

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, August 14, 2023 @ 2:00 pm via Zoom

In attendance: Sandi Bates, Pat Carr, Megan Denis, Jane Dunlevy, Clint Hosford, Adrienne Salentiny, Richard Van Eck,

Not in attendance: Jon Allen, Kurt Borg, Andrea Guthridge, Kara Eickman, Rebecca Maher, Devendra Pant, Erika Johnson, Susan Zelewski

Minutes submitted by: Dawne Barwin

Reviewed by: Adrienne Salentiny

Approved by: Pat Carr and Susan Zelewski

MSC = motion made, seconded, carried

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:03 p.m. by chair, Adrienne Salentiny	Information
2. Business	Minutes from July 24, 2023	MSC to approve July 24, 2023 minutes. Clint Hosford / Rick Van Eck // carried.
3. Phase 2/3 Report Matrix Update	<p>Phase 2/3 Report Matrix update request: Suggest using final passing vs. shelf + Preceptor evaluation, ect. For clerkship grades. Adrienne Salentiny</p> <ul style="list-style-type: none"> • Metrics Evaluation by Goal: We did not update the Phase 1, 2, or 3 matrices in the templates this year; we used last year’s approved templates to guide data collection. • The committee discussed how to eliminate data mining and some of the mathematical calculations done to determine a passing grade from the oral, preceptor evaluations, shelf exams, etc. in Phase 2/3; it is a tedious, manual process we had been using to determine whether someone passed a particular clerkship. • The issue is that all books are not standardized because of the ways different preceptors put in the grades. Not every clerkship grade book is laid out the same. This makes it hard to keep track of year to year to ensure that we are using the correct columns in each gradebook. We found out from talking with Becca Maher and Susan Zelewski, if students do not pass their preceptor evaluation, then they do not pass the clerkship, and if a student does not pass the SHELF Exam, they do not pass the clerkship. Thus, we propose using the final clerkship grade to determine pass rates, rather than calculations as described earlier. This has been discussed with Susan Zelewski earlier and she is on board. 	

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	<ul style="list-style-type: none"> • We are asking CEMC if we need to change this wording from “Based on these scores” to “Passing final grade for clerkship.” Because for LEO the clerkship final grade is satisfactory, not satisfactory unsatisfactory or honors. Susan Zelewski says that is the grade we need in order to know it they passed that clerkship. • Rick Van Eck summed this up, if we know a student got a passing grade or honors, we also know how they have done on the individual assessments. We use the summative assessment in each course as evidence they have passed the clerkship. • Adrienne Salentiny said we should put an asterisk at bottom of the table to explain for any possible review by LCME. *The final clerkship grade is evidence of passing the summative assessments in the clerkship (including the preceptor evaluation, the SHELF exam and oral exams). • This will not be a change in practice but in the interest of transparency and records we want to bring this through CEMC to have it on the record. • Rick Van Eck added to the motion an amendment stating “the final clerkship grade is evidence of passing the summative assessments in the clerkship (including the preceptor evaluation, the SHELF exam and oral exams).” 	<p>MSC to approve the Phase 2/3 Report Matrix to use the final grade passing clerkship with adding the amendment, “the final clerkship grade is evidence of passing the summative assessments in the clerkship (including the preceptor evaluation, the SHELF exam and oral exams).” Clint Hosford / Pat Carr // carried.</p>
<p>4. Status Reports on Standing Items</p>	<p>a.) Data Collection for 2023 Reports: Phase 1, 2 and 3 Reports and Curriculum as a Whole Report (For Annual Curriculum Retreat on 10.26.23) Adrienne Salentiny</p> <ul style="list-style-type: none"> • Data Collection for 2023 Reports: The Phase 1, 2 and 3 Reports and the Curriculum as a Whole Report is being completed for Annual Curriculum Retreat on 10.26.23. • Andrea Guthridge and Adrienne Salentiny are working on these reports. • We are working on getting a step-by-step process for these reports so she can have it documented and made easier for next year. • The Phase 2 and 3 reports will be done by Susan Zelewski. • Jane Dunlevy will complete the Phase 1 Report where this is a big data report that spans last year and this year (18 months). 	<p>Information</p>

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	<ul style="list-style-type: none">• Rick Van Eck asked if we could get some themes when presenting the review of the Annual Student Engagement Survey and the YGQ?• Pat Carr said he will work on some themes rather review by questions.• Adrienne Salentiny said she will be working on these report for the next 2 weeks. <p>b.) Mentimeter Polling: Nothing to report today.</p> <p>c.) Anthology Milestone Badging software:</p> <ul style="list-style-type: none">• Rick Van Eck updated us that he sent out a reminder to register for Badging to 52 students and they are getting signed up. What should the registration deadline be, Jane? If students miss date, then what?• Jane Dunlevy felt they may not know the timeline. She feels it helps to give them a deadline for completion of registration. Students have asked, as a way to help for the next classes, to have a chart of all platforms a list of what they need to register for and the deadlines. They are not yet familiar with the names of programs like Aquifer. All this is new and coming at them in Launch where the names don't make sense at the beginning.• Jane Dunlevy recommends the due date to register be the end of the Unit.• Rick Van Eck said that if a student fails to get registered by end of a unit, then he will email the student and cc: to Pat Carr and Jane Dunlevy so they get a heads up.• Pat Carr felt that this process sounds reasonable. <p>d.) Mapping:</p> <p>i. Mapping test for new LCME terms:</p> <p>ii. Mapping Terms and Events:</p> <ul style="list-style-type: none">• Megan Denis updated us that the Unit 7 terms and events are done!• Sandi Bates added they are half way through Unit 8 for mapping.• Megan Denis said she is still waiting on terms on Boot Camp, it was suggested to connect with Jon Allen, he had the initial key word response.	<p>Information</p> <p>Information</p>
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	<ul style="list-style-type: none"> • Rick Van Eck offered the words that were missing were from Jon, you may also want to check with Becca Maher and Kara Eickman. • Adrienne Salentiny said she will email Becca Maher and Kara Eickman. <p>iii. Process for identifying un-used P1 Objectives: This is on hold, nothing to report today.</p>	
5. Adjournment	Adjournment at 2:32 pm.	Information
Future Agenda Items:		
	*CEMC Meetings: 8.28.23 and 9.11.25 had been canceled.	<i>The next meeting is scheduled September 25, 2023 at 2:00 pm via Zoom.</i>