

## **NMNEC Procedure**

### **Adding or Deleting Curricular Concepts in the NMNEC Curriculum**

This procedure applies only to adding or deleting curricular concepts. An edited or updated concept does not require a substantive curricular change.

#### **Adding a New NMNEC Curricular Concept**

1. The NMNEC Curriculum Committee reviews requests or makes suggestions for the addition of new curricular concepts. If the NMNEC Curriculum Committee decides that adding a new curricular concept is warranted, the committee will submit a written proposal on the new concept to the NMNEC office asking that the item be placed on an upcoming NMNEC Leadership Council (LC) meeting for their review. The proposal needs to include rationale for adding the new concept and confirm that there is a curricular deficit that this new concept will address. The NMNEC Curriculum Committee will clarify in the proposal that they are requesting LC's approval to move forward with the development of this concept.
2. Once approval to add a concept is received from NMNEC LC, the NMNEC Curriculum Committee will define the concept and develop a draft concept overview. The committee will also determine the curricular exemplars and where in the curriculum (which course) the concept should primarily be addressed.
3. Once the new concept is fully developed, the Curriculum Committee will ask the NMNEC LC to review the draft overview along with the suggested exemplars and placement of the concept in the curriculum. (Item will be placed on LC meeting agenda.)
4. When the new concept overview, exemplars, and curricular placement are approved by the NMNEC LC, the NMNEC Program Manager or NMNEC Outreach Program Manager will email the new concept to the NMNEC Program Directors and ask them to discuss this with their faculty and provide feedback within a specific time frame.
5. The new concept will also be presented at a NMNEC Statewide Meeting for feedback (if timing is feasible).
6. Feedback will be reviewed by the Curriculum Committee for any further review/revisions of the concept overview, the exemplars, or the placement of the concept in the curriculum. If major revisions are warranted, this procedure will start over at step 4.
7. When there are no further major revisions warranted, the Full Member NMNEC Schools will vote on the addition of the concept.
8. Once the addition of the concept has been approved by the vote of the Full Member NMNEC schools, the NMNEC Program Manager or Outreach Manager will document the addition of the new concept in related curricular documents (concept map, concept lists, course syllabi, etc.) and will post the new concept overview on the NMNEC website with the other curricular documents.
9. The NMNEC Program Manager or Outreach Manager will notify the NMNEC schools teaching the curriculum of the addition of the new concept.

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## Deleting a NMNEC Curricular Concept

1. The NMNEC Curriculum Committee will review requests or make suggestions for deleting a curricular concept. If the NMNEC Curriculum Committee decides that deleting a curricular concept is warranted, the committee will submit a written proposal for deleting the concept to the NMNEC office and ask that the item be placed on an upcoming NMNEC LC meeting for their review. The proposal will include the rationale for deleting the concept and confirm that a curricular deficit will not occur if the concept is deleted. The NMNEC Curriculum Committee will clarify, in the proposal, that they are requesting LC's approval to move forward with deleting the curricular concept.
2. If the NMNEC LC approves the proposal to delete a concept, the NMNEC Program Manager or NMNEC Outreach Program Manager will email the proposal to the NMNEC Program Directors and ask them to discuss this with their faculty and provide feedback within a specific time frame.
3. The proposal to delete the concept will also be presented at a NMNEC Statewide Meeting for feedback (if timing is feasible).
4. Feedback will be reviewed by the Curriculum Committee and the committee will make the final recommendation on whether to continue with deleting the concept or to keep the concept in the curriculum.
5. If continuing with deletion of the concept, the Full Member NMNEC Schools will vote on the concept deletion.
6. Once the concept deletion has been approved by the vote of the Full Member NMNEC schools, the NMNEC Program Manager or Outreach Manager will remove the deleted concept in related curricular documents (concept map, concept lists, course syllabi, etc.).
7. The NMNEC Program Manager or Outreach Manager will notify the NMNEC schools teaching the curriculum of the deletion of the new concept.

This procedure was developed by the NMNEC Leadership Council at their 12.7.2017 meeting.