

ADOPTED
August 14, 2003

CURRICULUM REVISION POLICY
Education and Training Committee
N.C. Education and Training Standards Commission

The following policy explains the revision process and the authority of the Education and Training Committee in this process.

DEFINITIONS:

Major Revision: Any change in the curriculum that necessitates a change in the Administrative Code which includes but is not limited to topics, hours, and testing. Also included are changes in training objectives, supplemental texts, and student performance criteria and evaluation.

Minor Revision: Any change in the curriculum to include improvement of lesson plan content, videos, optional and required equipment, changes in the law, typographical and content errors, optional texts, supplies, and equipment, reference materials, changes in state-of-the-art techniques and procedures, and changes in training objectives that do not significantly alter the lesson intent.

POLICY:

Training curricula should be reviewed and revised on a timely basis to ensure that criminal justice officers receive the most relevant, efficient, and effective training programs that reflect current job skills. The Education and Training Committee will review and approve all major revisions to curricula mandated by the Criminal Justice Education and Training Standards Commission. All minor revisions to curricula will be reported to the E & T committee and communicated to all School Directors of that particular training program throughout the state.

The Education and Training committee will rely on curriculum revision committees to review and recommend timely changes to curricula. The members of these committees will be nominated by agency heads or designee and approved by the Education and Training committee chair.

PROCEDURE:

1. Curriculum revision committees will be established for all curricula mandated by the commission. This will include curriculum committees for the following:
 - a. Basic Law Enforcement Training (BLET), General Instructor Training, and Specialized Instructor Training Programs relating to BLET (Agency Head, Director of the North Carolina Justice Academy)
 - b. Speed Measuring Instrument Training (Agency Head, Director of the North Carolina Justice Academy)
 - c. Correctional Training and Specialized Instructor Programs related to correctional training (Agency Head, Secretary of the Department of Correction)
 - d. Juvenile Court Counselors, Chief Court Counselors and Juvenile Justice Officers (Agency Head, Secretary of the Department of Juvenile Justice and Delinquency Prevention)
 - e. Wildlife Officers (Agency Head, Colonel of the Wildlife Resources Commission)
2. A revision committee will be established by the Agency Head for the particular commission-mandated training program. The Chair of the Education and Training committee will approve the Agency Head's recommendations for membership. These committees shall be composed of no less than 8 and no more than 12 committee members.
3. The Chair of E & T may appoint one Education and Training committee member to participate on each revision committee.
4. These revision committees will meet at least annually and at other times deemed necessary by the Agency Head and will record the minutes for each meeting.
5. Revision committees in conjunction with the staff of the agency will gather feedback, research, and thoroughly evaluate any proposed changes to curricula. The committee chair will ensure that all proposed changes are reviewed by appropriate legal counsel.
6. By majority vote of the revision committee, major revisions will be referred to the next Education and Training Committee for approval. Minor revisions will be included in the next scheduled revision and reported to the Committee. Minutes of all meetings will be forwarded to the E & T committee.