

**COMMITTEE RESOURCE PACKET
2014-2015**

The CUE website

<http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education/2014-2015/>

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Dear CUE Members,

Welcome new and returning members to the 2014-2015 term of the Council on Undergraduate Education (CUE). The first meeting is Friday, **September 5th** at 1:30 in Witherspoon Center room 201. A complete list of the meeting dates is located on the CUE website under the [agendas link](#).

The Provost has charged this committee with the responsibility for reviewing and approving undergraduate courses for inclusion in the General Education Program (GEP). This committee also assists in the development, revision and evaluation of University regulations with regard to undergraduate general education and the GEP.

This resource packet provides information about your responsibilities as a committee member as well as guidelines and resources. This packet, all GEP forms, and committee detail, including agendas, are posted on the [CUE 2014-2015 website](#).

We have a new [GEP Course Submission form](#) and [GEP Special Topic Course Submission form](#) approved last term that combines the GEP Rubric form and the GEP Category Short form into a single document. Please help spread the word in notifying your colleagues that the new form is required for all GEP course submissions.

As a representative of your College, you serve as the liaison and will be responsible for presenting GEP course actions and discussion items that come forward from your College as well as being a point of contact for CUE related questions. Also, depending on the discussion item, members may be asked to seek feedback from their college or representative group, such as the Student Senate, and present this feedback to the Council. A description of member responsibilities is listed in this resource packet.

Your attendance at CUE meetings is vital to the ability of the committee to function since we must have quorum to approve agenda items and college representation is important for discussion of issues related to general education. If you will not be able to attend a meeting, please contact me as early as possible. You may be required to find a proxy who can substitute in your absence.

I will notify members via email of the upcoming agenda one week prior to each meeting. The email will include a link to the CUE website so that you may access and download the agenda and actions being reviewed as well as any discussion items.

Although actions will be available for viewing on a projection screen at the meeting, please bring your laptop and/or a copy of the actions to reference as needed. Hard copies will not be provided.

Thank you in advance for your contributions to this committee and if you should have any questions, please contact me at Catherine.Freeman@ncsu.edu 515-9769 or this year's committee Chair, Dr. Herle McGowan, College of Sciences.

Catherine Freeman

Director, Office of UG Courses & Curricula and University Academic Standards

COUNCIL ON UNDERGRADUATE EDUCATION (CUE) 2014-2015

Committee Chair: Dr. Herle McGowan, hmmcgowa@ncsu.edu
Committee Coordinator: Catherine Freeman, catherine_freeman@ncsu.edu

CUE Committee Charge

1. In consultation with the Vice Provost for Academic Programs and Services and the Vice Chancellor and Dean of the Division of Academic and Student Affairs, advise the Provost in matters relating to undergraduate education and the General Education Program.
2. Assist in the development, revision, and evaluation of University regulations with regard to general education and the General Education Program for all undergraduate curricula.
3. Review courses for inclusion on the University's list of courses which can be used to satisfy General Education Program requirements.
4. Develop and conduct periodic reviews of the General Education course lists.
5. CUE in conjunction with the Office of Assessment in the Office of Academic Programs and Services will develop recommendations for implementation of assessment procedures for general education courses and categories.
6. Advise the Vice Provost for Academic Programs and Services on procedures for evaluating the effectiveness of general education and the General Education Program and related policies as they are implemented and for initiating proposals for policy revisions.
7. Consult with the Faculty Senate's Academic Policy Committee for consideration of policies, procedures or other matters pertaining to the academic mission of the University.

CUE Committee Links can be found at: <http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education/2014-2015/> along the left margin and include:

Membership Roster
Agendas
Minutes
Reports
Archives

Important Web links:

The Office of Undergraduate Courses and Curricula website is <http://oucc.ncsu.edu> for course and curricular processes.

The General Education Program website is <http://oucc.ncsu.edu/general-education> for GEP categories, course lists and requirements.

The Office of Assessment website is <http://www.ncsu.edu/assessment/> for detail regarding general education assessment.

