**Council on Undergraduate Education 2017-2018** February 2, 2018

 Talley Student Union 4140

 Call to Order: 1:31 PM

 **Members Present:** Chair Ghada Rabah, Past Chair Peggy Domingue, James Minogue, Hatice Ozturk, Richard Podurgal, Daniel Monek, Alice Lee (Proxy TP), James Knowles, Jessica Jameson, Erin Sills, Robert Beckstead

**Members Absent**: Coleman Simpson, Cynthia Levine, Tania Allen, Jeff Joines, David Auerbach, Carrie Pickworth
**Ex-Officio Members Present:** Li Marcus, Lexi Hergeth, Bret Smith, Melissa Williford, Stephany Dunstan, Julia Law

**Guests**:

**WELCOME AND INTRODUCTIONS**

* **Short presentation reviewing this past Fall semester.**
* **Remarks from Chair Ghada Rabah** – Chair welcomed the members and introduced guests.
* **Remarks from OUCCAS/DASA**-
* Approval of the Minutes from December 1, 2017 *– Approved one abstention from Jessica Jameson because she was not at the meeting.*
	+ Discussion: Motion to approve the past minutes by member Alice Lee.

**NEW BUSINESS**

*Consent Agenda*: (ST 361 Drop) -*Approved Unanimously*Discussion: The approval of the consent agenda was moved by member Erin Sills.

*New GEP*

* **ENG/AFS 248 Survey of African-American Literature**: (HUM, USD) – *Approved Unanimously*Discussion: Presented by member Jessica Jameson. Member brought attention to the syllabus under grading it says one letter grade will be dropped. Li Marcus explained that this has been approved by UCCC and is not in the preview of CUE.

*Review GEP*

* **ANS 395 Animal Science Study Abroad**: (GK) – *Approved Pending with Friendly Suggestions*Discussion: Presented by member Char Farin. Reviewer spoke about the objective being fairly vague and the use of the same objective. Members would like more information and language about how the objective relates to global knowledge and suggested more detail. Li Marcus and Lexi Hergeth explained the differentiations between the various voting options, approved, approved with friendly suggestions, approved pending, tabled, or rejected. Members would also like to see more detail on the assessments. Members voted to change the motion from approved to approved pending changes to both GK objectives to make them align more clearly and provide more detail to assessment. A friendly suggestion was made to work with the office of assessment to provide details on the assessment. Member brought attention to page 3 saying “the course fails in Global Knowledge” should be corrected.
* **COM 292 Language, Communication, and Culture**: (SS, USD) – *Approved Unanimously*Discussion: Presented by member Jessica Jameson. Member complimented to course clarity and suggested fixing a typo in the third objective, in the measurements in the second sentence “Dis the deficit…”.
* **HI 217 Caribbean History**: (GK, USD) – *Approved Unanimously*Discussion: Presented by member James Knowles. Reviewers complimented the course GEP objectives. Reviewer stated that understanding the attendance policy is out of CUE’s purview, they would like to state that attendance policy is a bit confusing.

**Discussion**: Members voted on the Chair Elect. Process Map, Addition of FAC DEPT CHAIR seat to CUE.

Daniel Monek was nominated as Chair Elect, motion seconded. Members voted to approve Daniel Monek as Chair Elect.

The addition of the FAC CHAIR seat to CUE. Ghada Rabah reviewed the memo sent to the members and attached to the action packet. The FAC CHAIR position would serve as a one year seat on CUE. This seat is always someone from the college, the seat title “FAC CHAIR DEPT” is not actually from a specific department, but the college. This request memo was approved unanimously by CUE members.

The Process Map was presented by Bret Smith. He explained the current process and how the GEP approval process is embedded in the general approval process. The process map is used to clarify the “grey area” of courses that are reviewed and approved by UCCC, but need substantial changes to be approved by CUE for GEP attributes. The “grey area” happens when a course has been approved as a new course by UCCC but gets pushed back and forth when going through GEP approval. This will allow for a course to be approved without the GEP approval, having the ability to go back for GEP review later. If substantive changes have been made for GEP attributes, UCCC will review the course again and then move to CUE. This will allow for the courses to avoid restarting the approval process, particularly in cases where substantive changes were not made to the course. Li Marcus provided the example that ENG/AFS 248 would go straight to CUE if simply being reviewed for GEP.
Member asked why CUE meets four or five times in a semester instead of having all courses reviewed at once. NC State has rolling approvals, this means courses are approved throughout the semester for the catalog. Bret Smith said we could make this a point of discussion for CUE and potentially meeting only once a year. XNOV members and committee members discussed how scheduling and the catalog is affected by the timing of approval by the committee. Member suggested an incremental step, saying if there is not a large agenda and the items don’t have a pending deadline the chair could have the authority to decide that the meeting could be postponed and collaborated with the next scheduled meeting agenda.

Bret Smith suggested a subcommittee for scheduling the timing of the committee with specific deadlines, how we can align the committee in a way that is sensible then bring these ideas to the committee as a whole. Chair Ghada Rabah said it would be best to have the committee decide if a meeting could be canceled and the actions moved to another meeting, not just the chair. Member said it would be helpful to know the deadlines for when a course would be implemented/scheduled for the various terms.
Li Marcus informed the committee that OUCCAS will be going to a CourseLeaf conference, leaving on the 28th of February, and encouraged the committee to email our office any questions about CIM and the software. Member asked if we will discuss the use of syllabi in CIM. Li Marcus confirmed this is on our discussion list. Li Marcus explained that courses that do not have detailed information (ie student learning outcomes, ect) the office of undergraduate courses, curricula and academic standards can compare information provided by the college or department to the last approved records and administratively save the information for courses in CIM.

Meeting adjourned at 2:30 PM

*Respectfully submitted by Lexi Hergeth*