LAC Course Review

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Submitting Courses for LAC Review

Original Submitter
- Courses needing LAC review are either being suggested for addition to our Liberal Arts Curriculum or are undergoing a major change to an existing LAC course
- Submitter selects the LAC Area(s) that are required/requested for review.

LAC Curriculum Committee
- Reviews First
- Depends on LAC area selected (subset of faculty from discipline)
- No approval/denial authority: provide feedback to Liberal Arts Council
- Roles: Chair of committee (approval access) & members of committee (review access)

Liberal Arts Council
- Reviews After LAC CC
- Review all proposals (any LAC area)
- Approve/deny (final decision) for inclusion in Area
- Roles: Chair of council (approval access) & members of council (review access)
1. Select "Yes" on the question "Does this course require LAC review?"
a. This should be done for major changes\(^1\) to existing LAC courses and for courses seeking to be added to a new LAC and/or GTP area.

2. Select LAC Area(s) in the list by checking appropriate box(es).

3. Select GTP area (if applicable) from drop-down menu.

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\(^1\) Definition of "Major" and "Minor" changes to courses can be found in 3-3-501(2) Curriculum Change Procedures in University Regulations.
4. Provide any specific LAC documentation or information not already included elsewhere in form. See LAC website (unco.edu/liberal-arts-council) for information on LAC submission requirements.
LAC: Reviewing New & Revised Courses

Stage One: LAC Curriculum Committee – Reviewing Proposals

The Curriculum Committee for each LAC area selected will receive the form at the same time.

All members of each LAC Curriculum Committee will receive notifications and access to proposals within the “LAC Curriculum Committee” workflow state. Please use the “LAC Area” column/search options in the My Items tab of the workflow to determine which proposals belong to which committee.

For example, if you are a member of the Physical & Life Sciences committee, below you can see that you would need to review BIO 110 but NOT GNDR 199. You will have read-only access to all proposals.
LAC: Reviewing New & Revised Courses

Stage One: LAC Curriculum Committee – Approving Proposals

After reviewing the proposal and any related documents and discussing with the committee, the Chair of the Curriculum Committee (or their designee) should input comments regarding the CCC’s recommendation.

After adding comments, the Chair of the Curriculum Committee should select “Approve” option for their area in the upper left corner. The proposal will move to the full Liberal Arts Council after all committees (if more than one) approve.

Please note: “Approval” does not necessarily mean approved for inclusion in LAC. The recommendation may be to not approve a course, but the final determination is made in the next stage. All proposals should be moved forward by clicking the approve button.
LAC: Reviewing New and Revised Courses

Stage Two: Liberal Arts Council – Reviewing & Approving Proposals

After the LAC Curriculum Committee(s) review the proposal, the full LAC will review the form. The Council should review the form and any related documents, as well as the CCC(s) comments/recommendation.

LAC members will receive read-only access to the proposals. LAC Chair (or their designee) will receive approval access to the proposals.

A final recommendation (for each area, if more than one) should be added to the Liberal Arts Council comments box by the LAC chair or admin and then Approved.
FAQ for Liberal Arts Council Course Review

Q: What if LAC wants to DENY a course, instead of approve it?

LAC Curriculum Committee Stage: Even though the selection button says “Approve” you will still add your comments/memo outlining reasons for your recommendation (either for or against inclusion in the area) and click approve to send the proposal to the full council for final consideration.

Liberal Arts Council Stage: It depends. Is the unit making other changes to the course beyond adding to LAC, or is it a new course? It might be best to reach out to the originator or chair/director of the unit to determine if they want to have the proposal returned to them or have the course progress through remaining approvals without LAC designation. If the course is being approved for one area and denied for another area be sure to be explicit in the comments.

Q: What if the unit didn’t provide all the necessary information to complete our review?

A: There are a couple options. You may opt to reach out directly to the unit for further information. If they email additional information, the LAC chair/admin will be able to upload that to the form and finish the review. If no response is received, the Committee may opt to simply recommend that the proposal cannot be reviewed/approved at this time and either reject (send back) or deny the proposal by way of the comments.
Resources

• **Contacts**
  • Meagan Crews, Curriculum Liaison Specialist ([Meagan.Crews@unco.edu](mailto:Meagan.Crews@unco.edu) / 1-3004)
  • Kim Betz, Curriculum Support Specialist ([Kim.Betz@unco.edu](mailto:Kim.Betz@unco.edu))

• **Resources**
  • [Registrar's Office: Curriculum](#)
  • [SmartCatalog Curriculum Workflow Login](#)