

Liberal Arts Council Meeting  
Campus Commons 2201  
November 5<sup>th</sup>, 3:30-5:00p.m.  
Minutes

Present: L. Amor, C. Bebee, B. Casey, J. Cherico, R. Dineen, N. Geisendorfer, N. Matchett, S. Mannello,  
C. McMahan, H. Muller (Chair), T. Smith, A. Steele, T. Wood  
Zoom: C. McClatchey, M. McKeown-Kelley, T. Smith, T. Wood (R. Austin),  
Absent: M. Berg (sabbatical)

Call to Order 3:36pm

Approval of the Agenda approved without objection

Approval of the Minutes of the Last Meeting (10/22/2024) approved without objection

### Reports

- Chair's Report – (Muller) –
  - Courses in the Workflow
    - Under New Business
    - Margaret working to get syllabi to CCC chairs, need to stay on timeline and be able to report on status of CCC reviews for those listed on agenda at meeting on 11/19
    - Even though have passed 11/1 deadline, there will be few more coming through.
  - Meeting Schedule
    - Plan to meet Tuesday, December 3rd to finish up course reviews/approvals.
      - Please add to calendar.
  - Direct Assessment
    - Quality Improvement Mini-Grants
    - The deadline has been extended to November 8th to submit application.
- Standing Reports
  - GE Council (Matchett) – Next meeting 11/18
  - AVP of Undergraduate Studies (Matchett) –
    - Happy Election Day. Thank you for your contributions to education for citizenship.
    - Update on Degree Planner/Course scheduling project
      - Soft roll out this fall to better understand data accuracy
      - Scheduling to student needs for LAC courses
      - When allocating seats across colleges, goal is to appropriately balance FT faculty teaching availability with specific course demand.
        - Will there be a discussion on course caps?
          - This would be a good opportunity to think about that with the data.
        - Fall 25 schedule will also be informed by Ad Astra review.
      - Muller raised questions about course caps. Matchett confirmed this could be a point of discussion.
      - Update on Foundational Skills Award
        - Listed with LAC as a stakeholder in the Academic Affairs Division wide Phase III Strategic Plan Tactics: “Increase the understanding of the value of a

- liberal arts education in career readiness. Consider using the Foundational Skills Award to help students understand the career value of the Liberal Arts Curriculum requirement embedded in every undergraduate degree.”
    - Charlie’s office has confirmed via email that there are no insurmountable obstacles to awarding once we decide process. I will bring some options based on CDHE guidance in the spring.
      - LAC also listed as stakeholder in a second Phase III Tactic: “Exploring increasing participation in UNIV 101”
  - Curriculum Category Committee Reports
    - Written Communication & World Languages (Wood) – No report
    - History, Literature & Humanities (Smith) – Item under new business
    - Philosophy & the Arts (Casey) – No report
    - Social & Sciences (McMahan) – No report
    - Mathematics & Natural Sciences (Steele) - No report
    - International & Multicultural Studies (Muller) - No report
  - Ad Hoc Committee Reports
    - Assessment & Curriculum (Muller) – Met with Geography, which was contacted later than most units in the NPS DA cohort and this was reflected in their depth of knowledge of the process.. They discussed plans to redo the process in the next cycle and applied for the quality and improvement grant. We are emphasizing the need to engage units earlier and clarify communication. There was some confusion about using Canvas as a tool, along with philosophical questions about the process’s purpose. The meeting ended with a positive sense that a longtime conversation about assessment around UNC’s general education program now has the support and technology to possibly make it a doable reality. A follow-up with Anthropology is scheduled for Thursday.
      - Report from Director of Assessment (Beebe):
        - Update from DA Follow-Up Meeting with Doggs
    - Outreach & Communications (chair TBD)

### Unfinished Business

- Indirect Assessment Student Survey
  - Draft Language to Accompany Survey
    - Consider, “*The survey was designed by Council members in your area.*” To be past tense.
    - From a faculty point of view Casey stated he would like to know who collects and reviews the data
      - Consider inserting “*The responses to this survey will be collected by the office of assessment and reviewed by the Liberal Arts Council as a means of gauging student perceptions of learning and engagement in LAC courses across campus.*”
      - Beebe will see the data but doesn’t make any decisions on how to use and analyze the data.
    - Include a sentence describing the importance of this data.
    - Second paragraph:
      - Remove the first sentence and start the paragraph with “*This five-minute survey...*”
        - Including an estimated completion time may help increase response rates.

