



Liberal Arts Council Meeting
CC 2201
February 6th, 2024 3:30-5:00p.m.
Agenda

Attendance: L. Amor, J. Atterbury-Cherico, C. Bebee, C. Couch, R. Dineen, N. Geisendorfer, M. Fryer, N. Matchett, A. Haberman, N. Matchett, C. McClatchey, H. Muller, T. Smith, A. Steele, T. Wood, M. McKeown-Kelley

Online: M. Berg, M. Huston, C. McMahan, D. Staton, K. Records

Absent: J. Elkins

Call to Order: 3:33pm

Approval of the Agenda without objection

Approval of the Minutes of the Last Meeting (12/05/2024): without objection

Reports


- Chair's report (Muller)
 - Congratulations Brian on receiving a leadership service excellence award from the music education conference in NOLA.
 - Welcome Lee-Aloha Amor who will be taking minutes at Council meetings.
 - Continued appreciation of Margaret who will continue to work with the workflow and indirect assessment.
 - Curriculum Workflow
 - Next week will review CS 209 (PTA CCC)
 - New course, came in late Fall 2024
 - HIST 114 and 115 are being reviewed by IS/MS
 - Updating to new IS/MS criteria.
 - ENG 205 and 262 are grandfathered for one more year: HLH, IS/MS are reviewing submitted syllabi and will provide feedback; then units can upload to workflow.
 - Student Expectations
 - Nathaniel Bailey – request to use two CO2s/LAW2s to complete writing sequence
 - Available LAW3s conflicted with required major course in past and current term; needs completed LAC to graduate this spring.
 - Heidi and Nancy approved due to time sensitivity for student to register in final semester (Tara had worked with advisor), exception was approved based on precedent.
 - LAC Course Proposals received after deadline:
 - ENST 225 re-prefixed as ESCI 225

- Reviewed by NHS CCC – ESCI teaches course, had been listed as ENST course, no change to syllabus but still reviewed for requirements -- MET.
 - Council e-approved to remain in LAC without objection .
 - ECLD 260
 - SBS CCC and IS/MS reviewed and recommended approval
 - Council E-voted and discussed - Approved
- ISR Schedule
 - Need to alter timeline since we will not have all necessary Spring 2024 syllabi until next week.
 - Margaret working to get uploaded into CCC folders as we get them.
 - Will follow-up as agenda item – WCWL will go first, presenting their report on 3/7
- Assessment Notes
 - Nothing specific of note
- Assessment Sub-Committee
 - Reviewed completed rubrics/outcome for all competencies on Canvas – good to go!
 - Have proposal for student survey for indirect assessment.
 - Discussion on director of assessment report on assessment dashboard data to LAC
 - T. Wood willing to be point-person for LAW courses prep for DA 24-25, Chair working with Nancy to contact, MCB, PVA, SCI around LAW2
- Standing Reports
 - GE Council (Matchett) –
 - GE Council met on 1/8/2024. They affirmed the GE Credential Framework included in today's Meeting materials. Council encouraged to set aside time at a future meeting to discuss.
 - AP African American Studies updated framework has been released. Meeting this Friday (2/9, 1-3) to decide gtP alignment. Cut scores will require us to award credit in that category.
 - Proposal from CCCS to grant gt-AH1 status for COM 2400 Argumentation & Debate. The proposal was flagged for not obviously addressing *content* as well as competency requirements, which emphasize students' ability to respond to and think critically about *works of artistic expression*.
 - Proposal from World Language State Discipline Chair to allow gtP status to 100 level language courses. Council asked chair to bring back a proposal detailing how 100 level courses could fulfill the gt-AH4 *Content* as well as Competency Requirements, which state that students must acquire *intermediate* skills ... a language other than English, or ASL. Might also be possible to align content with LAA1 while still teaching foreign language.
 - AVP of Undergraduate Studies (Matchett)
 1. The CFP for Summerbridge LAC Course instructor will go out in the next few weeks. LAC Chair, SAASC chair and Libraries Instruction Chair will be selected. Please make sure your interested faculty are aware of the opportunity. Must be A&H/H/SBS and preference is for IS or MS-designated courses.
 - Courses cannot be online and summer courses require additional advising.
 2. The Degree Planner project will improve our ability to schedule courses based on student need. The council may want to set aside time to review the data included in

today's meeting materials at a future date. The committee is developing a communication plan for students and faculty and working with scheduling staff and other stakeholders to make sure we understand the operational impacts. For LAC seats, Provost office will allocate seats by category to appropriate college deans (and deans will decide how to allocate to appropriate units)

- Note: current report (fall 24) does *not* include seat needs for incoming students (new and transfer).
 - Complete report will be able to show where available seats are over and under actual demand.
 - The Degree Planner is a module of Degree Works (always available – not a new purchase); we now devote staff time to implement
3. Now that the catalog-curriculum cycle more or less complete, remember other curriculum related tasks/requirements.
- Council may want to review the general page in the Catalog (deadline March 1): <https://unco.smartcatalogiq.com/en/current/undergraduate-catalog/liberal-arts-curriculum/>.
 - All LAC must also be gtP (still a handful that are not).
 - Any gtPathways course must be offered at least once every two years.

