

Liberal Arts Council Meeting
CC 2201
April 2nd, 2024 3:30-5:00p.m.
Minutes

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

Call to Order 3:34pm

Approval of the Agenda approved without objections; not doing Chris's report

Approval of the [Minutes](#) of the Last Meeting (03/26/2024) approved with minor change

Reports

- [Chair's report](#) (Muller) –
 - Upcoming LAC Meetings
 - Tuesday, April 16 – DIFFERENT LOCATION
 - KEPNER 1005
 - Chair, Vice Chair, and CCCs
 - Chair and Vice-Chair elections will be held at April 16th Council meeting
 - Let current Chair Muller know if interested in running for either of these positions, currently have one nomination for each position.
 - CCC's please provide updates in reports on
 - Rotating off member decision(s) about returning
 - CCC Chair selection process
 - Today's April 2 meeting
 - Board Policy Update
 - Lee is working on getting the correct formatting and forms submitted to be included on upcoming Faculty Senate Agenda
 - Needs to go through codification
 - Bring to COD - 4/10
 - Back to LAC for approval of changes - 4/16
 - If approved by LAC, bring to FS - 4/29
 - MOTION: Motion to skip the reviewal of the LAC BPM after codification made by Casey, seconded by Geisendorfer
 - VOTE: Approved unanimously by voice; motion approved
 - ISR Process
 - Thank you all CCC chairs and CCC members for your flexibility as we have needed to adjust timelines to syllabi processes across campus!
 - Registrar Criteria Update
 - Thank you to all in the registrar's office and Council members for getting this update completed!
 - gtP-LAC Alignment
 - Ongoing Unfinished Business
 - Nancy has made significant progress in identifying next steps for the 9 courses that currently do not have gtP status.

- May be able to give a report at 4/16 meeting.
 - Also developing tighter record-keeping on course last offered, per 2-year gtP rule
 - Summerbridge
 - Meeting with team on Monday 4/1 to discuss the three proposals submitted.
 - PHIL150 Moral Issues selected.
 - Assessment Notes
 - Suggested NESSE informed competency questions for each CCC has been uploaded into Indirect Assessment Folder
 - Please read through as CCC workload allows
 - Goal is to have questions ready to be included in Fall 2024 end of semester course evaluations.
 - Tara and Chad coordinating with MCB for question pilot in BA 205 this spring 2024.
 - If have time will start discussion today.
 - Preparation for Written Communication Direct Assessment AY 24-25 has begun.
 - WC Category Assessment Faculty Representative Tara Wood having meeting toward training sessions -- 4/8 zoom.
- Standing Reports
 - GE Council (Matchett) – No report
 - AVP of Undergraduate Studies (Matchett) – No report
 - Curriculum Category Committee Reports – No report
 - Written Communication & World Languages (Wood) – No report
 - History, Literature & Humanities (Smith) – Items under new business. Waiting on one re-appointment, Smith may remain chair.
 - Philosophy & the Arts (Casey) –Jeff Brown will be on sabbatical next semester and Marc Santos will need to be taken off of CCC, 2 appointments will need to be made.
 - Social & Behavioral Sciences (McMahan) – One committee member will be returning, one member is up in the air, and 2 members are rotating off. McMahan will remain chair.
 - Mathematics & Natural Sciences (Steele) – Pat Burns is willing to renew appointment, Steele will remain chair.
 - International & Multicultural Studies (Muller) James Reardon is willing to be reappointed but is on sabbatical 24-25. James has suggested and contacted Thanh Dat Le to be on the CCC during his sabbatical. Muller will remain chair.
 - Ad Hoc Committee Reports
 - Assessment & Curriculum (Muller) – No Report.
 - Update from Director of Assessment (Beebe): No report. Indirect assessment under unfinished business.
 - Outreach & Communications (chair TBD)

Unfinished Business

- Finalize LAC-gtP alignment for all courses (Matchett ongoing)
- Mapping on Course Syllabi (ongoing)
- Indirect Assessment - [Student Survey](#) – NESSI related competency questions
 - This is a basic beginning approach to assessment.
 - The first three questions are in reference to who students are.
 - Prompts have not changed from NESSI.
 - Editorial suggestion by Casey, correct “Puposes” to “Purposes.”

