

Liberal Arts Council Meeting  
CC 2201  
March 5th, 2024 3:30-5:00p.m.  
Minutes

Present: L. Amor, C. Bebee, B. Casey, C. Couch, R. Dineen, M. Fryer, N. Geisendorfer, M. Huston, N. Matchett, C. McClatchey, M. McKeown Kelley, H. Muller, T. Smith, T. Wood  
Zoom: M. Berg, C. McMahon  
Absent: J. Elkins, K. Records, D. Staton, A. Steele

Call to Order 3:36pm

Approval of the Agenda approved without objection.

Approval of the [Minutes](#) of the Last Meeting (02/20/2024) approved without objection.

Reports

- [Chair's report](#) (Muller) –
- Curriculum Workflow:
  - ENG 205 and 262 (left them grandfathered with expectation would revise soon)
  - HLH has reviewed – recommends approval.
  - IS/MS has reviewed – recommends to NOT approve, Chair Muller will reach out to ENG to work on updating IS/MS aspects of syllabi.
- ISR Schedule
  - We have all the syllabi we are going to get.
  - All syllabi have been uploaded on Teams
    - Assessment
      - Spring 2024 Indirect Syllabus Review
        - CCC folder
  - “Loose” syllabi are initial review.
  - Re-review syllabi are in the re-review folder.
- Assessment Notes
  - Chad and Heidi met to talk though NESSE and competency questions and prep for 24-25 Direct Assessment:
    - Chad will have indirect assessment questions document to distribute to each CCC chair on 3/19.
    - Heidi reaching out to Written Communication units outside of English.
    - Finishing revisions on Direct Assessment Memo
    - Coordinating with WC DA point person Tara Wood
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- Standing Reports
  - GE Council (Matchett)
    - GE Council did not meet.
    - Note that recently proposed legislation would extend the common course numbering system for general education/gtP courses from community colleges to four-year institutions and could also place additional restrictions on gtPathways approval and statewide transfer agreements (with the goal of further streamlining transferability). I expect discussion at the March meeting and will keep the council posted.

- AVP of Undergraduate Studies (Matchett)
  - You have probably received communications about the CPoS tool. This does not directly impact the LAC but is a reminder to pay careful attention to undergraduate program structure to ensure students can complete degrees within 120 credit hours – especially those students who may have transferred in many credits.
    - The CPoS tool will start running in mid-April until the fall
  - It is CCC reappointment time. Please check your email and reply to me and Lee. Immediate steps are
    1. select a chair for AY 24/25 (1 year term; chairs are voting members of the Council)
    2. For members rotating off, ask if they would accept reappointment and/or can recommend a colleague.
  - Written Communication & World Languages (Wood) – Completed ISR
  - History, Literature & Humanities (Smith) –Have reviewed ENG 205 and 262.
  - Philosophy & the Arts (Casey) – No report. Reminders for missing syllabi have been sent.
  - Social & Behavioral Sciences (McMahan) – No report
  - Mathematics & Natural Sciences (Steele) – Syllabi are in progress.
  - International & Multicultural Studies (Muller) – Have reviewed ENG 205 and 262. Are in the initial stages of ISR process.
- Ad Hoc Committee Reports
  - Assessment & Curriculum (Muller) – No Report
    - Update from Director of Assessment (Bebee): Work continues.
  - Outreach & Communications (chair TBD)

### Unfinished Business

- [Board Policy](#) Updates – See Comments and Revisions, Possible Substantive Change
  - Motion: Change the voting membership in 2-3-107(2)(b) to make the two additional members one from HSS and one from NHS. Rationale: unless there is a radical change to UNC’s organization or the state Gen Ed requirements, these will always be the two largest contributors.
  - Discussion:
    - Term dates of July 1<sup>st</sup> of elected year to June 30<sup>th</sup> of the year in which the term ends were approved.
    - Casey believes the “Powers and Duties” are too vague and needs more detail.
      - Since this is BPM it is best to keep the details.
      - Insert “(III) To establish criteria for when transfer courses fulfill Curriculum requirements.”
      - Insert “(IV) To review student policy exemptions requests for courses in the Curriculum.”
    - Should we consider reducing the size of CCC?
      - Casey is in favor and believes that the CCC’s should determine size.
      - It was brought to attention that not everyone in the CCC’s is pulling their weight, there are inconsistencies in CCC’s.
      - Will leave for now and will have further discussions.
    - Casey moves to approve the changes to BPM, seconded by Houston?

- Vote: Approved unanimously by voice vote
- LAC Bylaws Update (future meeting)
- LAC Transfer [Course Criteria](#) for Registrar (3/19 meeting)
  - Registrar will have sample “questionable” course descriptions at 3/26 meeting.
  - CCC’s when have time should think about “keywords” approach to criteria.
- Finalize LAC-gtP alignment for all courses (Matchett ongoing)
- Mapping on Course Syllabi (ongoing)
- Indirect Assessment - Student Survey (ongoing)

### New Business

- Course Approvals for [HIST 114](#) and [HIST 115](#)
  - Motion: Accept IS/MS CCC recommendation to continue IS designation for HIST 114 as updated syllabus and assessment chart incorporates current IS competency/outcomes.
  - Motion: Accept IS/MS CCC recommendation to continue IS designation for HIST 115 as updated syllabus and assessment chart incorporates current IS competency/outcomes.
  - Casey moves to the approvals for HIST 114 and HIST 115, seconded by Wood.
  - Vote: Approved by unanimous vote
- WCWL CCC ISR Report
  - Recommend changing PVA 225, SCI 229, and BA 205 to CO-3
    - ENG 124 and ENG 225 to stay at CO-2
  - There is anticipation for higher enrollment in CO-3 courses.
  - There is no SCI 225, this course has not been offered and is missing syllabi.
    - Unsure of recommendation for this course
  - To provide guidance for CO-3, faculty should receive the side-by-side document to fully understand the differences between CO-2 and CO-3.
  - What would happen if transfer came in with PVA 152 as a CO-3, would you have them take the CO-2?
    - It’ll depend, most double CO-2’s will have policy exemptions.
  - Students can follow the path of CO-1 to CO-2 or CO-2 and CO-3 but cannot follow CO-1 to CO- 3
  - Casey motions to table discussion for Wood’s report, seconded by Houston.
    - Motion approved.
- Request for Couch:
  - List of courses that have not been offered in 2+ years and last time it has been offered.
- Indirect Syllabus [Review](#) and [Re-Review](#) Timeline for Spring 2024
  - PTA will be reporting at next meeting on 3/26.
  - Since HLH only has 5 syllabi can also report on 3/26.
- [CDHE Guidance](#) for Institutional General Education Microcredential
- LAC Data from UNC [Degree Planner Project](#)

### Comments to the Good of the Order

Adjournment 5:01pm