



Liberal Arts Council

Council Meeting
University Center Council Room
December 5th, 2023 | 3:30-5:00p.m.
Minutes

Present: C. Bebee, B. Casey, R. Dineen, M. Heiny (for C. Couch,) H. Muller

Present on Zoom: C. McMahan, T. Wood, K. Records, C. McClatchey, M. Houston, N. Geisendorfer, J. Elkins, N. Matchett, A. Steele, M. Berg

Absent: T. Smith, D. Staton, M. Fryer

Call to Order

The meeting was called to order at 3:31 PM

Approval of the Agenda

There was a request for a correction of SOC 221 typo, which was corrected. Agenda approved without objection.

Approval of minutes

Approval of the Minutes of the Last Meeting (11/21/2023)

- There was a request to change the file name from the agenda to the minutes – or minutes folder and agenda folder. Nina Phillips, former Faculty Governance Coordinator, set it up by date, and under each academic year. The request was to set up an agenda folder under each date for each meeting date including the Minutes listed by date and an Agenda folder listed by date.
- Meeting minutes approved without objection.

Reports

- Chair's report (Muller) nothing to report.
- Standing Reports
 - GE Council (Matchett) Matchett sent a delegate to the meeting because she was out of the office.
 - There is continued discussion about General Education Certificate or other micro-credentials – to show skills students have developed over their time at UNC. The goal is to highlight specific skills gained from gtP (our LAC) course work.
 - There is currently and will continue to be a lot of work going on in the spring on micro-credentials, badging, certificates, etc. The State may provide campuses with a template or guidance document, but we are encouraged to forge our own path. A primary concern from campuses is compliance with financial aid regulations. More details to follow as more information becomes available.

- The Council may reconsider whether 100 level language courses could be applied to WLC category (currently only 200 and above can count). 100-level languages were removed with the 2016 revision because the general education content requirement is for "intermediate" language skills.

AVP of Undergraduate Studies (Matchett)

- Four ASL courses hit the College Curriculum Committee (CCC) on 12/1. Matchett does not think the LAC needs to review them and two can be pushed through now because of minor changes.
- Two of ASL courses are changing the description, but syllabi are not meeting standards for LAC. Matchett will comment about syllabi in the workflow and move it.
- Muller notes we don't want to hold up the catalog since syllabus updates will be required through ISR.

Options:

1. Approve and ignore the syllabus problem and request they fix their syllabus in the next ISR, which will be this year.
2. Do not approve changes to title and description and remove them from the LAC, then they can make the changes to course in the program, but it will no longer be an LAC course.
 - They would need to resubmit to return to being an LAC course. NHS elected rep Elkins: approves of the minor change, though syllabus not in compliance with LAC. Recommend they get it fixed before the ISR.
3. Or we can decide not to consider them since they missed the 12/1 deadline.

Further discussion:

- Recommends reaching out to Barb Garrett – requesting if they can update the syllabi. Let them update their description and move it forward in the workflow, but the current Curriculum workflow syllabus would not be approved.
- They may have time to resubmit the syllabus – by January.
- Because it has missed the deadline the provost's office will still reach out to them to see what they need for their syllabus for revising an existing course.
- One of the ASL courses has a prerequisite- Matchett: they can change the description and ISR is coming this year to cover the syllabus.
- Casey: are there potential consequences with HLC, for LAC meeting standards by the state?
- Matchett: What we are doing with the ISR (Indirect Syllabus Review) is the same thing the state does with gtP standards with one chance to correct it. We are doing our best to take care of it.
- Muller: I'm not hearing anyone objecting if we lean on the ISR process to clean it up.
 - MOTION to approve: There was a motion to approve - approved by all without objection.
 - Motion approved: Motion passed unanimously without objections.
 - Matchett: will move them from the workflow and Happy Grading to all!
- Curriculum Category Committee Reports
 - Written Communication & World Languages (Wood) – we reviewed ENG 123
 - History, Literature & Humanities (Smith) no report
 - Philosophy & the Arts (Casey) no report
 - Social & Behavioral Sciences (McMahan) no report

- Mathematics & Natural Sciences (Steele) CHEM 103 updated syllabi
- International & Multicultural Studies (Muller) no report.
- Ad Hoc Committee Reports
 - Assessment & Curriculum (Muller) nothing to report.
 - Update from Director of Assessment (Bebee): nothing to report.
 - Outreach & Communications (chair TBD)

Unfinished Business

- Board Policy and Bylaws (Spring 2024)
- Finalize LAC-gtP alignment for all courses (Matchett) This is ongoing.
- Mapping on Course Syllabi -continuing this conversation in this and future meetings.

New Business

- Course approvals – courses are currently in the Curriculum workflow.
 - ENG 123 WCWL (change course title, description, and prerequisite language)
Wood: = CCC recommends approval after the changes. No LAC changes in the documents.
MOTION: Wood, move to approve
Second: Casey seconds
Motion approved unanimously with no objections.
Muller: will attach new syllabi to Curriculum workflow and note it is approved to next level.
 - ENG 205 HLH and IS/MS (move from variable title to fixed title) HLH CCC chair not in attendance to report on updated syllabi. T. Smith is in the process of working on it with B. Hilsabeck. Muller will reach out to get the revised syllabi.
 - Matchett: This is one of several variable titles in the LAC that was given a two-year window to update since variable titles courses cannot have gtP status.
 - English has jumped in to get it completed, but they need to update their syllabus to fully meet LAC/gtP requirements.
 - They can be approved with the caveat that the syllabus is fully updated soon.
 - Since the council previously noted the need for specific revisions, we could move to approve pending confirmation from the CCC that the revised syllabus has been reviewed by the CCC and approval is recommended.
 - LAC can send instructions to Nancy in the workflow, about what is needed to move the course forward at her level to meet final catalogue deadlines.

