

**Resources for Faculty and Student Support in the College
Office of Undergraduate Education
New Faculty Orientation
Fall 2017**

Introduction

In December 2015, the Faculty Council unanimously approved the Resolution 2015-15:

Actively promoting student success is a critical part of the University’s mission. We therefore endorse the goals of Thrive@Carolina and urge all UNC’s faculty and staff to support this initiative.

Thrive@Carolina states the following: UNC-Chapel Hill believes all admitted students can thrive in college, graduate, and grow into lifelong learners. Please see the handout for more information about this student-centered approach to undergraduate education.

Contact

- As a faculty member, you have a number of points of contact for issues related to undergraduate education: Your department’s director of undergraduate study, a knowledgeable peer, your department chair, and Abigail Panter (Senior Associate Dean for Undergraduate Education).
- The Office of Undergraduate Education includes programs that relate to (1) undergraduate curriculum and innovative teaching; (2) student support; and (3) honors programs and distinguished scholarships. We build partnerships and programs to fulfill Carolina’s commitment to every student’s success.
- Feel free to contact Dean Panter if you have any questions (panter@unc.edu; 919.843.7773). She will be happy to discuss issues and direct you to right place. She looks forward to meeting you!

Offices Related to Undergraduate Curriculum and Innovative Teaching

1. **Office of Undergraduate Curricula:** New courses, general education curriculum, interdisciplinary studies, learning contracts, syllabi, undergraduate catalog.
2. **Office of First-Year Curricula:** New course preparation, student expectations.
3. **Office of Instructional Innovation.**
4. **Office for Undergraduate Research.**

Each is described in more detail below.

1. Office of Undergraduate Curricula (Steele Building)

- **Syllabi.** The Faculty Council-adopted guidelines for course syllabi can be found here: Resolution 2012-11: http://faccoun.unc.edu/files/2011/03/Res-2012-11OnSyllabusGuidelines_v4FinalAsApproved.pdf. A syllabus must be provided to students no later than the first day of classes and should include the sections described in the guidelines. Departments/units are obliged to collect and archive syllabi for every course by the first day of classes every semester. To manage this process, the College has implemented an Online Syllabus Management (OSM) system: <https://osm.oasis.unc.edu/osm>. Instructors will be able to upload their course syllabus to OSM by the first day of classes.
- **Learning Contracts.** Registration for an independent study course must be completed after the learning contract has been approved, and not later than the last day of “late registration” (Fall 2017 = Monday, August 28, 2017). The learning contract must be collected and archived by your department by this date as well.

- **Curriculum Changes.** Curriculum changes need to be submitted by October 15, 2017, with a fall 2018 effective date. This includes new courses, changes to courses and changes to requirements for majors/minors.
- **General Education!** There is a new general education curriculum under development now. We anticipate that it will be in effect in Fall 2019! In fall you can comment on a first draft.
- **Catalog.** The online Undergraduate Catalog (www.catalog.unc.edu) provides information about degrees, programs (majors and minors), the General Education curriculum, course descriptions, and academic policies and procedures.
- **Course Evaluations.** At the end of each semester, students in your courses will be administered an online course evaluation. You will receive the results after your grades are posted. Many professors administer their own mid-semester evaluations (or at any other time during the semester) to get a read on how things are going in the course so far.
- **Contact Information.** James Thompson, Associate Dean for Undergraduate Curricula (uthomp@email.unc.edu), and Nick Sientop, Curriculum Director (nick_sientop@unc.edu).

2. Office of First-Year Curricula (Steele Building)

- First Year Seminars (FYS) are small (24 student maximum enrollment) courses designed to give students the opportunity to work together with faculty and their peers in shared active-learning experiences. FYS provide a hands-on preview of engaged scholarship in your discipline to students with no prior college experience.
- **Nothing Like It.** Faculty teaching FYS range from new faculty members to full professors. Most faculty report great satisfaction from teaching FYS. They get to know a small group of students well. They also get to explore interesting aspects of their own research from the perspective of a novice student.
- **Funds.** The FYS Office provides course enhancement funds (up to \$750) for events such as trips, field work, and tickets to performances.
- Most departments have an FYS commitment quota that they are required to meet annually.
- The FYS office is working with several departments to create seminars for transfer students. Contact the FYS office if you are interested in discussing opportunities for your department.
- **Contact Information.** Drew Coleman, Associate Dean and Director of the Office of First First Year Curricula (dcoleman@unc.edu)

