



UNIVERSITY OF
NORTHERN COLORADO

Liberal Arts Council

Council Meeting

CC 2201

August 29th, 2023 | 3:30-5:00p.m.

Minutes

Present: Byers, Casey, Couch, Dineen, Houston, Fryer, Geisendorfer, Matchett, McMahan, Smith, Steele, Wood

Present via Zoom: Elkins, McClatchey, Records, Staton

Call to Order

The meeting was called to order at 3:37pm.

Approval of the Agenda

The agenda was approved without objection.

Approval of the Minutes of the Last Meeting (4/18/2023)

The minutes were approved without objection.

Announcements: None.

Reports

- Chair's report (Muller)
 - Summer Accomplishments:
 - We created a master LAC course Excel spreadsheet, updated the LAC website, sent out three memos to Academic Unit leads and deans with courses in the LAC. These three memos are a contribution memo, an Indirect Syllabus review (ISR – formerly Indirect Assessment) and a Direct Assessment memo. The ISR and Direct Assessment Memos went only to leads whose courses are included in current assessment cycles. We also held a syllabus workshop.
 - Courses removed from LAC curriculum:
 - HUSR208: Perspectives on Aging and Later Life
 - ANT100: Introduction to Anthropology
 - PHYS106: Introduction to Spaceflight
- Standing Reports
 - GE Council (Matchett)
 - June meeting very brief due to data breach. All UNC submissions approved.
 - No July meeting
 - June and August meeting:
 - State is encouraging institutions to offer a General Education Certificate.



- They have a task force charged to provide guidelines to campuses, but this is something any campus can do (and certificates can only be issued by individual campuses).
- August meeting:
- Still suffering from data breach - GtP course list now an excel spreadsheet.
- General discussion of micro-credentials: all campuses puzzled about how to manage academic vs. non-academic
- STAA revisions continue. Up this fall are Art History, English, History and Political Science. I am reaching out to Unit Leaders.
- AVP of Undergraduate Studies (Matchett)
 - With exception of one elected position in EBS the Council is fully staffed this year.
 - Thanks to Nina for careful work on all the memos that went out this year.
 - Thanks to Heidi, Nina and Berniece for website work over the summer
 - Thanks to Heidi, Nina and Chad for continuing to move the LAC direct assessment process forward.
 - ISR Workshop successful and well-appreciated.
 - There is a lot of discussion around Annual Health Checks process. It is designed to make sure there is regular and transparent conversation between admin and faculty about their program performance.
 - My portfolio has shifted slightly – now includes enrollment management, with less emphasis on faculty affairs processes, though I am still the lead on policy issues.
 - Friendly reminder for any/all units pursuing curriculum changes to use the curriculum handbook (posted on the Provost office website), which links to technical guides from the registrar.
- Core Curriculum Committee Reports
 - Written Communication & World Languages (Wood) No report.
 - History, Literature & Humanities (Smith) No report.
 - Philosophy & the Arts (Casey) Marc Santos is a new member.
 - 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)
 - Sub-Committee Meeting Report (no meeting yet) Primary project for the year is the Indirect Assessment Student Survey Questions. Muller will be reaching out soon.
 - Update from Director of Assessment (Beebe) Muller reported she and Beebe are working on a report summarizing Indirect Syllabus Review process and findings along with the direct assessment process.
 - Casey asked if teaching syllabi can be revised and resubmitted?
 - Muller stated yes, as long as it is a syllabus that used in the course and distributed to students.



- Reminders:
 - Any teaching syllabus can be pulled for ISR.
 - The LAC ISR course assessment process is support faculty with courses in meeting the LAC requirements.
 - Direct assessment takes place via faculty-determined course embedded assessments and assessment data is recorded in Canvas.
 - The syllabi included when course are submitted to be included or revised within the LAC are termed course approvals syllabi.
- Couch stated that since 2019, the Registrar's Office has evaluated LAC courses (an average of 7000 courses reviewed by Registrar's Office per academic year.) The criteria being used by the registrar's office needs to be updated to current LAC-gtP alignment.
 - Muller said the Council would add this to the goals to be accomplished this fall.
- Outreach & Communication
 - Muller will work on who can take on this role.

Unfinished Business

- Board Policy and Bylaws: We will be updating these to current practice.
- Finalize LAC-gtP alignment for all courses: Last year we codified; this year we will be addressing outliers (i.e., variable credit courses).
- Polish LAC website: Please look at the updated website and provide feedback.

New Business

- Council orientation
 - LAC course approval process: PowerPoint slides available on LAC SharePoint as part of Chair's Report.

Comments to the Good of the Order: Check out 9News tonight at 6pm to see Heidi's softball team coverage.

Adjournment: The meeting was adjourned at 4:44pm.