ANNUAL REPORT
University Standing Committee: Council on Undergraduate Education
Academic Year Covered by Report: 2017-2018
Date Report Submitted:
Report Submitted by: Ghada Rabah
Number of Times Committee Met: 10 out of 14 scheduled meeting times 8 in person, 2 electronic meetings (September 22, 2017 & May 4, 2018).
Link to Minutes: 2017-2018 CUE Minutes

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE
The following tables reflect actions taken by the Council on Undergraduate Education (CUE) in the 2017-18 year.

CUE met eight (8) times for 1-2 hours per session, and twice (2) electronically, totaling ten (10) meetings during the 2017-18 academic year. During both electronic and in-person meetings, the committee had appropriate representation to carry out its charge with 17 voting members that included:
- 1 voting member from each College and 2 from the largest colleges (CALS, CHASS, COS).
- 2 voting members (1 each) representing University Libraries, and Faculty Senate.
- 1 voting student member representing the Student Senate
- Ex-officio non-voting members from Registration and Records, DELTA, Office of International Affairs, and DASA

Due to an emergency situation, the Chair-elect for 2016-2017 was not able to serve as Chair for 2017-2018. A Chair election was conducted quickly and successfully over the summer to ensure that CUE had a standing Chair to guide the meetings.

The membership and its quorum (minimum of 10 voting members) worked diligently each meeting period. In the 2017-18 academic year, a total of 97 actions were considered and processed. 74 permanent offerings and 23 Honors and Special Topic offerings. For clarity, crosslisted courses and offerings are considered one action. **Table 1.1** indicates a breakdown of these actions.

Table 1.1

ACTION	CUE 2017- 2018
Existing Course New to GEP	2
Course Changes Reviewed for GEP	37
Course dropped from GEP	8
New Course New to GEP	24
Special Topics Shell Courses	3
Honors Special Topics Shell Offerings	20 (2 have 2 offerings in one term)

There is still work to do in the review of courses that made the transition from GER to GEP. **Table 1.2** gives a layout of these courses as of May 4, 2018. Many courses need to be reviewed for more than one category – the total number of courses that need review is 274 (a decrease from the 333 at the start of the year). This term, CUE discussed a rigorous schedule of review to complete this review in the next two years. Further details on this effort is in the "Summary of Discussions" section below.

Table 1.2

	HUM	GK	SS	IP	HES	MS	NS	VPA	USD	Totals:
# active courses in GEP (new and existing) since 2009	284	242	85	138	80	21	100	77	97	1124 (some courses have more than 1 GEP attribute)
# courses to be reviewed from 2009	158	7	45	6	0	0	42	21	4	283 (some courses have more than 1 GEP attribute)

Other business included:
- Dr. Daniel Monek was elected as Chair for 2018-2019.

SUMMARY OF DISCUSSIONS/RECOMMENDATIONS:
Recommendation:
- On February 2, 2018, the chair of CUE consulted with the members and sent a memo to the committee on committees requesting that a FAC CHAIR DEPT seat be added to the CUE roster, similar to the process for UCCC, for a one-year term seat. (See Attached Memo)

Discussion Items:
- CUE reviewed and approved of the plan developed by the Chair, OUCCAS, UC, and the Colleges to review all remaining GER courses for inclusion in the GEP list in the next two academic years.
  - A "sun setting" process was introduced. If a course were to not be approved for GEP, the sunset would occur if no updates were made during the sun setting time frame. This would mean the course would no longer have the GEP attributes after a length of time that allows for enrolled students to not be affected.

- During the November 3 meeting, the CUE committee and chair discussed the electronic voting process that was held for the 9/22 meeting and confirmed the parameters for electronic meetings. Predominantly, members expressed their reluctance to hold electronic voting in the future. When asked about their commitment to attend short-agenda meetings in-person, the members' responses were overwhelmingly affirmative as they would use that time to discuss GEP-related topics.

Division of Academic and Student Affairs
Office of Undergraduate Courses & Curricula
Oucc.dasa.ncsu.edu
courses-curricula@ncsu.edu

Campus Box 7105
211A Park Shops
Raleigh, NC 27695
P: 919.515.5627

As a result, OUCC and the CUE chair recommend adopting electronic voting only when at least one of the following criteria sets are met:

○ There are extenuating circumstances (e.g. extreme weather/university closure) preventing members from attending a meeting in-person AND there are agenda items that affect enrollment.

○ The review agenda consists of consent agenda items only AND there are no outstanding topics for discussion. The consent agenda items must affect enrollment, otherwise, the items are moved to the next in-person meeting.

If during the eVote, there is any discussion about a particular action, the action will be pulled from the agenda / electronic vote and discussed at the next in-person meeting.

- In the Spring of 2018, members of CUE and UCCC provided feedback and suggestions for the renovation of the syllabus tool based on previous discussions from last year's Syllabus Availability Subcommittee from UCCC. Members responses are provided to DELTA as well as an outside vendor for guidance during the renovation.

- Members provided valuable input to the Process Map developed by UC and OUCCAS in conjunction with DASA Communications in the Spring of 2018. The process map is intended to clarify the process for course approval at the Undergraduate level. The process map reflects the current process with limited adjustments:

  ○ for a course already approved at the undergraduate level coming forward with the express purpose of adding it to a GEP list, the course would go first to CUE in order to allow CUE to offer feedback regarding whether the course as it is listed matches GEP objectives for the given category. After this, the course will then go to UCCC for verification that no substantive changes have been made (or that those changes are still in line with University expectations/policy). The workflow in CIM has been updated to reflect this update.