OTR is very good at helping us identify courses in those cases so we will follow up with Unit Leaders as needed.

- Curriculum Category Committee Reports
 - Written Communication & World Languages (Wood) – No report
 - History, Literature & Humanities (Smith) – No report
 - Philosophy & the Arts (Casey) - Working on CS 209
 - Social & Behavioral Sciences (McMahan) – Joining meeting for AP African American Studies on Friday
 - Mathematics & Natural Sciences (Steele) – No report
 - International & Multicultural Studies (Muller) – Reviewing 4 courses.
- Ad Hoc Committee Reports
 - Assessment & Curriculum (Muller)
 - Read and reviewed all the rubrics that have been added to the system, discussed indirect assessment student survey that MCB likely is willing to pilot, and discussed question prompts for units to complete as a report to the LAC once they have completed the direct assessment process and been given access to the collected data.
 - Provided Chad with some guidance on summary direct assessment data to share with the Council. His report will include sharing this summary data.
 - Update from Director of Assessment (Beebe):
 -  [2022-2023 Pilot Year Report Slides.pptx](#)
 - Data for first two competencies can be seen on PowerPoint slides.
 - Outreach & Communications (chair TBD)

Guest: Aaron Haberman – Discussion of History Pilot of Direct Assessment

- In the history pilot, the course-assessment was an argumentative/interpretive writing assignment that varied by course and already expected coursework for students in each course.
- Chad shared data form from IM&T dashboards with unit.

- As part of direct assessment plan, Chad and Heidi met with history faculty October to debrief the direct assessment process. Chad sent report prompts to Aaron Haberman that had been discussed by the assessment sub-committee.
- Still not exactly sure what to make of the data. If can get more refined data along the line (Race, 1st gen, etc.) that can help take a more critical look.
 - It may be helpful to know student level when taking the course (1st year, sophomore, etc.);
 - History wondered how will LAC be able to check for inter-rater reliability across units? Chad notes this is not yet established, building how we do this is part of the continuing work on the entirety of the general education assessment process.
- Questions from Council Members
 - Did students know the testing tool was an assessment?
 - It was an embedded assignment and professors used LAC provided rubric to collect data.
 - Did the program do any norming?
 - This was not explicitly done at the back end, but there was a full faculty meeting at the outset of the process where we discussed what each of the SLOs and the performance indicators on the rubric meant from a History perspective.
- Haberman feedback on the report Question Prompts
 - Some questions seem very redundant.
 - Understand the slight variations but seems like questions could be culled.
 - Question 9 – It would be helpful for LAC to specify resources and assistance in areas in order to get additional data, more refined data.
 - Question 10 – the process itself, using canvas, specify feedback about the process.
 - The difference between Questions 4 and 7, could be instructor experiences that aren't shown through data.
- Wood: Could the Symposium be an appropriate place for a standing panel to show and discuss data?
 - Could address if there are there any trends/ patterns that you see through the data?
 - General agreement that this could be a nice integration of LAC assessment and established UNC forums.

Unfinished Business

- LAC Transfer Course Criteria for Registrar- finalize
 - From Registrar: Some areas have more detail than others, could it be consistent?
 - On some, multiple criteria are listed, does course need to meet all criteria?
 - The use of keywords is very helpful.
 - Criteria need to be useful to review course description on syllabi.
 - Most are courses that come from outside of the state, and we want to make sure we are reviewing in a way that works for the Council.
 - Nancy noted we don't need all the subareas in LAA and LAB since none of these courses receive gtP attributes.? Registrar will explore whether this might make the process more straightforward.
 - Angela: Getting examples of “questionable syllabi” would be very helpful to reach target.
 - Registrar will send along some syllabi to the Council.
- Board Policy and Bylaws (Spring 2024 – future meeting)
- Finalize LAC-gtP alignment for all courses (Matchett ongoing)

- Mapping on Course Syllabi (ongoing)

New Business

- Course Approval Ops Manual – Contacting Submitting Units
- Indirect Syllabus Review and Re-Review Timeline for Spring 2024
 - We do not have all the syllabi for the Indirect Syllabi Assessment and should be receiving more by next week. Will discuss updated timeline next week.
- Indirect Assessment - Student Survey
 - Designed to get general subjective responses, more detail would come from follow-up student focus group.
 - Discussing about how “specific” to make questions: there are challenges either way.
 - Suggestion of “What do you think are the most important parts of the course?”
 - Members asked about pulling answers from student course evaluations? Reminder that UNC does not have a standard course assessment tool.
 - Will come back for further discussion in the next meeting.
- CDHE Guidance for Institutional General Education Microcredential
- LAC Data from UNC Degree Planner Project
- Guidelines for Director of Assessment Report on Direct Assessment Data
 - This was covered in Assessment Sub-committee report and Director of Assessment report.

Comments to the Good of the Order

Adjournment 5:01pm