CUE Membership	2014-2015			
Seat Type	Term Ends	Occupied By	College Affiliation	Departmental Affiliation
Chair	June 2015	Herle McGowan	COS	Statistics
Past Chair	June 2015	James Knopp	CALS	Biochemistry
FAC MAN	June 2017	Andy Nowel	PCOM	College of Management-Academic Affairs
FAC CHASS	June 2016	Karen Young	CHASS	College of Humanities & Social Sciences-Dean's Office
FAC CHASS	June 2016	Nathaniel Isaacson	CHASS	Foreign Languages & Literatures
FAC ED	June 2015	Karen Keene	CED	Science, Technology, Engineering & Math Education (STEM)
FAC CALS	June 2017	Chris Ashwell	CALS	Poultry Science & Undergraduate Research
FAC CALS	June 2016	Cynthia Hemenway	CALS	Biochemistry
FAC DES	June 2015	Timothy Buie	Design	Industrial Design
FAC TEX	June 2015	Helmut Hergeth	COT	Textile and Apparel Technology & Management
FAC Sciences	June 2015	Ted Emigh	COS	Genetics
FAC CNR	June 2015	Candace Vick	CNR	Park, Recreation, and Tourism Management
FAC OIA	June 2016	Ingrid Schmidt	Study Abroad-International Affairs	Study Abroad
FAC DASA	June 2017	Peggy Domingue	DASA	Physical Education
FAC LIB	June 2015	Adam Rogers	NCSU Libraries	DH Hill Library
FAC ENGR	June 2015	David Parish	COE	Engineering-Academic Affairs
FSEN	June 2015	Sarah Ash	CALS	Food, Bioprocessing & Nutritional Sciences
FAC	June 2015	Aaron Stoller	DASA	University Honors Program
FYC	June 2017	Kim Outing	DASA	First Year College/Academic Advising Services
STUSEN	June 2016	VACANT		
XONV	No End	Carrie Zelna (Proxy-Stephany Dunstan)	DASA	Office of Assessment
XONV	No End	Michelle Johnson	EMAS	Registration & Records
XONV	No End	Barbara Kirby	DASA	Academic Programs & Services
XONV	No End	Catherine Freeman	DASA	Academic Programs & Services
XONV DELTA	No End	Melissa Williford	DELTA	DELTA

GENERAL INFORMATION FOR MEMBERS

Attendance:

Regular attendance is required since a quorum is needed to vote on the minutes, GEP course actions and because representation from all colleges is needed for most discussions. If you will be unable to attend any meeting, please let the coordinator know at once to determine if a proxy is needed.

Responsibilities as a member include:

- ✓ Reviewing and Approving courses for GEP course lists.
- ✓ Presenting course actions
- ✓ Evaluating general education issues
- ✓ Communicating with and providing input from your college regarding general education issues

Correspondence, Agenda and Actions:

Approximately one week prior to each scheduled meeting, you will receive an email from the committee coordinators (Catherine Freeman or Gina Neugebauer) which will include information and announcements for the upcoming meeting and provide a link to the CUE website where the meeting agenda, previous meeting minutes, and any actions and discussion items for review will be posted.

Agenda items will be available for viewing on the projection screen at the meeting. The meeting location will have wireless internet connection and outlets for those wanting to bring a laptop to access the agenda or please bring a hard-copy of the agenda items as needed. No hard copies will be provided.

The agenda includes as applicable:

- A copy of the previous meeting's minutes to be voted upon
- GEP course actions to be voted upon
- Documents to review for discussion

Your responsibility as a CUE member will be to:

- Review the agenda to determine: (See example of agenda [April 25, 2014](#))
 - If you have been assigned to present an action. (See next section for information about presenting an action).
 - If more than one representative for a College or Program is on the Council then actions to present will be split between the representatives.
 - If you have been assigned to review an action*.
 - If there is a high volume of actions for a given agenda, the coordinator will assign 3 committee members to review a particular action.
 - The reviewer will evaluate the course submission form and present to the council the result of their review in determining if the course satisfies the GEP category outcomes and GEP criteria.
 - All members are encouraged to review each action.

