

GENERAL EDUCATION AND RELATED INSTRUCTION

ADMINISTRATIVE RULE NUMBER: D012

LAST APPROVED: December 2, 2008, January 06, 2016, April 2017, May 29, 2019

RELATED TO POLICY SERIES NUMBER: 400

OVERVIEW: D012.1

Institutional Learning Outcomes (ILO's) are commonly defined as the knowledge, skills and attitudes that students are expected to develop as a result of their overall experiences with the college at the completion of their academic program. ILO's represent competencies that empower students to be successful in their education and chosen careers, as community members, and in their personal lives. TBCC has four Institutional Learning Outcomes;

- A. Lifelong Learning and Professional Competence: Students will engage in and take responsibility for intentional learning, seek new knowledge and skills to guide their continuous and independent development and adapt to new situations.
- B. Communication Skills: Students will effectively communicate, both orally and in writing, thoughts in a clear, well-organized manner to persuade, inform and/or convey ideas.
- C. Problem Solving Skills: Students will critically analyze and solve problems, differentiating facts from opinions, by using informed judgement based on evidence, sound reasoning, and/or creativity in a variety of situations and areas of study.
- D. Cultural Awareness: Students will demonstrate respect, honesty, fairness, and ethical principles by understanding and appreciating differences in cultures and behaviors.

General Education requirements for degrees are recommended by the Curriculum Committee to administration for approval. Candidates for any TBCC associate degree must satisfactorily complete the specific general education requirements for that degree (see Administrative Rule D 403).

The complete and official list of courses approved as General Education/Discipline Studies courses is maintained by the Curriculum Committee and found in the college catalog. Criteria for General Education/Discipline Studies Course Approval are developed by the Curriculum Committee based on the Gen Ed Philosophy statement and the statewide outcomes and criteria for discipline Studies for the AAOT.

General education requirements will be waived for students who enroll at TBCC with an Associate's degree, Applied Associates degree, Associate of General Studies, Bachelor's degree or higher from a regionally accredited institution within the United States. Program specific general education requirements for the AAOT/ASOT, and some AAS degrees, will not necessarily be waived. Students should consult their advisor for specific requirements based upon their educational goals.

General Education requirements are set by the faculty at TBCC and guided by state requirements set by JTAC. In general, they are comprised of;

- A. ARTS & LETTERS: Interpret and engage in the Arts & Letters, making use of the creative process to enrich the quality of life; and critically analyze values and ethics within a range of human experience and expression to engage more fully in local and global issues.

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- B. MATHEMATICS: Use appropriate mathematics to solve problems; and recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.
- C. SCIENCE/COMPUTER SCIENCE: Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions; Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner; and Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.
- D. SOCIAL SCIENCE: Apply analytical skills to social phenomena in order to understand human behavior; and Apply knowledge and experience to foster personal growth and better appreciate the diverse social world in which we live.
- E. SPEECH/ORAL: Engage in ethical communication processes that accomplish goals; Respond to the needs of diverse audiences and contexts; and Build and manage relationships.
- F. WRITING: Read actively, think critically and write purposefully and capable for academic and, in some cases, professional audiences; Locate, evaluate, and ethically utilize information to communicate effectively; and Demonstrate appropriate reasoning in response to complex issues.
- G. INFORMATIONAL LITERACY (embedded in writing courses): Formulate a problem statement; Determine nature and extent of the information needed to address the problem; Access relevant information he use of information effectively and efficiently; Evaluate information and its source critically; Understand many of the economic, legal and social issues surrounding the use of information

TBCC's accreditation agency, the Northwest Commission on Colleges and Universities (NWCCU), requires that "Applied undergraduate degree and certificate programs of thirty (30) semester credits or forty-five (45) quarter credits in length contain a recognizable core of related instruction or general education with identified outcomes in the areas of communication, computation, and human relations that align with and support program goals or intended outcomes." This body of instruction is referred to as "Related Instruction." TBCC meets this requirement via its General Education core requirements.

RELATED INSTRUCTION IN AAS DEGREES AND CERTIFICATES: D012.2

At TBCC, Related Instruction for AAS Degrees is fulfilled by the general education core, as described in section Administrative Rule D403.

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At TBCC, the General Education (Related Instruction) components for certificates of 45 credits or more are outlined on the General Education spreadsheet, showing which courses provide related instruction in which areas, and how many hours are required. The spreadsheet is reviewed annually and adjustments recommended by the Curriculum Committee for approval by the Vice President of Instruction and Student Services. The results are published in AR D403.

RELATED INSTRUCTION OPTIONS: D012.3

NWCCU states, "The related instruction components of applied degree and certificate programs (if offered) have identifiable and assessable learning outcomes that align with and support program goals or intended outcomes. Related instruction components may be embedded within program curricula or taught in blocks of specialized instruction, but each approach must have clearly identified content and be taught or monitored by teaching faculty who are appropriately qualified in those areas."

The Related Instruction requirement in certificates may be fulfilled using stand-alone courses as follows;

Stand-alone course(s) option: Uses existing credit courses (must be 100 level or above) that address 1) communication, 2) computation, or 3) human relations. Sources for this option are a college-level course (CTE or LDC) in any discipline that provides instruction that would be relevant to the discipline in question and clearly addresses one (and only one) of the three areas. (Courses that address more than one area are considered to have embedded related instruction, as described below). Stand-alone courses used for Related Instruction must be identified and the hours included on the Certificate Related Instruction Template. In the event that the Curriculum Committee has concerns about the course content with respect to related instruction, it may refer the course to the Vice President of Instruction and Student Services for evaluation.

Note: Courses in a program that cover more than one area (e.g. content specific and general education) are referred to as embedded instruction. Embedded instruction occurs simultaneously with program content instruction. Embedded instruction content and hours must be reflected in each course CCOG. The faculty for the CTE program develops specific requirements that pertain to the related instruction embedded in their courses, and recommends these for administrative approval. These requirements are published as part of the Instructor Qualifications. The Instructor Approval Form will note that an instructor is qualified to deliver embedded related instruction; either for all courses or for specific courses, and supporting documentation of the relevant qualifications will be attached to the approval form. ***TBCC does not offer embedded instruction at this time.***