



UNIVERSITY OF  
**NORTHERN COLORADO**

Liberal Arts Council

Council Meeting  
Campus Commons 2201  
August 30, 2022 3:30-5:00 p.m.  
MINUTES

**Present:** Beals, Beyers, Casey, Geisendorfer, Holman, Houston, Matchett, McClatchey, Muller, Smith

**Absent:** Kraver, Staton

**Guest:** Couch

Call to Order

The meeting was called to order at 3:33pm.

Approval of the Agenda

Approved without objection.

Approval of the Minutes of the Last Meeting (04/19/2022)

Approved without objection.

Announcements

- Heidi Muller is acting chair as Tara Wood is on medical leave.
- This is our last meeting with Betsy Kienitz; she will be serving as executive assistant to the Provost.

Reports

- **Chair's Report** (Muller)
  - Orientation to the Liberal Arts Council
    - Overview of Board Policy and bylaws
    - Explanation of membership and the powers & duties of the CCCs and Council
    - Overview of curriculum review process
      - See the [Curriculum Approval Process page](#) for detailed information about LAC requirements and important dates.
    - Full chair's report available on the LAC SharePoint
  - Assessment implementation
    - Indirect assessment – Year one of indirect assessment was completed in spring 2022; findings memos were sent to unit leaders this summer. Specific instructions for updates were communicated. Follow up for year one courses will occur simultaneously with initial review of year two courses.
    - Direct assessment – Kim Black will attend the September LAC meeting to discuss implementation of direct assessment.
- Standing Reports
  - *GE Council* (Matchett)
    - Relationship between gtP and Liberal Arts Curriculum



- See “LAC and gtP” document in SharePoint.
- Statewide Articulation Agreements (STAAs)
  - STAAs are agreements between two- and four-year institutions to ensure that students who have completed their two-year degree through an STAA are able to transfer and graduate from their four-year program in an additional two years/sixty credit hours.
- *AVP of Undergraduate Studies (Matchett)*
  - Relationship between AVPUGS and Liberal Arts Council
    - The Liberal Arts Council is responsible to the AVP of Undergraduate Studies.
  - LAC policy exemption requests
    - The AVP of Undergraduate Studies has the final say on all UG policy exemption requests, but for requests related to the LAC, Matchett prefers to have input from the Liberal Arts Council.
    - Requests related to the LAC generally fall in one of two categories:
      - requests to allow a course to count in the LAC that otherwise does not count, or
      - requests for exemption from a LAC policy.
  - LAC enrollment trends can be monitored in Power BI.
    - Fill rates in LAC courses run about 60%; we are exploring ways to right-size LAC offerings.
  - Carousel degrees
    - UNC is offering its first carousel degree, a BA in Business. The carousel format includes condensing courses into 8-week sessions and is designed so that students can start in any 8-week session if a cohort is available. Students can graduate in three calendar years.
    - We are working with Extended Campus to explore offering LAC courses in the 8-week format.
  - Assessment
    - Indirect assessment ensures conformity of teaching syllabi to gtP/LAC requirements; the Council is responsible for implementing the CDHE’s “front end honor and back-end accountability” system on behalf of UNC.
    - Direct assessment of general education courses is required by the HLC. With the upcoming HLC visit, it is crucial that we implement/pilot direct assessment this year. We will discuss course embedded assessment and implementation plans at the next LAC meeting.
- *Core Curriculum Committee Reports*
  - **Written Communication & World Languages** (Holman) – No Report.
  - **History, Literature, & Humanities** (Smith) – No Report.
  - **Philosophy & the Arts** (Casey) – Kiki Gilderhus will be appointed to the CCC.
  - **Social & Behavioral Sciences** (Beals) – No Report.
  - **Mathematics & Natural Sciences** (*tbd*) – No Report.
  - **International & Multicultural Studies** (Kraver) – Academic units with IS/MS courses reviewed in year one of indirect assessment have been notified to submit revised course forms for the courses that need to be updated with current IS/MS competencies/SLOs.
- *Ad Hoc Committee Reports*
  - **Assessment & Curriculum** (Muller)
    - Indirect assessment findings memos have been sent to academic units with instructions on next steps.
    - Year one follow-up will occur in spring alongside the initial review of year two



courses.

- **Outreach & Communication** (Kraver)
  - Muller reported that the LAC video developed by students last spring is now live on the LAC website.

### Unfinished Business

### New Business

- **Chair election**
  - Heidi Muller is the sole nominee for LAC chair.
    - Muller was approved by acclamation.
- **Vice-chair nominations**
  - McClatchey nominated Tom Smith.
    - Smith was approved by acclamation.
- **Council goals/priorities for AY23**
  - Direct assessment is the top priority for this year.
    - Kim Black will attend the September LAC meeting to discuss implementation of direct assessment.
    - CCCs will need to determine appropriate rubrics for assessing their respective areas.
    - Course-embedded assessment through Canvas will be an efficient way to collect direct assessment data.

DISCUSSION: *consider placing a limit on the number of courses in any given LAC category*

- Imposing a limit would be a significant shift in how/whether courses are approved for inclusion in the LAC.
- In terms of scheduling, it may be possible to limit the number of available sections in each LAC category.
- Matchett will ask colleagues in other institutions if they impose limits on the overall number of courses in general education areas.

### Comments for the Good of the Order

- Welcome back and thanks to everyone for their service on LAC!

### Adjournment

The meeting was adjourned at 4:59pm.

Heidi Muller  
Chair

Betsy Kienitz  
Recording Secretary