3. Office of Instructional Innovation (Steele Building)

- **Liaison.** Each department was asked to have a liaison with the office. The liaison receives news/event emails about once a month. Check that you know who your liaison is.
- **Rewards, Part 1.** Do you have a faculty member we can spotlight for teaching innovation? Let us know! We'll be looking to give out small tokens of appreciation (such as gift cards) to faculty across the College. We need your help recognizing who should get these small thank-yous.
- **Rewards, Part 2.** What does your department do to nominate teachers for the university-wide teaching awards? We need a greater diversity of candidates from all over campus. Some departments get behind one faculty member and ask students to submit letters. Some departments write one combined nomination letter from the chair. Many departments have no plan. Please think about how you recognize our hard-working, effective teachers.
- **Peer Observation.** Most faculty have never been observed outside of the promotion process. We have rubrics that are useful for peers to use when observing other peers for formative feedback. We're creating a culture of "coaching" and peer mentoring. The CFE has a formal program to observe specific faculty who are using technology and other innovative ideas.

- **New Faculty.** You can have a formal teaching mentor. Many departments have formal research mentors, but not always teaching mentors. We have a lot of lecturers with many years of experience who can serve as teaching mentors to new lecturers and assistant professors.
- **Contact Information:** Kelly Hogan (leek@email.unc.edu), Assistant Dean and Director of the Quality Enhancement Plan.

4. Office for Undergraduate Research (Graham Memorial)

The Office for Undergraduate Research (OUR) was established in 1999 to expand the opportunities for undergraduates to engage in mentored research and scholarship and creative activity at UNC-Chapel Hill. Engaging in undergraduate research correlates with a number of important positive outcomes, including increased retention and persistence to graduation, higher GPAs, increased student satisfaction, increased rates of acceptance to graduate and professional schools and increased self-confidence. OUR works to facilitate access to research through:

- **Research-Exposure Courses.** The courses embed a research component in a course with the support of a Graduate Research Consultant (GRC). GRCs receive \$750 to provide 30 hours of consultation to undergraduates conducting research in these courses. A database of research-exposure courses is available at: <http://our.unc.edu/classes/research-exposure-courses>.
- **Research-Intensive Courses.** These courses devote more than half of the course to students' conducting original research and presenting research findings. Each year, OUR asks Department Chairs and Directors of Undergraduate Studies to review and update our list of research-intensive courses at: <http://www.unc.edu/depts/our/courses.html>.
- **Summer Undergraduate Research Fellowships (SURFs).** These fellowships allow eligible undergraduates to receive at least \$3,000 to carry out original research under the supervision of a UNC-Chapel Hill faculty research advisor. Information about the SURF program is available at: <http://our.unc.edu/students/funding-opportunities/fellowships/surf>.
- **The Carolina Research Scholar Program (CRSP).** This program provides the opportunity for undergraduates to earn a special designation on their transcripts recognizing their engagement in research at UNC-Chapel Hill and preparation for research-related careers. To earn this designation, students must complete a three-course series of research-exposure, research methods and research-intensive courses. Information about CRSP is available at: <http://our.unc.edu/students/crsp>.
- **Conference Travel Awards.** OUR offers travel funding of up to \$500 to undergraduates who need funds to travel to a professional conference to present their research. Applications are due by the 15th of each month. Faculty letters of support are required. For more information, visit: www.unc.edu/depts/our/students/students_present_funding.html.
- **Celebration of Undergraduate Research.** Held in the Carolina Union in mid-April, this annual event showcases undergraduate research and scholarship in all disciplines. For more information, visit: www.unc.edu/depts/our/symposia/symposia_cur.html.
- **Contact Information:** J. Troy Blackburn, Associate Dean and Director of the Office for Undergraduate Research (troyb@email.unc.edu).

Offices Related to Student Support

1. Academic Advising Program.
2. Center for Student Success and Academic Counseling.
 - a. The Writing Center
 - b. The Learning Center
 - c. Minority Male Engagement
 - d. Summer Bridge
 - e. Peer Mentoring
3. Office of Undergraduate Retention.

