

Liberal Arts Council Meeting
CC 2201
November 7th, 2023 | 3:30-5:00p.m.
Minutes draft

Present: Bebee, Casey, Dineen, Fryer, Geisendorfer, Heiny (Couch), Houston, Matchett, McMahan, McKeown-Kelley, Muller, Smith, Steele, Vaughan, Wood

Present on Zoom: Berg, McClatchey, Records, Staton

Absent: Couch, Elkins

Call to Order

The meeting was called to order at 3:33pm.

Approval of the Agenda

The agenda was approved without objection.

Approval of the Minutes of the Last Meeting (10/3/2023)

The minutes were approved with the following corrections: “One option is to build an extended LAC Teams site where we would have syllabi that need to be reviewed for course approval and ISR.”

Reports

- Chair’s report (Muller):
 - Thank you, Nina Phillips and Welcome Margaret McKeown-Kelley!
 - Welcome Maggie Berg, the newly elected CEBS representative on LAC!
 - Remaining On-Time courses to review: WCWL – ENG 123 and MNS – CHEM 103/CHEM 103L.
 - Chair Muller continued to clarify at HSS Curriculum meetings the required IS/MS Assessment chart and how it is different than curriculum mapping in the syllabus.
 - Assessment Process Notes:
 - Chair Muller and Bebee met to talk more about direct assessment follow-up, indirect assessment, training and general education certificates and badging.
 - Chair Muller, Bebee and Records met with History faculty who participated in the Spring 2023 pilot program; Bebee will share points from discussion in assessment director update later in this meeting.
 - Bebee completed rubrics/outcomes for all LAC competencies and uploaded them to Canvas. Assessment subcommittee is reviewing for editing purposes.
 - Subcommittee also reviewing draft general rate and review student survey for indirect assessment; may bring to LAC 11/21 or 12/5 meeting.
- Standing Reports
 - GE Council (Matchett): The October meeting was very short; no report.
 - AVP of Undergraduate Studies (Matchett): Currently working on curriculum and will then move to budget.
 - Curriculum Category Committee Reports
 - Written Communication & World Languages (Wood): We have two courses ENG 123 (working with the unit) and ENG 225 (on agenda today). Vice Chair Wood met with several people on campus about pre-requisite language in Banner. Vice Chair Wood also met with CSU’s Directed Self Placement (DSP) coordinator.

- History, Literature & Humanities (Smith): We have one item under new business today.
- Philosophy & the Arts (Casey): Houston and Casey met for an ISR pre-review of LAC PVA courses. They have divided courses and will review as they can.
- Social & Behavioral Sciences (McMahan): We have two items under new business today.
- Mathematics & Natural Sciences (Steele): We are working on CHEM 103.
- International & Multicultural Studies (Muller): We have two items under new business today.
- Ad Hoc Committee Reports
 - Assessment & Curriculum (Muller): We are checking that the rubrics are correct. All competencies are completed, and we are returning to work on the student indirect assessment survey that hopefully will be used by MCB in spring 2024.
 - Update from Director of Assessment (Bebee):
 - As part of LAC indirect assessment on 10/30 Bebee, Muller, and Records met with Chair Aaron Haberman and the History faculty who had participated in the direct assessment pilot in Spring 2023.
 - Faculty already understood how to use rubrics on Canvas since they had used them in their program review.
 - One thing that was very helpful was having rubrics provided on Canvas. Faculty developing a rubric may be beyond current capabilities.
 - In terms of course-embedded assessment, everyone used an assignment they already had; no one needed to create a new assignment. All faculty used a similar assignment, a thesis driven argument/interpretive essay. Assignment specifics were unique to each course/instructor.
 - Unit does use model syllabi to assist new or adjunct faculty and does have an expectation/requirement for writing in each course.
 - History faculty met as a whole to discuss what the student learning outcomes, assignment-rubric alignment and to walk through the entirety of the assessment process.
 - This meeting provided an opportunity for faculty to collaborate on what the rubric means, specifically in the discipline of history.
 - This collaborative process was viewed as essential for ensuring alignment between the rubrics and the written assignments.
 - One faculty assessed for International Studies and said it was much easier to work in collaboration with the group, instead of alone.
 - **THIS WAS THE MAIN THEME: MEETING AS A FACULTY MADE THE PROCESS MORE DOABLE, VALUABLE, AND RELIABLE.**
 - Faculty feedback was that it was an “easy, flexible and autonomous process.”
 - Explored results; asked how would faculty interpret the data?
 - Gen ed assessment data always challenging to interpret due to range of students who take the course.
 - What would help faculty interpret results? Comparison data – specifically with others using the same rubric. Other history programs? Bebee was able to provide some historical AAC&U data. Should LAC

consider adding this data to the Outcomes and Assessment page of the website?

