

Liberal Arts Council Meeting
Campus Commons 2201
December 3rd, 3:30-5:00p.m.
Minutes

Present: L. Amor, C. Bebee, B. Casey, Matchett, S. Mannello, C. McMahan, H. Muller (Chair), T. Wood
Zoom: J. Cherico, R. Dineen, M. Fryer, C. McClatchey, N. Geisendorfer, T. Smith
Absent: M. Berg (sabbatical), M. McKeown-Kelley

Call to Order 3:34pm

Approval of the Agenda approved without objections

Approval of the Minutes of the Last Meeting ([11/19/24](#)) – Approved with the changes suggested by Wood.

Reports

- [Chair's Report](#) – (Muller) –
 - Fall 2024 Accomplishments
 - HLC Accreditation Visit
 - Full Draft Indirect Assessment Student Survey
 - Reviewed all Courses Needing gtP Updates
 - Workflow Course Forms Added gtP dropdown
 - Reviewed two student exception requests
 - Action Taken on CO2-CO3 clarification
 - Began ISR FAQ , Website, Template Update lists
 - Fall 2024 Assessment Work
 - AY 23-24 DA Follow-Up: DoGGS & ANT
 - Worked with Units/Courses in ISR Final Review
 - LAC Faculty Assessment Representative (FAR) for Written Communication Tara Wood and Director of Assessment worked with LAW 1, 2 and 3 course instructors to implement AY 24-25 Direct Assessment
 - Initial Review of AY 23-34 aggregate DA data
 - Spring 2025
 - ISR – yay!
 - Meet with Sonia – implement indirect assessment
 - Operationalize CO2/CO3 clarification
 - Complete AY 23-34 DA Follow-Up – Chad and Heidi plus Unit Leads meet with Council
 - Update Bylaws – Chair will bring draft
 - General Education Credential
 - Communications
 - Contributions Memos (February if possible)
 - Direct Assessment Memos (prior to Spring Break)
 - Angela and Nancy G – MATH FARs meet with Bebee and begin connecting to unit around AY 25-26 Direct Assessment
 - Ongoing: Website Update, Course Mapping
 - Continue Outreach to Arts and Humanities toward AY 26-27 Direct Assessment
 - Work to Identify FARs
 - HLC Report

- Review Full Draft of LAC Assessment Plan
- Standing Reports
 - GE Council (Matchett) – No report
 - AVP of Undergraduate Studies (Matchett) - No report
 - Curriculum Category Committee Reports
 - Written Communication & World Languages (Wood) – Item under new business
 - History, Literature & Humanities (Smith) – No report
 - Philosophy & the Arts (Casey) – Item under new business
 - Social & Sciences (McMahan) – Item under new business
 - Mathematics & Natural Sciences (Steele) – The file sent to Steele included discrepancies between the file and the catalog, where courses are listed as LAS-1 with a lab but not true. Also, it was found that some sciences do not know gtP labeling, which could be a result of the inconsistency in the catalog and file.
 - International & Multicultural Studies (Muller) – Items under new business
 - Ad Hoc Committee Reports
 - Assessment & Curriculum (Muller)
 - Report from Director of Assessment (Beebe) – The quality improvement project groups are starting to meet with Beebe, he can take on some more if interested.
 - Outreach & Communications (chair TBD)

Unfinished Business

- Indirect Assessment [Student Survey](#) (updates and contacting Sonia for delivery options)
 - Full Draft Now Available – Review if Possible
 - Wood has drafted a blurb that will go at the top of the survey.
 - Muller clarified that the council would return to this wording once the format of the questions is finalized as well as the delivery method.
 - Casey raised a concern about Q2 wording: Would using "roughly" be confusing?
 - He proposed: "Including the current semester, about how many semesters have you taken classes at UNC? Choose the best option."
 - Wood questioned the highlighted questions
 - Muller clarified that those questions were about students working with feedback related to their writing. Questions seemed to be getting at the same thing but were worded differently across CCCs. Should we aim for consistency in question wording or have each CCC use own variation?
 - Wood noticed that the ending of the open-ended question is different and wondered if we cared about consistency across the questions.
 - Beebe clarified that while consistency is not mandated, closing the loop on the data received is important, and so we may want to keep this consistency question in mind as we start to receive data from the survey. We can revise, but the current critical point is getting started on collecting data.
 - Students will receive a survey for each LAC course they are taking through Canvas.
 - Kim Black noted that using Canvas has improved response rates.
 - Some Categories have numerous questions due to multiple competencies.
 - PTA was looking for fewer questions to maintain engagement.
 - Casey will review their questions and send Beebe a clarified version.
 - Can there be a rotation for indirect assessment, where not all students will get for all courses each semester?

