**General Education Certification**

**Process Document**

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| **Name of Process:** | General Education Certification |
| **Process Owner:** | Curriculum Committee |
| **Created By:** | Terry Mackey | **Last Updated By:** | Dru Urbassik |
| **Date Created:** | 04/07/2017 | **Last Revision Date:** | 04/19/2017 |
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| **Process Purpose:** | The purpose of the General Education Certification Process is to formally outline the steps that are needed to have a course approved for general education. |
| **Process Input:** | The process input for the General Education Certification is the department’s determination that General Education Certification is needed for a course. Once this need is identified, the General Education Certification Process will be initiated. |
| **Process Boundaries:** | The process boundaries for the General Education Process are defined by the process input and immediately preceding the process output. Therefore the starting boundary is the department’s decision that General Education Certification is needed for a specific course. The process’s ending boundary is defined by the addition of a course to the general education list. |
| **Process Flow:** | 1. The department identifies a course that they believe should be added to the general education list
2. The course is advanced to the Department Chair and Division Dean for endorsement
3. The Division Dean will provide written endorsement of the course for General Education certification to the Curriculum Office; an email will suffice
4. The course outline is updated to show that the course is seeking General Education Certification, which General Education Outcomes the course maps to, which SLOs achieve the General Education Outcomes and the General Education Mapping Chart. Then the course is submitted to the Curriculum Office by standard update procedures
5. The Course and General Education Outcomes are reviewed by a Curriculum Committee General Education Review Team. This includes courses that are new to General Education as well as current General Education courses that are in their 5-year review cycle
6. Once approved by the review team the course will be placed onto the next Curriculum Committee agenda for approval. If the course is not approved the outline will go back to the submitter
7. The Department Representative for the course will need to be present at the next Curriculum Committee meeting in order to explain why the course meets General Education criteria and answer any questions posed by the committee
8. Once approved by the committee the course with General Education Certification will be added to the General Education list. If the course is not approved the outline will go back to the submitter
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| **Process Output:** | The output of this process is the addition of a course to the general education list. |
| **Exceptions to Normal Process Flow:** | 1. Any General Education requests that are not reviewed by the Curriculum Committee by the end of the academic year will be reviewed during the following academic year, no later than the second meeting of the new academic year
2. General Education requests that go to Curriculum Committee but do not have representation may be denied if questions and concerns cannot be addressed and answered. This may result in denial or delay of approval
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| **Time Constraints and Processing:** | 1. If a course comes up simultaneously for review and general education certification, the five year review cycle has precedence
2. Courses approved for General Education will be noted in the catalog for the next academic year, if approved before the catalog update deadline. Courses that are approved for General Education certification after the catalog update deadline will be noted in the catalog for the following academic year.
3. Curriculum Committee typically does not meet during summer term. Related instruction requests submitted during the summer term will be addressed when Curriculum Committee reconvenes in fall term, no later than the second meeting of the new academic year
4. Related Instruction requests must be approved by the review committee by the Thursday prior to the [Curriculum Committee meeting](http://www2.clackamas.edu/committees/cc/index.aspx?content=meetings)
5. The Curriculum Office will update the Related Instruction list within one week of Committee approval
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