

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, February 27, 2023 @ 2:00 pm via Zoom

**In attendance:** Jon Allen, Sandi Bates, Kurt Borg, Pat Carr, Megan Denis, Kara Eickman, Clint Hosford, Rick Van Eck.

**Not in attendance:** Jon Allen, Jane Dunlevy, Erika Johnson, Becca Maher, Dev Pant, Adrienne Salentiny, Susan Zelewski.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Kurt Borg and Andrea Guthridge

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:04 p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	<p><b>a.) Minutes from February 13, 2023</b></p>	<p><b>MSC to approve February 13, 2023 minutes. Sandi Bates / Megan Denis // carried.</b></p>
	<p><b>b.) Mapping</b></p> <ul style="list-style-type: none"> <li><b>i. Jane Dunlevy has been personally linking objectives to events. (Not in Leo, but for her own records.) Should/can we do this in Leo? Benefits for reporting</b></li> <li><b>ii. Process for identifying un-used P1 Objectives – update</b></li> <li><b>iii. Process for mapping Bootcamp events</b></li> <li><b>iv. Mapping using AI</b></li> </ul> <p>Jane Dunlevy has been updating objectives and aligning them with events within units. Discussed the pros and cons of the amount of work required to upkeep the aligning of objectives with events and for new sessions as well. This information could be another tool to be used for mapping the curriculum if we wanted.</p>	<p>Information</p> <p><b>ACTION ITEM:</b> We will ask Becca Maher how course objectives could be added to events in Leo. If she thinks it is possible then we can bring this back to for official motion.</p>
	<p><b>c.) Process for identifying un-used P1 Objectives – update</b></p> <p>Jane Dunlevy has created a word document with objectives for students to look at and Becca Maher uses to update objectives within Leo. We would like to take all the word documents and compare them to the objectives that are in Leo and see what phase objectives are no longer listed in units and add back objectives we realize should be included. We have MedEd</p>	Information

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	<p>looking at the objectives for units 1-6, but do not the objectives from units 7 or 8, and Dr. Dunlevy has them in multiple documents, but hasn't had time to collate them yet. Becca Maher is waiting for them to update Leo for the mapping reports and there are concerns about not having them uploaded in Leo in a timely manner because of the LCME requirement.</p> <p>Discussed possible options to help get the objectives collated and uploaded as soon as possible.</p>	
	<p><b>d.) Process for mapping Bootcamp events</b></p> <p>Bootcamp is inputted into Leo as a separate course even though it is part of Unit 8. We need think about the mapping process for those session.</p>	<p><b>ACTION ITEM:</b> Becca Maher will export the instructors for Bootcamp and email requests for keywords like we have with the other units. For those we do not hear from we will send to Dr. Jon Allen to complete the request.</p>
	<p><b>e.) Mapping using AI</b></p> <p>We are thru unit 5 and nearly done with unit 6 mapping, with a goal to be done by July 1. We do wait until the end of the unit before requesting keywords from instructors to start the mapping process. The first time around is unlikely we will have it completed perfectly.</p> <p>It was suggested that we might want to us an AI system to help us map the curriculum by scanning documents for keywords. However, there are concerns about the quality of an AI system because content experts truly know what they covered and mean by certain words. It might be a good supplement tool to help us.</p> <ul style="list-style-type: none"> <li>• When and how would we use the tool?</li> <li>• Who's budget is coming from?</li> </ul>	<p><b>ACTION ITEM:</b> Rick Van Eck will reach out to those at Beaumont, where we got our database recommendations, to see if they use AI or looked into it at all.</p>

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	<ul style="list-style-type: none"> <li>• Would it be able to be integrated into our current system?</li> </ul> <p>Discussed about possibly having a system built just for us and Dr. Marc Basson has some connections that might be able to work with on this or we could check with the UND Computer Science departments or bring in a consultant or other vendors. Before we move forward with anything we need to evaluate if this is truly going to be a benefit before moving forward.</p>	
	<b>f.) Update on Anthology Milestone (badging) and Mentimeter (polling) software purchase</b>	Tabled
	<b>g.) Data Collection for 2023 Reports</b> <b>i. What is the timeline?</b> <b>ii. How can we streamline the process?</b>	Tabled
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> </ol>	Information
4. Adjournment	Meeting was adjourned at 3:12 p.m.	<i>The next meeting is scheduled March 13, at 2:00 pm via Zoom.</i>