- It was suggested to compare student learning outcomes at the end of their tenure (compare first year students to seniors). Is there a way LAC could facilitate this happening maybe through additional processes such as badging, portfolio, and/or student comprehensive learning records?
- Challenges in the process: Difficulty increases as class size increases. The largest class was capped at 65 students. Unit is doing some adjustments to course caps and are attending to this re program learning outcomes assessment.
- Pilot assessment reports – dashboard
 - Director Bebee overviewed the dashboard for the Spring 2023 pilot data from history on critical thinking and international studies as well as from the Math course in the pilot.
 - Points from follow-up discussion included:
 - Canvas requires goal score be entered.
 - Data displayed is of aggregate across all courses submitting assessment data.
 - Data is displayed by student learning outcome.
 - IS/MS function across LAC categories.
 - Signature summative assignment not required by LAC
 - Faculty can add their own grading criteria to the rubric.
 - What if a unit disagrees with 3 being a proficiency?
 - LAC will continue to consider goals for the overall curriculum and units can establish their own goals separate from LAC.
- Ability to generate summary reports for HLC.
 - For their visit, we will have full data set data from natural and physical sciences LAC Category.
 - By 2029, every LAC category will have been assessed.
- CSU's Assessment Director reached out to Bebee about a statewide group of assessment directors potentially meeting, and if the group meets having Chad present on UNC approach to assessment of gtP outcomes.
 - Outreach & Communications (chair TBD)

Unfinished Business

- Polish LAC website
- Board Policy and Bylaws
- Finalize LAC-gtP alignment for all courses
- LAC Transfer Course Guidance Criteria

New Business

- Student Exception request – Ryland King – Recommend deny:

- Syllabus did not meet criteria.
 - Missing quantitative literacy.
- Any LAC course at UNC meets gtP requirements.
- MOTION: There is a motion to deny the policy exception request.
 - Wood firsts, Smith seconds.
 - The motion passed without objection.
- Course approvals – Teaching syllabi are required to have the 4-digit gtP category code in the CDHE statement. They are not required to have UNC LAC Category code on the syllabus, It was suggested to set clear mapping expectations; detailed mapping guidelines are very helpful.
 - WCWL – ENG 225 – Recommend approval (previously approved.) Static title, updated pre-req course language
 - MOTION: There is a motion to approve the above course.
 - Casey firsts, Smith seconds.
 - The motion passed unanimously.
 - HLH – ENG 205 (IS) - Standardized title (previously approved). Catalog description states it is repeatable, which needs to be removed. Smith to reconnect with Burke on this for correction. Some of the mapping is missing.
 - MOTION: There is a motion to deny ENG 205 at this time, encourage the unit to correct the syllabus and resubmit as soon as possible.
 - Steele firsts, Smith seconds.
 - The motion passed unanimously.
 - PTA – ENG 236 (MS) – Syllabus looked good (previously approved.)
 - MOTION: There is a motion to approve ENG 236 with MS designation.
 - Smith firsts, Casey seconds.
 - The motion passed unanimously.
 - SBS UNIV 101 – Syllabus was very detailed, meets all requirements.
 - MOTION: There is a motion to approve UNIV 101.
 - Steele firsts, Smith seconds.
 - The motion passed unanimously.
 - SBS COMM 223 – We worked with the department on creating more detailed mapping, and now the syllabus meets all requirements. Diversity and global learning outcome is mislabeled as 3b and should be labeled as 3a. Wood has a question about lettering in the right side column. The mapping is condensed. This syllabus will come through for IS/MS review in the future.
 - MOTION: There is a motion to approve COMM 223.
 - Steele firsts, Geisendorfer seconds.
 - The motion passed unanimously.
- Access to LAC Assessment Dashboards/Data
 - Should the LAC see the data dashboard?
 - It was stated that the data dashboard is helpful and interesting.
 - CCC chairs could have access to relevant competencies data only.
 - Access to dashboard details could be for Assessment sub-committee members only.
 - There is interest in having access to the global data summary.
 - LAC members feel this data would be very helpful.
 - Bebee could generate reports on a semester or annual basis.

- General reporting is essentially a dashboard screenshot in pdf form.
- If trends are identified, then the CCC chair would communicate with the unit.
- Even though it is not the stated goal, it will be easy to compare outcome results.
- Chair Muller would like to data on all competency assessment, in that it is the charge of the Council to attend to student learning across the Curriculum.
- Postpone final access decision until, review is possible of full NPS data next year to better understand how data is most useful.
- LAC Transfer Course Criteria Project Questions
 - Goal is to complete by end of Fall 2023.
- Mapping on Syllabi
 - Primary agenda item at 11/21 meeting.

Comments to the Good of the Order: None.

Adjournment

The meeting was adjourned at 5:00pm.