*Note: In the absence of assigned reviewers on the agenda, all members are to evaluate the action.

- Review the minutes, identify corrections, and arrive ready to vote.
- Review discussion items and identify any issues that may be of concern to units/persons within your college. For items requiring college feedback there will be ample time given to solicit the feedback.

RESPONSIBILITIES IF YOU ARE ASSIGNED TO PRESENT AN ACTION

Each action shall be introduced by a representative from the college where the action originated. The assigned representative will serve as liaison between the college/department/program that submitted the action and CUE. If more than one representative for a College or Program is on the Council then actions to present will be split between the representatives.

If you are assigned an action and cannot attend, please contact another CUE representative from your college to present these actions or secure a proxy who can attend in your absence. In the event you are the only representative from your college and no proxy is available, notify the coordinator immediately.

If you are assigned an action to present,

- **Examine the action** and if you note anything questionable, please contact the department/program for clarification or ask the department/program to send a representative to the meeting to field questions that may arise. If you deem the action should be withdrawn and presented at a future meeting, notify the committee coordinator prior to or before the meeting starts if possible.
- **Present the action** at the upcoming meeting in the form of a motion (*Ex: "I move to approve the inclusion of SOC 202 to the GEP Social Sciences list"*). We will address actions in the order they appear on the agenda.
- **Communicate results** of the committee's action to the applicable persons/groups in your college. It is suggested that you notify the College liaison (see listing), College Course and Curriculum Committee Chair, and department/program/unit responsible for the action.
 - If the **action is approved by the committee as submitted** no further action is required.
 - If the **action is approved contingent upon changes** (approved pending), notify the department of the required changes.
 - Please be aware that the **action does not have final approval and will not take effect** until all contingent items have been resolved.
 - The **required changes needed for final approval of the action are to be submitted** to committee assistant Gina Neugebauer. Please have the preparer coordinate with the College liaison for submission of the revised action via email attachment. The documentation with revisions should be in Word format if possible.
 - Do not send changes directly to Registration & Records. The Office of Undergraduate Courses and Curricula (OUCC) will send the final signed action to Registration and Records for processing.
- If the **action is tabled**, notify the department as to what is necessary for the action to return to the committee agenda. The College Liaison will need to submit the action to the OUCC to be placed on

the next CUE agenda.

- If the action is ***denied or withdrawn***, notify the department of the reason.

Guidelines for Development and Review of GEP Course Actions

Please note the basic criteria for General Education Program (GEP) Courses

- ✓ GEP courses should be generally available to all undergraduate students. GEP Courses should have at least 25% of seats non-restricted (i.e. available to all students).
- ✓ GEP courses should have no more than one prerequisite.
- ✓ Because course outcomes must be aligned with GEP objectives, courses designed to offer variable topics are not appropriate (courses in the 90-series such as special topics, seminars, independent study, etc.).

The following types of course actions must be brought before CUE for approval using the applicable [GEP Course Submission Form](#) located on the CUE website.

1. Proposals to add a course to a GEP list.
2. Courses already on a GEP list that undergo a change in content or are under review to remain on a GEP list.
3. Courses already on a GEP list applying to be added to another GEP list.
4. Special Topics Course to be offered as a GEP special topic.

CUE MEETING DATES AND SUBMITTING ACTIONS FOR AN AGENDA

(NEW THIS FALL) Due to the volume of actions, actions for placement on an agenda
must be submitted
at least 2 weeks prior to the scheduled meeting.

Any actions received after the submission date will be placed on the next agenda.

