**Council on Undergraduate Education (CUE)



Resource Packet
2016-2017**

 **Council on Undergraduate Education (CUE) 2016-2017**

 **­­­­­­­­­­­­­­The CUE Website:**

<https://committees.provost.ncsu.edu/undergrad-education/>

**Office of Undergraduate Courses & Curricula Website:**[**https://oucc.dasa.ncsu.edu/**](https://oucc.dasa.ncsu.edu/)

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**Council on Undergraduate Education (CUE) 2016-2017**

Dear Council on Undergraduate Education Members,

Welcome new and returning members to the 2016-2017 academic year for the Council on Undergraduate Education (CUE). Our first CUE meeting will be held on Friday, September 2nd from 1:30pm-3:00pm in the Talley Governance Chamber 4140 unless otherwise indicated. A complete list of CUE meetings for the year can be found on your Google Calendar and on the CUE Website under the [Agenda link](https://committees.provost.ncsu.edu/undergrad-education/agendas/).

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

This resource packet provides information about your responsibilities as a committee member as well as guidelines and resources at your disposal. You will be able to find agendas, minutes, archives of past committee years, and additional resources, by visiting the [CUE website](https://committees.provost.ncsu.edu/undergrad-education/).

As a representative of your College, your role is vital. You serve as a liaison to CUE regarding your College’s views and concerns; additionally, you serve as a point of contact within your college for colleagues regarding CUE and its functions. Your attendance and participation in CUE is essential. For CUE to operate successfully and efficiently, it is imperative that we reach quorum to approve agenda items. Additionally, your voice is important for your College. Issues may arise that require you to vocalize your College’s viewpoint. If you find that you are unable to attend a meeting, please contact me as soon as possible. We would be more than happy to accommodate a proxy to serve in your stead.

We will notify you via email one week before an upcoming CUE meeting. This will include a link to the agenda website. Although actions will be available for viewing on a projection screen at the meeting, please bring your laptop, tablet, or a physical copy of the agenda for reference as needed.

This committee follows Robert’s Rules of Order when participating in our meetings. If you are unfamiliar with this, I would recommend reading [*Notes and Comments on Robert’s Rules (4th Edition)*,](http://site.ebrary.com/lib/ncsu/detail.action?docID=10622494) available electronically through the NC State Libraries. Additionally, a ‘cheat sheet’ is provided in this resource packet.

Thank you in advance for your contributions to CUE. If you have any questions or concerns, please do not hesitate to contact me or this year’s committee chair, Peggy Domginue, University College.

Sincerely,

Li Marcus
Director, Office of Undergraduate Courses & Curricula and Academic Standards
courses-curricula@ncsu.edu

lamarcus@ncsu.edu

**Council on Undergraduate Education (CUE) 2016-2017**

Committee Chair: Peggy Domingue, psdoming@ncsu.edu
Administration: Dr. Barbara Kirby, kirby@ncsu.edu
Director: Li Marcus, lamarcus@ncsu.edu

Program Associate: Alexandra Hergeth Huggins, courses-curricula@ncsu.edu

**Council on Undergraduate Education Charge**

1. In consultation with the Associate Vice Provost for Administration and Curriculum 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 courses lists.
5. CUE, in conjunction with the Office of Assessment in the Division of Academic and Student Affairs, will develop recommendations for implantation of assessment procedures for general education courses and categories.
6. Advise the Associate Vice Provost for Administration and Curriculum and the Vice Chancellor and Dean of the Division of Academic and Student Affairs 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 Faculty Senate’s Academic Policy Committee for consideration of policies, procedures or other matters pertaining to the academic mission of the University.

