

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, June 12, 2023 @ 2:00 pm via Zoom

In attendance: Jon Allen, Sandi Bates, Kurt Borg, Pat Carr, Megan Denis, Jane Dunlevy, Clint Hosford, Adrienne Salentiny, Richard Van Eck, Susan Zelewski

Not in attendance: Kara Eickman, Andrea Guthridge, Rebecca Maher, Devendra Pant, Erika Johnson

Minutes submitted by: Dawne Barwin

Reviewed by: Adrienne Salentiny

Approved by: Sandi Bates and Jane Dunlevy

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	Minutes from May 22, 2023	MSC to approve May 8, 2023 minutes. Megan Denis / Clint Hosford // carried.
3. AY 2023-2024 Committee Calendars	AY 2023-2024 ER Committee Calendar and Activities Calendar <ul style="list-style-type: none"> • Update of 2023-2024 Activities Calendar for CEMC, add the activity of Annual Review of Vocabulary Words from Hot Topics into April 2024. 	Information
4. CEMC Vote 2023-2024 Chairperson	Nominations and vote: <ul style="list-style-type: none"> • Rick Van Eck nominates Adrienne Salentiny for Chairperson of CEMC. • Pat Carr seconds the nomination of Adrienne Salentiny to be the Chairperson. • Adrienne Salentiny accepts the nomination. • Adrienne Salentiny asks if anyone else would like to nominate or self-nominate for the 2023-2024 chairperson position? • Adrienne Salentiny asks a second time if anyone else would like to nominate or self-nominate for the 2023-2024 chairperson position? • Adrienne Salentiny asks a third time if anyone else would like to nominate or self-nominate for the 2023-2024 chairperson position? • No other nominations, Rick Van Eck makes a motion to elect Adrienne Salentiny for one year as chairperson of CEMC for the annual year of 2023-2024. 	MSC to elect Adrienne Salentiny as CEMC 2023-2024 Chairperson. Rick Van Eck / Jon Allen // carried.

