



Office of Academic Affairs

News Digest January 9, 2017

Final Exam Information

Spring 2017 Final Exam Information

Please help reduce scheduling conflicts during the exam period by informing your students of your scheduled exam day and time at the beginning of the semester. If possible, include exam information in your syllabi. The University's policy regarding final exams states that a departure from the published schedule may be made only with the **consent of every student** in the class and communicated to the Office of the Registrar.

Exam Schedule

The Spring Final Exam Schedule Template can be viewed on the [Office of the Registrar website](#). A detailed final exam schedule, noting exam location, will be made available mid-term.

Instructional Time Standards

To meet the minimum standards of instructional time in the academic calendar, classes must meet during the scheduled final exam session. The final exam period is counted toward the minimum minutes of instructional time required to earn academic credit for the course. If the published final examination period is not used for an exam, the class must meet for oral presentations, for discussion, lecture, or other appropriate academic functions. If a final examination is not given during the published final exam period, the last examination in a course, whether it is a comprehensive exam or an exam that covers only part of the material, must be administered **prior to the last week of class**.

Reading Day

Reading Day is to guarantee that students have one day between scheduled classes and the first final examination day. Per the Academic Calendar policy, faculty must **not** require student participation in any course-related activities on Reading Day.

Policies

Please refer to the [Academic Calendar policy](#) and [University Policy 202, Final Examinations](#) for more information.

Call for Proposals



Sponsored by the Office of Academic Affairs, the Charlotte Research Institute, the Duke Endowment Special Initiatives Fund, and the Graduate School, the Charlotte Research Scholars (CRS) provides funding to participate in a mentored, 10-week summer research experience to 60 UNC Charlotte students each summer. The program also includes weekly professional development training.

The CRS selection process is centered on the quality of the student applicants and appropriate mentor match. For more information and/or to be included in the list of possible mentors, [read more...](#)

Training

Using Curriculog



Curriculog Training Sessions for Spring 2017 have been scheduled. There are two sessions for learning how to create proposals and one session for learning how to review proposals. Please note that all sessions take place this month:

- **Curriculog Training - Creating Proposals**
Friday, January 20, 9:30 AM - 11:00 AM
- **Curriculog Training - Reviewing & Approving Proposals**
Thursday, January 26, 3:30 PM - 5:00 PM
- **Curriculog Training - Creating Proposals**
Tuesday, January 31, 3:30 PM - 5:00 PM

To learn more about Curriculog or register for the training sessions, visit the [Course and Curriculum page of the Faculty Governance website](#).

Build Your Online or Blended Course with Quality Matters



The Center of Teaching and Learning (CTL) has three [Quality Matters \(QM\)](#) Training opportunities scheduled for January 18, 19, and 20. Workshops are open to any UNC Charlotte faculty member who is currently teaching an online or blended course or is thinking of developing an online or blended course in the near future. [QM](#) is a nationally recognized, faculty-centered, peer review process designed to certify the quality of online course design and online components. Staff who provide support for course development are welcome to attend.

CTL is also actively recruiting Peer Reviewers. Faculty interested in becoming Certified Peer Reviewers for QM should register for the January 20 session.

[Registration is available now](#) and ends on January 13, 2017. Seats are limited.

- **Designing Your Online Course (DYOC)**
Wednesday, January 18, 12:30 PM – 4:30 PM

The “Designing Your Online Course” workshop includes an overview of the QM Rubric and provides a framework for participants to design an online course plan. Participants will complete a *Module Planning Worksheet* to design one module of an online course. This course is a good fit for faculty both new and experienced in teaching online courses. Participants in this workshop must have a course (a face to face course will suffice) to work with throughout the session. Guest Facilitator: Lisa Clark. [REGISTER NOW!](#)

- **Designing Your Blended Course (DYBC)**

Thursday, January 19, 8:30 AM – 3:30 PM

The “Designing Your Blended Course” workshop explores the eight General Standards in the QM Rubric and provides a framework to build a blended course. Participants use the QM Rubric to review key blended elements and develop a course development plan. This course is a good fit for faculty both new and experienced in teaching blended courses. Participants will need access to a blended or online course during the workshop. Guest Facilitator: Lisa Clark. [REGISTER NOW!](#)

- **Applying the Quality Matters Rubric**

Friday, January 20, 8:30 AM – 4:30 PM

The “Applying the Quality Matters Rubric” (APPQMR) workshop is QM's flagship workshop on the QM Rubric and the process of using the QM Rubric to review online courses. It is intended for a broad audience, including faculty, instructional designers, administrators, and adjunct instructors who wish to understand more about the QM Rubric and process of course review. The APPQMR is the prerequisite for the Peer Reviewer Course, which is the required course to become a QM Peer Reviewer. Facilitator: Dean Adams. [REGISTER NOW!](#)

Contact Shanna Coles at shannacoles@uncc.edu or 7-1277 with questions.

Parent Information

The Department of Music is accepting registration for the UNC Charlotte Children's Choir, a free choral singing experience for children in grades 3-5. All registration materials are available online, as well as the calendar of rehearsals and other pertinent forms, at <http://coaa.uncc.edu/academics/department-of-music/ensembles/choirs/childrens-choir>.

This is the ninth year of the Children's Choir. Each year it grows, with over 70 participation children from CMS and Cabarrus County Schools.

The first rehearsal is Monday, January 23, in the Robinson Hall for the Performing Arts. Parents are welcome to attend any rehearsals but must park in a designated parking area and not in front of the building or on the street in front of Robinson Hall.

For questions, contact Dr. Fred Spano at fspano@uncc.edu.

Upcoming Events

- Jan 12** [Interactive Workshop: Critical Reading: How to Address the Don't, Won't, Can't Problem](#)
- Jan 17** [MLK Celebration with Keynote Speaker Alma Adams](#)
- Jan 19** [Three Minute Thesis \(3MT®\) Competition Pilot](#)

Jan 24 [Personally Speaking Looks at Race, Religion, and the Pulpit](#)

Jan 27 [Department Chairs Meeting](#)

*The OAA News Digest is distributed each Monday to Academic Affairs Faculty and Staff.
Deadline for submission is 11:00 a.m. every Friday.*