 **Important Web Links**

|  |  |
| --- | --- |
| **Site** | **Web Link** |
| Office of Undergraduate Courses & Curricula | oucc.dasa.ncsu.edu |
| General Education Program Information | oucc.dasa.ncsu.edu/general-education-program |
| Office of Assessment | assessment.dasa.ncsu.edu |

**Helpful Information Provided on CUE Site**

Agendas
Appointment Letter
Archives
Membership Roster
Minutes
Reports

**Council on Undergraduate Education (CUE) 2016-2017**

**Membership Roster for CUE 2016-2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Seat Type** | **Occupied By** | **College Affiliation** | **Departmental Affiliation** |
| Chair | Peggy Domingue | DASA | Health and Exercise Studies |
| Past Chair | Chris Ashwell | CALS | Poultry Science |
| FAC MAN | Andy Nowel | PCOM | College of Management-Academic Affairs |
| FAC CHASS | David Gilmartin | CHASS | History |
| FAC CHASS | James Knowles | CHASS | English |
| FAC ED | Karen Keene | CED | Science, Technology, Engineering & Math Education (STEM) |
| FAC CALS | Chris Ashwell | CALS | Poultry Science |
| FAC CALS | Frederick Parker | CALS | Agriculture and Resource Economics |
| FAC DES | Marc Russo | Design | Art and Design |
| FAC TEX | Jeff Joines | COT | Textile Engineering Chemistry and Science |
| FAC SCIENCES | Ghada Rabah | COS | Chemistry |
| FAC SCIENCES | Tim Petty | COS | Biological Sciences |
| FAC CNR | Erin Sills | CNR | Forestry & Environmental Resources |
| FAC OIA | Ingrid Schmidt | International Affairs | Study Abroad |
| FAC UC | Peggy Domingue | UC | Health and Exercise Studies |
| FAC LIB | Cynthia Levine | NCSU Libraries | DH Hill Library |
| FAC ENGR | Hatice Ozturk |  COE | Biomedical Program Engineering  |
| FSEN | Sarah Ash | CALS | Food, Bioprocessing & Nutritional Sciences |
| UC | Kim Outing | UC | University College, Exploratory Studies |
| STU SEN | Not Occupied |   |   |
| XONV | Carrie Zelna  | DASA | Office of Assessment |
| XONV | Erin Horne | CED | Education |
| XONV | Barbara Kirby | DASA | Division of Academic and Student Affairs |
| XONV | Li Marcus | DASA | Undergraduate Courses Curricula & Academic Standards/DASA |
| XONV | Lexi Hergeth | DASA | Undergraduate Courses Curricula & Academic Standards/DASA |
| XONV UCCC Chair | Andy Nowel | PCOM | Management |
| XONV DELTA | Melissa Williford | DELTA | DELTA |

**Council on Undergraduate Education (CUE) 2016-2017**

**Attendance**

Regular attendance is required as quorum is needed to vote on actions. If you will be unable to attend a meeting, please let the Office of Undergraduate Courses & Curricula know as soon as possible. A proxy is always welcome to attend in your place.

**Responsibilities of CUE Member Include:**

* Review and Approval of courses for GEP course lists.
* Presentation of course actions.
* Evaluation of 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 coordinator, OUCC or another representative from the Office of Undergraduate Courses & Curricula and Academic Standards (OUCC). This will include information and announcements for the upcoming meeting and will 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 who bring laptops or tablets. You are also welcome to bring a hard copy of the agenda, but please note that one will not be provided.

**What the Agenda Includes:**

* A copy of the previous meeting’s minutes to be voted upon.
* GEP Course actions to be voted upon not available in CIM.
* Documents that relate to committee discussion.

**Your Responsibilities as CUE Member:**

* Review the agenda provided.
* E-mail OUCC for any edits/corrections/suggestions for the minutes.

***If you have been assigned as a Presenter:***

* Each action will be introduced by a representative from the college where the action originated. The assigned representative will serve as a 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 action 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.
* **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 future meeting, notify OUCC and your college liaison prior to the start of the meeting if possible.
* **Encourage** the instructor, program coordinator, or a department representative to attend CUE. This helps the council understand the goals of the course, and helps the representative understand possible pending revisions needed.
* **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.”*

* **Communicate** the results of the council’s action to the applicable persons and/or groups in your college, including your college liaison. Others that you might include in your notification include, but are not limited to: Department Head, College CCC Chair, and/or Program Coordinator.

