

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, November 14, 2022 @ 2:00 pm via Zoom

**In attendance:** Kurt Borg, Pat Carr, Clint Hosford, Adrienne Salentiny.

**Not in attendance:** Jon Allen, Sandi Bates, Megan Denis, Jane Dunlevy, Kara Eickman, Erika Johnson, Becca Maher, Dev Pant, Shannon Yarbrough  
Rick Van Eck, Susan Zelewski.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Megan Denis and Pat Carr

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:03 p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	<p><b>a.) Minutes from October 10, 2022</b></p>	<p><b>MSC to approve October 10, 2022 minutes. Clint Hosford / Pat Carr // carried.</b></p>
	<p><b>b.) Objective Formatting Requirements Recommendation</b></p> <p><i>Objective Format. The CEMS recommends three-component objectives because they are the most effective and practical format for the purposes of medical curriculum evaluation. Five-component objectives were also considered but are more difficult to write, require more faculty development as a result, and do not add enough additional value over three-component objectives for the kind of evaluation that the medical curriculum requires.</i></p> <p><i>Each objective must therefore contain:</i></p> <ul style="list-style-type: none"> <li>• <b>Conditions</b> – Situation, resources, special materials that are available to the learner at the time they demonstrate the knowledge.</li> <li>• <b>Learned Capability Verb</b> – the verb that serves to articulate the kind of learning (see taxonomic nomenclature, below).</li> <li>• <b>Measurability</b> – the required level or standard of performance <i>In the absence of the third component, an assumed level of mastery will be set at 80%.</i></li> </ul> <p>In the previous document that was approved by UMEC about the format of new objectives as stated above. The recommendation is to have that format only apply to Phase 1; as Phase 2/3 already have their objectives written in a performance-based format and linked to domain and competencies they are also very similar to the format we had approved.</p>	<p><b>MSC to approve amending the ‘Standard of Keywords and Writing Objectives to only apply to Phase 1. Clint Hosford / Pat Carr // carried.</b></p> <p><b>ACTION ITEM:</b> Bring as information to UMEC.</p>

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	<p><b>d.) EASRS Request for 7.3</b>          Rick Van Eck and Adrienne Salentiny have gathered keywords/terms that could potentially meet the topic areas that have been requested and have meet with the content experts. We have asked Becca Maher to pull the data from Leo based on our list for objectives to complete a table to be reviewed by CEMC before responding to the EASRC request.</p>	Information
	<p>Adrienne Salentiny and Rick Van Eck are working on a Gnatt Chart to help with the timetable of when data is available to gather for reports and when reports can be started throughout the year.</p>	Information
Future Agenda Items:	<ol style="list-style-type: none"> <li>1. Assessment/Gradebook consistency Phase2/Phase3</li> <li>2. Element 7.5 – mapping/tagging (UMEC 8.11.21)</li> <li>3. Elective Proposal</li> </ol>	Information
4. Adjournment	<p>Meeting was adjourned at 2:17 p.m.</p>	<p><i>The next meeting is scheduled October24, 2022, at 2:00 pm via Zoom.</i></p>