



## Mountwest Administrative Procedure

# Embedded General Education Procedure

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This procedure is designed specifically for Certificates in Applied Science.

### **Embedded General Education Defined**

Embedded general education in the context of an Associate of Applied Science (AAS) degree integrates general education learning outcomes—such as communication and computation—into one-year certificate program courses. These outcomes are aligned with the competencies required for the certificate and are assessed within the context of coursework provided.

### **Step 1: Determine the Need**

- The program faculty member, chair, and dean assess the need to embed general education outcomes into a certificate degree.
- Complete a Program Alignment Map for the embedded outcomes.
  - o Review program courses to identify opportunities for incorporating communication and computation outcomes.
  - o Decide if new course learning outcomes must be created to align with the program.

### **Step 2: Notify CAO and Assessment Personnel**

- Complete Embedded General Education Intent Form and copy to stakeholders by the end of September.
- The CAO, Assessment Co-Directors, and dean will meet to identify the content faculty required for this initiative.

### **Step 3: Review Program Alignment Map**

- The General Education Committee will review the Program Alignment Map and provide feedback and recommend revisions if necessary.
- Present the Program Alignment Map to Academic Affairs for approval and signature from the CAO.

### **Step 4: Implement Curriculum Changes**

- Program faculty will collaborate with the chair and dean to make necessary curriculum changes.
- Submit the curriculum changes to the Curriculum Committee to ensure that the updated program can be offered in the upcoming semester or school year.

### **Step 5: Assessment**

- Program faculty will collaborate with all faculty teaching the program to gather assessment data and evaluate and document student learning.
- The General Education Committee will meet annually with program participants to review the work and recommend improvements to the program.
- Data will be collected, and the General Education Committee will submit data and recommendations to the Academic Assessment Co-Directors and Faculty Assessment Committee yearly.

**The embedded skills may be assessed through a variety of methods, including but not limited to end-of-program projects, benchmark assessments, in-course evaluations, or microcredentials.**

**Approved Benjamin Taylor, Faculty Council President 2/26/2026**

**Approved Michael McComas, Chief Academic Officer 2/27/2026**

**Approved Joshua Baker, President 2/27/2026**

**Submitted to College Council 4/20/26**