

COMMITTEE RESOURCE PACKET
CUE 2008-2009

TABLE OF CONTENTS

- A. Welcome Letter
- B. Committee Charge
- C. Important Links related to General Education
- D. Meeting Information
- E. Member List as of 8/25/08
- F. General Information
- G. Member Responsibilities
- H. Guidelines for Development and Review of GEP course actions
- I. Rubric for GEP course review
- J. Responsibility if assigned to present an action
- K. List of College Liaisons
- L. Procedures for GER offerings of University Honors Program experimental courses
- M. Robert's Rules of Order

**NC STATE UNIVERSITY STANDING COMMITTEE
COUNCIL ON UNDERGRADUATE EDUCATION
2008-2009**

CUE

Dear CUE Members,

As committee coordinator, I welcome you to the Council on Undergraduate Education (CUE). The Provost has charged this committee with the responsibility of reviewing and approving undergraduate courses for inclusion on the General Education Program (GEP) category course lists as well as assisting in development, revision and evaluation of University regulations with regard to undergraduate general education and the GEP. To assist in this effort, this resource packet provides a description of your responsibilities as a committee member as well as guidelines and resources for review of GEP course actions and general education.

Your attendance at CUE meetings is vital to the ability of the committee to function. If you will not be able to attend, please contact me as early as possible. Please confirm on your calendar that you will be able to attend on the attached meeting dates.

One week prior to each meeting you will receive an email with the following:

- Agenda
- Minutes
- Actions
- Materials for discussion
- Announcements

On the Agenda, please check to see if your name is listed as being assigned an action or identified as presenting discussion items. Please read the description of member responsibilities in the attached.

To assist with the review of actions, included is a GEP course rubric. Please refer to this as needed, note your questions about each action and present questions at the meeting when the action comes up for approval.

In addition to reading through the attached information, please take a few minutes to access each of the sites listed below. Updates, announcements, requirements of the General Education Program (GEP), and guidelines and instructions for developing and processing course and curricular actions are provided.

- The Office of Undergraduate Courses and Curricula website is <http://www.ncsu.edu/uap/academic-standards/> for course and curricular processes.
- The General Education Program website is <http://www.ncsu.edu/uap/academic-standards/gep/index.html> for GEP categories, course lists and requirements.
- The CUE website is <http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education/2008-2009/> for committee roster, minutes, agendas, reports, and general education information.

Thank you in advance for your contributions to this committee and if you should have any questions, please contact me at Catherine_Freeman@ncsu.edu or this year's committee Chair Dr. Brian Matthews at 515-1751, Brian_Matthews@ncsu.edu.

Catherine Freeman

**COUNCIL ON UNDERGRADUATE EDUCATION (CUE)
COMMITTEE CHARGE
2008-2009**

Chair: Dr. Brian Matthews
Coordinator: Catherine Freeman

Committee Charge

1. Advise the Dean of Undergraduate Academic Programs.
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 course lists.
5. CUE in conjunction with the Office of Assessment in the Division of Undergraduate Academic Programs will develop recommendations for implementation of assessment procedures for general education courses and categories.
6. Advise the Dean of Undergraduate Academic Programs 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.

Committee Links can be found at: <http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education/2008-2009/> and include links to:

- ✓ Membership Roster
- ✓ Appointment Letters
- ✓ Agendas
- ✓ Minutes
- ✓ Reports
- ✓ Archives

IMPORTANT LINKS:

- The *Office of Undergraduate Courses and Curricula* website is <http://www.ncsu.edu/uap/academic-standards/> for course and curricular processes.
- The *CUE* website is <http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education/2008-2009/> for committee roster, minutes, agendas, reports, and general education information.
- The *NEW General Education Program* website is <http://www.ncsu.edu/uap/academic-standards/gep/index.html> for GEP categories, course lists and requirements.
- The *CURRENT General Education Requirements* website is <http://www.ncsu.edu/uap/academic-standards/ger/ratobj.html>.
- The *Office of Assessment* website is <http://www.ncsu.edu/assessment/gened.htm> for detail regarding general education assessment and guidelines for course development for general education.
- The *UNC Comprehensive Articulation Agreement* is available at http://www.northcarolina.edu/content.php/assessment/reports/student_info/caa.htm.
- The *General Education Plan approved by the Provost on February 1, 2008* is available at <http://www.ncsu.edu/uap/academic-standards/Approved%20GEP%202-1-08.pdf>

