

Liberal Arts Council Meeting
CC 2201
October 3rd, 2023 | 3:30-5:00p.m.
Minutes

Present: Bebee, Beyers, Casey, Dineen, Fryer, Geisendorfer, Houston, Matchett, McMahan, Muller, Smith, Steele

Present in Zoom: Elkins, McClatchey, Records, Wood

Absent: Staton

Call to Order:

The meeting was called to order at 3:38pm.

Approval of the Agenda

The agenda was approved without objection.

Approval of the Minutes of the Last Meeting (9/18/2023)

The minutes were approved with minor corrections from AVP Matchett.

Announcements: None.

Reports

- Chair's report (Muller)
 - Courses in Curriculum Workflow: Starting to get courses; STAT 150 a pre-requisite change does not need LAC review, CHEM 103 did not meet basic standards and was returned to the submitter, COMM 223 Nina saved in Course Review folder on Teams for CCC review and forwarded to McMahan, SBS CCC chair. ENG 236 update involved no longer holding a variable title attribute per gtP/LAC requirements. Sent email with OER flyer from Nancy Henke to all unit leads and deans with LAC courses.
 - OPS Manual CCC New Course Approval Process Review: Nina completes a technical review of revised syllabus, and if it does not meet basic standards, Nina returns it to the submitter via Curriculum Workflow. If syllabus does meet basic standards, Nina emails notification with syllabus attached to pertinent CCC chair to review the course. The syllabus is also available on Teams/SharePoint. LAC chair will forward that email along to their CCC members for review. CCC chair will email Nina, chair and LAC@unco.edu with recommendation. Nina notates in CW and communicates with the originating unit. CCC then has three options: recommend inclusion, email unit leader about minor revisions needed in order to recommend approval (CCC does not need to use this option) or does not recommend inclusion. Courses will be added to the LAC agenda, signaling council members to review in preparation for the next LAC meeting. If the Council approves, Nina moves course to Provost/CAO. If the Council does not approve, Nina emails unit lead to determine if return to unit lead for potential resubmission or forward to Provost/CAO without LAC status.
 - Assessment Process Notes: Chair Muller and Bebee met to set assessment goals for AY23-24. Identify direct assessment goals. Meeting with History 10/30 to follow up on the pilot. Student survey for MCB to pilot in spring, student focus group, linked to survey. Codify the direct assessment process. Haberman to join

first LAC meeting of Spring 2024 to discuss pilot data. Pre-meeting with Written Communication in Spring 2024 to discuss possibility of unit level rubrics? All rubrics for categories by competency will be built by end of Fall 2023. Plan to build FAQ section on LAC Outcomes and Assessment webpage, beginning with questions from NHS Fall 2022 and History pilot experience.

- Standing Reports
 - GE Council (Matchett): October meeting is 10/9.
 - AVP of Undergraduate Studies (Matchett): Provost Innovations Grants, Round 2. Possible LAC projects: Canvas LAC course template; syllabus storage project. if you have Q's @ Ops Manual. Full "ops manual" for course approvals in LAC SharePoint. Important for everyone to understand roles and assist Nina/Heidi with meeting deadlines. We must record something in the workflow every three weeks until we move it out of our stage.
 - Curriculum Category Committee Reports
 - Written Communication & World Languages (Wood): We are working with the Registrar's Office on an update to the pre-requisite language for CO2 courses. RO draft language at next LAC meeting.
 - History, Literature & Humanities (Smith):
 - Philosophy & the Arts (Casey): Casey meeting with Houston this Friday for ISR pre-review of syllabi.
 - Social & Behavioral Sciences (McMahan): No report.
 - Mathematics & Natural Sciences (Steele): No report.
 - International & Multicultural Studies (Muller): No report.
 - Ad Hoc Committee Reports
 - Assessment & Curriculum (Muller): We have not met yet; no report.
 - Sub-Committee Meeting Report
 - Update from Director of Assessment (Beebe): Built Biology a tailored rubric with SLO's in Canvas. We can come up with a specific rubric that only has the SLO's you assess for, we can do that for your unit. Elkins question regarding taller rubric. Beebe clarified was for a signature assignment to be used across BIO courses. If faculty have different assignments, process needs to work differently. Tailored rubrics is for shared faculty assignments. Building the rest of the outcomes for all categories in order to make build the remaining rubrics..
 - Outreach & Communications (chair TBD)

Unfinished Business

- Polish LAC website
- Board Policy and Bylaws
- Finalize LAC-gtP alignment for all courses
- LAC Transfer Course Guidance Criteria

New Business

- Extended LAC Teams Site that would include CCC Members: Only LAC members have

SharePoint access. SharePoint folders and documents are accessible by CCC chairs but not CCC members. One option is to build an extended LAC Teams site where we would have syllabi that need to be reviewed for course approval and ISR. Smith suggests another option is to direct CCC members to Curriculum Workflow for Course Approval. Casey reminds this won't work for ISR. Steele likes using the email template Wood provided in the past. CCC can build own Teams (IS/MS does this) and could give SharePoint access to faculty to view folders and documents (with limits to what they can do). General consensus not to change Teams structure for now and CCC chairs continue to develop process that fits.

- LAC Website Course Approval Pages Updates: Added a page via drop-down menu on Course Approval page for easy access to syllabus requirements. Updates made to Outcomes and Assessments page. Please give any feedback.
- LAC Transfer Course Criteria Project Questions: None at this time. Bring updates to 10/19 Council Meeting.
- Access to LAC Assessment Dashboards/Data: Colleagues with specific expertise are most equipped to assess the course and report to the Council. HLC requires us to monitor students' progress on the attainment of outcomes. LAC is responsible for evaluating the course curriculum. Outcomes like Critical Thinking pollenate across many disciplines (an example of evaluation of evidence was given). We will look at aggregate data only and will not compare any specific classes side by side. The dashboard breaks down data by course in each unit. HLC wants to know that the Council is aware of the data and there is conversation about it. LAC could act as a support function for the unit's work surrounding data analysis. Meaningful data for the LAC includes how well students are achieving learning outcomes, and how internal processes can be streamlined. Identifying global issues happens at the Council level. DEI data is published to chart whether there are differences across socio-economic segments. ***Should dashboards be made available to all active LAC members, or shall we task units with an executive summary?*** Bebee could give access to the dashboard data. Why would we not want to share the data with everyone? There is concern that assessment data will be used as a sticking point. LAC is a faculty council and part of LAC purview is to be looking at this data. We could develop LAC policy surrounding facilitating productive conversations. With an increasing number of transfer students coming to UNC with outside LAC courses, good LAC SLO data could be very valuable (and speak to recruitment) to look at upper division courses and transfer students. The first step will be to decide who gets dashboard access. Bebee offered to show the LAC the data dashboard at the 10/17 LAC meeting.
- Direct Assessment, LAC Require Canvas Training: Bebee will continue to post training videos for every content area with a suggestion of a centralized place and process with many scheduling options. Could there be a Canvas assessment training module offered? Some people may need more hands on assistance while others are already very familiar with Canvas. There is support for requiring a module and offering in person training too. Support was expressed for offering ***required in person training to adjuncts***. There is no council consensus to require Canvas training. How do we best facilitate?

Comments to the Good of the Order: None.

Adjournment

The meeting was adjourned at 5:00pm.