- Fall or Spring Initial Delivery?
  - Bebee recommends inviting Sonia based on what the LAC wants and the questions they may have.
    - Questions such as whether participants will receive one survey or a separate survey for each LAC course will be something Sonia can address.
  - Sending the surveys out in Spring would be best.
  - What is the response rate based on incentive?
    - Bebee is unsure of response rate
    - Chris thinks the response rate will be low
  - The LAC should emphasize to faculty how the data will be used and its importance to secure their support.
- General outcome of the discussion: goal will be to implement in Spring 2025. Chad will pass along survey to Sonia. Council will invite Sonia to a meeting in the spring to talk through potential delivery processes. Chad and Heidi will follow-up to clarify which open-ended questions CCCs have chosen as well as any other necessary survey clarification.
- Follow-Up for Academic Units with Missing Direct Assessment Data (continuing)
- Mapping on Course Syllabi (ongoing)
- UNC General Education Foundational Skills Credential (Spring)

#### New Business

- Courses in the Workflow: Notification items vs. Review Items
  - Matchett stated that if you aren't changing the learning outcomes you are not changing the course, and Muller concurred this is what APC decided.
  - Muller mentioned a couple history courses that came through where the submitted syllabi would not have gotten LAC approval, but they are currently approved LAC courses, and one has been reviewed and gotten through ISR.
    - Changes to their title were the only thing being altered, so since the syllabi was going through an "other" meaning "non-significant change" they did not require though Council review. Courses were moved ahead in the workflow due to nature of change.
    - Smith noted a positive outcome with history was that following reach out from HLH CCC, they revised their syllabi and these would now meet standards in upcoming review, even though formal review wasn't necessary yet.
  - Do we feel like we need to review every syllabus that comes through with any change being made or only when there are substantiate changes are made?
    - Notification items would include a title or text changes
  - Matchett clarified that they will always come to LAC as a notification, and this serves an opportunity for Council to move the course along or choose to review.
  - As the PVA representative, Casey mentioned how a colleague was wanting to change the course title back to the previous one due to decreased enrollment numbers.
    - Based on the workflow, what Casey would like to know is if an LAC review is required for a minor change like this?
      - If it affects a narrative in the catalog, it has to go to the Registrar's office
      - It was confirmed that the changes will go to the LAC however it will not require a review by the full council



- Art 178: out to CCC, on agenda for Nov 19
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- Art 224: out to CCC, on agenda for Nov 19
- SCI 266: out to CCC, on agenda for Nov 19
- PSY 247: out to CCC, on agenda for Nov 19
- GEOG 218: out to CCC, on agenda for Nov 19
- ANT 292: out to CCC, on agenda for Nov 19
- ENST 100: out to CCC, on agenda for Nov 19
- A report will be required for these courses by the next meeting.
- Matchett addressed that there may be overlapping content in ART 178, ART 179, and Art 180 and wanted clarification on any implications if they are mutually exclusive
  - Casey mention that these were discussed in his CCC
  - Something to think about when reviewing is would this cause any problem for students navigating the LAC or transferring student when it comes to course equivalency.
- Muller will confirm with Margaret that they have been distributed and get them out to CCC's for review.
- Per Codification: Size of Council and Committees
  - Based on past discussions, the current size of the LAC is working well.
    - Steele finds it manageable, noting that reducing the size would increase workload.
    - McMahan also finds the workload reasonable and the CCC size appropriate.
    - Casey has concerns about representation for Philosophy & the Arts (e.g., 4 in Art, 1 in Philosophy) but finds the workflow manageable, though sometimes confusing.
  - Muller will report that the size of the LAC is appropriate.

#### Comments to the Good of the Order

LAC got a shout out from the Honors program! They commented on how well run and the support they have received! If you want to attend the Academic Affairs Open Forum rsvp for Nov 11/11 at 11am

Adjournment 4:48pm