



Liberal Arts Council

Council Meeting  
**Campus Commons 2204**  
April 5, 2022 3:30-5:00 p.m.  
MINUTES

**Present:** Beals (McMahan), Denny, Geisendorfer, Houston, Matchett, McClatchey, Muller, Smith, Staton, Steele, Urbach, Wood, Yamprai

**Absent:** Beyers, Kraver, Leatherman, Uglean Jackson

Call to Order

The meeting was called to order at 3:34pm.

Approval of the Agenda

Approved without objection.

DISCUSSION: *adding newly approved to the LAC courses to the indirect assessment cycle*

- Courses approved in the last curriculum cycle, such as BA 251, will need to be added to the indirect assessment cycle.
- Per LAC bylaws, year five of the cycle is reserved for any courses not already reviewed in the previous four years.

Approval of the Minutes of the Last Meeting (03/22/2022)

Approved without objection.

Announcements

Reports

• **Chair's Report** (Wood)

- Reminder to CCC chairs about indirect assessment timeline and materials, available in the Assessment Sub-Committee folder in SharePoint.
- Report on LAC Policy Exemption Requests reviewed
  - Grace – request to count BREW 370 toward LAC Area 6, *Denied*
  - Thompsen – request to waive ENG 122 due to having transferred ENG 123, *Denied*
- Faculty Assessment Liaisons 22-23 Position Announcement
  - The Division of Academic Effectiveness is inviting applications for Faculty Assessment Liaisons to serve in supporting academic program assessment.
  - There are three positions, including one for LAC assessment. It would be great if a Council member would serve as the LAC Assessment Liaison, to foster close work between the Liberal Arts Council and the Assessment Council.
  - Each position receives three workload units per semester (six total for the academic year).
  - Anyone interested should reach out to Tara Wood and Kim Black.
  - If unit leaders have questions about impacts to workload, please send questions to Nancy Matchett.
- LAC/gtP course rotation: Under new business we'll consider adopting a policy that all



LAC courses must be offered at least once every two years.

- The two-year rule is already in place for gtP courses, so this would be adding the same rule to cover the whole Curriculum regardless of gtP status.
- Guaranteeing all LAC courses will be offered at least once every two years is a student-centered practice and helps units manage their course portfolio sustainably.

#### • Standing Reports

- *GE Council (Matchett) – No Report.*
- *AVP of Undergraduate Studies (Matchett)*
  - Faculty Senate approved changes/distinctions to chair/director roles. The changes would make it clear that directors are 1.0 administrators with faculty rank. All other unit leaders will be chairs. These updates will impact current directors who are split between administrator and faculty roles; under the new policy, these unit leaders would become chairs.
  - Lab course scheduling: Matchett met with the NHS dean to address the issues with lab course scheduling. We agreed about co-requisite status, making it so that the lab can only be taken if also taking the lecture. This will help avoid the issue that arose with Torrison's recent LAC policy exemption request.
  - We are working with HSS and NHS to identify courses to commit to offering online in short course formats to support online bachelor's degree programs, such as MCB's new BA in General Business. MCB is creating short 8-week courses to support this program, and we'll also need similarly scheduled LAC offerings. These short courses would be reserved for the online BA but could be opened to the wider student body if additional seats become available.
  - CCC appointments: Matchett asked CCC representatives about the status of their members' terms.
    - In WCWL CCC, Ballentine may need a replacement.
    - In HLH CCC, Smith will continue for another term and serve as chair if needed. Wieben is vacating her term and will need a replacement. Liu is likely to resume the term that Melish had been serving in as a one-year replacement.
    - In PA CCC, Casey has agreed to chair next year. Brown and Welch will continue another term. A replacement needs to be identified for Yamprai.
    - In SBS CCC, McMahan will check on whether Kole is willing to serve another term. Lee is acting chair this semester while Beals is out; McMahan is serving as the CCC's representative on LAC.
    - In MNS CCC, Miller is returning for another term. Anderson completed Baird's remaining term; we need to check whether Baird is willing to serve a new term.
    - In IMS CCC, Muller will check whether Aguirre is willing to serve again.
- *Core Curriculum Committee Reports*
  - **Written Communication & World Languages** (Wood) – No Report.
  - **History, Literature, & Humanities** (Smith) – No Report.
  - **Philosophy & the Arts** (Yamprai) – No Report.
  - **Social & Behavioral Sciences** (McMahan) – No Report.
  - **Mathematics & Natural Sciences** (Steele) – We have an item under new business.
  - **International & Multicultural Studies** (Kraver) – No Report.
- *Ad Hoc Committee Reports*
  - Assessment & Curriculum (Wood) – We will meet on Thursday.
  - Outreach & Communication (Muller) – We are looking for UNC footage to finish the LAC video. Muller compiled a list of LAC classes offered at times when the footage



