During the summer 1 selection cycle, all courses must be marked as maymester or summer 1.

Thompson then demonstrated the new selection process for selecting courses for evaluation. She ended the demonstration by showing some techniques to filter course selections down by certain criteria. Coordinators can filter by first name, last name, PID, and other fields. For reference the “Course Number” field is just the course subject code and catalog number; the “Class Number” is the subject code, catalog number, and the class section number. Coordinators are able to use the “Edit Field” option to edit multiple class sections at once.

2. 2017 New Student Orientation and Registration Process

Kim Nelson, Senior Academic Advisor; Paige Abe, Academic Advisor

UNC-Chapel Hill is trying to find ways to anticipate course demand among incoming students and is working with Senior Associate Dean Panter and Dean Guskiewicz to share data based on prior enrollments. Academic Advising, Admissions, the Registrar’s Office, and New Student & Family Programs have implemented a new initiative to make the summer registration and orientation process easier for incoming first-year (FY) students. A survey was created for incoming (FY) students that will serve as level 1 of learning about the curriculum. Students will receive subsequent information two weeks prior to Orientation and will attend two sessions with advisors during Orientation. The survey, distributed in April, covers four areas: ENGL 100/105/105i, foreign language placement, first-year seminars, and an introduction to the many academic areas at UNC-Chapel Hill. Students will be asked to fill out the survey by mid-May. Advising, with help from the Registrar, will then pre-assign all 4200 incoming FY to two class sections each; FY should have six credit hours on their schedule by the end of May. Students can switch out of these sections if they wish. Please note that Honors will still enroll their students with their own survey; Advising & the Registrar’s Office are focusing on non-honors FYs. In July, summer

registration blocks will begin and students will register themselves for the rest of their credit hours. By August 2, all incoming FY will be able to go back in and continue to make changes to their schedule and register. On August 7, FY holds will be released, and other students can register for these formerly reserved FY seats. The Registrar will not be using the same reserve capacities system from last summer but instead will manually add seats to reserved sections over the 5 waves of summer FY registration. Please do not make adjustments to the seat capacities and keep all FY seats saved for FYs.

3. New Repeat Rules in Connect Carolina

Roberta Norwood, Associate University Registrar

Special topics or independent studies are common “repeat for credit” courses where the subject matter of the course (content) can change from term to term. Most other courses are not “repeat for credit”. UNC-Chapel Hill recently implemented repeat rule enforcement, which includes a system that notifies a student when they are trying to enroll in a course for which they already have credit. When this happens, the student will receive the following message:

When graded, this course may be subject to the University’s repeated course policy. You should verify with your advisor that this course will apply toward the fulfillment of graduation requirements.

Most students who receive this message will fall into one of three categories:

1. The student has already taken the course for credit and it’s not “repeat for credit”.
2. The student has the equivalent transfer or by exam credit for a course that is not repeatable for credit.
3. The student has maxed out the number of repeat credit allowances.

Even though students receive this message, it will not prevent them from registering for the course, and the course will not show up as a repeat credit course until the grade is given at the end of the semester. In addition, the Office of Financial Aid only allows students to repeat a course once for grade improvement. This is not known as “repeat for credit” since the student doesn’t receive additional credit (only grade improvement) for completing the course twice.

4. InfoPorte system update

Keith Jones, Reporting Developer, ITS Enterprise Reporting and Enterprise Systems

The InfoPorte team is planning to make a small fix to the Term Enrollment, Degree Candidates, and Degree Recipients reports. The system will no longer automatically generate a query when you log in. Instead, the following prompt will now be displayed: please click search to initiate data query. This should speed up the initial run time for everyone who uses these reports.

