

COLLEGE OF ARTS AND SCIENCES - STUDENT SERVICES STAFF MEETING
Wednesday, August 10, 2016, 10:30 AM –12:00 PM, Toy Lounge
MEETING MINUTES

Welcome and Updates **Nick Siedentop, Curriculum Director**

For details, refer to PPT Presentation, available on Undergraduate Curricula's website (slides 1-10)

Siedentop began the meeting by welcoming student services managers and departmental staff to the first meeting of the 2016-2017 academic year and sharing some announcements.

- Many important deadlines are noted on the Academic Calendar, which can be found in the [Online Catalog](#) and [Registrar's website](#). The Final Exam Schedule is also available on the [Registrar's website](#).
- **Learning Contracts** are due Monday, August 29, 2016. The process is still paper, but an online workflow is currently in development. The finished product will have an online repository similar to the OSM.
- **Undergraduate Curriculum revisions and New Course approvals** are due Monday, October 17, 2016 (Since October 15 is a Saturday). Graduate revisions are due January 16, 2017 (since January 15 is a Sunday).
 - Siedentop encouraged departments to inactivate courses in CRAS that are no longer being offered. Departments can use a ConnectCarolina query that will give the last time a course was offered with enrollment: **NC_SR_ACT_CRSES_LST_ENRL_TRM**.
 - Curriculum updates need to be made using the most recent version of the published Catalog content. These documents will be made available through the College's intranet. The Office of Undergraduate Curricula (OUC) will provide more details about this process in the near future.
- **The Online Syllabus Management (OSM) System** can be accessed here: <https://osm.oasis.unc.edu/osm/>. It opens August 11, 2016, and syllabi should be uploaded by the first day of classes, August 23, 2016. Graduate courses will be included this semester; exceptions are listed on the OSM homepage. The week of August 29, 2016, OSM managers should send reminders to instructors with missing syllabi.
- OUC is updating their **website**: <http://curricula.unc.edu/>, and asking for feedback via [a brief survey](#).
- **Instructor Data needs to be accurate**. All courses must have a "primary instructor" (PI) of record in ConnectCarolina. This PI needs to have faculty, Teaching Fellow (TF), or Senior Teaching Fellow (STF) HR ranking in ConnectCarolina for all **credit-bearing** course sections. The PI is the only individual who should have grade approver access. The "Class Instructor Report", within Infoporte, can be used to identify any courses without a PI or courses without a grade approver.

Catalog Updates and Curriculum Proposals **Nick Siedentop, Curriculum Director**

For details, refer to PPT Presentation, available on OUC's website (slides 11-15)

- Graduate data in the new [Catalog](#) will be live August 15, 2016. Siedentop gave a brief overview of what is new in the Catalog and discussed the training schedule for making 2017-18 catalog updates.
- A new workflow is in development, called Curriculum Management System (CIM). OUC will be in touch with more details about the timeline for implementing the new course and curriculum proposal modules, which will synchronize directly with the new Catalog and Connect Carolina.

Schedule Planner and Reserve Capacities, Tutorial **Heather Duncan, Assistant Registrar**
Chris Partridge, Assistant Registrar

Partridge demonstrated how to use reserve capacities for reasons other than Student Orientation. You can add a reserve capacity at any time but this is usually done in advance. You can use the search feature to find a reserve capacity code. Duncan then illustrated how this will look for a student (via

Schedule Planner). Staff can see the reserve capacity in real time on the reserve capacity tab of “maintain schedule of classes.” Staff can also view Schedule Planner for an individual student via “student center.” More information about Schedule Planner is available on the [Registrar’s website](#).

Records Processes **Joan Roberts-Coleman, Assistant Registrar**

Roberts-Coleman discussed name changes, especially as they pertain to graduation, as well as grading.

- Students can update their preferred name but this is not the name that will appear on their diploma. The primary name can only be updated by PID office, HR (employee, student and employee), and Registrar (student only). Primary and preferred names can be seen on Student Center page General Info tab. If there are any questions, refer the person to the PID office, who oversees the entire process. Social Security Cards are required for employees to change their primary name.
- Only the primary instructor scheduled for the class section in Connect Carolina can approve grades. Class section TAs can assign grades but not approve them. Make sure someone on the section has grade approval access every time you schedule. An instructor without grade or approval access can’t see the course on their faculty and class/grade roster pages.
- Only a primary instructor can initiate the **grade change process**. Grades are due 72 hours after exam. After 96 hours non-approved rosters get an NR, which is a temporary grade. Instructors must ultimately fix this through grade change process. There is a query available in ConnectCarolina to check for class sections with unapproved grades: **NC_SR_GRADE_ROSTER_STATUS**.

Update on New/Old Registration Rules for Undergraduates **Roberta Norwood, Associate Registrar**

Prior to fall 2014, all students could drop a class section in ConnectCarolina up to the eighth week of classes. Effective fall 2014, students who dropped courses after a certain point received a WC grade (withdraw by choice). Students can only have a total of 16 WC hours for their entire career. Unfortunately, students can’t see the WC grade in all places, and the penalties under these new rules are not yet clear. UNC has been phasing in implementation of these rules by incoming cohort for the last two years.

- Initially, new rules only applied to new first-year students coming in Fall 2014 through Summer 2016. Starting fall 2016, all new admitted students, all new transfer students, and all non-degree students will be under the new rules.
- Starting in Fall 2016, after the second week of classes, New Rules students can drop between 2-8 weeks and automatically get the WC grade. There will be a warning message before they can complete the action. Starting Fall 2016, old rules students will be blocked from dropping on-line after week 2.
- Previously, the student stayed on the roster when they dropped as a WC. Now that the WC grade is automatic in the system, the students will no longer look like they are still enrolled after they have dropped the course.
- The WC tracking is stored at the undergraduate career level (not at major or degree seeking status) so the 16 hour limit is for the students entire undergraduate career.
- We now have more students under the new rules than the old rules (about ¼ still under old). Any student that came in under the old rules stays under the old rules. There is no maximum of the W (regular withdraw) grades.

Next Meeting: Wednesday, December 14, 2016 @ 10:30 AM

Previous agendas and minutes: <http://curricula.unc.edu/reference/staff/>