



Liberal Arts Council

Council Meeting
Remote Meeting - Teams
February 16, 2021 3:30-5:00 p.m.
MINUTES

Present: Baird, Blair, Byrnes, Geisendorfer, Franklin, Harraf, Heiny, Johnson (Blair), Kraver, Leatherman, Markowski, Matchett, Muller, Smith, Urbach, Wood, Yamprai

Absent: Beals

Guest: Clavir

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 (02/02/2021)

Approved without objection.

Announcements

- Course review – Thanks to the CCCs for their review this semester of the four proposals leftover from last Fall, all of which were either late arrivals or late resubmissions. The originating units have all been notified, given feedback, and encouraged to submit the courses for the next review cycle.

Reports

- **Chair's Report** (Wood)
 - LAC Board Policy revisions have been approved by the BOT.
 - Revise LAC bylaws: today we are seeking feedback on a specific subsection.
 - Assessment: updates from the subcommittee under unfinished business
- **Standing Reports**
 - *GE Council* (Matchett) – GE Council is still thinking about how to implement HB 20-1002 and working with consultants to develop procedures for awarding credit for work-based experiences. We have about a year before implementation. It's part of the wider push across the State to grow PLA credit. Remember, we must have a way for students to test out of courses, including LAC courses. It could be that we should require units to submit a challenge exam option with their LAC proposals. We are waiting for a response from the State regarding clarity on the inclusion of non-GTP courses in the LAC.
 - *AVP of Undergraduate Studies* (Matchett) – The BOT held meetings last Thursday and Friday. It is possible that tuition/fees may be increased. Faculty workload audits: we are getting closer to the goal of workload equity across colleges. The Faculty Senate Chair and the Provost's Office agreed to extend the individual course withdrawal deadline to April 16th this semester.
 - *Core Curriculum Committee Reports*



- **Language and Mathematics** (Wood) – No Report.
- **History, Literature, and Humanities** (Smith) – No Report.
- **Philosophy and the Arts** (Yamprai) – No Report.
- **Social and Behavioral Sciences** (Beals) – No Report.
- **Physical and Life Sciences** (Baird) – No Report.
- **International and Multicultural Studies** (Kraver) – We are meeting tomorrow to review IS/MS SLOs.
- *Ad Hoc Committee Reports*
 - **Assessment and Curriculum** (Wood) – See unfinished business.
 - **Outreach & Communication** (Kraver) – Our video project is underway; some Council members will be featured as well as student ambassadors. Shawn Montano's JMS class is taking on a project to make a longer video this semester.

Unfinished Business

- **Assessment planning**
 - Report from sub-committee – update on progress
 - Kraver submitted drafts for IS/MS competencies.
 - Members are encouraged to review the document in the LAC Teams SharePoint and offer feedback ahead of the next LAC meeting.
 - Three members attended the AAC&U GEAP conference with funding from CETL and the Assessment Council.
 - We plan to hold a panel later this semester to share what we learned.
 - Assessment plan draft - three components:
 - Indirect: syllabus review, survey data (NSSE)
 - Direct: artifact review
 - Data collection: program analytics
 - Discussion of LAC data collection
 - LAC's charge: "develop and maintain data on the Curriculum"
 - Existing reporting data from IRAS:
 - CRS086 – LAC available seat and fill rate summaries by term
 - CRS075 – LAC faculty by term
 - CRS011 – Scheduler course master (can be run for LAC courses)
 - STU302 – LAC freshman list
 - What other kind of data do we need?
 - Reach out to IRAS about changing from old areas to new designations.
 - Adjuncts versus full-time faculty: whether student performance in LAC courses correlates to the type of faculty teaching the course
 - Data on fill rates can provide a sense of whether the amount of course offerings in particular areas is appropriate.
 - Fewer sections with higher fill rates are a better use of funds.
 - How does time/day impact fill rates: morning versus mid-afternoon, etc.
 - Any data coded in Banner can be tabulated in reporting structure.
 - Course modality another important consideration: face-to-face, hybrid, online.
 - GTP courses must be offered at least every two years; this can be monitored with reporting data.
 - Perhaps build a suite of reports for CCCs to analyze in Spring terms.



New Business

- **Bylaws revision**
 - The Council discussed a recent draft with particular attention paid to Article V, A. Procedures for Course Approval.
 - Eliminate detail in A.1. – Start with what happens when a course arrives at the CCC/LAC level of review.
 - CCC options: to recommend for inclusion or recommend against inclusion
 - Remove third option of requesting revisions.
 - Consider how to handle requests for revision and coordination with originating units
 - What constitutes formatting/minor revisions versus substantive revisions
 - Providing a clear template would cut down on formatting issues and make it easier for CCCs to assess whether outcomes are met.
 - Consider what syllabus elements (statements, etc.) LAC wants to keep or remove.
 - Perhaps require a link to University syllabus statements versus listing out current statements on the syllabus.
 - Remember, LAC must review proposals within three weeks of receipt.
 - Wood and Kienitz will work on a revised draft based on today's conversation.

- **Implications of mutual exclusivity**
 - Updated catalog language has been reviewed by APC and is available in the LAC Teams SharePoint as an FYI.

Comments for the Good of the Order

Adjournment

The meeting was adjourned at 5:00pm.

Tara Wood
Chair

Betsy Kienitz
Recording Secretary