

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, November 27, 2023 @ 2:00 pm via Zoom

In attendance: Jon Allen, Sandi Bates, Kurt Borg, Pat Carr, Megan Denis, Jane Dunlevy, Kara Eickman, Clint Hosford, Adrienne Salentiny, Rick Van Eck

Not in attendance: Andrea Guthridge, Rebecca Maher, Devendra Pant, Erika Johnson, Susan Zelewski, Shannon Yarsbough

Minutes submitted by: Dawne Barwin

Reviewed by: Adrienne Salentiny

Approved by: Megan Denis and Kara Eickman

MSC = motion made, seconded, carried

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 November 13, 2023	MSC to approve November 13, 2023. Clint Hosford / Rick Van Eck // carried.
3. CVL: New words approval process	<p>Controlled Vocabulary List (CVL): New Words Approval Process: Rick Van Eck</p> <p>ACTION ITEM from 11.13.23 meeting: CEMC has approved, in principle, to draft a 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.</p> <ul style="list-style-type: none"> • Rick Van Eck: Overview: We want to change the process by which CEMC reviews new words and when a Unit mapping is completed. When the words go into LEO, sometimes a typo or misspelling creates a duplicate term and this creates multiple records in LEO. • When we started this process, the new terms needed were added as we went along. • Currently the Units are now mapped so it is a smaller task since the build of the CVL is done. Now, new words and terms will be added sparingly. This can now be a standing item on the CEMC agendas to approve any new words as needed. • Before it goes to Becca for LEO, we need a formalized review in CEMC. This will cut down on multiples of terms and words. • The Librarians, Sandi Bates and Megan Denis where not sure how new words are being collected; Sandi Bates stated the goal has always been to get the new words entered to LEO before the Unit starts. 	<p>TABLED and 3 Action Items: Based on discussion the following 3 Actions Items were proposed and the New Words Proposal Process was Tabled.</p> <ol style="list-style-type: none"> 1. Ask Alissa and Becca: who is doing the Admin. work for the CVL, it is assumed it is Becca. 2. Ask Becca about overlap duplicates on Unit word lists spreadsheet from

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	<ul style="list-style-type: none"> • ACTION ITEM: Ask Alissa and Becca: Who is the admin that is working with getting Key Words from faculty? It was implied that it was to be Becca but we are not sure whose plate this is on, given changes in responsibilities across different jobs. • Discussion of the step-by-step process for the mapping and new words to CVL and into LEO. • ACTION ITEM: Talk with Becca and ask if there is overlap on a spreadsheet that would be loaded into LEO? Would someone will have to checked from last year's Unit list to the new year's list, how do we get it to work without duplicates. Or could we roll the course over and make changes and then reload the spreadsheet. Make sure to use a protected and quality control process for Librarians. • Jane Dunlevy said with constantly changing lectures, it is difficult to keep on top of words and mapping terms from one year to the next. Who will keep track of this? • Sandi Bates and Megan Denis volunteer to implement the checking of words and terms before the word or term goes to Becca to be uploaded to LEO. • Rick Van Eck suggested we table this proposal because we need to complete the Action Items and get the questions answered first. • New Word approval will be a standing item on all CEMC agendas will help us keep track of any additions or changes through the CEMC minutes. • Rick Van Eck said the idea of cleaning up the CVL is something worth discussing. Sandi and Megan will discuss this issue among themselves. Are all the words and terms in the CVL exactly as seen in MESH? • Sandi Bates said that the are 95 % of time. • Megan Denis said they are usually how they appear in MESH. • ACTION ITEM: Rick Van Eck said he will email Becca Maher to say that the CVL should be considered the gold standard list of how each term should be mapped and use the CVL only as a reference. 	<p>last year's to new year's lists.</p> <p>3. The CVL will be used as the Gold Standard on how each term should be mapped, use the CVL as the only reference. (Becca)</p>
4. Status Reports on Standing Items	<p>a.) 2023 Reports</p> <ul style="list-style-type: none"> • Phase 1 Report: <ul style="list-style-type: none"> ○ 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. 	Information

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	<p>b.) Badging and Anthology Milestone:</p> <p>d.) Mapping (Annual Objectives Mapping Report is due is December 2023):</p> <p>i. Mapping Terms and Events:</p> <ul style="list-style-type: none"> • The Controlled Vocabulary List has a significant number 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. <p>ii. Process for identifying un-used P1 Objectives:</p>	
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.	
		<i>The next meeting is scheduled December 18, 2023 at 2:00 pm via Zoom.</i>