MOTION: Since ISMS (International Studies and Multicultural Studies) has already approved it, we approve fixed title ENG 205 as fixed title course pending confirmation from the HLH (History, Literature, Humanities) CCC that approval is recommended.
MOTION to approve: Wood firsts, motion to approve.
Second: Casey, seconds.
MOTION APPROVED: No one opposed, Motion passes.
- Courses Received after 11/01/23 Deadline – courses are currently in Curriculum:
 - SOC 221 SBS and IS/MS (update to current IS/MS designation criteria) –
 - The course was grandfathered in from area 7 and 8 – now asking them to upgrade to the MS criteria.
 - McMahan: SBS CCC looked at it and recommends approved. ISMS has approved it too.
 - MOTION: on the floor, Casey motions to approve LAB3 and MS

- McMahan: seconds
 - Further discussion: Wood, critical thinking 2C is not mapped, note to the instructor. It might be good for the instructor to look at the diversity and global learning to see if learning outcomes overlap on the state.
 - McMahan: we will make sure that critical thinking is in mapping in syllabus in the workflow.
 - MOTION: To approve retaining SOC 221 in the LAC with the updated MS criteria.
 - MOTION: Approved by unanimous vote.
- ENG 262 HLH and IS/MS (move from variable title to fixed title)

Discussion:

 - Need to check with T. Smith, HLH CCC, on it as they are changing the course title since moving from variable to fixed title course, but syllabus still needs to be reviewed.
 - This case is identical to the ENG 205 case above.
 - Muller: Have not received the ISMS chart from them yet.
 - Option 1: Treat as a revised course and allow ENG 262 to change from variable title course to fixed title. They are not changing the course number and do not need a new course form.
 - Option 2: Require them to keep working on it, and if mapping is not completed by the 25-26 catalog remove it from the LAC.
 - Question: Are we deciding to grandfather it in for another year and, but accept the title change from variable to fixed title course?
 - Casey: The New title will be the “Literary voices from around the world”.
 - M. Heiny thinks it will be okay for a minor change. Each teacher will teach it differently, from other lands, and the title will not be “Arabian Nights”.
 - The main point is removing the variable title, so it stays a gtP. It is right now coded as gtP, A&H signifies the gtP, they have two years to straighten it out.

Further discussion:

- We alerted them about the problem with variable title courses but IS/MS does not recommend approval due to lacking assessment chart with updated criteria.
- Option 2 – Elkins, Chris – likes the #2.
- Elkins: What defines a course is not the reading in the course, but the student outcomes in the course. Then instructors can choose what they want to teach. A true variable title course with different subtitles is not possible with gtP courses.
- Send note to be more specific about their mapping and the need to submit an IS/MS assessment chart and let them have another year. We are all learning here, so it is tough to penalize them.

MOTION (same as above): Grandfathering in ENG 262 to remain in the curriculum as it stands and to allow the title change and the move from variable to fixed title.

MOTION: Approved by all, with no objections.

- LAC Transfer Course Criteria for Registrar –Steele: what are the criteria the registrar uses for how courses transferred, and how are they going to measure it? I thought the syllabi would be sent to the registrar for what courses will map to the LAC SLOs.

- Answer: If a course does not transfer with a direct equivalency, sometimes the course may be able to transfer as an LAC. The registrar office lacks the time and expertise to review the syllabi of 1000's of courses in detail, thus the need for criteria guidelines so they can assess the LAC transfer based on the course description unless the Council wants to review syllabi.
- Geisendorfer: For math, in general if it has quantitative literacy, it is probably fine. Steele agrees.
- What language would work best? It is for all the courses in CCC, and we need to know it concisely which is a challenge for everyone. Could the register send over some “questionable” syllabi so we could see some sample course descriptions.
- Steele and Geisendorfer will work on language based on experience with transfer.

- Indirect Assessment - Student Survey -nothing currently
- Indirect Syllabus Review Timeline for Spring 2024-
 - For spring syllabus in general faculty must have syllabus to the college archives by early February.
 - M.M. Kelley will email the Business Operations Managers, and Deans requesting 50 % of the syllabi from fall and 50% of the syllabi from spring.
 - Writing in HSS was the largest list requesting syllabi.
 - We will have them by 2/1 and the first meeting is 2/6 for LAC.
 - If a BOM is having a hard time gathering syllabi, we could start them on the second week of the month – for the ISR.

Comments to the Good of the Order: finish strong and Happy Holidays

Adjournment: Adjourned at: 5:00

Additional notes:

- ECLD 260 was received on 11/30.
- SBS CCC and IS/MS have previewed the course, and on general review it looked at it and it is good to go.
- Since it is likely in good shape, we may be able to get it to Matchett in time to meet the final AY 24-25 catalog deadline if we work via email prior to N=next meeting on Tuesday, February 6, 2024.