Course and Curricula Guidelines and Instructions

- Office of Undergraduate Courses and Curricula website is <http://www.ncsu.edu/uap/academic-standards/>
- Course Actions Guidelines and Instructions <http://www.ncsu.edu/uap/academic-standards/courses/crsindx.html>
- Curriculum Actions Guidelines and Instructions <http://www.ncsu.edu/uap/academic-standards/curricula/currindx.html>
- Academic Minor Guidelines and Instructions <http://www.ncsu.edu/uap/academic-standards/minor/minor.html>

CUE MEETING INFORMATION

The CUE meeting dates and location for 2008-2009 are as follows. Doors open to the meeting room at 1:00. Feel free to bring your lunch if necessary.

A few times throughout the year, we will be providing lunch to members and you will be notified via the agenda and email from the committee coordinator. Lunch will be provided beginning at 1:00 pm on these dates.

Dates	Time	Location
August 29	1:30-3:00	Faculty Senate Chambers
September 5	1:30-3:00	Faculty Senate Chambers
September 19	1:30-3:00	Faculty Senate Chambers
October 3	1:30-3:00	Faculty Senate Chambers
October 17	1:30-3:00	Faculty Senate Chambers
October 31	1:30-3:00	Faculty Senate Chambers
November 7	1:30-3:00	Faculty Senate Chambers
November 21	1:30-3:00	Faculty Senate Chambers
December 5	1:30-3:00	Faculty Senate Chambers
December 12	1:30-3:00	Faculty Senate Chambers
January 9	1:30-3:00	Faculty Senate Chambers
January 23	1:30-3:00	Faculty Senate Chambers
February 6	1:30-3:00	Faculty Senate Chambers
February 20	1:30-3:00	Faculty Senate Chambers
March 13	1:30-3:00	Faculty Senate Chambers
March 27	1:30-3:00	Faculty Senate Chambers
April 3	1:30-3:00	Faculty Senate Chambers
April 17	1:30-3:00	Faculty Senate Chambers
May 1	1:30-3:00	Faculty Senate Chambers
19 Total Meetings		

