

**Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes**  
**Monday, December 18, 2023 @ 2:00 pm via Zoom**

**In attendance:** Jon Allen, Sandi Bates, Pat Carr, Megan Denis, Kara Eickman, Adrienne Salentiny, Rick Van Eck, Susan Zelewski,  
**Not in attendance:** Kurt Borg, Jane Dunlevy, Andrea Guthridge, Clint Hosford, Rebecca Maher, Devendra Pant, Erika Johnson, Shannon Yarsbough  
**Minutes submitted by:** Dawne Barwin  
**Reviewed by:** Adrienne Salentiny  
**Approved by:** Clint Hosford 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 November 27, 2023</b>	<b>MSC to approve November 27, 2023. Megan Denis / Kara Eickman// carried.</b>
3. CVL: New words approval process	<p>a) <b>Controlled Vocabulary List (CVL): How often are faculty asked or should be asked for new/updated keywords?</b></p> <ul style="list-style-type: none"> <li>• Adrienne Salentiny said that it is Becca’s responsibility to keep new words mapped.</li> <li>• Rick Van Eck explained there are two parts to this:               <ol style="list-style-type: none"> <li>1. In Unit 1 what are the new words/events need for mapping.</li> <li>2. Then ask the faculty after Unit 1 to update keywords if needed. As a best practice, go through the keywords every 2 years or every 5 years?</li> </ol> </li> <li>• Adrienne Salentiny said CEMC is supposed to decide how frequently the key words list should be revisited?</li> <li>• Pat Carr added that before LEO or creating the CVL, we had faculty create key words for their lectures, so we would have lists. Part of the Annual Message sent to faculty was about the need for objectives and key words on their handouts. None of that had anything to do with the LEO key words.</li> <li>• Rick Van Eck asked how long do we go until we check the CVL?</li> <li>• Jon Allen suggested to try every other year? Give faculty the existing CVL and ask for additions or changes then add the new or additional key words.</li> </ul>	<p><b>TABLE: Have Megan Denis work with Becca Maher with the additional and changing of the CVL in LEO every 2 years.</b></p> <p><b>ACTION ITEM: 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.</b></p>

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	<ul style="list-style-type: none"> <li>• Megan Denis added that we have all the words in the spreadsheets per Unit, we can create a new tab to add any new words. We kept the original and it is our constant starting point.</li> <li>• Rick Van Eck said that Becca would be the person to keep track of the new additions or changes to the CVL. Megan can provide the spreadsheet to start from. TABLED.</li> <li>• Discussion on how often we should ask faculty to assess the Key words list they use in their Units. Every 2 years or 5 years?</li> <li>• A suggestion was given to give each faculty member the actual words that are mapped to their Unit and lectures and then ask if there are any additional or changes that can then be mapped to your curriculum?</li> <li>• Kara Eickman said she likes the option to give the faculty what terms have been mapped for each lecture and ask if anything key words need to be added.</li> <li>• Jon Allen suggested that whatever we send out for emails we make sure it is aligned with what LCME needs.</li> <li>• Pat Carr likes that faculty created a product (CVL for their Unit) and then we will ask for additional words the faculty see how process works. That closes the loop.</li> <li>• Rick Van Eck will create a draft email that will be sent to all CEMC members to approve the language is correct before sending it out to the faculty. The Class of 2025 is the first class that has all their words mapped in LEO.</li> </ul>	<p><b>ACTION ITEM: The System White Paper and any other documents talking about Mapping will be updated to reflect this 2 year reassess the CVL process.</b></p> <p><b>MSC to recommend to UMEC the process beginning with Unit 1 in 2024, every 2 years the existing mapping for Phase 1 Curriculum will be sent to the faculty for review to add or subtract appropriate key words. Jon Allen / Sandi Bates // carried.</b></p>
<p>4. Status Reports on Standing Items</p>	<p><b>a) 2023 Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>Phase 1 Report:</b> Jane Dunlevy is currently completing this report. It will come to CEMC as an informative report when complete.</li> </ul> <p><b>b) Badging and Anthology Milestone:</b></p> <ul style="list-style-type: none"> <li>• Rick Van Eck explained by looking across the health sciences degree programs, there is enough badging capacity for each health sciences program to develop their own badge. Under our licensing we can extend the call to other programs to use Milestone badging. This has been an ongoing discussion because we also want badging for staff and faculty development.</li> </ul>	<p><b>Information</b></p> <p><b>Tabled</b></p>

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	<ul style="list-style-type: none"> <li>• Geriatrics wants a badge for their program although their model is not part of the MD program, am not sure how to map to existing curriculum. They are on the next P2P3C agenda in January and it could be an optional Phase 3 badge.</li> <li>• Rick Van Eck and Adrienne Salentiny have a meeting with Dr’s. Halloway and Jurivich on 12.19.23.</li> </ul> <p><b>c) Mapping (Annual Objectives Mapping Report is due is December 2023):</b></p> <ul style="list-style-type: none"> <li>• Mapping Terms and Events</li> <li>• Process for identifying un-used P1 Objectives: Upcoming meeting to be discussed.</li> </ul> <p><b>d) CVL Word Updates/Changes</b></p> <ul style="list-style-type: none"> <li>• Cleanup is in progress; the Librarians are working on Unit 4 first.</li> <li>• Sandi Bates said they went through the CVL list and it is all cleaned up, from now on we will standardize capitalization of all nouns. We moved some words around because LEO could not handle commas. AAMC and LCME Hot Topics are all done. We are ready to start clean up in Unit 4 in January 2024. Becca is working to put the Unit 1-2 new words into LEO.</li> </ul>	
5. Adjournment	Adjournment at 3:12 pm.	<b>Information</b>
Future Agenda Items:		
		<i>The next meeting is scheduled January 8, 2024 at 2:00 pm via Zoom.</i>