

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, April 22, 2024 @ 2:00 pm via Zoom

In attendance: Sandi Bates, Pat Carr, Kara Eickman, Adrienne Salentiny, Rick Van Eck, Susan Zelewski

Not in attendance: Jon Allen, Kurt Borg, Megan Denis, Jane Dunlevy, Andrea Guthridge, Clint Hosford, Rebecca Maher, Devendra Pant, Erika Johnson,

Minutes submitted by: Dawne Barwin

Reviewed by: Adrienne Salentiny

Approved by: Rick Van Eck and Megan Denis

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 3.25.24	MSC to approve 3.25.24 Sandi Bates / Susan Zelewski // carried.
3. UMEC Update	<p>From UMEC 3.27.24 / UMEC 4.10.24 nothing to report.</p> <p>i. Verbal Report:</p> <ul style="list-style-type: none"> • CEMC updating reporting templates for the Curriculum “Advance” 2024, for our own QI and for LCME. <p>ii. Consent Agenda:</p> <ul style="list-style-type: none"> • CEMC Minutes 2.26.24 approved 	Information
4. Reporting Changes	<p>Reporting Changes: RVE</p> <p>a) Phase 1 Report Template:</p> <ul style="list-style-type: none"> • Rick Van Eck had made some date additions to the Phase 1 Report Template to make it work for the AY 2024-2025 Along with Adrienne Salentiny, they have cleaned up some of the historical information. They plan to edit and summarize the historical information and then will send the Phases 1-3 Templates along with a summary of each to the UMEC meeting on 5.8.24 for approval. <p>b) Phase 2 Report Template – almost ready for UMEC</p> <p>c) Phase 3 Report Template – almost ready for UMEC</p>	Information

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5. 2024 Reporting	<p>Data Collection to Begin: RVE</p> <p>a) Timeline for reporting document: Curriculum as a Whole Document:</p> <ul style="list-style-type: none"> • All dates have been edited to 2024 • See the updated document for the Phase Reports dates to explain the timeline changes. 	Information
6. Status Reports on Standing Items	<p>Status Reports on Standing Items</p> <p>a) 2023 Reports: RVE</p> <ul style="list-style-type: none"> • Phase 1 Report: We do not have the completed Phase 1 Report yet. It was due October of 2023. • Do we need to discuss if there is a need for additional resources to get this done in a timely manner or does the report need additional time to be written? Maybe the Phase 1 report needs 20 months to be completed? We will be getting new data for the next year. <p><i>ACTION ITEM:</i> <i>Rick Van Eck and Adrienne Salentiny will email Pat Carr and Jane Dunlevy for an update on the Phase 1 Report to then be able to move forward on the dates on the Reports Timeline and for mapping objectives.</i></p> <p>b) Badging and Anthology Milestone:</p> <p>c) Mapping: RVE</p> <ul style="list-style-type: none"> • Mapping to terms and events: Becca Maher is out today. Unit 5 has gone out to the faculty to ask for any new key words and terms. Unit 4 is done, and has been put into LEO. Unit 5 is in progress. I will check again on the status of Unit 5 before the next CEMC meeting on 5.13.24. • Identifying un-used P1 Objectives: We need to have the Phase 1 Report done before this year's Annual Curriculum Advance on 10.24.24. We could consider mapping objectives as curriculum is created as per how Jane Dunlevy is now doing. 	Information

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	<ul style="list-style-type: none"> • Should we consider combining last year and this year for the Phase 1 Report so we are not 2-3 years behind for LCME. It is a CEMC and resources issue. <p>d) Adrienne Salentiny said the because of the timing of Phase 1 and the people that need to be involved in working on those objectives, it becomes a resources issue. We are the ones that need to do it. But we are not the ones with the subject matter expertise to actually do it by ourselves. When we created the snapshot of the objectives that were used in Curriculum 2.0, Jane Dunlevy said they were incorrect. We are waiting for that to proceed.</p> <p>e) CVL Word Updates/Changes: AS</p> <ul style="list-style-type: none"> • Sandi Bates said that Unit 5 is in progress. 	
7. Additional information		
8. Adjournment	Adjournment at 2:35pm.	Information
9. Future Agenda Items:		
		<i>The next meeting is scheduled May 13, 2024 at 2:00 pm via Zoom.</i>