Submission dates for CUE actions 2014-15	TO BE PLACED ON CUE FRIDAY AGENDA FOR:	CUE Meeting Time
<u>MONDAYS</u> (2 weeks prior to scheduled meeting)		
August 25, 2014	September 5, 2014	1:30-3:00pm
September 8, 2014	September 19, 2014	1:30-3:00pm
September 22, 2014	October 3, 2014	1:30-3:00pm
September 29, 2014	October 17, 2014	1:30-3:00pm
November 3, 2014	November 14, 2014	1:30-3:00pm
November 24, 2014	December 5, 2014	1:30-3:00pm
January 12, 2015	January 23, 2015	1:30-3:00pm
January 26, 2015	February 6, 2015	1:30-3:00pm
February 9, 2015	February 20, 2015	1:30-3:00pm
February 23, 2015	March 6, 2015	1:30-3:00pm
March 16, 2015	March 27, 2015	1:30-3:00pm
March 30, 2015	April 10, 2015	1:30-3:00pm
April 13, 2015	April 24, 2015	1:30-3:00pm

2014-2015 COLLEGE LIAISONS

COLLEGE	LIAISON	E-MAIL	PHONE	FAX	CAMPUS BOX
CALS	Robin Clements	robin_clements@ncsu.edu	515-9706	515-5266	7642
DESIGN	Christie Chronister	christie_chronister@ncsu.edu	515-8302	515-9780	7701
CED	Mary Martin	mary_martin@ncsu.edu	515-5517	515-7868	7801
COE	Mazie Lewis	mdlewis@ncsu.edu	515-3263	515-8702	7904
CNR	Yvonne Lee	yvonne_lee@ncsu.edu	515-5741	515-7231	8001
CHASS	Hope Ziglar	hope_ziglar@ncsu.edu	513-1831	515-9419	8101
COM	Andy Nowel	andy_nowel@ncsu.edu	515-6937	515-5564	8614
COS	Cheryll Bowman-Medhin	clbowma2@ncsu.edu	515-7833	515-7855	8201
COT	Teresa Langley	teresa_langley@ncsu.edu	515-1532	515-8578	8301
DASA	Catherine Freeman	catherine_freeman@ncsu.edu	515-9769	515-4416	7105

COMMITTEE DECISIONS REGARDING COURSE AND CURRICULAR ACTIONS

Approved

The committee supports and endorses the action as presented. No changes are necessary.

• Where Does the Action Go?

The action is signed by the Chair and processed by OUCC. Once it is processed, it is sent to Registration & Records for implementation. The college liaison is notified of the action's approval and effective date.

Approved with Friendly Suggestion

The committee supports and endorses the action, but makes suggestions that the instructor can choose to implement or take under advisement.

• Where Does the Action Go?

The action is signed by the Chair and processed by OUCC. Once it is processed, it is sent to Registration & Records for implementation. The college liaison is notified of the action's approval and effective date. Meanwhile, the action presenter notifies the instructor of the committee's suggestions.

Approved with Pending Revision

The committee supports and endorses the action only after required revisions have been met.

• Where does the Action Go?

The action presenter should notify the instructor of the necessary changes. The instructor then submits the changes to OUCC, who will ensure that this meets the committee's stipulations. Once the changes have been verified, the action is processed and sent to Registration and Records for implementation. The college liaison is notified of the action's approval and effective date.

Denied

The committee does not support or endorse the action as presented.

• Where does the Action Go?

The OUCC notifies the college liaison of the committee's decision. The action presenter notifies the instructor of the decision. The action must be reviewed by the department and college, and then resubmitted to OUCC.

Tabled

Further discussion is stopped and the action must be brought back from the table at a future agenda.

• Where does the Action Go?

The action remains with the college until it is brought back before the committee. Changes can be made to the action, or it can remain the same. The action presenter notifies the instructor of the concerns voiced by the committee.

Withdrawn

The presenter of the action removes the action from the discussion. This can be withdrawn prior or during the discussion.

• Where does the Action Go?

The action remains with the college until it is brought back before the committee. Changes can be made to the action, or it can remain the same. The action presenter notifies the instructor of the concerns voiced by the committee.

