

BYLAWS OF THE LIBERAL ARTS COUNCIL

(As amended October 4, 2021)

The Liberal Arts Council (the Council) is a representative faculty council, as defined in 2-3-104(3), Representative Faculty Committees, of the Constitution of the University of Northern Colorado Faculty. Per 2-3-107(2), the Council is established both to represent and to act on behalf of the faculty in the governance of the Liberal Arts Curriculum (the Curriculum), the University's general education program, and is responsible to the Assistant Vice President of Undergraduate Studies, who is charged with the overall administration and direction of the Curriculum. Should section 2-3-107(2) or other areas of Board Policy be amended in ways that conflict with these bylaws, the Faculty Constitution shall take priority until appropriate revisions to the bylaws are made.

Article I - Membership and Officers

Membership and officers of the Council are set forth in Board Policy Sections 1-1-207, 2-3-105, and 2-3-107(2)(b). Quorum follows the rules of the Faculty Senate (i.e., majority) in Board Policy Section 2-3-106(8).

Article II - Duties of the Officers

1. Chair
 - a. To preside at the meetings of the Council.
 - b. To develop an agenda for each meeting.
 - c. To appoint ad hoc committees that may include persons other than Council members.
 - d. To submit reports to the Assistant Vice President of Undergraduate Studies as needed.
 - e. To serve on the Faculty Senate Academic Policies Committee and Faculty Senate as a voting member.
2. Vice-Chair
 - a. To serve in the absence of the Chair.
 - b. To assist the Chair with the above responsibilities.

Article III - Parliamentary Authority

The current edition of *Robert's Rules of Order* governs this organization in all parliamentary situations that are not articulated in the bylaws or standing rules of the Council. Note: many meetings proceed informally; however, any voting member may request that formal rules be adhered to during an entire meeting or while handling a specific item of business.

Article IV - Powers and Duties of the Full Council

The responsibilities of the Council are set forth in Board Policy Section 2-3-107(2)(c).

Article V - Core Curriculum Committees

- A. The Core Curriculum Committee (CCC) structure is set forth in Board Policy section 2-3-107(2)(d).
- B. Responsibilities of the CCCs.

Each CCC has the following duties under the committee's area of responsibility:

1. Serve as advisors to faculty across the campus regarding
 - a. the process through which courses can be proposed for inclusion in the Curriculum; and
 - b. the relationship between the State's general education requirements, the requirements of UNC's Curriculum, and the State's gtPathways program.

2. Develop criteria that courses must meet for inclusion in the Curriculum (subject to full Council and AVP approval).
3. Make recommendations to the full Council regarding
 - a. whether proposed new courses have met the criteria for inclusion in the Curriculum; and
 - b. whether previously approved courses that undergo substantial revision continue to meet the criteria for inclusion in the Curriculum.
4. Review courses in accordance with the Council's assessment practices set forth below.

Article VI – Procedures Related to the Curriculum

A. Procedures for approving courses:

1. New courses shall be reviewed by the Council only *after* they have been approved by the appropriate program area faculty, department chair/school director, and college Dean.
2. Any new course that reaches the LAC stage of the curriculum process by the published deadline shall be referred to the appropriate CCC(s) for review. Each CCC shall prepare a recommendation for the full Council as to whether the course meets the criteria for inclusion.
 - a. If the CCC believes the course *does* fulfill all the criteria, it shall notify the Council that the course is recommended for inclusion and should be placed on the next available agenda for a Council vote.
 - b. If the CCC does *not* believe a course fulfills all the criteria, it shall document its reasons and suggested revisions in writing and inform both the Council and the originating unit.
 - i. The originating unit may choose to submit revisions at any time until the published LAC deadline.
 - ii. If a revised submission is received prior to the LAC deadline, the CCC shall update its recommendation.
 - iii. If no revisions are received prior to the LAC deadline or if any revisions submitted by the deadline fail to receive a positive recommendation, the CCC shall notify the Council that the course is not recommended for inclusion. It shall then be placed on the next agenda for a full Council vote.
 - c. For courses seeking an IS or MS designation as well as placement in an Arts & Humanities, History, or Social and Behavioral Sciences category, each CCC shall follow the steps above.
3. All course proposals received by the LAC deadline shall be voted on by the full Council within the catalog cycle in which they were originally submitted. A representative of the originating unit shall be invited to attend any LAC meeting in which a course is scheduled for a vote.
 - a. If the Council approves the course for inclusion, the proposal shall be forwarded to the CAO level for final review in accordance with University Regulations 3-3-501.
 - b. If the Council does not approve the course, the decision shall be conveyed to the originating unit with a written explanation of the decision.