5. Review Grading Processes and Overview of Graduation Processing Schedule

Joan Roberts-Coleman, Assistant University Registrar for Records

The Office of the Registrar oversees the functioning of the graduation process. Graduation coordinators approve students for graduation, but first, instructors must approve the grades by going into ConnectCarolina – Faculty Center – My Schedule. Roberts-Coleman recommended a proactive measure to all scheduling officers in attendance. Please check to ensure that your faculty have two access points before the grade rosters are released on the night of April 28:

1. Instructors responsible for grading need to be set up with the primary instructor role (grade roster won’t appear if they don’t have an instructor role). If they don’t have this, contact the Registrar.

2. Instructors responsible for approving grades should have grade approval access in ConnectCarolina (contact Registrar to add this, if needed)

Roberts Coleman finished with a few additional updates:

1. During the grading cycle, grades are officially registered every two hours.
2. Graduation is on May 19, Mother's Day.
3. Professional diplomas are printed on commencement Sunday; however, MA, MS, and undergraduate diplomas are printed later. The Records Section in the Office of the Registrar will hold onto diplomas until the end of the month, then they mail them out to graduates.
4. Commissioning students can't receive their commission until their grades are in, and they can't graduate until they receive their commission. Commission ceremonies are always the Saturday before regular graduation.
5. Emails will be sent to all teaching faculty letting them know that exams start on May 1 and grades are due 72 hours after the final exam time.
6. For continuing students, good standing is necessary for eligibility.
7. The Records section begins posting degrees the Monday after commencement; transcripts are posted the Wednesday after commencement.

5. Post Enrollment Requisite Checker (PERC)

Charlotte Stowe, Curriculum Specialist

Stowe informed attendees that there is now a Sakai site to access Post Enrollment Requisite Checker (PERC) training and documentation. Below, are the steps to access these documents:

1. Go to Sakai.unc.edu and log in with onyen and password.
2. Go to "membership" on the left-hand side and click on "joinable sites."
3. Search for PERC and click "join"

6. University Catalog, Updates and Check-In

Nick Siedentop, Curriculum Director

Siedentop closed the meeting with a few updates and a check in with SSM on the new 2017-2018 Catalog update process.

1. The College is in the process of putting together a new General Education Curriculum, called the 2019 Curriculum. There are eight subcommittees, and the goal is to have a new Curriculum developed and approved by the end of the current calendar year. This would give the University 1 ½ years to implement, with a go-live goal of fall 2019.
2. The Online Syllabus Management Tool (OSM) will open in the next three weeks in preparation for summer session 1/maymester. Instructors or OSM managers must upload a copy of the course syllabus for each course by the first day of classes for the semester/term. The OSM manager role is given via the Common Authorization Tool (CAT). The OSM manager role was initially given to department managers, but can be given to other staff within an academic unit. The OSM has a helpful option to track compliance whereby OSM managers can filter by those who have yet to upload a syllabus and send reminders to them.
3. The next edition of the UNC Catalog (2017-2018) goes live on June 1. Next year, production will be similar to this year, with edits made to the Catalog in the spring. Siedentop asked attendees how the new Catalog update process is going. Things seem to be going well; pages are easy to approve. CAT Editors asked if there is an easy way for editors to see where the page is in the approval process and whether an automated message can be sent or a pop-up message can be

displayed for those who have yet to approve a page. Siedentop demonstrated where you can find the approval information:

- a. Go to NextCatalog.unc.edu and pull up the page (CAT editors only have access to their department's pages)
 - b. Open the Edit Page toolbar and look at the bottom of the page where it displays the page status.
 - c. Click on the "workflow" link to see the workflow and roles
4. Plans are moving forward to implement a new course and curriculum/program submission process. This process will replace the Course Request Approval System (CRAS) and the current email process for new and revised curricula. Since this new program operates on a similar platform to CAT, the new Catalog, both systems should integrate smoothly and communicate well with one another.

The meeting adjourned at 12:00 PM.

Next Meeting: Wednesday, August 9, 2017 @ 10:30 AM

Previous agendas and minutes: <http://curricula.unc.edu/committees/ssmmeetings/>