

Liberal Arts Council Meeting
Campus Commons 2201
April 1st, 3:30-5:00p.m.
Minutes

Present: C. Beebee, Y. Brownlee, B. Casey, R. Dineen, M. Fryer, N. Geisendorfer, S. Manello, N. Matchett, M. McKeown-Kelly, H. Muller, J. Smith, T. Smith, A. Steele
Zoom: J. Cherico, M. Harris, C. McMahan
Absent: M.Berg

Call to Order 3:37pm

Approval of the Agenda approved without objection

Approval of the Minutes of the Last Meeting ([3/4/2025](#)) approved with the change to Wood's proxy Austin

Reports

- [Chair's Report](#) (Muller)
 - Spring 2025 Meeting Schedule
 - April 1st (ISR – PTA, HLH CCC)
 - April 15th (ISR – SBS, MNS CCC)
 - April 29th (ISR – WCWL, IS/MS CCC)
 - Spring 2025 Projects
 - Indirect Syllabus Review
 - Received all syllabi, reports start today
 - Indirect Assessment Student Survey
 - Plan for pilot in place.
 - AY 23-24 Direct Assessment Follow-Up
 - Chad and Heidi met with SCI (meet with EAS on 4/9)
 - Update Bylaws
 - Received from Codification 3/3/2025, review today
 - General Education Credential
 - Proposal ready for APC, outreach and comms S-C
 - Operationalize CO2/CO3 clarification
 - Memo Sent to units with current discipline-specific LAW2 courses
 - Communications (Nancy, Heidi, Margaret)
 - Direct Assessment Memos (sent to MATH)
 - Contributions Memos (sent to all Academic Unit with courses in the Curriculum)
 - Student Requests (was brought to our attention, but not yet an official request)
 - ANT major took SCI 265 and a non-lab course
 - Has required distribution of LAS classes (one lab, one non lab) but not 7 credits
 - In 2022, we approved changing SCI 265 from a 4-credit lab course to a 3-credit lab course since ELED requires SCI 265 and 266 which were both 4 credit lab courses and the change was requested, said we would reconsider if it became an issue.
- Standing Reports
 - GE Council (Matchett) –

- Met on March 10th
- Legislative updates: I will only focus on those affecting LAC
 - HB25-1038 Post secondary credit transfer website: now permits institutions to participate but does not require it
 - HB25-1186: WBL experience in Higher Ed: uses donor funds to support a pilot partnering institutions with an external vendor to support industry partnerships for WBL, and allows institutions to use work study allocation funds to offset cost of non-credit bearing WBL
 - HB25-1218: Concurrent enrollment expansion -- postponed indefinitely
 - HB25-1211 Allow Emily Griffith Technical to award AAS degrees.
- Continued work on SB24-164
 - Focus on gtP courses in STAAs
 - Vertical Transfer (from 2 yr to 4 yr)
 - Top 10 STAAs/DwDs
 - OTR working on where the credits go
 - Where do misaligned credits go? Our answer--> university wide electives
- Revisiting CLEP & DSST scores for PLA
 - Revived argument that they should not apply for gtp/General Education credit
 - But for now, no changes.
- AVP of Undergraduate Studies (Matchett)
 - Summerbridge appointment B. Peterson (again)
 - CCC appointment updates. Thanks for follow up
 - If you have ideas to fill vacancies, or any other feedback for me about appointments, please send that too.
 - From your continuing memberships, remember to appoint a **CCC chair** by the next meeting April. Chairs must be able to attend LACouncil meetings. Since it should be a continuing member you can do this now.
 - CCC appointment updates
 - SBS: James Cole – reappointing
 - HLH: Everyone is willing to be reappointed, Smith will be reappointed and remain as chair
 - CCC will need to appoint a chair
 - Steele will remain chair
 - Muller will remain chair
 - McMahan will remain chair
 - Casey will remain chair
 - Smith will remain chair
 - Wood will return as chair
- Curriculum Category Committee Reports
 - Written Communication & World Languages (Austin/Brownlee) – No report
 - History, Literature & Humanities (Smith) - No report; new business
 - Philosophy & the Arts (Casey) – Indirect Syllabus Review under New Business
 - 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)
 - Report from Director of Assessment (Bebee)
 - DA Follow-Up Meeting with [SCI](#)
 - They didn't have complete data from this year but have input some of the missing data.
 - Bebee will check to see if it has been updated in the system.
 - Is it has updated, then we know retroactive data input will work with dashboards.
 - They are working on a plan to collect LAC assessment data yearly.
- Outreach & Communications (Muller)
 - Tasked on working on foundational skills letter.