(University Standing Committee) Council on Undergraduate Education

<http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education>

AY: 2008-2009				*Link to abbreviations.						
Council:				Undergraduate Education						
No.	Office/Status	Term Ends	Term	Last Name	FNMI	College/Division	Dept./Unit	Box Number	Telephone Numbers	E-mail
1	Chair	2010	1	Matthews	Brian	Educ	MSTE	7801	515-1751	brian_matthews@ncsu.edu
2	Past Chair	2009	1	Rust	Jon	Tex	TECS	8301	515-6564	jon_rust@ncsu.edu
3	FAC	2009	1	Barlage	Douglas	Eng	EE	7911	513-3018	dwbarlag@ncsu.edu
4	FAC	2009	1	Chu	Moody	PAMS	Math	8205	515-3265	chu@math.ncsu.edu
5	FAC	2009	1	Devine	Hugh	Nat Res	PRTM	7106	515-3682	hugh_devine@ncsu.edu
6	FAC	2009	1	Kellner	Hans	CHASS	Eng	8105	515-4165	hdkellne@ncsu.edu
7	FAC	2009	1	Levine	Cynthia	Prov Off	Lib	7111	515-2915	cindy_levine@ncsu.edu
8	FAC	2009	1	Lewis	Kari	Stu Aff	Phys Ed	8111	513-91551	kari_lewis@ncsu.edu
9	FAC	2009	1	McCord	Marian	Tex	TECS	8301	515-6571	mmccord@tx.ncsu.edu
10	FAC	2009	1	Morant	Tamah	Manage	Econ	8110	515-9367	tamah_morant@ncsu.edu
11	FAC	2009	1	Shearer	Michael	PAMS	Math	8205	515-3298	shearer@math.ncsu.edu
12	FAC	2009	1	Williams	Linda	CHASS	SW	7639	513-1989	linda_williams@ncsu.edu
13	FAC	2010	1	Jordan	Chad	CALS	PB	7612	515-2222	chad_jordan@ncsu.edu
14	FAC	2010	2	Foy	Randolph M.	Stu Aff	MUS	7311	515-8279	rfoy@ncsu.edu
15	FAC	2010	1	Howard	David	Prov Off	DELTA	7113	513-7020	david_howard@ncsu.edu
16	FAC	2010	1	Jameson	Jessica	CHASS	Com	8104	515-9737	jameson@ncsu.edu
17	FAC	2010	2	Schmidt	Ingrid	Prov Off	OIA	7344	515-2087	ingrid_schmidt@ncsu.edu
18	FAC	2010								
19	FAC	2011	2	Kirby	Barbara	CALS	Admin	7642	515-3248	barbara_kirby@ncsu.edu
20	FAC	2011	1	Callanan	Roger	Prov Off	UAP	7577	513-7204	roger_callanan@ncsu.edu
21	FAC	2011				Design				
22	FAC	2011	1	McLean	Carrie	Prov Off	FYC	7905	515-8498	carrie_mclean@ncsu.edu
23	FAC	2011	2	Brown	Larry	Stu Aff	Phys Ed	8111	515-1893	larry_brown@ncsu.edu
24	FAC	2011	1	Nowell	Andy	Manage	Admin	8614	515-6937	andy_nowel@ncsu.edu
25	FAC	2011	1	Atkinson	Maxine	CHASS	Soc	8107	515-9001	maxine_atkinson@ncsu.edu
26	FSEN	2009		Khater	Akram	CHASS	HI	8108	513-2218	akram_khater@ncsu.edu
27	STUSEN	2009		Robinson	Michael	CALS	ZO		673-2417	mprobins@ncsu.edu
28	UDGR	2009		Joyner	Amber	CHASS	Pol Sci		434-409-6082	aljoyner@ncsu.edu
29	UDGR	2009		Jones	Raven	Eng	CCEE		252-678-2218	rfjones@ncsu.edu
30	XO			DuPont	Allen P.	Prov Off	UAP	7105	513-7153	allen_dupont@ncsu.edu
31	XO			Ashwell	Chris	CALS	PS	7608	513-7335	chris_ashwell@ncsu.edu
32	XONV			Ambrose	John T.	Prov Off	UAP	7105	515-4373	john_ambrose@ncsu.edu
33	XONV			Johnson	Michelle	Prov Off	EMA	7313	515-1618	michelle@ncsu.edu
34	XONV			Freeman	Catherine	Prov Off	UAP	7105	515-9769	catherine_freeman@ncsu.edu

2008-2009
COUNCIL ON UNDERGRADUATE EDUCATION (CUE)

GENERAL INFORMATION FOR MEMBERS

Chair: Dr. Brian Matthews Brian_Matthews@ncsu.edu
Coordinator: Catherine Freeman Catherine_Freeman@ncsu.edu

Attendance:

Regular attendance is required since a quorum is needed to vote on the minutes, GEP course actions and because representation from all colleges is needed for most discussions. If you will be unable to attend any meeting, please let the coordinator know at once to determine if a proxy is needed.

Correspondence, Agenda and Actions:

Your name has been added to the CUE listserv for receiving committee related correspondence. One week prior to each scheduled meeting, you will receive an email from the committee coordinator. This email will include information and announcements for the upcoming meeting and attachments to include the meeting agenda, previous meeting minutes, and any actions and discussion items for review.

Please print the agenda and any attachments to bring to the meeting or if you prefer to bring your laptop to access this information, the meeting location offers outlets and wireless internet connection. Agenda items will be available for viewing on the projection screen at the meeting.

Responsibilities as a member include:

- ✓ Reviewing and Approving courses for GEP course lists.
- ✓ Presenting course actions
- ✓ Evaluating general education as needed
- ✓ Communicating with and providing input from your college regarding general education issues

Important Web links:

- The Office of Undergraduate Courses and Curricula website is <http://www.ncsu.edu/uap/academic-standards/> for course and curricular processes.
- The General Education Program website is <http://www.ncsu.edu/uap/academic-standards/gep/index.html> for GEP categories, course lists and requirements.
- The CUE website is <http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education/2008-2009/> for committee roster, minutes, agendas, reports, and general education information.
- The Office of Assessment website is <http://www.ncsu.edu/assessment/gened.htm> for detail regarding general education assessment and guidelines for course development for general education.

