

## **Appendix C**

### **NROTC/SSMP COURSE REVISION PROCESS**

#### **1. Curricula Management Responsibilities.**

a. NSTC Chief Academic Officer, NSTC N9, is the approval authority for all NROTC and SSMP course curricula.

(1) NSTC N9 shall direct a comprehensive review of course curricula for each NROTC or SSMP course no later than three years from the date of the current guide. The curriculum guide shall be republished, regardless of the extent of changes, no later than four years from the date of the current guide.

(2) NSTC N9 may direct targeted reviews if necessitated by other factors (e.g. new technology, revised textbooks, mandates by higher authority). The manner of approval and promulgation of any needed changes will depend on the significance of the change as described below.

b. Course Coordinators are responsible for conducting course reviews and drafting revisions as directed. For more involved reviews, N9 may assign a small task force to be chaired by the Course Coordinator or the Course Coordinator Action Officer to assist in these responsibilities.

#### **2. Curriculum Review. Conduct of the course review.**

a. Comprehensive Reviews. Comprehensive reviews encompass all aspects of the course and at a minimum will consider:

(1) Fleet input on relevant changes in the fleet since the guide was last published.

(2) Feedback on student mastery of the currently covered Professional Core Competencies from NROTC and/or SSMP professors teaching the course.

(3) Modifications to the Professional Core Competencies the course covers.

(4) Feedback on course modifications made to obtain credit hours and other requested curriculum guide improvements from NROTC and/or SSMP professors teaching the course.

(5) New or revised texts, instructional aids or other resources relevant to the subject material.

b. Targeted Reviews. As targeted reviews are intended to address a specific need or concern, N9 will provide direction to the course coordinator as to scope and process of the review.

#### **3. Change Approval Processes.**

a. If no changes are warranted, the Course Coordinator Unit Commanding Officer shall notify NSTC N9 in writing that the directed review of the course was conducted with no change action necessary.

b. If a simple revision is warranted and can be accomplished with pen-and-ink changes:

(1) The Course Coordinator Unit Commanding Officer shall advise NSTC N9 on the plan of action and timeline to revise the curriculum.

- (2) The Course Coordinator Action Officer (AO) shall draft the change entry instructions.
- (3) The Course Coordinator Unit Commanding Officer shall endorse the draft document and submit to NSTC N9, with a summary of the changes made to the current curriculum guide.
- (4) NSTC N9 will review the draft for completeness, and resolve any questions/issues.
- (5) NSTC N9 will compile an Official Mail Message and upon approval by NSTC N9, distribute to all units.

c. If a changes is warranted that involves a major portion of the curriculum guide:

- (1) The Course Coordinator Unit Commanding Officer shall advise NSTC N9 on the plan of action and timeline to revise the curriculum.
- (2) The Course Coordinator Action Officer shall compile a draft of the revised curriculum.
- (3) The Course Coordinator Unit Commanding Officer shall forward the draft guide to N9, along with a summary of changes that were made to the current guide.
- (4) N9 shall direct three Professors of Naval Science to conduct a peer review of the draft guide. This peer review may be conducted as a pilot of the course when directed by N9.
- (5) The Course Coordinator Action Officer shall finalize the revision, as appropriate, based on the feedback received from the other units.
- (6) The Course Coordinator Unit Commanding Officer shall forward the final draft to NSTC N9 with an official endorsement.
- (7) NSTC N9 shall conduct a quality check of the final draft and submit it via the chain of command for approval.
- (8) NSTC N9 will compile information on the change into an Official Mail Message and upon approval by NSTC N9, distribute to all units.

4. Quality Standards. In constructing draft curriculum guides Course Coordinators shall ensure the following minimum standards are met:

- a. The format must remain the same as the current curriculum guide.
- b. All relevant Professional Core Competencies (PCCs) and learning objectives in the draft guide are adequately covered and any changes from those currently covered in the course are clearly annotated.
- c. All texts, instructional aids, and other resources cited in the draft guide are relevant and available and any changes from those currently cited in the course are clearly annotated.
- d. The draft guide has been proofread and is free from grammatical, spelling, and format errors.