

COMMITTEE RESOURCE PACKET  
CUE 2009-2010

**TABLE OF CONTENTS**

- ✓ Welcome Letter
- ✓ Committee Charge
- ✓ General Information for Members
- ✓ Member Responsibilities
- ✓ Responsibility if assigned to present an action
- ✓ List of College Liaisons
- ✓ CUE Meeting dates
- ✓ Guidelines for Development and Review of GEP course actions
- ✓ Important Links related to General Education
- ✓ Rubric for GEP course review

**NC STATE UNIVERSITY STANDING COMMITTEE  
COUNCIL ON UNDERGRADUATE EDUCATION  
2009-2010**

**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 and objectives, course lists and requirements.
- The CUE website is <http://www.provost.ncsu.edu/governance/standing-committees/undergrad-education/2009-2010/> 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](mailto:Catherine_Freeman@ncsu.edu) 515-9769 or this year's committee Chair Carrie McLean at 515-8497, [Carrie\\_McLean@ncsu.edu](mailto:Carrie_McLean@ncsu.edu) .

*Catherine Freeman*

**COUNCIL ON UNDERGRADUATE EDUCATION (CUE)  
COMMITTEE CHARGE  
2009-2010**

**Chair:** Carrie McLean  
**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/2009-2010/> and include links to:

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

**2009-2010**  
**COUNCIL ON UNDERGRADUATE EDUCATION (CUE)**

**GENERAL INFORMATION FOR MEMBERS**

**Chair:** Carrie McLean [Carrie\\_McLean@ncsu.edu](mailto:Carrie_McLean@ncsu.edu)  
**Coordinator:** Catherine Freeman [Catherine\\_Freeman@ncsu.edu](mailto: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/2009-2010/> 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.

## 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** no further action is required.
  - 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.

## 2009-2010 COLLEGE LIAISONS FOR COURSE AND CURRICULAR ACTIONS

All course and curricula actions are submitted by the college liaison to the Office of Undergraduate Courses and Curricula for placement on a UCCC or CUE agenda and should be advised as to the status of the action after it is heard by the committee.

COLLEGE	LIAISON	E-MAIL	PHONE	FAX	CAMPUS BOX
<b>CALS</b>	Pam Warrick	<a href="mailto:pam_warrick@ncsu.edu">pam_warrick@ncsu.edu</a>	5-9706	5-5266	7642
<b>DESIGN</b>	Carla Skuce	<a href="mailto:Carla_Skuce@ncsu.edu">Carla_Skuce@ncsu.edu</a>	5-8302	5-9780	7701
<b>CED</b>	Sue Bullard	<a href="mailto:sue_bullard@ncsu.edu">sue_bullard@ncsu.edu</a>	5-9606	5-5836	7801
<b>COE</b>	Mazie Lewis	<a href="mailto:mazie_lewis@eos.ncsu.edu">mazie_lewis@eos.ncsu.edu</a>	5-2315	5-8702	7904
<b>CNR</b>	Yvonne Lee	<a href="mailto:yvonne_lee@ncsu.edu">yvonne_lee@ncsu.edu</a>	5-5741	3-3496	8001
<b>CHASS</b>	Darnell Johnson	<a href="mailto:darnell_johnson@ncsu.edu">darnell_johnson@ncsu.edu</a>	3-1831	5-9419	8101
<b>COM</b>	Sandra Gibson	<a href="mailto:Sandra_gibson@ncsu.edu">Sandra_gibson@ncsu.edu</a>	5-6934	5-5546	8614
<b>PAMS</b>	Pam Long	<a href="mailto:pam_long@ncsu.edu">pam_long@ncsu.edu</a>	5-7833	5-7855	8201
<b>COT</b>	Teresa Langley	<a href="mailto:teresa_langley@ncsu.edu">teresa_langley@ncsu.edu</a>	5-1532	5-8578	8301
<b>DUAP</b>	Catherine Freeman	<a href="mailto:catherine_freeman@ncsu.edu">catherine_freeman@ncsu.edu</a>	5-9769	5-4416	7105

## CUE MEETING INFORMATION

The CUE meeting dates and location for 2009-2010 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.

<b>Dates</b>	<b>Time</b>	<b>Location</b>
September 11	1:30-3:00	Faculty Senate Chambers
September 25	1:30-3:00	Faculty Senate Chambers
October 23	1:30-3:00	Faculty Senate Chambers
November 6	1:30-3:00	Faculty Senate Chambers
November 20	1:30-3:00	Faculty Senate Chambers
December 11	1:30-3:00	Faculty Senate Chambers
January 8	1:30-3:00	Faculty Senate Chambers
January 22	1:30-3:00	Faculty Senate Chambers
February 5	1:30-3:00	Faculty Senate Chambers
February 19	1:30-3:00	Faculty Senate Chambers
March 5	1:30-3:00	Faculty Senate Chambers
April 16	1:30-3:00	Faculty Senate Chambers
April 30	1:30-3:00	Faculty Senate Chambers
<b>13Total Meetings</b>		

## 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>.

## 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/2009-2010/> 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](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>

## 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>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
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>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
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
<b>GEP Objectives</b>			
10. Are the GEP category objectives current and complete?			
<b>Student Learning Outcomes</b>			
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 <a href="http://www.krummefamily.org/guides/bloom.html">http://www.krummefamily.org/guides/bloom.html</a> ) of what students are expected to do in order to demonstrate that they have achieved the outcome?			
<b>Means of Evaluation</b>			
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