RESPONSIBILITIES OF COMMITTEE MEMBERS

After receiving,

- ✓ an agenda for the meeting
- ✓ a copy of the previous meeting's minutes
- ✓ GEP course actions to be voted upon
- ✓ documents to review for discussion items

Your responsibility as a CUE member will be to:

- 1) **Review the agenda to see if you have been assigned an action(s).**
(See RESPONSIBILITIES IF YOU ARE ASSIGNED TO PRESENT AN ACTION)
- 2) **Review the minutes, identify corrections, and arrive ready to vote.**
- 3) **Review discussion items and identify any issues that may be of concern to units/persons within your college. Consult with those in your college if necessary and attend meeting ready to discuss.**
- 4) **Review course actions for compliance with University policies, rules, and regulations as it pertains to General Education and the GEP course lists. Note errors and/or concerns and identify when action is presented to committee.**
(See attached RUBRIC and Guidelines for GEP course actions)

... Please note:

Actions may not be hand delivered to meetings by members. All actions to be considered will be part of the published agenda and will be sent to members prior to meetings to ensure adequate time for review before the meeting.

Parties (including CUE members), who would like to bring items before CUE for consideration should contact the chair, who in consultation with the Dean of Undergraduate Academic Programs, will determine if CUE is the appropriate review body for the item. Depending on the nature of the item, submitting parties may be requested to obtain endorsements before the item can be placed on the agenda.

Guidelines for Development and Review of GEP course actions

Please note the basic Criteria for General Education Program (GEP) Courses:

- GEP courses should be generally available to all undergraduate students. Courses should be offered on a regular basis, and no more than 75% of the seats in any given section should be restricted unless approved by CUE.
- GEP courses should have no more than one prerequisite unless approved by CUE.
- Because course outcomes must be aligned with GEP objectives, courses designed to offer variable topics are not appropriate (courses in the 90-series such as special topics, seminars, independent study, etc.).

The following types of course actions must provide documentation showing how the course is designed to enable students to achieve the GEP objectives for the particular GEP category list:

- 1) Proposals to add a course to a GEP list,
- 2) Courses already on a GEP list that undergo a change in content,
- 3) Courses already on a GEP list applying to be added to another GEP list where applicable.

The documentation must include the following:

1. GEP category objectives: List the objectives for your GEP category as posted on the university GEP website.
2. GEP student learning outcomes: Under each GEP category objective, list the student learning outcome(s) that meet that GEP category objective (all objectives must be met). List only the GEP student learning outcomes that apply to each GEP objective category. For other learning outcomes for the course not related to the GEP, these should be listed separately on the syllabus.
3. Means of evaluating GEP outcomes: Under each outcome listed in step 2, describe the activities you will use to determine whether students are meeting the GEP student learning outcomes.
4. GEP Course Rubric to be completed by the department/college at <http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education/2008-2009/documents/CriteriaforreviewGEPcoursesv1.pdf>.

Criteria for Reviewing Course Action Forms for GEP Courses

ALL PROPOSED GEP COURSES MUST MEET THE FOLLOWING DEPARTMENTAL CRITERIA

The departmental reviewers should consider the following criteria as well as the Basic Criteria.

<i>Departmental Criteria</i>	Yes	No	Comments
1. Are the stated GEP course learning outcomes supported by the course content?			
2. Are the stated GEP course learning outcomes applicable across all course sections?			
3. Does each stated GEP course learning outcome map to a GEP category objective?			
4. Are the means of evaluating these state GEP course learning outcomes likely to provide the instructor with evidence that will enable him/her to improve student learning in the course?			
5. Are the stated GEP student learning outcomes clearly measurable using the proposed means of evaluation?			

<i>Basic Criteria</i>	Yes	No	Comments
6. Are at least 25% of the course seats non-restricted? If all seats are restricted to a major(s), justification is required.			
7. Is the course offered on a regular basis?			
8. Does the course have no more than one pre-requisite? If there is more than one pre-requisite, justification is required.			
9. Is the course a standard offering (not a special topics or experimental course)?			

Department signature _____

Name
Title
Date

THE COLLEGE CURRICULUM COMMITTEES SHOULD CONFIRM THE REVIEW MADE BY THE DEPARTMENT USING THE ABOVE DEPARTMENTAL AND BASIC CRITERIA, IN ADDITION TO USING THE COUNCIL OF UNDERGRADUATE EDUCATION'S CRITERIA ON THE FOLLOWING PAGE.

Criteria for Reviewing Course Action Forms for GEP Courses

The College Curriculum Committees and the Council on Undergraduate Education should consider the following criteria for GEP course documentation.

