UNIVERSITY OF NORTHERN COLORADO

Liberal Arts Council

Council Meeting
Campus Commons 2201
March 7, 2023 3:30-5:00 p.m.
Minutes

Present: Beals, Bebee, Beyers, Casey, Geisendorfer, Holman, Houston, Matchett, McClatchey, Muller (Chair), Smith, Steele
Present via Zoom: Azarello, Records, Staton, Wood
Absent: Couch, Creasy, Kraver

Call to Order: The meeting was called to order at 3:31pm.

Approval of the Agenda
        Approved without objection.

Approval of the Minutes of the Last Meeting (2/21/2022)
        Approved without objection.

Announcements:

Reports
- Chair's Report (Muller)
    - LAC Indirect Assessment Spring 2023 Timeline, Meeting Procedure
    - Working on Open Educational Resources (OER) for Liberal Arts courses.
- Standing Reports
    - GE Council (Matchett):
        - There was no meeting but did confirm State GT Pathways content requirements can include discipline-specific writing courses in CO2.
        - In response to growing communication from the LAC around "stackables" to wider UNCO community, a few clarifications are relevant.
        - Colorado Dept. of Higher Education (CDHE) is focused on building ten total stackable pathways to obtaining credentials and certificates.
        - UNCO has representation on committees for all pathways except computer programming.
        - There is growing interest in obtaining certificates as well as providing credentialing "as you go."
        - Stackable programs are flexible, there is potential for custom builds, do not need to be linked to CHDE pathways
        - Could a certificate take the place of a minor? I.e., music minors. The State seems to put more value on a certificate over a minor. A certificate is a "final," countable credential if completed, a minor is not.

- o AVP of Undergraduate Studies (Matchett): Summerbridge email went out last week. There has been some interest.
    - It seems many faculty are already doing the work related to LAC assessment required in order to apply for an assessment mini grant. Might be good to encourage applications for individual faculty, academic units, programs who share competencies.
    - LAC officer positions, Chair and Vice-Chair, are for one year; per board policy Council should have these positions for the upcoming academic year filled thirty days prior to the end of the semester.
    - CCC Chairs positions also for one year, these positions should be filled by continuing members of each committee.
    - 23-24 leadership schedule: Initial CCC chair reports on CCC members whose terms are expiring at March 21st 2023 meeting. LAC officer nominations due at April 4th 2023 meeting, work to have CCC Chairs in place; LAC officers elections held April 18th 2023.
    - CCC member appointments are made by AVP Matchett with the advice of Deans and Academic Unit Leads, and with Senate approval.
- o Core Curriculum Committee Reports
    - Written Communication & World Languages (Holman): On sabbatical next spring, so need a new Chair for 23-24. Ideally same person for whole year.
    - History, Literature, & Humanities (Smith): No report. Item under new business.
    - Philosophy & the Arts (Casey): No report. Item under new business.
    - Social & Behavioral Sciences (Beals): No report.
    - Mathematics & Natural Sciences (Steele): No report.
    - International & Multicultural Studies (Kraver): No report.
- o Ad Hoc Committee Reports
    - Assessment & Curriculum (Muller):
        - Report on Sub-Committee Direct Assessment Discussion and Suggestions:
            - o IS/MS competencies will be assessed concurrently.
            - o Student learning of all course sections are assessed, including those taught by adjunct or contract renewable faculty, graduate student teacher who has section instructor status (adjunct or on stipend) for true Teacher's Assistants, Supervising Instructor would need to oversee assessment.
        - This council has generally agreed to building complete Rubrics as good practice with faculty making no changes to rubrics. If not all the learning outcomes on the rubric are assessed in the course, faculty should not score that item(s) on the rubric.
        - Courses with lab and lecture components: LAC finds it is acceptable to assess only in labs. May eventually want to readdress non-concurrently taught lecture and lab courses.
        - High school students taking UNC courses do not have access to Canvas.
            - ✓ How many high school students take LAC courses currently?
            - ✓ Higher Learning Commission (HLC) has asked in the past: "what do you do to ensure comprehendible data?"
            - ✓ Derek Bomar (UNC dual enrollment coordinator) in Admissions knows how to access these syllabi.
            - ✓ One school uses UNCO Canvas. High School firewalls may prevent students from accessing UNCO Canvas.

- ✓ Follow-up to identify numbers of students in these courses before working more on a plan to collect assessment data and artifacts.
  - ▪ Faculty who use third party apps for student work.
    - o Online textbooks for online courses require all homework be done online. Grades are also posted online on Canvas.
    - o Likely summative assignments for assessments are not done through these apps.
  - ▪ Council generally agrees, need to use Canvas for LAC direct assessment.
  - ▪ LAC Student Survey Assessment Data Discussion
    - o A suggestion was made to provide a clickable link on the LAC website for student assessments.
    - o If the instructor assessment and LAC course assessment are kept distinctly separate then faculty may be more receptive to the idea.
    - o At this moment, units control their own criteria, so LAC would need to convince all these units to include student survey but LAC could also make this a requirement for having courses in the LAC.
    - o A suggestion was made to build a student assessment component directly in Canvas.
  - ▪ LAC assessment sub-committee is meeting on March 28th to draft a student survey for the council to review.
- o Update from Director of Assessment (Bebee):
  - ▪ If LAC finds the student survey data is useful, then the council can decide about making the survey mandatory.
  - ▪ We only need ~400 students to take the survey for 95% confidence.
- o Outreach & Communication (Kraver): No report.

Unfinished Business
- • Tabled Pending Recommendations Brought to Council

New Business
- • Indirect Assessment Report – Arts and Philosophy: (Casey): Regarding Fall 2022 syllabi: FILM 130 passed, HUM 130 improved but did not pass. Most syllabi did have the Board Policy but not the CDHE or competency statement. None of the year-one courses met requirements. The request was made by Chair Muller for Casey to add a column for comments from last year's assessment for comparison. Casey to bring back report with this addition to LAC's next meeting. LAC can then vote on accepting it.
- • Indirect Assessment Report – History, Literature and Humanities (Smith): Report covers re-review of Year 1 syllabi. Some syllabi just need a few additions before Fall 2023, but some will need to be rereviewed before Fall 2023. ENG 131 needs a calendar of assignments and some mapping done. ELIT 290 was the only course totally good to go.
- • HLH CCC needs to complete Initial review of Year 2 syllabi and report back April 4th.
- • Revisit Indirect Assessment Report –Written Communication and World Languages Will follow-up at Mach 21st meeting.
- • Discussion: Follow-Up Indirect Assessment Findings and Process Post Syllabus Re-Review How can we make sure all instructors understand this process?
- • Casey propose to meet with School of Music's supervisor.
- • CETL instructs faculty to remove extra information. Templates are already available on

LAC's website. How do we collaborate with CETL on LAC course templates?

- Develop LAC assessment best practices guideline, build include regular training opportunities for faculty and possibly how-to videos.
- We may host an in-person workshop during contract start week. Support was given for hosting an in-person workshop and resisting a cut-n-paste culture. Academic Unit Leaders are ultimately responsible for upholding standards of LAC courses and so would be asked to attend the workshop session.
- In indirect assessment findings Memo to Academic Unit Leads, LAC will add to the findings report and recommendations report for instructors to improve their syllabi, the checklist used by the CCC's for indirect assessment of syllabi.
- Council generally agrees to have only pass not pass on with minor notes CCC indirect assessment findings reports and LAC determine recommendations to include on Memos to Academic Units as well as follow-up for courses that chronically fail indirect assessment.

Comments for the Good of the Order: None.

Adjournment
The meeting was adjourned at 4:55pm.