

General Education Procedure	Procedure Number	2.2P
	Effective Date	May 2, 2014

1.0 PURPOSE

In accordance with Board of Trustees Policy 2.2. General Education the purpose of this procedure is to outline the

2.0 REVISION HISTORY

Adopted on:

5/2/14

Revised on: 4/27/17, 4/26/19, 1/29/20, 6/2/20, 10/9/20, 7/26/22, 9/26/24

3.0 PERSONS AFFECTED

Persons affected by this procedure are the Laramie County Community College Board of Trustees, Laramie County Community College President, and the Laramie County Community College faculty, staff and students.

4.0 DEFINITIONS

- A. ~~Academic Standards Committee (ASC)~~ The committee with which the College ensures that academic standards expected by the Board of Trustees are met in all approved programs and curricula at the institution.
- B. ~~Advanced Proficiency~~ Completion of an advanced skills general education course with a final grade of C or higher.
- C. ~~Advanced Proficiency Artifacts~~ An object created by students during the course of instruction, designed to provide evidence of higher order thinking within the course competencies and advanced proficiency within the general education competency.
- D. ~~Competency~~ The mechanism by which student learning is assessed. A competency is a specific, measurable statement of what a student knows or is able to do upon completion of a course or program of study.
- E. ~~Course Development~~ The process of developing courses for programs, general education, or other institutional needs. This process is outlined in LCCC procedure 2.3.2P
- F. ~~Course Management System~~ Institutional software that facilitates the management of curriculum.
- G. ~~Lower Division Courses~~ Courses generally taken by freshman and sophomore level students as designated by the college. Lower-Division courses are commonly designated with course numbers in the 1000s and 2000s.
- H. ~~General Education Guide~~ The General Education Guide is a document curated by the General Education Subcommittee of the Academic Standards Committee. It contains the specific details of many items outlined in this procedure.

- I. **General Education Program**—A purposeful program of courses that permit students to build a mature understanding and appreciation of diverse cultures and the human condition, master multiple modes of inquiry, analyze and communicate information, and recognize the importance of creativity fundamental to lifelong intellectual growth.
- J. **HigherOrderThinking**— Complex skills such as analysis, synthesis, and evaluation.
- K. **LowerOrderThinking**— Basic skills such as knowledge, understanding, and application.

A. General Education Competencies

The LCCC General Education Program leverages nationally recognized and readily transferable, competencies-based learning as part of the [Interstate Passport®\(2011-2023\) program](#). At LCCC, the mechanism by which student learning is assessed is the trait. Courses are approved for the trait. Courses approved for the trait are listed in the following table.

3	At least three credits from a course that satisfies the <u>creative expression</u> competencies.
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Program Specified	
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3	At least three credits from approved General Education courses within any of the areas of oral
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B. Faculty Ownership and Accountability of General Education Assessment

Faculty members are the key to the successful implementation and execution to a meaningful and relevant assessment and improvement process. Once a course is approved for General Education consideration, individual faculty member(s) are identified to participate later in the development of appropriate assessment tools and methodologies for both General Education Competencies areas and General Education Practices. They will participate in completion of the review and planning, implementation, and evidence gathering in their courses in collaboration with their colleagues, and share their findings with the broader campus community.

13.0 DESIGNATING COURSES SATISFYING GENERAL EDUCATION COMPETENCIES

A. Characteristics of General Education Courses

All courses that are part of the LCCC General Education Program must have certain characteristics. These characteristics will ensure that the courses align with vision articulated in the LCCC General Education Philosophy Statement.

- 1) A course in the General Education Program is introductory and broad. It focuses on non-specialized education and prepares students for general application of the concepts in professional settings; it does not focus narrowly on those skills, techniques, and procedures specific to a particular occupation or profession.
- 2) A course in the General Education Program incorporates the General Education Practices in teaching and learning.