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<p>5. Mapping</p>	<p>a.) CVL (Keywords list) Annual Review</p> <ul style="list-style-type: none"> • Megan Denis brought up the Controlled Vocabulary List: New Terms Report 2023, which is saved on Blackboard. • The Hot Topics for this year are mapped out on this excel sheet and are color coded. The grey highlight is an exact match, the yellow highlight is a close match/not exact match, the green highlight word are new terms but not in MESH and the blue are new terms and on the MESH List. • Tab #2 lists the terms added this past year. This list refers to the adding of terms not removal of terms. • We have one or two more weeks left for review of Unit 7 before it is complete. • Rick Van Eck asked for a motion for Megan Denis and Sandi Bates email a list of the added and deleted Keywords to Adrienne Salentiny and then have it forwarded to UMEC with this committee’s recommendation for approval for the Controlled Vocabulary List. <p>b.) Updates:</p> <p>i. Mapping test for new LCME terms:</p> <ul style="list-style-type: none"> • Adrienne Salentiny wants to table the Mapping Test for the new LCME terms and events <p>ii. Mapping Terms and Events:</p> <ul style="list-style-type: none"> • Adrienne Salentiny tabled the Mapping of Terms and Events <p>iii. Process for identifying un-used P1 Objectives</p> <ul style="list-style-type: none"> • Adrienne Salentiny and Jane Dunlevy will meet soon to update. <p>i. Telehealth MD Badge Proposal:</p> <ul style="list-style-type: none"> • Adrienne Salentiny gave a background of the Badging with SMHS. We are going to offer Badges both required and optional in the curriculum. We will be able to access students longitudinally regarding different competencies, such as their different types of skills, cognitive skills, and things that are not easily accessible 	<p>MSC for Megan Denis and Sandi Bates email a list of the added and deleted Keywords to Adrienne Salentiny and then have it forwarded to UMEC with this committee’s recommendation for approval for the Controlled Vocabulary List for 2023. Rick Van Eck / Pat Carr // carried.</p> <p>Table Mapping Test for new LCME and Terms and Events.</p>
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	<p>in other ways. We asked for 2-3 proposals for Badging and the first will be the Telehealth MD Badge.</p> <ul style="list-style-type: none">• Rick Van Eck explains that UMEC had approved badging as a tool of assessment a few years ago. There are a few requirements for a badge, there have to be levels of performance, you look for gaps in a curriculum and address the badge that information, and there has to be a person who will be the “Champion” or person who is in charge of the badge.• We have one badge as an example, that does adhere to the program requirements; however, it has a unique solution tailored to inner professional collaboration. That means that it has a point system, with 3 levels. Level 1 competency is required of all students, where they get through mandatory curriculum and then levels 2 and 3 are optional where students can do additional activities.• Regarding the Telehealth Badge; Rick Van Eck will be the Champion and also designed the badge. We have level 1 for this badge that will be mandatory and I hope to have level 2 and 3 next year. It will be mandatory for all students. Refer to the Telehealth Badge document for a link that lists the competencies and explains the curriculum requirements for the Telehealth Badge.• To fill the gaps in the curriculum, we can identify non-mandatory events or activities that cover potential gaps, we can modify the existing mandatory curriculum events to address the gaps, or we can propose new events that would cover one or more gaps.• The first curriculum resource for the badge would be the Aquifer Clinical Education Modules on Telehealth. The second would be the Society for Teachers and Family Medicine Telehealth curriculum modules that Dave Schmidt brought to our attention and is linked to the AAMC competencies. The third resource is the AMA Telehealth Implementation Playbook which includes a link for CCHP, Medicare reimbursement policies and legal restrictions for the state.	
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	<ul style="list-style-type: none"> • Students complete the modules and we can track the completion of each. Upon completion, they get a certificate and they attest that it has been done. • Rick Van Eck asks that this be part of Launch and reminders will come from him. This will start with the Class of 2027. He asked for a judgement by CEMC that the Telehealth Badge proposal meets the requirements for a badging proposal. • Adrienne Salentiny asked for a motion to approve the recommendation of the Telehealth Badge Proposal where CEMC agrees that it meets the badging requirements as long as it also is agreed upon by P1C, P2P3C and UMEC. 	<p>MSC to approve the recommendation of the Telehealth Badge Proposal where CEMC agrees that it meets the badging requirements as long as it also is agreed upon by P1C, P2P3C and UMEC. Clint Hosford / Pat Carr // carried.</p>
<p>4. Data Collection for 2023 Reports</p>	<p>Data Collection for 2023 Reports – Update</p> <p>a. Status Report:</p> <ul style="list-style-type: none"> • Adrienne Salentiny said that within a week or so data will be collected from faculty for our reporting process. <p>b. Mentimeter Polling:</p> <ul style="list-style-type: none"> • Adrienne Salentiny said that the Medical Program has acquired Mentimeter Polling just for its faculty and staff to use as a polling solution, so that we can do active learning on Zoom and over Power Point with our Med students. We have a paid license for this and would like to be rolling out through faculty training on 6.27.23 at Noon. All will receive an invitation to training. This will be announced at UMEC and a notice will go out on For Your Health. The training will be targeting best practices, there will be a tour and company people will be available to answer questions. Rick Van Eck, Andrea Guthridge and myself will be helping faculty as they start to learn the polling software. It is very straight forward in use and the Mentimeter team is very responsive for help. <p>c. Anthology Milestone badging software:</p> <ul style="list-style-type: none"> • Adrienne Salentiny said we talked about badging within Telehealth Badge Proposal above. 	<p>Information</p>
<p>Future Agenda Items:</p>	<p>1. Mapping terms and events update at 6.26.23 meeting.</p>	<p>Information</p>

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	Meeting was adjourned at 3:20 p.m.	<i>The next meeting is scheduled June 26, 2023 at 2:00 pm via Zoom.</i>
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