



NMNEC Curricular Concept Review Process

Introduction

To assist in keeping the NMNEC curriculum relevant and up-to-date, the NMNEC Program Evaluation Plan requires the NMNEC Curriculum Committee to direct the process of reviewing one-third of the NMNEC curriculum concepts each year. Each NMNEC curricular concept is reviewed every three years to validate relevancy of the concept and the assigned required exemplars to the education of pre-licensure RNs through the NMNEC curriculum. If the curricular concept is validated as continuing to be relevant, the content of the concept is then reviewed and updated as needed. The required concept exemplars are also reviewed and either validated or changed to reflect current practice.

Purpose

The purpose of this document is to outline the steps of the NMNEC Curricular Concept Review Process.

Note: Reported time to complete a concept review has generally averaged about 2 hours with a general reported range of 1 to 6 hours.

Process

1. NMNEC staff will maintain a current list of when concept reviews have been completed. This list is posted along with relevant concept review documents on the NMNEC website under the Curriculum tab.
2. Near the beginning of the academic year, the NMNEC Curriculum Committee determines the number of concepts that need reviewing for the year and puts out a call through each NMNEC school for volunteer reviewers. Each NMNEC Curriculum Committee member is a liaison between their school and the NMNEC Curriculum Committee and facilitates the call for volunteers at their school.
3. If there are not enough volunteer reviewers obtained through the call from the NMNEC Curriculum Committee, then the NMNEC Leadership Council is informed of the need for more reviewers and will assign concepts to NMNEC schools to be reviewed.
4. NMNEC staff informs the NMNEC Curriculum Committee if there are funds available for honorariums and if available, the amount of the honorarium.
5. Information on concept reviewers is sent to the designated NMNEC staff who collects the information on concept review volunteers and sends the information to the NMNEC Curriculum Committee chairs who approve the volunteers and make decisions if there are multiple volunteers for a specific concept.
6. NMNEC staff notify the concept review volunteers of their approval and send the volunteer reviewer a copy of the current concept document along with the Concept Review Checklist and a copy of this process document. The volunteer is also informed of the due date for concept review that has been set by the NMNEC Curriculum Committee.



NMNEC Curricular Concept Review Process

7. The 'track changes' feature in Word is used by the reviewer when making any suggested changes to the concept document.
8. The revised concept document along with the completed Concept Review Checklist are sent to the designated NMNEC staff as soon as the review has been completed but no later than the assigned due date.
9. At the next NMNEC Curriculum Committee meeting, the concept reviews that have been received are reviewed and approved or sent back to the reviewer(s) for further recommended changes and then returned to NMNEC staff as per Step 7.
10. Once a concept review has been reviewed and approved, the concept is sent by NMNEC staff to an editor (if available) for review of grammar and references.
11. When the concept is returned from the editorial review, NMNEC staff complete a final editing into the NMNEC concept format which includes the date the concept was approved by the NMNEC Curriculum Committee.
12. NMNEC staff send the completed reviews to the NMNEC Leadership Council for final review and approval. The date of the NMNEC Leadership Council approval is added to the concept document.
13. The final version of the concept is posted in the appropriate curriculum document folder in the 'Member Log-in' area of NMNEC website.
14. Concurrently with posting of the final concept documents on the website, NMNEC staff update related NMNEC curricular documents affected by changes in the concept documents. This may include NMNEC master course syllabi, concept and exemplar lists, curricular maps, etc. All updated NMNEC curricular documents are posted on the NMNEC website as soon as available.
15. NMNEC staff inform NMNEC program directors and faculty of the concept revisions through current communication methods that may include but are not limited to announcements on the NMNEC website, direct emails to program directors, announcements in NMNEC newsletters, and announcements at NMNEC statewide meetings.
16. If honorarium funds were available, NMNEC staff arrange for payment of honorariums near the end of the academic year to reviewers that have completed and had the concept reviews approved within the current academic year. NMNEC staff will contact reviewers for any information needed from the reviewer to process the honorarium request. Failure to provide requested information in a timely manner will result in the forfeiture of the honorarium.