**Possible Committee Decisions**

|  |  |
| --- | --- |
| **Approved** | Notify appropriate college/departmental constituents of course approval. No need for any further action.  |
| **Approved Pending** | Notify appropriate college/departmental constituents of the revisions required to fully approve the course. Please be aware that the action does not have final approval and will not be processed until all revisions have been made. Please send revised information to OUCC . Do not send revision to Registration & Records. |
| **Tabled** | Notify appropriate college/departmental constituents of the status. Provide information as to why the council tabled the action. Once revisions have been made, the instructor will work with the college liaison to return the action to OUCC. It will be placed on the next available agenda as old business. |
| **Withdrawn** | Notify appropriate college/departmental constituents of the status. The college liaison will need to resend/notify OUCC when course is ready to be reviewed by CUE at the next available meeting. |

***If you have been assigned as a Reviewer:***

Generally, the coordinator will assign three committee members to review a particular action. In the absence of assigned reviewers on the agenda, all members are to evaluation the action. All members are encouraged to review each action.

* **Evaluate** the course information found on the CIM form and present to the council the result of your assessment. The purview of CUE relates to: Course suitability for the General Education Program, extent to which the course meets outcomes and addresses the category objectives.
* **Review** the minutes from the previous meeting. Identify any corrections needed, and email OUCC (OUCC) prior to the meeting to review.
* **Analyze** discussion items and identify any issues that may be of concern to units/persons within your college. There will be ample time to solicit feedback from your college.

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**Mission Statement**The mission of general education is to provide students the opportunity to experience diverse and integrative disciplinary perspectives. General education enhances students’ intellectual engagement in their majors, prepares them for the changing demands of professional careers, equips them for a lifetime of learning, and lays the foundation for involvement in their communities as responsible citizens and leaders.

**Guidelines for Development and Review of GEP Course Actions**

* GEP courses should generally be available to all undergraduate students. GEP Courses should have at least 25% of seats non-restricted.
* GEP courses should have no more than one pre-requisite.
* Because course outcomes must be aligned with GEP objectives, courses designed to offer variable topics are not appropriate as permanent offerings on a GEP list. If you are interested in offering an experimental course with GEP attributes, please use the GEP Special Topics Offering form. A course topic can only be offered up to two times under this offering, and each time it must be reviewed and approved by CUE for each semester offering of the GEP Special Topics.

**The following types of course actions must be brought forward to CUE for approval:**

* Proposals to add a course to a GEP list.
* Courses already on a GEP list that undergo a change in content or are under review to remain on a GEP list.
* Courses already on a GEP list applying to be added to another GEP list.
* Courses being dropped from a GEP list.
* Special Topics courses to be offered as GEP Special Topic offering.
* Honors Special Topics that have GEP attributes.

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**GEP Category Requirements (39 credit hours)**

The NC State General Education Program (GEP) for undergraduate at N.C. State was approved by the Provost on February 1, 2008 to be effective beginning Summer II, 2009.

|  |  |
| --- | --- |
| **GEP Category Requirements** | **Information** |
| **Mathematical Sciences** | At least one course must have an MA or ST prefix |
| **Natural Sciences** | At least one laboratory course or course with a laboratory |
| **Humanities** | Selected courses must be from two different disciplines |
| **Social Sciences** | Selected courses must be from two different disciplines |
| **Additional Breadth** | Depending upon the Major:Select from the Humanities/Social Sciences/Visual and Performing Arts course lists or Mathematics/Natural Sciences/Engineering course lists |
| **Interdisciplinary Perspectives** |   |
| **Health & Exercise Studies** | Must include one Fitness and Wellness HESF 100-level course |
| **Introduction to Writing** | Successful completion requires a C- or better |
| **U.S. Diversity** | No credit hour requirement |
| **Global Knowledge** | No credit hour requirement |
| **Flx 102 Proficiency** |   |
| **Communication in the Major** | Requirement fulfilled within the curriculum requirements |
| **Technology Fluency** | Requirement fulfilled within the curriculum requirements |

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**Submission Dates for 2016-2017**
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.

|  |  |
| --- | --- |
| **CUE Agenda** | **Submission Dates for CUE** |
| September 2, 2016 | August 19, 2016 |
| September 16, 2016 | September 2, 2016 |
| September 30, 2016 | September 16, 2016 |
| October 14, 2016 | September 30, 2016 |
| October 28, 2016 | October 14, 2016 |
| November 11, 2016 | November 28, 2017 |
| December 9, 2016 | November 25, 2016 |
| January 20, 2017 | January 9, 2017 |
| February 3, 2017 | January 27, 2017 |
| February 17, 2017 | February 3, 2017 |
| March 3, 2017 | February 17, 2017 |
| April 7, 2017 | March 24, 2017 |
| April 21, 2017 | April 7, 2017 |

