

**Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes**  
**Monday, January 8, 2024 @ 2:00 pm via Zoom**

**In attendance:** Sandi Bates, Pat Carr, Megan Denis, Clint Hosford, Adrienne Salentiny, Rick Van Eck, Susan Zelewski

**Not in attendance:** Jon Allen, Kurt Borg, Jane Dunlevy, Kara Eickman, Andrea Guthridge, Rebecca Maher, Devendra Pant, Erika Johnson, Shannon Yarsbough

**Minutes submitted by:** Dawne Barwin

**Reviewed by:** Adrienne Salentiny

**Approved by:** Megan Denis and Pat Carr

**MSC = motion made, seconded, carried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	<b>Meeting called to order at 2:00 p.m. by chair, Adrienne Salentiny</b>	<b>Information</b>
2. Business	<b>a) Minutes from December 18, 2023</b>	<b>MSC to approve December 18, 2023. Clint Hosford / Pat Carr // carried.</b>
3. UMEC Update	<b>a) From UMEC 12.13.23 meeting</b> <ul style="list-style-type: none"> <li>• Approved CEMC Minutes: 8.14.23, 9.24.23, 10.23.23, 11.13.23</li> <li>• Approved: Phase 2/3 Report Matrix to use the final grade passing clerkship with adding the amendment, “the final clerkship grade is evidence of passing the summative assessments in the clerkship (including the preceptor evaluation, the SHELF exam and oral exams).” From CEMC 8.14.23.</li> <li>• Discussed proposed New Words Proposal</li> </ul>	<b>Information</b>
4. CVL: New words approval process	Document: <b>Proposal to Change Approval Processes for Changes to the Controlled Vocabulary List</b> <ul style="list-style-type: none"> <li>• <b>TABLED ITEM</b> from 12.18.23 meeting: Have Megan Denis work with Becca Maher with the additional of new words from the faculty for the CVL in LEO every 2 years. <ul style="list-style-type: none"> <li>○ Update that Unit 4 cleanup is currently being worked.</li> <li>○ Megan will communicate new events or words with Becca for a LEO upload.</li> <li>○ Currently we have no new events or words.</li> <li>○ Becca Maher has Unit 1 and 2 completed. Becca will send the faculty words to the Librarians if there are new words in them.</li> </ul> </li> </ul>	<b>TABLED ITEM from 12.18.23 meeting: Have Megan Denis work with Becca Maher with the additional of new words from the faculty for the CVL in LEO every 2 years.</b>

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, January 8, 2024 @ 2:00 pm via Zoom

	<ul style="list-style-type: none"> <li>○ We are going through the CVL to make sure everything matches including capitalizations.</li> <li>● <b>ACTION ITEM</b> from 12.18.23 meeting: Have the wording of the email, that will go to faculty regarding the review of their Unit Key Words, reviewed by CEMC before sending it out to the faculty. <ul style="list-style-type: none"> <li>○ Adrienne Salentiny will ask Alissa for the email that was used before and then bring it to the Mapping meeting next week for review and rewording.</li> <li>○ Review of the Key words was decided to be every 2 years. CEMC can ask Becca Maher to send out the email to faculty and then CEMC will review.</li> </ul> </li> <li>● <b>ACTION ITEM</b> from 12.18.23 meeting: The System White Paper and any other documents talking about Mapping will be updated to reflect this 2-year reassessment of the CVL process. <ul style="list-style-type: none"> <li>○ RVE will update the System White Paper.</li> </ul> </li> <li>● <b>ACTION ITEM:</b> Adrienne Salentiny and Andrea Guthridge: Future work: In regards to the CVL Process: Plan to work on the System White Paper to make sure there are no discrepancies and try to find ways to be more efficient.</li> </ul>	<p><b>ACTION ITEM: Adrienne Salentiny will ask Alissa Hancock for the email that was used before to update and used to be sent out to faculty regarding any new recent key words they have used in their lectures.</b></p> <p><b>ACTION ITEM: Rick Van Eck will update the System White Paper the 2-year re-assessment of the CVL process.</b></p> <p><b>ACTION ITEM: Adrienne Salentiny and Andrea Guthridge will work on the System White Paper (CVL Process) to make sure there are no discrepancies and to try to finds ways to be more efficient.</b></p>
5. Status Reports on Standing Items	<p><b>a) 2023 Reports:</b></p> <ul style="list-style-type: none"> <li>● <b>Phase 1 Report:</b> Adrienne Salentiny will follow up with Jane Dunlevy to get an update on the report.</li> </ul> <p><b>b) Badging and Anthology Milestone:</b></p>	Information

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, January 8, 2024 @ 2:00 pm via Zoom

- Adrienne Salentiny reported that Dev Pant shared that during new student interviews that he has been a part of this winter, he has had many potential students remark of their excitement for the Badging possibilities at UND SMHS.
- Adrienne Salentiny stated that we have bandwidth to the offer every faculty member a badging license. This would be exciting to develop a robust badging program for SMHS.
- Rick Van Eck reminded the committee that we are moving towards the renewal time for the Milestone 2027 contract.

**c) Mapping (Annual Objectives Mapping Report is due is December 2023):**

- Mapping Terms and Events
- Process for identifying un-used P1 Objectives

**d) CVL Word Updates/Changes**

- Megan Denis and Sandi Bates are concerned and want a conversation about updating the Unit 4 CVL, especially if there are any new or different key words. They want to have a full discussion when the new words are identified.
  - They have a question: are the terms added from the original Horizontal Integration key words, since they were from the original words from the faculty?
  - We kept Horizontal Integration terms and key terms would be correct but would simply be adding from faculty in Unit 4.
  - Regarding the Phase 1 Terms, we need to discuss the terms with Jane Dunlevy since she is in charge of Phase 1.
  - Megan Denis said this process would add a new level of complexity. Jane may think of those words as a horizontal integration term but we are not sure the CMS term will automatically be there.
- Rick Van Eck said the work on the key words has been based on faulty key words and this can map to LEO but if you took old words and searched them, it would highlight unique words.
- Megan Denis said no, they are not unique words, we can only have the word once to make it work for LEO.
- Sandi Bates/Megan Denis agree that If we only added words, it would not cause a problem.

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, January 8, 2024 @ 2:00 pm via Zoom

6. Adjournment	Adjournment at 2:34pm.	<b>Information</b>
7. Future Agenda Items:		
		<i>The next meeting is scheduled January 22, 2024 at 2:00 pm via Zoom.</i>