Appeals of the Council's decision may be directed to the Assistant Vice President of Undergraduate Studies as described in University Regulations 3-3-501(4). The AVP's decision shall be conveyed to both the Council and the relevant department/school/program area and college in writing.

If a course denied inclusion in the LAC was submitted for other curriculum purposes during the same catalog cycle, it shall be forwarded to the CAO level in accordance with University Regulations 3-3-501.

B. Procedure for Assessment and Ongoing Review

LAC assessment is a two-fold process involving the review of Curriculum courses for both

1. continued adherence with approved LAC criteria, including related gtPathways criteria where appropriate, and
2. assessment of student achievement of program learning outcomes across Curriculum courses.

The CCCs perform assessment on the courses belonging to their respective areas of responsibility. The assessment of continued compliance with approved LAC criteria, including related gtPathways criteria where appropriate, follows a five-year cycle. One-fourth of all Curriculum courses shall be designated for review in each of the first four years in a five-year cycle. The fifth year of the cycle is used to complete the review of any courses not reviewed in the previous four years. Reviews shall occur during Spring semester. At the end of Fall semester, written notification shall be provided to academic units regarding which courses shall be under review the following Spring. If academic units report that course(s) targeted for review in Spring shall not be offered in the coming year, the course(s) shall be evaluated in the following year.

The procedures for the course review process are as follows:

1. LAC Evaluative Criteria

- a. CCCs shall review the syllabi and determine whether the syllabi continue to adhere to LAC criteria and, where appropriate, gtPathways criteria.
- b. The CCC chairs shall report their findings to the Council who shall determine whether additional information is needed.
- c. If additional information is required for a course to remain in the Curriculum, the necessary actions shall be communicated in writing to the originating academic units.

2. Student Learning Assessment

- a. The Council shall assess student learning within the Curriculum in accordance with the LAC Assessment Plan.
- b. The CCC shall execute the steps in the LAC Assessment Plan that apply to courses in their area of responsibility.
- c. The Council shall review and discuss the CCC findings.
- d. The Council shall share its findings with the AVP of Undergraduate Studies who shall make it available to the campus upon request.

C. LAC Policy Exemption Requests

Policy exemption requests related to the Curriculum are decided by the AVP of Undergraduate Studies with the input of the Council.

1. When an LAC policy exemption request is submitted, the LAC Chair and the AVP of Undergraduate Studies shall determine whether the request needs to be reviewed by the relevant CCC or proceed directly to the Council.
 - a. An LAC policy exemption request that requires an evaluation of a syllabus shall be reviewed by a CCC. The CCC shall recommend approval or denial of the exemption request. The CCC chair shall notify the Council of the CCC's recommendation.
 - b. An LAC policy exemption request that does not require evaluation of a syllabus shall be forwarded to the Council for review and recommendation. Examples of such requests include, but are not limited to, waivers of total LAC credit hours, and/or minimum distribution in Curriculum categories.
2. The Council shall review the request and all recommendations, and shall vote to recommend approval or denial in compliance with general education requirements set forth by the State of Colorado. The Council shall forward its

final recommendation to the AVP of Undergraduate Studies for final decision.

3. The LAC Chair and AVP of Undergraduate Studies may act on behalf of the Council when:
 - a. a policy exemption request is filed outside of the regular Spring/Fall semesters,
 - b. a policy exemption request is deemed time sensitive by the AVP of Undergraduate Studies, or
 - c. it is determined that approval of a policy exemption request would be inconsistent with State general education requirements.

In these cases, the LAC Chair and AVP of Undergraduate Studies shall report their decision to the Council.

4. Administrative support for the Council shall maintain a record of all LAC policy exemption request decisions.

Article VII

Relationship to the Undergraduate Council

The relationship to the Undergraduate Council is set forth in Board Policy Section 2-3-107(2)(e).

Article VIII

Relationship to the Faculty Senate

The relationship to the Faculty Senate is set forth in Board Policy Section 2-3-107(2)(f).

Article IX

Administrative Support

Staff and support services are set forth in Board Policy Section 2-3-107(2)(g).