1. Academic Advising Program (Steele Building, Hardin Hall and Loudermilk)

- **Late Adds Are Extremely Rare.** The director of the Academic Advising Program will be reluctant to approve late course adds (after the second week of class) unless the student has been attending class and doing the assigned work.
- **Final Exam Policies.** There are specific final exam policies. Final exam times, once set, cannot be changed for the convenience of the faculty member or students in the class. At the same time, faculty members must accept an exam excuse if it is issued by Campus Health or the Academic Advising Program. For more details see: <http://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-8-examination-system>.
- **Attendance Policies.** There are excused (religious, authorized university, medical) and unexcused absences. Make-ups should be offered for excused absences where possible. There is a new attendance policy coming soon!
- **Grade Changes.** Chairs should review carefully what is submitted by instructors. We are seeing a lot of errors; for example, a grade of C is not a temporary grade. Instructors and their chairs also should remember the permissible reasons for a grade change (for example, allowing a student to do extra credit is not acceptable, unless all students were given the same opportunity.) See the Registrar's website for more information.
- There are many support resources for students such as the Learning and Writing Center, Counseling and Psychological Services and peer tutoring. Faculty should encourage students to use these resources.
- **Contact Information.** Lee May, Associate Dean and Director of the Academic Advising Program (lee_may@unc.edu).

2. Center for Student Success and Academic Counseling (SASB North)

a. The Writing Center (writingcenter.unc.edu).

- Access to individual appointments with trained writing tutors is better than ever! Add a link to the Writing Center on your Sakai site or assign one of our popular online handouts (our website receives approximately 1 million hits per month) to encourage your students to visit.
- Connect to our Facebook page (www.facebook.com/uncwritingcenter) or Twitter feed (twitter.com/uncwritingctr) for alerts about new drop-in "write nights" and writing marathons.
- The Writing Center is the home of ESL support on campus for international students. They are glad to answer your questions or your students. Contact Gigi Taylor (vgtaylor@unc.edu), Senior ESL Specialist.

b. The Learning Center (learningcenter.unc.edu).

- Encourage your students to visit the Learning Center to optimize their study time. Individual coaching appointments and small coaching groups are regularly available. Students learn time management, productivity, speed reading, note-taking and test-taking strategies.
- **App Compendium.** Link students to the Learning Center's new blog profiling useful apps, tools and digital approaches to academic success. <https://iapps.web.unc.edu>.
- **Peer Tutors.** Drop-in peer tutors are available for large introductory classes at Dey Hall on Tuesday and Wednesday evenings.
- **Suspect you have a student with ADHD or learning disabilities in your class?** There is no need to mention the ADHD/LD possibility to the student, but you can refer him/her to any of our popular programs (study camps, speed reading workshops, learning labs, peer tutoring). When students reach us, we will explore potential issues with the student. Contact Theresa Maitland (tmaitlan@email.unc.edu), Senior ADHD/LD Specialist.

c. Minority Male Engagement (menofcolor.web.unc.edu).

- Initiatives designed to improve the retention and four-year graduation rates of racially/ethnically underrepresented undergraduate males of color.
- Mentoring-coaching is a primary strategy to assist our males, and if interested in serving as a mentor-coach, contact Christopher Faison, MME Engagement Coordinator, at cdf@unc.edu.

d. Summer Bridge (summerbridge.unc.edu)

- This first-year transition program is designed to acclimate entering UNC students to the college community through academic preparation, study skills, academic advising, campus connections and engagement.
- The Summer Bridge program seeks North Carolina residents who are often the first in their families to attend college. Many students represent more rural areas of the state and high schools that lack a rigorous college-prep curriculum. Contact Dr. Marcus Collins, Assistant Dean, Center for Student Success and Academic Counseling, at collinsm@email.unc.edu.

e. Peer Mentoring (cssac.unc.edu/programs/student-academic-counseling/peer-mentoring).

- The Center for Student Success and Academic Counseling offers three peer mentoring programs to first-year students: The Minority Advisory Program (MAP), which serves African American and American Indian students; the Carolina Covenant Scholars Program, serving Carolina Covenant Scholars; and the Carolina Student Transfer Excellence Program (C-STEP), serving community college transfer students entering through C-STEP.
- **Recommend a Student.** The three peer mentoring programs assist approximately 850 first-year students annually, helping them acclimate to the university environment, both academically and socially. We have over 300 volunteer peer mentors (sophomore-senior) each serving two or three mentees. Mentors meet with their mentees throughout the academic year to make sure they are engaged and thriving. Mentors help them explore opportunities, ensure that they know about academic services and campus activities, and encourage their involvement on campus and beyond. The MAP program was instituted in 1973; Covenant and C-STEP began in 2006.

