

Council on Undergraduate Education 2017-2018

December 1st, 2017
 Talley Student Union 4140
 1:30pm-3:00pm



Food will be available beginning 1:00pm

Call to Order 1:30pm

- Welcome and Instructions, Chair Ghada Rabah
- Remarks from Vice Chancellor and Dean Dr. Mike Mullen
- Remarks from OUCCAS/DASA

New Business

- Approval of CUE November 17, 2017 Minutes
- Course and Curricular Business

Consent Agenda Notifications		
GEP Category	GEP Action	Notes
NS	BIO 212 Basic Human Anatomy and Physiology	Course being Dropped.

Courses New to GEP				
Presenter	Reviewers	GEP Category Under review	GEP Action	Notes
Isaacson	Joines, Podurgal, Sills	GK, HUM	HI 317 Cuba Today: Historical and Sociopolitical Perspectives	New Course
Knowles	Beckstead, Minogue, Monek	IP	HI 318 Environmental History of Cuba: Prehistory to the Present	New Course

Courses for GEP Review				
Presenter	Reviewers	GEP Category Under review	GEP Action	Notes
Knowles	Pickworth, Auerbach, Allen	IP	HSS 120 Introduction to Humanities & Social Sciences	Last reviewed 1.2013 Changes approved by UCCC for: SLOs, Components, Grading Basis

Discussion: Follow-up on GER>GEP review discussion. Live list of courses remaining in this process available here: <https://docs.google.com/spreadsheets/d/1shpx5bNkRO7dY3QPXrE-KcBlhwdC2MysitMi1vRcRXQ/edit#gid=0>

Notes:

- All linked course actions are viewable in CIM.
- To view actions, please click on the hyperlink. You may need to use your Unity ID to log in.
- If you experience issues logging in, please go to <https://next-catalog.ncsu.edu/courseadmin/> and type the course prefix and number into the search bar.

Council on Undergraduate Education 2017-2018November 17, 2017
Talley Student Union 4140
Call to Order: 1:40 PM**Members Present:** Chair Ghada Rabah, Past Chair Peggy Domingue, James Minogue, Jeff Joines, Robert Beckstead, Tom Koch (Proxy DM), Hatice Ozturk, Tania Allen, Cynthia Levine, Carrie Pickworth, Richard Podurgal,**Members Absent:** Daniel Monek, Alice Lee (Proxy TP), James Knowles, David Auerbach, Coleman Simpson, Nathaniel Isaacson, Erin Sills**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, Bret Smith, Melissa Williford, Stephany Dunstan, Julia Law, Erin Dixon**Guests:** Samantha Rich**WELCOME AND INTRODUCTIONS**

- *Remarks from Chair Ghada Rabah* – While waiting for enough members to arrive to meet quorum, the Chair brought up the discussion topic: Absent Reviewers Parameters.
 - If you have been assigned as a reviewer and you cannot attend a meeting, please arrange for a proxy to present your assessment to the council.
 - If you are unable to find a proxy and you have concerns about the assigned action, please communicate your assessment to OUCAS at courses-curricula@ncsu.edu. The office will forward your comments to the other two reviewers assigned to the same action, the action presenter, and to the Chair. You are encouraged to include your recommendation (approve, approve with friendly suggestion, approve pending, table, or reject) explicitly in your comments. Your comments/recommendations will be shared in the discussion preceding the vote.
 - Discussion: Members added the inclusion of the presenter and agreed that having absent reviewers' information would be beneficial to the discussion. Having the assessment displayed during the meeting would also help in the possibility of the absence of other reviewers.
- Approval of the Minutes from November 3rd 2017 – Approved Unanimously with one abstention from Jeff Joines who was not present at last meeting.
 - Discussion: Motion to approve the past minutes by member Tania Allen.

NEW BUSINESSConsent Agenda: (HESM 328, HI 307, HI 321, HI 322, HI 338, HI 341, HI 370, HI 374, HI 381, USC 101) -Approved Unanimously

Discussion: The approval of the consent agenda was moved by member Jeff Joines.

New GEP

- **HESF 113 High Intensity Conditioning:** (HES) – Approved Unanimously
Discussion: Presented by member Peggy Domingue. Reviewer commented they believe this course fully aligns with the HES GEP.

Discussion: Electronic Voting Parameters.

Initial discussion took place in the beginning of the meeting while waiting for quorum. Members looked at the Electronic Voting Parameters as shared via e-mail. Members indicated interest in having some electronic discussion available for every meeting prior to the in-person meeting and OUCAS confirmed that they could experiment with sharing a google doc for feedback as part of the agenda sendout to allow members to fill in feedback as they are able to review actions prior to the meeting.

A member also asked if there was a process for changing quorum if a member was consistently not in attendance/if quorum was difficult to reach. Another member mentioned that altering the quorum without sufficient representation (quorum) could also be problematic. Another member expressed concern when a member is absent and does not get a proxy, especially in cases where a college is thereby not included in any in-person discussion. Li Marcus confirmed that the common practice for standing

committees is to contact the Provost's office in cases where a member consistently does not attend meetings but will follow up with the Provost's Office regarding any processes for changing quorum mid-term.

Quorum was met at 1:59 PM, initiating official consideration of the electronic voting parameters. Member asked for clarification regarding course actions "that affect enrollment." Li Marcus responded this would primarily be for ensuring the correct GEP attributes are on (or off) the courses and that any and all prerequisites/co-requisites are updated before student enrollment. Member asked to add a google doc link for reviewer comments for E voting. Chair asked if there is a discussion on an action about tabling, rejecting, or approving pending, should be pulled for the agenda. Members agreed that motions should be included in discussion feedback. Members requested that a google sheet with member names, actions, vote options, and space for discussion be used rather than a google form or doc.

Member Jeff Joines moved to add the amendments to the parameters, members approved unanimously. Member Jeff Joines moved to approve the parameters for Electronic voting, unanimously approved.

Members also engaged in initial questions and discussions about questions of review and procedures – what information would be useful for course/curricular initiators to know at which step of the approval process – as a part of the Course Approval Process Mapping project underway.

Meeting adjourned at 2:39 PM

Respectfully submitted by Lexi Hergeth