

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, October 23, 2023 @ 2:00 pm via Zoom

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

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

Minutes submitted by: Dawne Barwin

Reviewed by: Adrienne Salentiny

Approved by: Clint Hosford and Rick Van Eck

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m. by chair, Adrienne Salentiny	Information
2. Business	<p>a) Minutes from August 14, 2023</p> <p>b) Minutes from September 25, 2023</p>	<p>MSC to approve August 14, 2023 minutes. Pat Carr / Susan Zelewski // carried.</p> <p>MSC to approve September 25, 2023 minutes. Clint Hosford / Pat Carr// carried.</p>
3. Plan for Curriculum Retreat 2024	The 2023 Annual Curriculum Retreat is this Thursday, 10.26.23. Please plan to attend.	
4. Status Reports on Standing Items	<p>a.) Data Collection for 2023 Reports: (For Annual Curriculum Retreat on 10.26.23) Adrienne Salentiny</p> <ul style="list-style-type: none"> • Phase 1 Report: JD <ul style="list-style-type: none"> ○ Adrienne Salentiny has been meeting with Jane Dunlevy to assist in completing the Phase 1 Report for the Curriculum Retreat. This will be sent for approval by needed committees when it is completed. • Phase 2 Report: SZ <ul style="list-style-type: none"> ○ There were a couple of places where we were directed to use the SHaPE A&P as an assessment method. It is formative and there is not a passing grade nor is there formal remediation. The students get real time feedback. 	

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- Domain 4: We asked for an addition of the question of whether students ran out of time on the QSPR to help us better assess because some of the communication skills that we are using their scores on are very last thing if they run out of time it will affect their performance.
- We had a couple of areas where we asked UMEC if they wanted specific information measured. Icicle is no longer a standalone activity and we would recommend to take Icicle off of the assessment starting with the Class of 2026. The interprofessional badging can be a replacement for that.
- Phase 3 Report: SZ
 - Question of how we assess Phase 3 due to the significant number of electives. The decision by UMEC was to continue to assess as we have before for the required curriculum elements and so we will continue to get the rest of the Phase 3 electives mapped.
- Curriculum as a Whole Report: RVE
 - Susan Zelewski said that The Curriculum as a Whole Report along with the Phase 2 and 3 Reports were all approved at the UMEC meeting on 10.11.23.

b.) Mentimeter Polling: AS

- Main campus has a pilot license for polling software called Vevox - a trial.
- Our Mentimeter seems to be working well for SMHS and we will continue its use.

c.) Anthology Milestone Badging software:

d.) Mapping: AS

- An additional Key Words Report was requested for the Annual Curriculum Retreat. It is a report of words tagged in the Medical Curriculum and pulled from LEO. The report was pulled and it was significantly different than former years because it runs over 2 different fiscal years and some differences in spelling and word cases were noted. Units 1-6 were completed.
- For next year we may look at this Report differently. We will get the clean up of the terms done and it may not be a CEMC discussion but a Mapping meeting discussion. We will make it a more seamless report in the future.

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	<p>i. Mapping test for new LCME terms:</p> <p>ii. Mapping Terms and Events:</p> <p>iii. Process for identifying un-used P1 Objectives: AS</p> <ul style="list-style-type: none"> ○ Adrienne Salentiny, Andrea Guthridge and Jane Dunlevy have been meeting on this to complete but it is not done yet. ○ We have a Phase 1 medical elective student that has signed up for a 2-week medical curriculum elective to meet with Rick Van Eck and myself for November 6-17, 2023. Is there something that this student could work on in going through and looking for discrepancies? ○ Megan Denis volunteered to give the student some training in regards to cleaning up some of the data. 	
5. Adjournment	Adjournment at 2:30 pm.	Information
Future Agenda Items:	There will be many things to work on at CEMC in the future. Ways to increase the efficiency of our reporting along with the accuracy in reporting.	
		<i>The next meeting is scheduled November 13, 2023 at 2:00 pm via Zoom.</i>