<i>Criteria for GEP Course Documentation</i>	Yes	No	Comments
GEP Objectives			
10. Are the GEP category objectives current and complete?			
Student Learning Outcomes			
11. Is there at least one GEP learning outcome listed under each objective?			
12. Is each GEP learning outcome appropriate to the associated GEP objective (i.e. will the achievement of the outcome allow students to meet the objective)?			
13. Does each outcome provide a specific statement (using an appropriate action verb? For example, see http://www.krummefamily.org/guides/bloom.html) of what students are expected to do in order to demonstrate that they have achieved the outcome?			
Means of Evaluation			
14. Is there at least one means of evaluation listed under each outcome?			
15. Is each means of evaluation appropriate to the associated outcome (i.e. will it provide data that will allow the instructor to judge how well students have achieved the outcome)?			

Miscellaneous Comments

College Signature _____
Name
Title
Date

RESPONSIBILITIES IF YOU ARE ASSIGNED TO PRESENT AN ACTION

Each action shall be introduced by a representative from the college where the action originated. The assigned representative will serve as liaison between the college/department/program that submitted the action and CUE. In the event a college representative is not available, the committee coordinator will request that another committee member introduce the action.

If you are assigned an action and cannot attend, immediately contact another CUE representative from your college to handle these actions for you. In the event you are the only representative from your college, notify the coordinator immediately so that actions can be assigned to someone outside the college or postponed until your return.

If you are assigned an action,

- ✓ **Examine the action** and if you note anything questionable, feel free to contact the department/program for clarification or request the department/program send a representative to the meeting to field questions that may arise.
- ✓ **Present the action** at the upcoming meeting (*Ex: "I move to approve the inclusion of SOC 202 to the GEP Social Sciences list"*). We will address actions in the order they appear on the agenda.
- ✓ **Communicate results** of the committee's action to the College liaison (see attached list) and department/program or appropriate unit from the college:
 - If the **action is approved as submitted**, inform the department/program.
 - If the **action is approved contingent upon changes**, notify the department of the required changes.
 - Please be aware that the action does not have final approval and will not take effect until all contingent items have been resolved.
 - The required changes are to be submitted by the College liaison to the committee coordinator via an email. Attached documentation with revisions should be in word format if possible.
 - Do not send changes directly to Registration & Records. The changes will be processed and the completed action will be signed by the Dean of UAP and sent to Registration and Records for processing.
 - If the **action is tabled**, notify the department as to what is necessary for the committee to consider passing the action. The College Liaison should contact the committee coordinator to have action placed on agenda.
 - If the **action is denied or withdrawn**, notify the department of the reason.

2008-2009 COLLEGE LIAISONS FOR COURSE AND CURRICULAR ACTIONS

COLLEGE	LIAISON	E-MAIL	PHONE	FAX	CAMPUS BOX
CALS	Pam Warrick	pam_warrick@ncsu.edu	5-9706	5-5266	7642
DESIGN	Jackie Robertson	jackie_robertson@ncsu.edu	5-8310	5-7330	7701
CED	Sue Bullard	sue_bullard@ncsu.edu	5-9606	5-5836	7801
COE	Mazie Lewis	mazie_lewis@eos.ncsu.edu	5-2315	5-8702	7904
CNR	Yvonne Lee	yvonne_lee@ncsu.edu	5-5741	3-3496	8001
CHASS	Darnell Johnson	darnell_johnson@ncsu.edu	3-1831	5-9419	8101
COM	Sandra Gibson	sandra_gibson@ncsu.edu	5-6934	5-5546	8614
PAMS	Pam Long	pam_long@ncsu.edu	5-7833	5-7855	8201
COT	Teresa Langley	teresa_langley@ncsu.edu	5-1532	5-8578	8301
DUAP	Catherine Freeman	catherine_freeman@ncsu.edu	5-9769	5-4416	7105

Procedures for GER offerings of the University Honors Program:

(approved 2/1/02; modified 3/22/02, 9/20/02, and 4/2/04)

1). Limitation on number of experimental offerings for GER credit

The University Honors Program can offer a GER course as an experimental course three times. These courses are to be offered under the HON 290 series shell that was developed and approved by the Office of the Dean of Undergraduate Academic Programs 4/17/00. This shell specifies a GER category per each course number as listed below:

