



### Skills-based General Education:

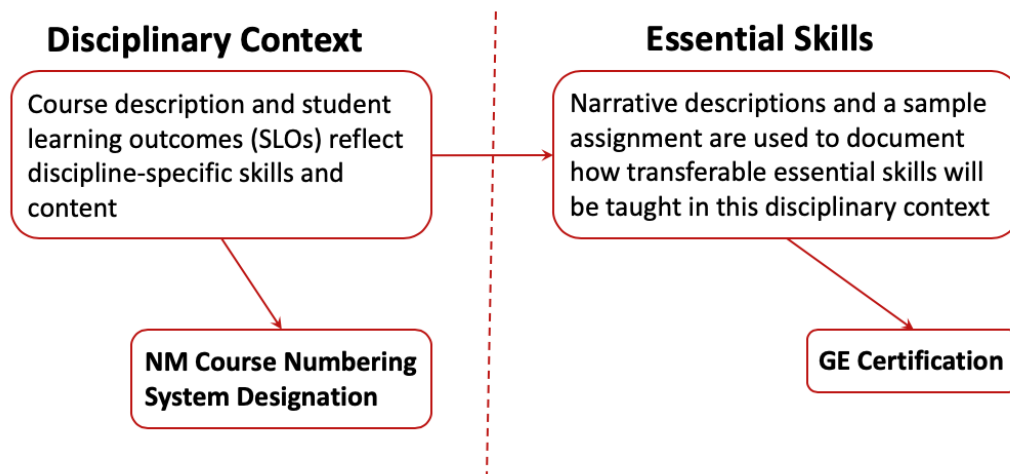
In 2019, the state of New Mexico implemented a [new model for general education](#) (GE) that emphasizes the development of five transferable, essential skills that all college graduates need for success:

- Communication
- Critical Thinking
- Quantitative Reasoning
- Personal and Social Responsibility
- Information and Digital Literacy

A description of each skill and its components is given in the [Essential Skills Rubrics](#). As part of this GE reform process all existing NMSU “G” courses must be certified under the state’s new essential skills criteria prior to the Fall 2020 semester. Courses not state-certified by that time will lose their “G” designation. New “G” courses must also be similarly certified. This document provides guidelines for that process.

*The state’s GE certification process was designed to support the intentional integration of these essential skills into the general education curriculum. Typically, a course’s catalog description and student learning outcomes (SLOs) emphasize discipline-specific content and skills. This information is now documented for every lower-division course in the [New Mexico \(Common\) Course Numbering System](#) (NMCNS). The GE certification process does not focus on disciplinary material, but rather it asks faculty to consider how transferable essential skills would be taught within that disciplinary context. The certification application includes narrative descriptions and a sample assessment/assignment that should illustrate how a course *introduces, reinforces, and assesses* essential skills.*

The following diagram illustrates the relationship between the NMCNS and GE certification:





### Certification Overview:

GE certification at NMSU is coordinated by the [General Education Course Certification Committee](#) (GECCC). The committee's responsibilities include

- Developing guidelines for certification under the new state-wide criteria
- Reviewing and making approval recommendations on GE courses and, upon approval, submitting certification materials to the [New Mexico Curriculum and Articulation Committee](#) (NMCAC) for review and certification.
- Archiving course certification materials and providing course instructors ready access to those materials
- Developing guidelines for periodic re-certification of GE courses

For **System Courses** that will be taught on more than one NMSU campus, certification will be done on a coordinated, system-wide basis. This will be done by formulating **Campus Representative (CR) Teams** composed of one faculty representative from each campus where the course will be taught. Members of the team will be identified by the course's main-campus home department and each community college's Vice President of Academic Affairs. The main-campus faculty representative will serve as the team leader unless the team agrees on an alternative.

### Certification Process

1. (*system courses only*) **Formulation of the CR Team.** The initiating department/faculty should contact the GECCC Chair to request formulation of a CR Team.
2. **Required Materials.** Certification applications must include
  - a. Three narratives describing how students will learn and be able to demonstrate competency in each of the essential skills associated with the course.
  - b. A sample assignment that documents how students will demonstrate one or more of the three essential skills associated with the course. The sample assignment should include assignment instructions as they would be given to students. The document should ideally also include a rubric with essential skill components or a brief preface describing how the assignment aligns with the essential skills.
  - c. Examples of narratives and sample assignments used in previous certification applications are available from the [Essential Skills Instruction and Assessment Resources webpage](#).
  - d. *For system courses, completed application materials should reflect a CR Team consensus.*
3. **Submissions.** Applications for new General Education courses or to certify existing courses for General Education must be submitted through the [Courseleaf CIM system](#). The CIM system routes applications for necessary approvals.



# General Education Course Certification Guidelines and Instructions