



UNIVERSITY OF  
**NORTHERN COLORADO**

Liberal Arts Council

Council Meeting  
North Hall Conference Room  
October 1, 2019 3:30-5:00 p.m.  
Minutes

**Member(s) Present:** Baird, Geisendorfer, Harraf, Leatherman, Markowski, Matchett, Muller, Smith, Trelogan, Wood

**Member(s) Absent:** Blair, Byrnes, Granrud, Johnson, Kraver, Urbach

**Guests:** Clavir, Heiny

Call to Order

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

Approval of the Agenda

- Agenda approved with no objection.

Approval of the Minutes of the Last Meeting (9/17/2019)

- Minutes approved with no objections.

Announcements

- Heidi Muller is the new elected representative from HSS.
- Jeri Kraver will serve as the chair for the International and Multicultural Studies CCC.
- Two vacancies left on LAC: UGC and Student Senate
- Two corrections to the membership list: spelling of one name and one program title
- The all-faculty vote on the proposed revisions to the LAC is underway; voting ends 10/7/19.

Reports

- **Chair's Report** – None
- **Standing Reports**
  - *GE Council* (Matchett) – None
  - *IAP Report* (Matchett) – None
  - *Core Curriculum Committee Reports*
    - Language and Mathematics (Wood) - None
    - History, Literature, and Humanities (Smith) – None
    - Philosophy and the Arts (Trelogan) - None
    - Social and Behavioral Sciences (Granrud) – None



- Physical and Life Sciences (Baird) – None
- International and Multicultural Studies (Kraver) – None
- *Ad Hoc Committee Reports\**
  - \*Assessment and Curriculum have been removed until needed.
  - Outreach & Communication (Kraver) – None

### Old Business

- None

### New Business

- Supporting documentation (in addition to syllabi) for new course submissions — Do we need to revise our New Course Nomination Form, and how should the instructions in the curriculum workflow process for submitting proposals for new Core courses be revised to accommodate that supporting documentation?
  - New Course Nomination Form still posted on the website, but it is not clear where it fits in the curriculum tracker process.
    - Heiny - There is a place to upload attachments in the Curriculum Workflow; we can add a note explaining what documents are required for LAC review.
  - New Course Nomination Form may need revision – a more concise statement of what is required.
    - Current “Learning Outcomes” boxes include data other than learning outcomes, such as State GTP content criteria.
    - Some Areas have additional UNC requirements beyond State GTP criteria.
      - Areas 1-6 must cover GTP competencies and criteria.
      - International and U.S. Multicultural studies areas (7&8) are UNC only, not governed by the State.
      - Competency requirements differ among sub-areas; this is clearly laid out in the State’s GTP matrix.
        - CO1 versus CO2, etc.
    - Responsibility falls to those submitting the course to show that requirements are met.
  - Numbering/mapping sequence for new Liberal Arts Curriculum has yet to be determined (coding for Banner, Degree Works, etc.).
    - The New LAC will not have a numbering system as does the current LAC, although the new areas generally map to the previous areas.
  - Sample submissions – at least sample syllabi - would be helpful to faculty when trying to interpret and clearly apply criteria listed in the table.
    - Sample syllabi and supplementary materials for each area could be posted under the “Curriculum Approval Process” section of the website for ease of review.
    - For the time being, we can direct those faculty with questions to GTP requirements and refer them to area chairs.



- Trelogan will draft a new version for the LAC Web site of the New Course Nomination Form for review at the next meeting.
  
- Evaluating requests for LAC credit for transfer courses with no direct UNC equivalent — How should this be done?
  - There is a mandate from the State that this Council ensure courses given general education credit meet state requirements.
    - The landscape is evolving with the Huron recommendation that the Registrar’s Office (“RO”) take over the bulk of transfer course review requests.
    - Over 7,000 transfer courses have been reviewed for Liberal Arts applicability in the past three years.
    - The RO transfer evaluation team is meeting with academic units to determine guidelines for review.
    - Core Curriculum Committees can put together lists for criteria pertinent to each Liberal Arts Core area and meet with RO staff to discuss area evaluation.

MOTION: Baird – It is moved that the Council empower the Registrar’s Office to make determinations regarding the granting of LAC credit for courses without direct UNC equivalency in consultation with the relevant CCC when necessary.

SECOND: Wood

VOTE: Approved by voice vote.

- The following items are postponed until next meeting:
  - CCC changes – Discussion
  - Plans for the Coming Year – Discussion

#### Comments for the Good of the Order

- None

#### Adjournment

- The meeting was adjourned at 4:54pm.

Tom Trelogan  
Chair

Betsy Kienitz  
Recording Secretary