- Bebee is asking CCC's to select 3-5 questions or questions that link with NESSI for the assessment, if there are no questions fit CCC questions can be generated.
 - Each CCC should have a question.
 - Using NESSI serves as a benchmark.
- The potential of including an open-ended question
 - It is not required to have an open-ended question, but it was requested.
 - One open-ended question would be ideal.
- Do not include any questions you do not think fit.
 - CCC should be able to review selected questions this semester.

New Business

- HLH CCC ISR Report
 - Motion: Liberal Arts Council accepts the HLH CCC ISR report Spring 2024.
 - ENG 250 & HIST 100 were the only two courses that were approved by CCC.
 - ENG 131 did not have verbatim content and a member suggested looking at syllabus template to follow.
 - AFS 100 had no required elements present.
 - AFS 101 needs mapping.
 - For HIST 101 the SLO's are addressed but not mapped. Currently approved but Smith is open to change recommendation.
 - The current layout of mapping is a bit confusing and may need to be revised because SLO's should include how student outcomes are achieved through mapping.
 - Revising the way the SLO's are formatted may clarify how outcomes are reached.
 - It was hard to map since every course is different.
 - McMahan's committee would have accepted this.
 - Based on the report a member asked if syllabi were reviewed regarding Board Policy.
 - The CCC did not explicitly review syllabi per Board Policy.
 - Casey moves to accept HLH recommendations, with caveat that HLH will add any relevant changes to report upon review per Board Policy, seconded by Steele.
 - Vote: By unanimous vote the motion to accept HLH CCC ISR report is accepted.
 - General discussion of meaning of "in writing" on Board Policy around required elements of Course Outline.
 - It was suggested, and Muller will follow-up with APC Chair on general interpretation of "in writing."
- MNS CCC ISR Report
 - Motion: Liberal Arts Council accepts the HLH CCC ISR report Spring 2024.
 - For BIO 105 the competence statement should be verbatim, but there are "Table 1 and Table 2", Steele is okay with it. It still uses verbatim with a small addition.
 - In addition, there is no course description in catalog
 - Couch recommends linking BIO 105 to BIO 100
 - The two courses are con-current prerequisites, which will need clarification.
 - Meets requirements for LAC and BPM just confusion on the description.
 - McClatchey asked if there are any outliers in risk of being taken out of LAC?
 - Not really, some technically had 3 strikes but at the moment the first isn't being counted. So, in actuality they have 2 strikes.

- Based on the re-reviews 8 courses will need to see the CCC recommendations and make corrections.
- What would it do for a student if it is required course for major is moved out of the LAC?
- Course won't be counted as LAC but will still count as meeting program requirements it is so required.
- With the way the timing of ISR process works, when get three "strikes," course will still remain in curriculum for the following AY. The unit and resubmit the course to be reapproved into the Curriculum and if meet the deadlines and is approved, there will be no time at which the course is out of the curriculum.
- Trying not to require LAC courses to be requirement for a major
 - Casey moves to accept the MNS recommendations, seconded by Smith.
 - Vote: By unanimous vote the motion to accept MNS CCC ISR report is accepted.
- Discussion of ISR Three-Strike Rule
 - How do we phrase those rules in the ISR memos that go out to Academic Units and Deans?
 - The verbiage addressing the 1st strike can be kind, but the verbiage addressing the 2nd strike needs to be firmer.
 - The verbiage for the letters has not been determined since we have not had any 2nd strikes yet.
 - Memos won't be finalized until May.
 - Should a draft be written for the 4/16 meeting?
 - This is not necessary.
 - Members would like to see the letters before sending them out.
 - There are basic templates that can be utilized for this process.
 - It was recommended that a sample memo for a course that failed be sent to Council members to show the verbiage.
 - McClatchy question what details will be included in the suggestions for improvements?
 - Suggestions will be copied and pasted from reports.
- [CDHE Guidance](#) for Institutional General Education Microcredential
- LAC Data from UNC [Degree Planner Project](#)

Comments to the Good of the Order

Welcome back Heidi! Thank you Chad!

Vocal Jazz performance tonight at 7:30pm!

Adjournment 4:58pm