3. Office of Undergraduate Retention (Steele Building)

- **Progress Reports.** Submit academic progress reports (formerly “early warnings”) for all courses using ConnectCarolina during the third-to-seventh week of class period. Plan syllabi accordingly so that you have assessments of student performance to submit during this period. Academic progress reports contain warning comments as well as positive/reaffirming comments.
- Encourage students to take advantage of campus resources. Smart students use resources! A full listing of resources is available at www.studentsuccess.unc.edu. Normalize help-seeking behavior by sharing stories of successful students (or yourself) using these resources.
- **Who Are Your Students?** First-generation college students and transfer students are among the least likely to persist to graduation. Learn more about the needs of each of these groups by visiting www.studentsuccess.unc.edu. If you were such a student, share your story with your class and/or in office hours. Role models are important to the success of both groups. You can become a Carolina Firsts advocate by visiting www.firstgeneration.unc.edu.
- Participate in the student success brown bag lunch series. There will be four lunches in the fall and four in the spring. Calendars and discussion descriptions will be shared soon.
- **Eligibility.** Become familiar with academic eligibility requirements. Students on academic probation must complete a four-step intervention. Details are at www.studentsuccess.unc.edu.
- **Student Success Workshops.** Schedule a student success workshop in your class.
- **Contact Information:** Katie Cartmell and Candice Powell, Office of Undergraduate Retention (kecart@email.unc.edu; candicef@email.unc.edu).

Offices Related to Honors Carolina, Leadership Programs and Distinguished Scholarships

1. Honors Carolina
2. Office of Distinguished Scholarships
3. UNC-Duke Robertson Scholars Leadership Program

Each is described in more detail below.

1. Honors Carolina (Graham Memorial)

Honors Carolina (honorscarolina.unc.edu) is a collection of courses, special events and learning opportunities that allow students to broaden their education. Students and faculty members come together to engage in thought-provoking discussions, hands-on research and unique learning experiences built on a shared passion for knowledge. Students are invited to be a part of the Honors program.

Through this program, you can:

- Teach an Honors Carolina class or Honors First Year Seminar.
- Engage a student in undergraduate research or serve as a mentor for a senior Honors thesis.
- Participate in special events that bring together students and faculty outside the classroom.
- Lead an Honors Study Abroad experience or a Burch Field Research Seminar.
- Contact Information: James Leloudis, Associate Dean for Honors Carolina and Director of the Johnston Center for Undergraduate Excellence (honorscarolina@unc.edu).

2. Office of Distinguished Scholarships (Graham Memorial)

- The Office of Distinguished Scholarships (ODS) helps UNC students and alumni put their best foot forward when applying for nationally competitive and prestigious scholarships and fellowships.
- Carolina students have been very successful in receiving prestigious honors such as the Marshall, Mitchell, Rhodes, Goldwater, Truman, and Luce awards. Read about many of the recent scholars: <http://honorscarolina.unc.edu/ods>.
- **Contact Information:** Inger Brodey, Director of the Office of Distinguished Scholarship, brodey@email.unc.edu.

3. UNC-Duke Robertson Scholars Leadership Program (Graham Memorial and Duke University)

- UNC-Duke Robertson Scholars Leadership Program begins with the selection of a diverse community of undergraduate students –18 at UNC-Chapel Hill and 18 at Duke each year – who demonstrate extraordinary potential. We provide these young leaders with exceptional benefits and a distinctive set of shared experiences:
 - Four-year scholarship, including undergraduate tuition, mandatory fees, room and board
 - Unique access to the academic and extracurricular offerings at both Duke and UNC-Chapel Hill
 - Three summers of domestic and international experiences
 - Customized leadership and professional development opportunities
 - Extensive community of Robertson Scholars, alumni, and staff
- Robertson Scholars learn to create change, foster collaboration, turn their passions into action and have a palpable impact in their communities. The experience of being a Robertson Scholar helps students become thoughtful, creative, lifelong contributors to society — the kind of citizens and leaders prepared to meet the unprecedented challenges of our interdependent world.
- **Contact Information:** Alan Chan, Director of the Robertson’s Scholars Leadership Program, <https://robertsonscholars.org>.