**GenEd Course Certification Proposals**

**Navajo Technical University**

**GenEd Committee**

**CHECKLIST**

**Status Section Action needed**

/ / Section A Double-check pre-filled data.

/ / Section B Double-check pre-filled data.

/ / Section C Ensure that your proposal includes the correct CCNS course, description, and SLO's. Double-check in NMHED CCNS Course Catalog V1. 2019 (available at: <http://www.hed.state.nm.us/programs/request-a-change-to-the-nmccns.aspx>)

/ / Section D **Develop narrative descriptions.** Describe how student learning is promoted in each of the three specified skills areas. Review sample descriptions (will be distributed at Orientation on Feb 15).

/ / Section E **Complete sample assessment.** Ensure that the rubric that is prefilled in the course certification form is as outlined in our University's GenEd Profile. Develop appropriate assignment steps as outlined.

**If you desire assistance with any of the above steps,**

**please make an appointment with Daniel McLaughlin**

**(dmclaughlin@navajotech.edu; 505-231-9599)**

/ / Dept review Review and get approval from your department prior to submitting to the Dean of Undergraduate Studies.

/ / Dean's review Submit to Cindy in the Dean's Office by Fri Mar 8 2019