

To: James Oblinger, Executive Vice Chancellor and Provost  
Tom Stafford, Vice Chancellor for Student Affairs

From: Jo Allen, Interim Vice Provost  
Lisa Zapata, Assistant Vice Chancellor

Date: February 2, 2004

Re: Proposal for CUE Structure and Program Review Infrastructure

The Council on Undergraduate Education (CUE), Committee on Undergraduate Program Review (CUPR), Student Affairs Assessment Taskforce (SAAT), and staff in the Division of Undergraduate Affairs (UGA) are all charged with reviewing various aspects of assessment of student learning and development at NC State University. While each committee or organization serves a different function, there is an overlap in the review process for units that offer minors or other courses for credit but report to administrative divisions, rather than to a college. The University Committee on Courses and Curricula (UCCC) was originally responsible for the review and approval of all academic courses and programs. The committee delegated responsibility for outcomes-based-program review to CUPR and for GER course approval to CUE (CUE has had the responsibility for GER assessment since its 1996 charge). While CUE is charged with the evaluation and approval of all GER courses, CUPR's charge is to ensure the rigorous and ethical evaluation of all academic programs.

In order to be more efficient and effective in program review, the following procedure is proposed:

- All units, regardless of reporting structure, will assess any/all GER courses they offer and submit reports consistent with CUE guidelines.
- All minors or credit-bearing courses offered by non-college units such as FYC, Honors, Physical Education, Music, and ROTC will be reviewed by the appropriate process outlined by their administrative units (e.g., SAAT, UGA Undergraduate Assessment Team). The appropriate supervisory divisions will address any funding issues or program content issues. UGA and SAAT will provide the appropriate office and oversight committee with access to copies of the program review documents and accompanying plans and reports for their units offering credit-bearing courses for every assessment cycle for SACS IE review. In addition, program review documents will be provided to the chair of the appropriate academic college curriculum committee or assessment committee, which approves the offering of the academic courses and/or minor.
- One faculty member from a Student Affairs academic area offering GER credits (Music or PE) will be appointed to CUE through the Committee on Committees. One tenured or tenure-track faculty member from CUE will be appointed, by the Chair of CUE, to SAAT. The purpose of this representation is to coordinate the review processes within the concept of the shared conceptual understanding and common language as well as promote discussions to evaluate the overall NC State undergraduate experience.
- Coordination of these review processes and educational support and training can continue to be provided by Undergraduate Affairs Office of Assessment and the new Student Affairs Research and Assessment Office; this partnership allows for increased communication of common values, the sharing of innovative assessment ideas, and leveraging of resources to support the process.

Please let me know if you have questions or concerns, or that you will support this process, at your earliest convenience.

xc. Dr. Marilee Bresciani  
Ms. Karen Helm  
Dr. Ephraim Schechter  
Dr. Carrie Zelna