

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

**Wednesday, April 10, 2013
10:30 AM –12:05 PM Toy Lounge**

MEETING MINUTES

10:30 AM – Nick Siedentop, Curriculum Director, welcomed the group.

1. Announcements

- The Course Evaluation System will open up on April 17th. Please be sure to have instructors set aside time during class for these to be completed by the students. The last day to submit a course evaluation is April 29th at midnight.
- New Independent Studies learning contracts are now available. These need to be approved by the first week of classes and must stay on file within your unit for one year, at minimum.

2. Summer Projects

- Please take a look at your Special Topics courses. If they have been offered twice, then we ask that you please submit a permanent number request in the Course Request Approval System (CRAS).
- Look at courses that have not been offered for over five years. Could these courses be inactivated? It might be helpful to use the *Undergraduate Bulletin* to track current courses. Faculty may also prove helpful with this process. Ultimately, your unit administration (Chair, DUS, etc) would need to discuss this with your faculty to be sure that courses that haven't been scheduled in a while would be okay to inactivate.

3. Peoplesoft Demo, Tyler Wood, ConnectCarolina Change Management Consultant

- People soft is an umbrella, operating as an integrated system, incorporating Campus Solutions with HR and Finance, among other components. The system is designed to make reporting easy.
- Tyler Wood demonstrated how to access PeopleSoft as well as the navigational interface encountered by the user. Many tricks and helpful hints were demonstrated, including how to use the breadcrumbs to track your navigation, how to navigate within the folder structure, how to search for an existing value, and how to add pages and folders to your favorites section.

4. [New Student Orientation \(NSO\)](#), Barbara Lucido, Assistant Dean, Academic Advising; Renee Sherman, Lead Scheduling Specialist, Office of the University Registrar

- UNC Chapel Hill has approximately 4,000 first year students, times four seats for each, which equals approximately 16,000 seats total. There are 14 NSO sessions total. The NSO program tries to reserve the most popular courses for first year students. Currently, seats are divided equally per session. Orientation lasts for two days per session: seats are released three times throughout the second day of each NSO session.

- Barbara Lucido works with Renee to get seats allocated evenly. If you have additional seats in courses, please contact Barbara Lucido. “Class notes” for these courses with reserve caps are recommended.
- Renee Sherman mentioned that transfer students can register as early as April 15th. Roberta Norwood mentioned that there is a waitlist limit per Faculty Council (waitlists are to have a maximum capacity of no more than 5 spots or 10% of the total seats in the class, whichever number is higher).

5. Electronic Grade Change Form, Chris Derickson, University Registrar, Office of the University Registrar

- This process was initiated approximately two weeks ago. For now, only Arts and Sciences can use the electronic grade change form. The course instructor (grade approver) must enter in the grade change through ConnectCarolina. No proxies can do this. The grade change form is routed for approval to the department/unit chair first, then to the Associate Dean.
- Chris Derickson demonstrated the navigation process to do an electronic grade change.
 - Once a grade roster has been completed, approved, and officially posted by the Registrar’s Office, a new link titled “Request Grade Change” will appear under the “Approval Status” field on the grade roster in Faculty Center.
 - Grade Change Form is used for changing permanent grades and for changing temporary grades.
 - Comments are encouraged
- Chris Derickson will send out a document with more information and instructions. There are still some questions about changing grades once a faculty leaves UNC Chapel Hill. The Office of the Registrar is currently working on this process.

6. Instructor Roles, Tammy McHale, Senior Associate Dean, College of Arts and Sciences; Nick Sientop, Curriculum Director, Office of Undergraduate Curricula

- A task force was recently put together to work out how best to designate instructor roles in ConnectCarolina for administrative reporting purposes and to maintain consistency across all units within the College of Arts and Sciences. Utilizing the task force recommendations, Nick Sientop demonstrated how to schedule instructor roles in ConnectCarolina, looking at multiple scenarios that scheduling officers may encounter.
- Roles
 - Most importantly, a graduate student who is teaching a lecture or recitation must be coded as the Primary Instructor, not the Teaching Assistant (TA).
 - Secondary instructor option is not often used.
 - If a graduate student is entering grades (but should never have access to approve grades) graduate students should be entered in as a TA. The Proxy designation should be used rarely.
 - Scheduling Officers should already be able to access the class roster without proxy designation.
 - Only primary instructors in a course should have access to approve grades. “Approve” option allows for entering and approving of grades. “Grade” option only allows for entering of grades, but not approval.
 - For additional information, please see attached guidelines with scenarios sheet. Nick Sientop will soon have an updated version of these guidelines.

- Currently, there is some inconsistency with the 2012-2013 schedules. While these can be corrected, it is not necessary to do so. The College of Arts and Sciences asks that these guidelines be followed, starting in fall 2013. Course scheduling officers can use the OBI reporting instance to find out who the course instructors are for all current fall 2013 courses.

7. Enforcing Prerequisites , Joe Rizzardi, Curriculum Specialist, Office of the University Registrar

- Requests to enforce co-/pre-requisites in ConnectCarolina should be submitted through the Course Request Approval System. Only the requirements listed in the course descriptions may be enforced. (Enforcing the requisites is not required, but is an available feature should your department choose to utilize it.)
- To request that the requisites be enforced, please make a notation in the Details box of your course request in CRAS and submit. (If you need to make additional revisions to the course, these should be incorporated in the request before submitting.)
- Enforced requisites must remain on a course for an entire academic year before they can be removed or changed. No mid-year changes will be accepted.
- A department or curriculum may not submit more than five (5) course requests per academic year to add or change enforced requisites.
- Please contact Joe Rizzardi if you would like a list of your active courses in the inventory that have enforced requisites.

The meeting adjourned at 12:05 PM.

The next meeting will be held on Wednesday, August 14, 2013.