

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, October 10, 2022 @ 2:00 pm via Zoom

In attendance: Sandi Bates, Kurt Borg, Pat Carr, Megan Denis, Clint Hosford, Rick Van Eck, Susan Zelewski.

Not in attendance: Jon Allen, Jane Dunlevy, Kara Eickman, Erika Johnson, Becca Maher, Dev Pant, Adrienne Salentiny, Shannon Yarbrough.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Clint Hosford and Pat Carr

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:06 p.m. by Dr. Rick Van Eck	Information
2. Business	<p>a.) Minutes from September 26, 2022</p>	<p>MSC to approve September 26, 2022 minutes. Kurt Borg / Clint Hosford // carried.</p>
	<p>b.) Event Mapping Question</p> <p>Email and Proposal update</p> <p>We were discussing often should we be asking faculty for keywords and what that process would be. This proposal is a summary of that discussion. We will ask faculty after each unit if there were significant changes to events that teach the medical students. If they say there was then we will work with individually for keywords. Otherwise, we will send all faculty the list of keywords for their events every three-years for them to review for a deeper review of the keywords.</p> <p>We reviewed and fine-tuned the wording for the email that will be sent to faculty about significant changes. In addition, to some wording changes into proposal about lectures to events and new faculty vs previous faculty.</p> <p>ACTION ITEM: Alissa Hancock will send out the email to faculty for the second review of the curriculum 2.0 keywords for mapping. If there are new sessions that are identified for a unit those faculty will be contacted separately for their keywords.</p>	<p>MSC to adopt the process as described for mapping and Alissa Hancock will send out the email to faculty for the Curriculum 2.0 requests after the units are completed. Clint Hosford / Megan Denis // carried.</p>

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	<p>d.) EASRS Request for 7.3 EASRS has requested that CEMC help complete the table in element 7.3. Looking at the table content and our mapping process are similar in the content being asked for. Discussed the possible process to gather the information for the table but also what is LCME really asking by asking for the learning objectives and what level we need to provide either session or course. It was decided that Adrienne Salentiny and Rick Van Eck will start to complete the table for CEMC to review and plan for the next steps. Susan Zelewski will begin to complete the table for phase 2 & 3 also.</p> <p>Will update at the next meeting.</p>	<p>ACTION ITEM: Rick Van Eck and Adrienne Salentiny will start the process of completing the table for Phase 1 and Susan Zelewski will begin for phase 2 & 3. Rick Van Eck will communication with Dr. Steve Tinguely of the process we are following.</p>
<p>Future Agenda Items:</p>	<ol style="list-style-type: none"> 1. Assessment/Gradebook consistency Phase2/Phase3 2. Element 7.5 – mapping/tagging (UMEC 8.11.21) 3. Elective Proposal 	<p>Information</p>
<p>4. Adjournment</p>	<p>Meeting was adjourned at 3:10 p.m.</p>	<p><i>The next meeting is scheduled October24, 2022, at 2:00 pm via Zoom.</i></p>