- Data may be inconsistent.
 - Part of reason for sending survey each semester is to be collecting data between the six year cycle of direct assessment.
 - Would have to get input from Sonia before deciding.
 - HLH agrees on the number of questions they have but adjustments can be made if needed.
 - McMahan will review his set of questions.
 - Steele suggested two sets of questions: one for LAX and another for LAS.
 - Bebee noted that statistics have specific criteria requiring specific questions.
 - Geisendorfer highlighted that question 9 is a statistical specific question.
 - Bebee recommended following up on if we are considering cutting a specific question or if questions changes will be diverse among the groups.
 - Muller will review question sets to provide clarity in terms of questions per competency in each category.
- Follow-Up for Academic Units with Missing Direct Assessment Data (continuing)
 - UNC General Education Foundational Skills Credential (Spring)
 - LAW2/CO2-LAW3/CO3 clarification operationalization (Spring)
 - Mapping on Course Syllabi (ongoing)

New Business

- Selection of Vice-Chair for Spring 2025 (Wood on sabbatical)
 - Steele has been nominated and accepted as Vice-Chair.
- Courses in the Workflow: [To Be Reviewed](#)
 - PTA
 - HON 267: Culture and Consciousness – New Course to LAC – LAA3
 - CCC had an older version which has been updated in the workflow
 - MOTION: Casey moves to approve HON 267, seconded by Wood
 - Noted that unit worked with CCC chair to get this course ready for approval.
 - VOTE: Motion approved unanimously
 - MNS
 - MATH 185: Math Sense and Algebra – Adding gtP status – LAX1
 - MATH 186: Elements of Calculus – Adding gtP status – LAX1
 - One concern regarding MATH 185 – The math department has a separate document for mapping; is it acceptable to have the mapping in a separate document?
 - Muller noted that for direct assessment, the course instructor will need to determine which of the many listed assignments that cover the material are the specific ones used to collect student artifacts to be assessed.
 - MOTION: Casey moved to approve MATH 185 and MATH 186 recommendations, seconded by Wood.
 - VOTE: Motion approved unanimously.
 - SBS
 - JAPN 116: Contemporary Japan – New to LAC status – LAB3
 - Course did not meet the 11/1 deadline for required review for upcoming AY 25-26 catalog.

- This course is not yet at LAC stage in the workflow, so this is a prereview.
 - There was not enough detail in the mapping.
 - Since this is an existing course and the change is to include LAC status, once the course gets to LAC stage it will stay there in the workflow rather than be sent back to the unit.
 - McMahon and Muller from IS/MS will reach out to the unit with feedback and make unit aware that when revise syllabus, that should be sent directly to the CCC chairs and likely review will be for AY 26-27 catalog.
- HLH
- WCWL
 - Art 224: Research and Writing in the Visual Arts – New to LAC status – LAW2
 - CCC recommends denying for LAW2 and recommends resubmitting for LAW3
 - MOTION: Wood moves to not approve ART 224 for LAW2, seconded by Casey
 - DISCUSSION:
 - Matchett noted that as part of the process a representative of the unit would be invited to the LAC meeting where their course will be discussed.
 - She suggested notifying the chair of the unit of the recommendation.
 - Muller noted, per the following item on the agenda, due to the variety of kinds of course approvals the council has had this semester as well as changes in the timing of courses moving through the workflow with LAC now following PEC, in order to review courses during planned meetings for the semester, there has been some drift on following the process stated in our ops manual.
 - Once CCCs have completed their review, they should notify the admin, Margaret, that the review has been completed. Margaret will add the course to the upcoming agenda. At that same time, CCC chair should also notify unit of CCCs recommendation and inform them that the course will be reviewed at the upcoming council meeting.
 - Wood will email chair notifying of status and will CC PVA rep Casey.
 - ART 224 would be best for LAW3
 - VOTE: Motion approved unanimously
- IS/MS
 - GEOG 218: Emerging Asia – IS chart in syllabus
 - ENG 205: World Folklore and Fairy Tales – Mapping/IS chart separate
 - ENG 262: Literary Voices from Around the World – IS chart in syllabus
 - COMM 223: Intercultural Communication – Mapping/IS chart separate
 - JAPN 116: Contemporary Japan – Mapping/IS chart separate
 - MOTION: Muller moves to approve GEOG 218, ENG 205, ENG 262, and COMM 223 for IS, seconded by Casey
 - VOTE: Motion approved unanimously
- Reminder: per [LAC Ops Manual](#) CCC chairs need to email unit leads about results of Course Approval review
 - <https://www.unco.edu/provost/pdf/academic-affairs-leadership.pdf>
 - Related to discussion on previous agenda item, CCC chairs and/or Chair Muller will email all units who have had courses reviewed by the council to confirm status of courses.

Comments to the Good of the Order

- Jazz composition student performance downstairs at 5pm in CC1321!
- Have a great break!

Adjournment 4:56pm