can be taken and is looking for volunteers.

**DISCUSSION:**

- Check for the appropriate release form for participants to sign.
- Consider what sort of rooms/settings/activities to sample.
- MCB may already have existing footage to contribute.
- Classroom visits would occur toward the last couple weeks of classes.

Unfinished Business

New Business

• **Indirect Assessment reporting – Mathematics & Natural Sciences**

- Courses under review: ANT 130, AST 100, BIO 100, BIO 105, BREW 170/170L, ENST 100, ESCI 101, ESCI 150, MATH 120, MATH 124, OCN 110, PHYS 106, SES 220.
- The Council reviewed the Mathematics & Natural Sciences CCC's findings, which included tables cataloging each review element that show where updates are needed.
- As a general note, MNS CCC recommended that each academic unit designate one faculty member as a point person to keep all LAC syllabus templates with updated statements and criteria.
  - At the beginning of each semester, the templates would be shared with all instructors to ensure compliance with LAC syllabus requirements.

**DISCUSSION:**

- Compression of Council workload in the coming years, having to deal with the follow-up from previous years along with the initial review of the next batches.
- Importance of communication/outreach to units about LAC requirements.
- Recommending/supporting consistent stewardship of LAC syllabi in academic units.

**MOTION:** Steele – It is moved to accept the MNS CCC recommendations regarding the indirect assessment findings.

**VOTE:** Approved by voice vote.

• **LAC/gtP course rotation**

**MOTION:** Wood – It is moved to require all LAC courses (regardless of gtP status) to be offered at least once every two years.

**DISCUSSION:**

- The two-year requirement aligns with the State's gtP requirement.
- This rule hasn't been monitored closely up until this point, but we intend to do so going forward.
- There are likely some LAC courses that have not been offered in past two years. The Registrar's Office can provide the data needed to monitor offerings.
- From a student success perspective, the two-year rule provides reliable expectations for course offerings and gives students opportunities to plan to take specific courses, which helps in their degree planning overall.
- The two-year rule will also help units manage their course portfolio sustainably.
- Smith noted that with cuts in faculty FTE, some units may not have capacity to offer all LAC courses every two years, even when they may be popular courses that typically receive high enrollment.
- Matchett noted that course scheduling must be strategized so that all units have enough courses for their full-time faculty to teach. Unit faculty would still have courses to offer even if it's from a smaller set of offerings.
- Course rotation would include Summer and Interim sessions, as well as Spring and Fall semesters.



- Matchett recommended implementing a notification to units about courses that would need to be offered in the next year or face the possibility of being dropped from the LAC.

VOTE: Approved by voice vote.

- The Council will follow up about creating a communication plan for implementation, including messaging to alert and support units.

- **LAC officer elections**

- Wood has been nominated for Chair for 22-23.
- Muller has been nominated for Vice-Chair for 22-23.
- The slate of nominees was approved by acclamation.

Comments for the Good of the Order

- Our final meeting of the semester is 4/19; we will be meeting in Kepner 2025.
- Matchett thanked everyone for their diligent service this year.

Adjournment

The meeting was adjourned at 4:50pm.

Tara Wood  
Chair

Betsy Kienitz  
Recording Secretary