



UNIVERSITY OF  
NORTHERN COLORADO

Liberal Arts Council

Council Meeting  
Campus Commons 2201  
April 4, 2023 3:30-5:00 p.m.  
Minutes

Present: Bebee, Beyers, Casey, Geisendorfer, Holman, Matchett, McClatchey, Muller (Chair),  
Steele

Present via Zoom: Beals, Houston, Kraver, Smith, Wood

Absent: Azarello, Couch, Creasy, Records, Staton,

Guest: Sonia Schiable Brandon

Call to Order

The meeting was called to order at 3:34pm.

Approval of the Agenda

The agenda was approved without objection.

Approval of the Minutes of the Last Meeting (3/21/2023)

The minutes were approved with minor changes.

Announcements: None.

Reports

- Chair's Report (Muller):
  - OER, Summer Website Project Volunteers Request, Guest Sonia Schiable Brandon, Institutional Research & Effectiveness, LAC Leadership and IA Timeline: Available for review in OER SharePoint. Steele is willing to help with videos for LAC website. Add BIO 110 and MATH 124 to exemplar syllabi list for website update.
- Standing Reports
  - GE Council (Matchett): Next meeting April 10 (full report next time). Stackable Credentials Face-to-Fac on April 14 (all day on Auraria Campus). UNC can send 3 more reps, looking especially for folks from Computer Science and Behavioral Health.
  - AVP of Undergraduate Studies (Matchett): Summerbridge: Phil 150/Peterson selected again this year. Committee members reaching out to other applicants to encourage more competitive applications next year.
  - Updated BIO 110 syllabus on CETL website - now fully compliant with LAC standards in addition to exemplifying Equity-Minded Practices.
  - Last call for guidance on staffing CCCs (please include in your reports).
  - Have messaged to Deans regarding the two motions passed last meeting. Please make sure this communication is getting out (will be included in updated website and other communications to unit leaders regarding LAC inclusion).



- Core Curriculum Committee Reports
- Written Communication & World Languages (Holman): No report. Item under Unfinished Business.
- History, Literature, & Humanities (Smith): We have items under New Business today. We are still working on filling vacancies. Smith is willing to be chair again if no one else takes it.
- Philosophy & the Arts (Casey): Casey and Houston met PVA to talk about assessment through LMS and indirect assessment criteria. PVA still working on developing a system. Houston to work with directors to find out what they need.
- Social & Behavioral Sciences (Beals): We have found a proxy for Geography, but still need to confirm. No response for chair of committee.
- Mathematics & Natural Sciences (Steele): Steele to be chair again. Nina asking Steele for details re Mosher and second becoming vacant seat.
- International & Multicultural Studies (Kraver): Muller will serve as chair. Two members will return, third may leave. Kraver to update Matchett. Kraver is recruiting a new faculty member to serve in the vacant position due to her retirement.
- Ad Hoc Committee Reports
- Assessment & Curriculum (Muller)
  - Sub-Committee Meeting Report – Student Survey Questions:
    - Committee members reviewed a student survey draft.
    - Consider tailoring questions to specific areas, i.e., intercultural communication.
    - Align competencies with questions.
    - We could create an introduction explaining competencies at the very beginning of the survey.
    - We could list all nine competencies, explain them and then ask if students gained skills in any.
    - Rationale for survey is to gather information in the context of a specific course, to better understand the scores we get with indirect assessment, and depending on protocol implemented, we would gather assessment data throughout direct assessment cycle.
    - We could ask questions about learning required course content and tie specific competencies to course survey questions.
    - Muller asked for good survey questions to be emailed.
  - Sonia Schiable Brandon – Institutional Survey Considerations:
    - Different colleges push out their surveys at different times.
    - We would like to streamline when surveys go out.
    - Currently, we are over-surveying our students (climate survey had a 16% response rate).
    - Improve processes and communication about how we administer our surveys to students.
    - Can attach survey questions based on course attributes so could align survey questions with LAC category attributes.
  - Update from Director of Assessment (Bebee):
    - Power BI dashboard for direct assessment is built.



- We will share it when it is ready.
- MATH 124 is the only data there at this time. We discovered quirks in Canvas LMS that limits everyone's ability to access instructional videos.
- Six-year assessment cycle may seem long to HLC. Implementing a student survey would show that we are collecting assessment data even when a course is not in-cycle for direct assessment.
- Outreach & Communication (Kraver): No Report.

#### Unfinished Business

- Bylaws, Acceptance Memos, Website, Tabled Pending Recommend Brought to Council
- Revisit Indirect Assessment Report – Written Communication and World Languages:
  - Holman cleaned up recommendation language on the Indirect Assessment (IA) report.

MOTION: Approve the Written Communication and World Languages IA report.

VOTE: Casey firsts, Steele seconds. The motion passes.

#### New Business

- Indirect Assessment Report – Math and Natural Sciences: Tabled until next meeting.
- Revisit Indirect Assessment Report – History, Literature and Humanities: Tabled until next meeting.
- Nominations for 23-24 LAC Chair and Vice-Chair: Casey nominates Muller as 23-24 chair, Holman seconds. Muller nominates Wood as 23-24 Vice-Chair, McClatchey seconds.
- Discussion: Memos: Reviewed discussion from 3-21-23 meeting. Update to new comms plan. Previously had an *Initial* memo informing academic units of which courses would be indirectly assessed in the upcoming academic year, and a *Findings* memo providing a report of the outcomes of the current academic year's indirect assessment. Now will just have one *Indirect Assessment Memo* that will look ahead to reviews upcoming in the next academic year and will look back at all findings from the current academic year's indirect assessment including initial (new) reviews, and second-strike or third-strike re-reviews.

Comments for the Good of the Order: None.

#### Adjournment

The meeting was adjourned at 4:58pm.