



## Liberal Arts Council

Council Meeting  
Campus Commons 2201  
February 21, 2023 3:30-5:00 p.m.  
Minutes

Present: Beals, Beebe, Beyers, Casey, Couch, Geisendorfer, Holman, Houston, Matchett, McClatchey, Muller (Chair), Smith, Steele

Present via Zoom: Azarello, Creasy, Kraver, Staton

Absent: Wood

Guest: Jen Mayer

Call to Order: The meeting was called to order at 3:32pm.

### Approval of the Agenda

The agenda was amended to include student exemption request, and the agenda was approved by unanimous voice vote.

### Approval of the Minutes of the Last Meeting (2/7/2022)

Chair Muller edited a sentence re: her Chair's Report, and the minutes were approved by unanimous voice vote.

### Announcements

### Reports

- Chair's Report (Muller)
  - Guest: Jen Mayer from UNC University Libraries, Library OER-LAC Grant
  - UNC has received four grants for instructors to use open licenses materials. Angela Steel and Jeri Kraver were in first grant round. We are ready to take the next step, which is incorporating LAC courses. "Free LAC" is our vision. "Affordable" can mean library resources or unlicensed material that is free to students. OER 101 Canvas shell is available on Digital UNC. We would like to develop a no-cost path for students through LAC courses. Faculty can apply for a \$200 stipend to investigate transitioning an LAC course to OER status. Call will come out in April. To promote these stipends, how do we reach all of our instructors teaching LAC courses? Chair Muller said CCC Chairs can contact department Chairs with courses in LAC. Chair Muller will get a list of CCC Chairs to Jen Mayer. Decided that OER Committee stipend applications will be reviewed by OER committee and LAC. Library OER plans to apply for more funding through Innovations Funds.
  - LAC Indirect Assessment Spring 2023 Timeline
  
- Standing Reports



- GE Council (Matchett): Six courses were proposed as GT Pathway courses. Intro to Public Health has an explicit request for review by SBS CCC. Stackable credentials steering committee offers behavioral health, cyber security, healthcare, education and programming/developer but we are still looking for volunteers. The deadline is December 2024. Colorado Department of Higher Education (CDHE) to host a faculty-to-faculty conference in Denver metro on April 14<sup>th</sup> 2023. The conference will be devoted to stackable credentials' criteria. The council affirmed a revision to the Economic statewide articulation agreements.
- AVP of Undergraduate Studies (Matchett): Academic Affairs Leadership meeting held last Friday, encouraging communication to Deans. Summerbridge nomination form will go out tomorrow. Two new degrees and three new certificates were approved at the recent Board of Trustees meeting February 9<sup>th</sup> – 10<sup>th</sup>.
- Curriculum Committee Reports
  - Written Communication & World Languages (Holman): Item in new business.
  - History, Literature, & Humanities (Smith): No report.
  - Philosophy & the Arts (Casey): We started review of eleven syllabi under indirect assessment. We are using Don Holman and Tara Wood's template for our report.
  - Social & Behavioral Sciences (Beals): No report.
  - Mathematics & Natural Sciences (Steele): No report.
  - International & Multicultural Studies (Kraver): Slated for April 18<sup>th</sup> review of syllabi. We are also working on I/SMS Rubrics. Discussion around if IS/SM CCC should complete review concurrent with Category review. Committee decided it makes more sense to have IS/MS a follow-up review as is different than Category review.
- Ad Hoc Committee Reports
  - Assessment & Curriculum (Muller):
    - Update from Director of Assessment (Bebee): IS/MS Rubrics language is complete. May review IS/MS SLOs at a later date. Have developed quality performance indicators for current SLOs.
  - Outreach & Communication (Kraver): Committee created a list of broad categories for the website: info for students, LAC assessment, etc. with one caveat: We need a website developer to build it. McClatchey suggested that faculty of web design class in Montfort Business School could offer some assistance.

### Unfinished Business

- Board Policy Updates
  - Chair Muller and AVP Matchett to work on draft language and bring back to LAC.

### New Business

- Student Exemption Request: Andrea Marick for IS designation due to misadvising
  - Discussion of Degree Works language under International Studies. Registrar clarified that this language is included to cover multiple catalog years from old Core and new Curriculum. Previous IS designation exception was granted for this course under the circumstances that when taken the course was in Core Area 7. Currently, COMM 223 is in the process of applying for inclusion in the Curriculum in LAB 3 with IS designation.

MOTION: Approve Andrea Marick's student exemption request. Casey motions first, Geisendorfer seconds. The motion to approve passes.

- Indirect Assessment Report – Written Communication and World Languages (Holman):
- Written and Oral Report were submitted.
  - Year 1 re-review courses.



- ENG 122 meets all syllabus criteria. ENG 123, 250 and 323 are still missing required elements.
- Year 2 initial review courses.
  - BA 205 is variably viewed by committee members as meeting requirements. SCI 225, SCI 291, PVA 152 are lacking many required elements.
- Discussion of syllabi in accredited programs: BA 205 has additional syllabus criteria in order to meet Montfort Business School's Association to Advance Collegiate Schools of Business (AACSB) accreditations. These dual mandates make it complicated to integrate all required elements in to a syllabus.
- Discussion of CO-2 and CO-3 courses: Intermediate writing courses are CO-2 courses, but possibly according to CDHE criteria, all Year 2 review courses should be CO-3. If this is the case, all four classes would to resubmit to LAC for proper state alignment. Committee decided more information about CDHE guidance on CO-2 and CO-3 courses is needed before a decision can be made. Matchett to check with the state for guidance on CO-2 and CO-3 courses.
- Discussion of syllabus requirements: CDHE does not require course mapping. This is an LAC requirement for course approval syllabi and teaching syllabi. This requirement is linked to the need for assessment of student learning in General Education courses. LAC may need to begin to differentiate these GtP and LAC elements in syllabus review and follow-up memos to academic units regarding required syllabus revisions.
- Discussion of process for increasing teaching syllabus alignment with LAC criteria: Year-2 re-reviews are better, but there is still room for improvement, especially regarding course mapping. Suggestions were made for additional communication around the link between course approval syllabi and teaching syllabi. Approval syllabi should represent the best example of the elements that need to be included LAC syllabi. Teaching syllabi can vary from approval syllabi in terms of course content, but not in terms of required LAC syllabus elements. In conjunction, meetings with Chairs and Directors of individual Academic Units who have courses in the LAC were suggested. Additionally, the possibility of an oral script using a course (i.e., ENG 122) as an example was suggested. LAC could work with Instructional Design and Development (IDD) to develop a video. General consensus is that some changes need to be made to the follow-up memos to Academic Units
- Report not accepted pending further clarification. Will be readdressed at 3/7 meeting.
- Direct Assessment – LAC assessment data for yearly review
  - Discussion on optional aspect of student survey passed at 2/7 meeting.
    - Per meeting with Sonia Schaible Brandon in Institutional Research and Effectiveness doing this survey as optional may not work within UNC's management of the scheduling of surveys.
      - Suggestion is to pair survey with course evaluations (Eval Kit.)
    - Brief discussion of pros and cons of taking this approach.
    - Need more time for this discussion, table for now.

### Comments for the Good of the Order

Casey is performing on campus with College of Performing Arts @ 6:30pm tonight!

### Adjournment

The meeting was adjourned at 5:04pm.