

**Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes**  
**Monday, June 10, 2024 @ 2:00 pm via Zoom**

**In attendance:** Sandi Bates, Pat Carr, Megan Denis, Jane Dunlevy, Adrienne Salentiny, Rick Van Eck, Susan Zelewski

**Not in attendance:** Jon Allen, Kurt Borg, Kara Eickman, Clint Hosford, Rebecca Maher, Devendra Pant

**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	<b>Meeting called to order at 2:00 p.m. by chair, Adrienne Salentiny</b>	<b>Information</b>
2. Business	a) Minutes from 4.22.24 b) Save the Date: <b>Education Resources Curriculum Retreat Advance: October 24, 2024!</b>	<b>MSC to approve 4.22.24 Rick Van Eck / Megan Denis // carried.</b>
3. Optional Research Badge proposal	<p><b>Optional Research Badge proposal: Sarah Sletten / Combs</b></p> <ul style="list-style-type: none"> <li>a. This Medical Research Badge it is an optional badge, it will start with the Class of 2028.</li> <li>b. Publications are currency, students who complete this badge can put it on their CV's when they apply for residency.</li> <li>c. A badge shows they have competency in research even if they are not published.</li> <li>d. There are 3 different levels to this badge: 1. Competency, 2. Expertise, 3. Mastery.</li> <li>e. There are different activities students complete to meet each level. Students complete 3 actives to move to next level.</li> <li>f. All activities are already in the curriculum. There is no additional curriculum being created to attain the badge.</li> <li>g. Discussion about this badge and a few changes or updates will be added to the proposal.</li> <li>h. Sarah Sletten will make the discussed changes and Jane Dunlevy, chair of P1C, wants her to present at P1C on 6.18.24.</li> <li>i. Susan Zelewski sees no changing of curriculum in Phases 2 and 3 with this badge so she does not need Sarah Sletten to be present at the next P2P3C meeting.</li> </ul>	<b>MSC CEMC recommends the Optional Medical Research Badge Proposal goes to P1C on 6.18.24 and to UMEC on 6.26.24 for approval. Susan Zelewski / Jane Dunlevy // carried.</b>

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<p>4. Proposed Boot Camp Objectives for Phase 1</p>	<p><b>Proposed Boot Camp Objectives for Phase 1: SZ and RVE</b></p> <p>a) Dr. Allen syllabus document provided also for reference only (not for discussion)</p> <ul style="list-style-type: none"> <li>• Rick Van Eck says the big picture of Boot Camp is not a course but a part of Unit 8 so it should be part of linking course objectives to content.             <ol style="list-style-type: none"> <li>1. Kara Eickman can look at this and meet with us in future.</li> </ol> </li> <li>• Susan Zelewski suggested to have one person working on this to keep it clean and Kara Eickman is the perfect faculty.</li> <li>• Jane Dunlevy said we should consider use language transition to Phase 2, where it is all part of Unit 8, there are additional skills and assessment that is unrelated to doctoring skills from Boot Camp. Having Kara Eickman onboard will be very useful to bring it all together and will then make sense to the students. Having updating on materials will be a plus.</li> </ul>	<p><b>MSC motion to delegate the work on linking course objectives to content to Dr. Kara Eickman (and can reach out to Rick Van Eck and Adrienne Salentiny for direction) and then bring it back to CEMC when she feels it is actionable. Rick Van Eck / Jane Dunlevy // carried.</b></p>
<p>5. Reporting Changes</p>	<p><b>Reporting Changes: AS:</b> We are trying to streamline the data collection and the data reporting process.</p> <p>a) Phase 2 Report Template:</p> <ul style="list-style-type: none"> <li>• Rick Van Eck, Susan Zelewski, Adrienne Salentiny and Ken Ruit worked on this report template.</li> <li>• In Performance metrics for Phase Goals:             <ol style="list-style-type: none"> <li>1. In the Evidence column we updated metrics to data we do have and report on and try not to duplicate from other reports from other committees.</li> </ol> </li> </ul> <p>b) Phase 3 Report Template:</p> <ul style="list-style-type: none"> <li>• Similar to the Phase 2 Report Template with a few changes.</li> </ul> <p>c) Adrienne Salentiny will send an email out to the committee to approve the written changes and updates on the Phase 2 and 3 Report Template documents.</p> <p>d) They will go to P2P3C after the UMEC approval.</p> <p>e) The Phase 1 Template will be worked on in the near future to streamline it as well.</p>	<p><b>MSC to recommend the updates of Phase 2 and 3 templates with the understanding that some further wording changes will be made in the Phase 3 template in order to combine the two columns, Method of Analysis and Evidence, prior to being sent to UMEC for approval. Rick Van Eck / Sandi Bates // carried.</b></p>

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6. Status Reports	a) Status Reports on Standing Items: <ul style="list-style-type: none"> <li>• ASES Summary and Comments <ol style="list-style-type: none"> <li>1. The committee has access to the document and anyone can read it and it is also being considered at all other committee meetings.</li> </ol> </li> <li>• 2023 Reports <ol style="list-style-type: none"> <li>1. Phase 1 Report</li> </ol> </li> <li>• Badging and Anthology Milestone</li> <li>• Mapping: <ol style="list-style-type: none"> <li>1. Mapping to terms and events</li> <li>2. Identifying un-used P1 Objectives</li> </ol> </li> <li>• CVL Word Updates/Changes:</li> </ul>	
7. Adjournment	Adjournment at 3:01pm.	<b>Information</b>
8. Future Agenda Items:		
		<i>The next meeting is scheduled June 24, 2024 at 2:00 pm via Zoom.</i>