HON 291 - Mathematics
HON 292 - Natural Sciences
HON 293 - History/Lit
HON 294 - Philosophy, Religion and Visual & Performing Arts
HON 295 - Social Sciences
HON 296 - Science, Technology & Society, HSS perspective
HON 297 - Science, Technology & Society, STS perspective

In Fall 2003, the shells were revised to align with the changes in the category requirements for Humanities and Social Sciences category. As of **Spring 2004**, the shell categories are:

HON 290 - History
HON 291 - Mathematics
HON 292 - Natural Sciences
HON 293 - Literature
HON 294 - Philosophy or Religion
HON 295 - Social Sciences
HON 296 - Science, Technology & Society, HSS perspective
HON 297 - Science, Technology & Society, STS perspective
HON 299 - Visual & Performing Arts

2.) Notification of experimental offerings

The first week of classes each semester, the University Honors Program will submit to CUE a document that details for each course offered in the current semester:

- The course number
- The GER category the course number represents
- The title of the course offering
- Indication of either first or second offering of this title; if second offering indicate semester of first offering
- The instructor
- Documentation showing how the course is designed to enable student to achieve the GER objectives for the particular GER list, see <http://www.ncsu.edu/uap/academic-standards/courses/attdoccrsinst.html#F>
- The syllabus developed for that offering, per syllabus guidelines at http://www.ncsu.edu/policies/academic_affairs/courses_undergrad/REG02.20.7.php

3.) CUE's review should include:

- Evaluation (per rubric) that course is designed to enable student to achieve the GER objectives for the particular GER list.
- Notification to the University Honors Program that the instructor has failed to demonstrate that course is designed to enable student to achieve the GER objectives for the particular GER list. CUE may require that the course not be taught again for GER credit until it has been revised, resubmitted and approved by CUE.
- Notification to the University Honors Program that a particular topic has been offered three times and is ineligible for future offerings.
- Notification to the University Honors Program of any other concerns that the CUE has relative to the appropriateness of courses for GER credit.

COMMITTEE
Robert's Rules of Order Cheat Sheet

Call To Order

Announcements

Agenda Review

Review Minutes

Robert's Rules of Order:

1. Committee Chair asks for a motion to approve the minutes – voting member makes a motion
2. Committee Chair asks for a second motion to approve the minutes – a second voting member makes a second motion
3. Committee Chair asks that the minutes be approved as written – at this time any voting member who wishes to make an amendment may take the floor to state their amendment.
3. Committee Chair asks that (Once all amendments are revised by “striking through or inserting” during the committee meeting) the amended minutes be approved by counting all those in favor and all those opposed (Chair can ask if any one abstains too).
4. Committee Chair state the vote for record in the meeting minutes

OLD BUSINESS:

A committee could have “old business” that has been “tabled” for further consideration or clarification/revision – Motion to “take or remove from the table” for approval.

NEW BUSINESS:

Robert's Rules of Order:

1. Committee Chair presents actions/issues as listed on the Committee agenda
2. Committee Chair recognizes the floor to voting, non-voting, and guests who wish to speak on an issue
3. Committee Chair controls debate by allowing one person to speak at a time
4. Committee Chair determines length and direction of debate (issues/actions may be “tabled” for discussion/review at a later meeting if consensus can not be reached)
5. Committee Chair recognizes actions/issues that are going to be considered for approval.
6. Committee Chair ensures recommendations/revisions are written clearly with respect to identifying specific action/revision needed.

7. Committee Chair asks for a motion to approve/approve pending/tabling the action – voting member makes a motion
8. Committee Chair asks for a second motion to approve the recommendation/decision by the committee
– a second voting member makes a second motion
9. Committee Chair asks that the recommendation/decision be approved as written – at this time and any voting member who wishes to make any additional amendments may take the floor to state their amendment.
10. Committee Chair asks the amended recommendation/decision be approved by counting all those in favor and all those opposed (Chair can ask if any one abstains too).
11. Committee Chair states the vote for recording in the meeting minutes

Adjourn

Robert's Rules of Order:

1. Committee Chair asks for a motion to adjourn the meeting – voting member makes a motion
2. Committee Chair asks for a second motion to adjourn the meeting – a second voting member makes a second motion
3. Committee Chair asks that the meeting be adjourned – by counting all those in favor and all those opposed (Chair can ask if any one abstains too).
4. Committee Chair state adjournment of the committee meeting