



UNIVERSITY OF
NORTHERN COLORADO
Liberal Arts Council

Council Meeting
Remote Meeting - Teams
September 15, 2020 3:30-5:00 p.m.
MINUTES

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

Absent: Leatherman

Guests: Betz, Clavir, Couch, Crews

Call to Order

The meeting was called to order at 3:31PM.

Approval of the Agenda

Approved with addition of LAC appeals process under Unfinished Business, as a continuation of discussion from last Spring.

Approval of the Minutes of the Last Meeting (04/23/2020)

Approved without objection.

Announcements

- Teams SharePoint will host LAC materials this year; members can access documents through the LAC Teams by clicking the Files tab.
- LAC outcomes and LAC & GTP combined learning outcomes documents are now live on the website on the Curriculum Approval Process page.

Reports

- **Chair's Report** (Wood)
 - Introductions and discussion of Board Policy and bylaws
 - Chair's Report PowerPoint presentation will be posted on the LAC Teams SharePoint.
- **Special Report**
 - Registrar's Office - curriculum review process
 - Crews shared a PowerPoint presentation outlining the review process through the curriculum workflow.
 - The presentation will be posted on the LAC Teams SharePoint.
 - Workflow roles:
 - Reviewers – CCC members and elected LAC members: receives email notification of items for review, can view/add comments, but cannot edit/approve forms.
 - Approvers – CCC chairs and LAC chair: receives email notification of items for review, can view/comment/edit, and can approve/reject forms.
 - Two workflow stages pertaining to LAC review:
 - First - LAC Curriculum Committee (CCC review)
 - Second - Liberal Arts Council (full Council review)



- Proposals are accessible via links in the IQ Curriculum Action emails or via direct website login from URSA>Employee tab>Employee Tools>Curriculum Workflow.
 - CCC members will see all proposals in LAC Curriculum Committee stage. Please use the LAC Area column to determine which proposals belong to each committee.
- New on the curriculum form is the “LAC Area – Reviewed” section.
 - No action needed; the area will automatically select after chair approval.
- New boxes for CCC chair and LAC Chair to enter comments directly in the form itself.
 - Comments are visible to all users.
 - The original side comment section in the audit trail is still available. Matchett – As the workflow also serves as repository, please use the new comment section to give specific reasons why the proposal is approved/denied, record votes (esp. if contentious or denied), etc.
- Approving proposals has a differential separated by category. Be sure to click approval by the appropriate area.
 - For CCCs, even if the course not recommended by the CCC for inclusion in the LAC, still click ‘approve’ for area so the proposal will come to the full Council level for review.
 - Proposals may be rejected back to the College Dean level if denied *after* full Council review.
 - If a course is accidentally rejected out of the LAC queues, Registrar’s Office staff can correct it. Contact Meagan Crews, Kim Betz, or Michelle Heiny for assistance.
- Thinking ahead to CCC changes coming later in the year, Crews will be able to adjust the CCC areas and membership as needed once the Board Policy language is finalized.

- **Standing Reports**

- *GE Council* (Matchett) – No Report
- *IAP Report* (Matchett) –
 - With the changes coming next academic year for the Liberal Arts Curriculum, all UG program narratives must be updated. Although the Council will not directly review these program updates, we will likely receive questions.
 - Per HLC, we need to develop an assessment strategy for the LAC; let’s plan to get a process in place this year. Director of Assessment, Kim Black, will be available to talk with the LAC and assist when needed.
 - We also need to clear up the process for handling LAC appeal requests: how to handle between the Associate Provost, LAC/CCC, and the Registrar’s Office.

DISCUSSION:

- Course appeals for the LAC should hold up to the review of student learning outcomes to make sure the curriculum standards of the relevant area are met.
- LAC appeals are a time-sensitive issue, especially during advising and registration seasons.
- The Registrar’s Office will forward LAC appeals to Matchett and the LAC chair, who will distribute to the relevant CCC for review.

The meeting closed here as the allotted time ended.

- Core Curriculum Committee Reports



- Language and Mathematics (Wood)
- History, Literature, and Humanities (Smith)
- Philosophy and the Arts (Yamprai)
- Social and Behavioral Sciences (*tbd*)
- Physical and Life Sciences (Baird)
- International and Multicultural Studies (Kraver)
- Ad Hoc Committee Reports*
 - *Assessment and Curriculum have been removed until needed.
 - Outreach & Communication (Kraver)

Unfinished Business

- LAC Appeals process (*see discussion in IAP Report*)

New Business

- Board Policy revisions
- Course review: MUS 150
- Plans for the coming year

Comments for the Good of the Order

Adjournment

The meeting was adjourned at 5:04PM.

Tara Wood
Chair

Betsy Kienitz
Recording Secretary