Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, November 13, 2023 @ 2:00 pm via Zoom

In attendance: Kara Eickman, Clint Hosford, Adrienne Salentiny, Susan Zelewski, Pat Carr, Rick Van Eck
Not in attendance: Sandi Bates, Megan Denis, Jon Allen, Jane Dunlevy, Kurt Borg, Andrea Guthridge, Rebecca Maher, Devendra Pant, Erika Johnson, Shannon Yarsbough
Minutes submitted by: Dawne Barwin
Reviewed by: Adrienne Salentiny
Approved by: Clint Hosford and Rick Van Eck   **MSC = motion <u>m</u>ade, <u>s</u>econded, <u>c</u>arried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	**Meeting called to order at 2:00 p.m. by chair, Adrienne Salentiny**	**Information**
2. Business	**a) Minutes from October 23, 2023**	**MSC to approve October 23, 2023. Clint Hosford / Rick Van Eck // carried.**
3. CVL: New words approval process	Controlled Vocabulary List (CVL): New Words Approval Process: • AS: Suggest that we table until our Librarians are able to speak to this at the next CEMC meeting. This was a goal to have CEMC look into this do after the Curriculum Retreat. Currently we are finding new words and similar words that are being added through the year. The approval process for each approved word may not be not happening in the way we planned. • RVE: As of now, the CVL is complete and well populated. Do we need to approve on an annual basis or approve new words at each CEMC meeting? If we approve each word, then the word goes into the spreadsheet to Becca Maher and nothing gets into the data base without approval from CEMC. • RVE: Propose the ongoing mapping basis and present new words to map at CEMC meeting before put into curriculum database by Becca. • AS: Let's ask librarians about what they would like to see in the process at next meeting. • RVE and AS: Will communicate this to Librarians and draft a proposal for discussion at the next meeting.	**Action Item: CEMC has approved to draft a process and have the Librarians approval to have the Controlled Vocabulary List as a standing agenda item and will approve new words at each meeting.**

	• ACTION ITEM from 11.13.23 meeting: CEMC has approved, in principle, to draft a CVL process and have the Librarians approval as a Standing Item on each CEMC meeting agenda and the committee will approve the new words at each meeting. This will cut down on the duplications and misspellings in LEO. • *Add to agenda under Status or Standing Items area for each meeting.*	

4. Status Reports on Standing Items	**a.) 2023 Reports**
	• Phase 1 Report:
	  ○ This Report is in progress where RVE, AS and JD are working together to get the information completed. It will come to CEMC as an informative report when completed.
	
	b.) Badging and Anthology Milestone:
	• RVE: Question to PC, is now a good time to contact the Phase 1 students to remind them to complete their Badging requirements?
	• PC: For the Class of 2027, this is a perfect time to contact them.
	• RVE will send an email reminder.
	• RVE: At the AAMC Conference, they were impressed that UND SMHS has been mapping their competencies as per what they are asking medical schools to do.
	• RVE said we really need to get an AI Badge as soon as possible. Maybe integrate it into the Telehealth Badge or perhaps and AI Badge on its own. AI has started and is coming faster than we realize.
	
	d.) Mapping (Annual Objectives Mapping Report is due is December 2023): AS
	  i. **Mapping Terms and Events: AS**
	    • The Controlled Vocabulary List has a significant amount of duplicates and misspellings. We need a plan on how to take care of this; this process has been discussed at Mapping and in some other meetings, so more to come when there is more to report or discuss.
		Information

	iii. Process for identifying un-used P1 Objectives: AS • Un-used P1C Objectives are still not completed but AS, JD and AG are meeting to do so.	
5. Adjournment	Adjournment at 2:24 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.	
		The next meeting is scheduled November 27, 2023 at 2:00 pm via Zoom.