Unfinished Business

- Indirect Assessment [Student Survey](#) (complete draft sent to Sonia/Ted for testing)
 - OIRE to pilot survey in summer LAC courses.
 - Change in approach to student focus groups. We will not ask this as a survey question, but we will give OIRE information on categories of students for focus groups and they will send us contact information so we can reach out to potential participants.
- [Follow-Up](#) for Academic Units with Missing Direct Assessment Data (continuing)
- LAW2/CO2-LAW3/CO3 (Communication Plan and Website Update in Process)
 - [Memos](#) Distributed, General Notification via Contributions Memo Email
- Foundational Skills [Credential](#) (Outreach and Communications Sub-Committee)
- Mapping on Course Syllabi (ongoing)

New Business

- Indirect Syllabus Review
 - Review checklist and LAC Course Approval website include Board Policy Manual (BPM) reference but not University Regulations (UR) reference. There are differences between the two on course outline requirements, do we need to make a change?
 - PTA CCC ISR Report
 - Final Review:
 - ENG 200
 - Had every gtP requirement but CDHE statement
 - Brownlee will add the CDHE language since she is currently teaching the course.
 - Mapping present but could better reflect the specific competencies and SLOs.
 - Per final review, recommend removing from course LAC.
 - Will remain in Curriculum AY 25-26..
 - To remain in LAC for 26-27, need to submit the course through the approval process and reach the LAC stage in the curriculum workflow by Nov. 1, 2025.
 - MUS 140
 - Mapping was present though highly generalized without specific assignments
 - Will have to go into more detail for direct assessment
 - Missing course objective and learning outcomes detailed in the BPM.
 - The course objectives are part of the University Regulations

- Meets criteria
 - MUS 150
 - Meets all criteria
 - MUS 296
 - Final exam/closure policy is missing but meets criteria.
- Re-Review
 - MT 296
 - Final exam/closure policy is missing but meets criteria.
 - PHIL 270, PHIL 280, THEA 296, THEA 297
 - Does not meet criteria
- Initial Review
 - All courses under the initial review stage did not meet the criteria.
- MOTION: Casey moves to accept the PTA CCC report for Spring 2025, seconded by Steele
- DISCUSSION:
 - Consider requiring units plan for reviewing instructional syllabi.
 - Nothing would need to be done in the workflow they will need to add an extra attachment.
 - The course description is part of UR
- VOTE: Motion passes unanimously
- HLH CCC ISR Report
 - Smith only had the reports for the Initial Review at the time and will insert the Final and Re-reviews.
 - Initial Review
 - HIST 114, HST 115, HUM 122, MUS 212
 - Meets criteria
 - MAS 110
 - Does not meet criteria and recommend returning to department for revisions.
 - General Discussion
 - Re-review
 - All courses under the re-review stage did not meet the criteria.
 - Final Review
 - AFS 100, AFS 101 meets the criteria with recommendation to update syllabus to reference additional document for course schedule.
 - ENG 133
 - Missing mapping and CDHE statement is not verbatim
 - Per final review, recommend removing from course LAC.
 - Will remain in Curriculum AY 25-26..
 - To remain in LAC for 26-27, need to submit the course through the approval process and reach the LAC stage in the curriculum workflow by Nov. 1, 2025.
 - MOTION: Casey moves to approve the Initial review reports, seconded by Steele
 - VOTE: Motion passes unanimously
 - Review of Codification Edits on [Bylaws](#)
 - SCI 265 3 Credit Lab Course
 - Motion: Restrict this course to ELED majors. Recommend Accepting moved by Muller seconded by Smith

- In fall 2022 it was discussed and approved to accept the requested change of SCI 265 from a 4-credit course to a 3-credit course.
 - Matchett found that the restriction to ELED was stated at that time but not implemented.
- If a course is required for the major, it can't be required that the course be taken to fulfill LAC requirement.
- Courses can be restricted for enrollment to students in the major.
- Do we know enrollment of this course includes non-ELED majors
 - It does occasionally, a few students annually.
- Do advisors know the credit mismatch?
 - Yes, but with changeover in advisor scan be easy to overlook.
- Matchett does not think this will be controversial and will speak with units
 - Vote: Motion passes unanimously
- Student Request Gabriel Hanson Seven Science Credits without Lab
 - Motion: Grant a one-time exception due to advisor error. Recommend Accepting moved by Steele, seconded by Geisendorfer.
 - The official request document rationale should state that there will be additional training to ensure this error will not happen again and that this is a one-time thing.
 - Vote: Motion passes unanimously
- First Call: Nominees for AY 25-26 LAC Chair and Vice-Chair
 - Muller will be on sabbatical in the spring but is willing to serve in the Fall.
- Discussion: Course in ISR Re-Review but not taught in Current AY, should course stay in rereview for next AY or move to final review for next AY?
 - Tabled until next meeting.
- Discussion: IS/MS Required Assessment/Alignment Chart Submission
 - [Spring 2021](#) Revised Competencies and SLOs Full [Update Process](#)
 - Tabled until next meeting.

Comments to the Good of the Order

Adjournment 5:00pm