

Liberal Arts Council Meeting
Campus Commons 2201
November 1, 2022, 3:30-5:00 p.m.
Minutes

Present: Beals, Bebee, Beyers, Casey, Couch, Geisendorfer, Holman, Houston, Kraver, McClatchey, Muller (chair), Records, Smith, Steele, Youngs, Staton

Absent: Creasy, Steele

Meeting called to order at 3:32.

Approval of the Agenda: revised agenda approved without objection.

Approval of the Minutes of the Last Meeting (10/18/2022): approved with one minor change of language.

Announcements

Reports

- Chair's Report (Muller)
 - Will have courses at LAC next meeting, please read through prior to the next meeting. Courses submitted are located on Teams in Files->General->course review->course information.
 - Review how to access via Curriculum Workflow.
 - Indirect Assessment Memos have been sent to Unit Leaders today, may receive questions. We will pull a teaching syllabus from courses being taught.
 - Review of Indirect Assessment Process
- Standing Reports
 - GE Council (Matchett): No report.
 - AVP of Undergraduate Studies (Matchett): No report.
 - Core Curriculum Committee Reports
 - Written Communication & World Languages (Holman): No report.
 - History, Literature, & Humanities (Smith): Two HON courses (180 and 182) have been circulated to the HLH CCC.
 - Philosophy & the Arts (Casey): HON 185 has been submitted and needs a teaching syllabus; Smith will supply one. PVA 220 has been reviewed and moved forward; MUS 144 DNCE 130 has been submitted to the dean and will be coming soon.
 - Social & Behavioral Sciences (Beals): ASL 210 and PSCI 110 have been submitted

- Mathematics & Natural Sciences (Steele): No report.
- International & Multicultural Studies (Kraver): Has four courses under consideration: HON 180 and 182 and PSCI 110, still awaiting approval of ASL 210. Casey noted that Dance 130 will be forthcoming.
- Ad Hoc Committee Reports:
 - Assessment & Curriculum (Muller):
 - No Meeting last week – next week will discuss Spring 2023 DA Pilot
 - Updates from Director of Assessment: Approved rubrics are now in Canvas, and detailed work is proceeding apace. Pilot is going to happen.
- Outreach & Communication (Kraver): No report.

Unfinished Business

- Board Policy Updates – need to update bylaws for no more Life of Mind Representative on Council (16 voting members) and CCC rename to Curriculum Category Committee.
- Formal Memo for Course Accepted into LAC highlighting Indirect and Direct Assessment Requirements
 - Once there is draft assessment sub-committee will review.

New Business

- Curriculum Approval Process
 - CCC chairs check-in around course approval process
 - Accept Courses to Review after 11/1/22 deadline: We anticipate roughly 20 courses for approval in this cycle.
 - Curriculum Workflow -- Remove LAC CCC level? Workflow is configured to mirror practice, not the Board policy. Matchett has recommended taking the CCC stage out of the workflow to avoid confusion. There was no objection to making this change, effective for the next cycle (2023F).
- Board Policy Change – Director of Assessment Ex-Officio Member? Bebee is officially a visitor/consultant to the Council. Muller raised the above question. Cmith stated that he thought it a good idea because it would express the seamless relationship between curriculum and assessment. Matchett pointed out that changes to Board Policy need to go through the full faculty meeting. Bebee noted that he could work either way but thought the change would be an important signifier of the integration of assessment and curriculum development. Casey moved (Holman second) “that we create a document by a certain deadline (Feb. 1) identifying all proposed Board Policy changes: removal of the Life of the Mind representative position, changing the CCCs to be called “Curriculum Category Committees,” and

adding the Director of Assessment as an *ex officio* member of the Council.” Motion approved unanimously.

- LAC Curriculum Approval Process Website
 - Members to join Outreach and Communication sub-committee to propose revisions? Some have reported that the communication is not clear and comprehensive and needs cleaning up. Matchett recommends that a group convene to make adjustments, e.g., in templates and formats, and simplify navigation. Muller asked who would be best to take up the task (whole LAC, Outreach & Communication? An enhanced Outreach & Communication committee?), and solicited volunteers for the project. Youngs, Staton and Bebee volunteered to join Kraver in this undertaking.

Comments for the Good of the Order

Meeting adjourned at 4:39.

Thomas Smith

Vice-Chair/Recording Secretary