**College Liaisons for 2016-2017**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College** | **Liaison** | **E-mail** | **Phone** | **Campus Box** |
| CALS | Robin Clements | renutt@ncsu.edu | 919.515.9706 | 7642 |
| Design | Pam Christie-Tabron | pfc@ncsu.edu | 919.515.8308 | 7701 |
| CED | Mary Morris | mmmartin@ncsu.edu | 919.515.5906 | 7801 |
| COE | Amy Matthews | anmatthe@ncsu.edu | 919.515.9946 | 7901 |
| CNR | Yvonne Lee | yplee@ncsu.edu | 919.515.5741 | 8001 |
| CHASS | Hope Ziglar | hziglar@ncsu.edu | 919.513.1831 | 8101 |
| COM |  |  |  |  |
| COS | Cheryll Bowman-Medhin | clbowma2@ncsu.edu | 919.515.7833 | 8201 |
| COT | Teresa Langley | tlangley@ncsu.edu | 919.515.1532 | 8301 |
| DASA | Kasey Harris | kkharris@ncsu.edu | 919.513.1937 | 7313 |

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**Call to Order**This occurs at the beginning of the meeting, once quorum has been reached. Quorum has historically been determined as: 50% of total non-student voting members + 1.

**Motions**Business is resolved at meetings by voting on propositions put forward by members. These are called motions. Any person who is eligible to vote at a meeting may make a motion. A second member is required to second the initial motion. Motions are then debated and voted upon. No member may speak more than once to any motion (although the Chair may choose not to enforce this rule ifs/he deems it appropriate).

**Amendments**A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent, then the amendment is deemed ‘friendly’ and does not requires 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.

**Voting**

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands. 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.

 **Motions Which Take Precedence**Typically, a motion cannot be made while another is being debated. However, there are certain types of motions that take precedence over ‘normal’ motions:

|  |  |
| --- | --- |
| **Motion** | **Detail** |
| **Motion to Amend** | This is a motion to alter the original action. This can be friendly or unfriendly. |
| **Motion to Table** | This is a motion to defer further debate on the main motion until some future time. It is appropriate to make this motion when there is a need for additional information. The motion requires a second and is debatable only as to the length of time that the main motion will remain tabled. It is not appropriate to table a motion in an attempt to “kill” it. |
| **Motion to Refer** | This is a motion that is similar to 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 |
| **Motion to Call to 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. |
| **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. |
| **Motion to Adjourn** | This is a motion to end the meeting. It requires a seconder and is not debatable. |

**Points**There are several special motions called ‘Points’ that have priority over all 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:

|  |  |
| --- | --- |
| **Motion** | **Detail** |
| **Point of Order** | An individual may raise a point of order if they feel that business is proceeding incorrectly. The Chair 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. |
| **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 Chair, because the room is too hot or cold, or because s/he is unclear on matters of procedure. An individual can interrupt the speaker and request clarification on a Point of Privilege. |
| **Point of Information** | This Point is used to ask for information that a member feels is essential to the understanding of the debate. It is not used in order to give information. The member may decide not to answer the question by refusing to yield the floor. |
| **Challenge to the Chair** | This Point is used when an individual disagrees with the Chair’s ruling. The mover must state why s/he disagrees with the ruling. The Chair may then give the reasoning behind the ruling. A vote is then taken to affirm the Chair’s ruling. |

**To Ensure Smooth Discussion**

* **Please be courteous and polite** to all members of the committee.
* Raise your hand if you wish to speak. The Chair 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/motion at hand. If you wish to address something not on the agenda, let OUCC know prior to the meeting and the topic will be added to the discussion at the end. If you wish to address a topic during the meeting please do so during the discussion period.
* If you wish to make a suggestion regarding the motion on the floor, form it in the 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 others have already made unless you have something new to add to the point.