Call to Order

Occurs at the beginning of the meeting, once quorum has been attained. 2012-13 Quorum for CUE was approved at 50% of total voting members + 1. Quorum for General Meetings is twelve voting members. [QUORUM = 14]

Motions

Business is resolved at meetings by voting on propositions put forward by members. Such propositions are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then debated and voted upon. No member may speak more than once to any motion (although the Speaker may choose not to enforce this rule if s/he deems it appropriate.) A member must raise his/her hand. A speaker's list is kept acknowledging individuals in the order in which they have raised their hands.

Amendments

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed "friendly" and it does not require a second and is not subject to debate. If an amendment is not deemed friendly, it does require a second. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

Motions which take Precedence

Normally, a motion cannot be made while another motion is being debated. There are, however, certain types of motions that take precedence over "normal" motions...

1. **Motion to Amend** (as above)
2. **Motion to Table** – This is a motion to defer further debate on the main motion until some future time. The motion requires a second and is debatable only as to the length of time that the main motion will remain tabled.
3. **Motion to Refer** – This is similar to a Motion to Table, except that instead of deferring a motion for a specific amount of time, it is deferred until advice can be sought from another body.
4. **Motion to Call the Question** – This is a motion to cease debate and proceed to the vote on the main motion. If there is an objection to the motion, the motion requires a second and must pass by a two-thirds vote. The motion is not debatable.
5. **Motion to Reconsider** – This is a motion to re-open debate on a motion that has already been voted upon earlier in the same meeting. This motion requires a seconder.
6. **Motion to Adjourn** – A motion to end the meeting. Requires a seconder and is not debatable.

Points

There are several special motions called "Points" that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wishes to make a Point. Points do not require a seconder.

1. **Point of Order** - An individual may raise on a point of order if they feel that business is proceeding incorrectly. The speaker must either agree or disagree with the point raised. An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.
2. **Point of Privilege** – Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated. This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure. If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.
3. **Point of Information** - This point is the most misused one in the book. This Point is used to ASK for information that you feel is essential to your understanding of the debate. It may not be used to give information. The member may decide not to answer the question by refusing to yield the floor.
4. **Challenge to the Speaker** – This Point is used when an individual disagrees with the Speaker's ruling. The mover must state why he or she disagrees with the ruling. The Speaker may then give the reasoning behind the ruling. A vote is then taken to affirm the Speaker's ruling.

Voting

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands, however, anyone eligible to vote has the right to demand a vote by roll call. Voting by secret ballot normally occurs only when an election to fill a position is required, and the assembly does not desire to conduct the election by a show of hands.

To Ensure Smooth Discussion

- ◆ Raise your hand if you wish to speak. The Speaker will take note and ask you to speak at the appropriate time.
- ◆ State your name and department before speaking to the topic at hand.
- ◆ Speak to the topic or motion at hand! If you wish to raise something not on the agenda, there are always the "Question Period" or "New Business" agenda items.
- ◆ If you wish to make a suggestion regarding the motion on the floor, form it in terms of an amendment. Your amendment will need seconding, after which it will become the current item on the floor.
- ◆ Try not to repeat points other people have already made unless you have something new to add to the point.

Parliamentary Motions Guide
Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Incidental Motions - No order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 ND ?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes (if urgent)	No	No	No	None
§33 Request information	Request for information	Yes (if urgent)	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel or change previous action	I move to rescind/ amend something previously adopted ...	No	Yes	Yes	Yes	2/3 or maj. w. notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority

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Rules Online.com
<http://www.rulesonline.com/index.html>
Robert's Rules of Order for Beginners
<http://qsa.ucalgary.ca/about/docs/Roberts-Rules-Cheat-Sheet.pdf>
Parliamentary Motions Guide
<http://www.jimslaughter.com/pdffiles/ROBERTS11th.pdf>

Quick Reference
And
Parliamentary Motions Guide
based on
Robert's Rules of Order
for CUE

A meeting is an event at which the minutes are kept and the hours are lost.

—Anonymous

The truth is that many people set rules to keep from making decisions.

—Mike Krzyzewski