

ANNUAL REPORT

University Standing Committee: Council on Undergraduate Education

Academic Year Covered by Report: 2023-2024

Date Report Submitted: May 2024

Report Submitted by: Erin McKenney

Number of Times Committee Met: 12 out of 14 virtual meetings met as scheduled + 1 in person meeting

Link to Minutes: [2022-2023 CUE Minutes](#)

SUMMARY OF DISCUSSION ITEMS/ACTIVITIES OF COMMITTEE

The following tables reflect actions taken by the Council on Undergraduate Education (CUE) in the 2023-24 year. CUE met via Zoom fourteen (12) times for 1-2 hours per session total during the 2023-24 academic year and once in person. One meeting (*November 10, 2023*) was canceled because quorum was not met. The March 8, 2024 meeting slightly exceeded the 3:00pm adjourning time.

The committee had appropriate representation with 17 voting members to carry out its charge with the following roster:

- 1 voting member from each College and 2 from the colleges UC, CALS, CHASS, COS.
- 2 voting members (1 each) representing the Chair’s position (Libraries), and Faculty Senate.
- 1 voting student member representing the Student Senate.
- Ex-officio non-voting members from Registration and Records, Office of International Affairs, Office of Assessment and Accreditation, Office of the Executive Vice Chancellor and Provost, and DASA

Other business included:

- Marta Klesath was elected as Chair for 2024-2025. (*September 29, 2023*)
- Quorum was established at 10 members. (*September 1, 2023*)
- Reestablished the Zoom standards for voting yes/no/abstain using vote in participants tab. (*September 1, 2023*)
- Robert’s Rules procedures for amending a motion continued to be applied, clarifying the approval process/discussion for all involved, and allowing for fair discussion and dissent when an amendment to an action was proposed. (*September 1, 2023*)

The membership and its quorum (minimum of 10 voting members established at the *September 1, 2023* meeting) worked diligently each meeting period. In the **2023-24** academic year, a total of **113** actions were considered and processed including **96** permanent offerings and **17** Honors and Special Topic offerings.

For clarity, cross-listed courses and offerings are considered as separate actions. **Table 1.1** indicates a breakdown of these actions.

Table 1.1

ACTION	CUE 2023- 2024
Existing Course for GEP Review	3+2+1+2+1+4+1+1+1=16
New Course New to GEP	New Courses 1+2+1+2+2+3+8+3+2=24
Honors & other Special Topics Offerings	HON (4) + Special Topics 1st Offering 2+1=7
Repeat Honors & Special Topics Offerings (not going to meeting but notifications)	8
Courses Dropping GEP/ Dropped Courses	1 GEP Removed
Total Course Actions	56

SUMMARY OF RECOMMENDATIONS:

- **New XONV member** - In order to increase connections across colleges, members discussed and supported a request to add a non-voting role for the Office of University Interdisciplinary Programs. This seat is filled by Levent Atici. [Memo](#)
- **Admin Save memo** was announced at the first CUE meeting (September 1, 2023), updates were provided (September 29, 2023, January 19, 2024, and February 16, 2024) The [memo](#) was voted into action by UCCC on February 7th 2024 and this update was shared at CUE the following meeting.

Summary of Discussions/Activities:

- **Crosslisting Special Topic GEPs with other courses** (*September 1, 2023*) Discussed how students will enroll in the GEP they need for their Degree Audit. Discussions continued outside of CUE relating to funding, enrollment, and seat counts.
- **Named Software/Resources in CIM Record:** Members suggested that initiators leave off the brand names of specific software used in coursework except in cases where the software or resource is the focus of the coursework itself. For example, rather than using “Moodle forum,” instead write “a forum” (*September 1, 2023*) or similar continued as a suggestion into the 2023-2024 academic year.
- **Measures:** The field in CIM for Courses under the GEP section reads “Measure(s) for the above outcome(s): describe the assessments that will be used to determine if students have achieved the outcome. Including a relevant example assignment/question/prompt is encouraged for clarity.” This has resulted in some course actions describing measures in great detail but not including an example, briefly describing the type of measure with a detailed example, or including both detailed explanation of a measure as well as a detailed example. Throughout the 23-24 year, members debated whether it might be necessary to require a detailed measure description in addition to an

example or perhaps whether examples should be required, with the intent to have enough information in the course action to be able to fully understand the nature of the measurement method and its place in the context of the course and its relation to the outcome listed. No specific alteration in requirements came from this discussion, but members agreed that the need was centered on being able to see the alignment. If an action could not show the alignment clearly enough, CUE would return the action with specific questions. (*October 18, 2023, (February 16, 2024 was when an example helped with an explanation), March 8, 2024, April 26, 2024*)

- **Courses with no GEP** will now no longer go to CUE, but only go to UCCC. CUE discussed and approved this update to process on September 15, 2023.
- **Collaborative Suggested Practices Document:** Use of the “[Suggested Practices](#)” document continued. This document, which serves as an in-progress, collaborative catch-all for questions, issues, and discussions about suggestions and requirements. The document provided central discussion areas for issues such as Measures and Double Barreled outcomes this year. The use of these documents as work spaces with future formatting, publication, and communication of results will continue in the upcoming year.
- **GEP Review:** Helen Chen announced that the administration was doing a review of the GEP, and asked what the goals and objectives for the GenEd revision should be. The last major revision was 10 years ago, and the administration wanted to see what the revision should achieve, and which mechanism they should use to collect revision data (*January 19, 2024*) Members discussed GEP revisions (*April 26, 2024*) asking when the categories themselves should be reviewed. Members felt that there was no need to fully overhaul the GEP itself, but that specific objectives could be updated for greater clarity. The group discussed challenges present in the GEP program itself and its relationship to student majors as well as challenges in the availability/credit hours of some GEP categories such as IP.
- **Double Barrelled Outcomes** were discussed in the fall (September 29, 2023) and spring (January 19, 2024). Focus continues to be on the relationship between the verbs and how they would be measured. The Office of Faculty Excellence provided a new resource to help faculty with [Bloom’s Taxonomy](#).

Recommendation for Revision of Charge and/or Membership Configuration (if applicable):

- **New XONV member** - In order to increase connections across colleges, members discussed and supported a request to add a non-voting role for the Office of University Interdisciplinary Programs. This seat is filled by Levent Atici. [Memo](#)