

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

In attendance: Jon Allen, Sandi Bates, Kurt Borg, Pat Carr, Clint Hosford, Kara Eickman, Clint Hosford, Rebecca Maher, Adrienne Salentiny, Andrea Guthridge, Richard Van Eck, Susan Zelewski.

Not in attendance: Megan Denis, Jane Dunlevy, Devendra Pant, Erika Johnson.

Minutes submitted by: Dawne Barwin

Reviewed by: Adrienne Salentiny

Approved by: Clint Hosford and Andrea Guthridge

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m. by chair Adrienne Salentiny	Information
2. Business	Minutes from March 13, 2023	MSC to approve March 13, 2023 minutes. Clint Hosford / Sandi Bates // carried.
3. Mapping	<p>a.) Controlled Vocabulary List (CVL) – Key Word List</p> <ul style="list-style-type: none"> ○ Alissa Hancock sent Adrienne Salentiny all the CEMC minutes that talked about the Controlled Vocabulary List for a historical reference. We found the 7.20.2020 minutes stated that we did talk about using the list and when we would update the list and we would update the list as needed. The motion that was approved was not clear where different people could interpret it differently. ○ We want to solidify exactly when key words are added and to make sure they are going through the approval channels, not just committees. ○ Rick Van Eck remembers that CEMC said the list would only be updated once a year, but then found that more keywords were needed to be added more frequently and incrementally. <ul style="list-style-type: none"> ▪ UMEC: We did the Annual Review of Terms for the Keywords List once in Spring 2021 but missed the 2022 check. ▪ We need the quality control oversight check by the Librarians, CEMC and then UMEC to motion that it has been reviewed. ○ Discussion about how we would do an annual review for key words added in the spring of this year. 	Information

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	<ul style="list-style-type: none"> ○ Sandi Bates explained that the keywords work is a living document and are always changing and updating. 	
	<p>b.) Updates:</p> <p>i. Mapping test for new LCME terms</p> <ul style="list-style-type: none"> ○ Rick Van Eck stated that they have the terms for mapping the test for LCME. Megan Denis has been working on this and it is close to being done. Then she will send it to Becca Maher to place the mapping into LEO. This will include up to Unit 5. 	<p>4.26.23 Agenda Item</p>
	<p>ii. Clinical Reasoning – Jon Allen</p> <ul style="list-style-type: none"> ○ Jon Allen stated that he received an email from the director of Clinical Schools Group. They are writing a White Paper that encompasses the United States on what is being taught for clinical reasoning, what they think needs to be taught and what the gaps may be in comparison to what is taught in Europe. The group will be meeting this Thursday, (3.30.23). Jon may have the opportunity to go to Europe in June 2023 to participate in their clinical reasoning group to learn from them. <p>iii. Mapping to Events</p> <ul style="list-style-type: none"> ○ While unit 6, 7 and 8 are being mapped we can keep any additional key words in the forefront by bringing them up at each CEMC Meeting in the “Mapping to Events” Agenda item. <p>ACTION ITEMS:</p> <ul style="list-style-type: none"> ○ Rick Van Eck suggested to create a Tickler Idea for an Agenda starting after the Curriculum Retreat for CEMC. Start going through the Unit Mapping List and get an 	<p>Information</p> <p>ACTION ITEM for after 10-26-23 Curriculum Retreat</p>

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	<p>update on terms that might need to change or where we need to do some more work.</p> <ul style="list-style-type: none"> ○ Sandi Bates and Megan Denis give an update on the keywords at the 4-24-23 meeting. ○ Goal is to have units 6, 7, 8 mapped by August 2023. 	<p>4.24.23 Agenda Item: Sandi Bates update on Keywords List</p>
	<p>iv. Process for identifying un-used P1C Objectives.</p> <ul style="list-style-type: none"> ○ Adrienne Salentiny states that they got through Unit 6 with the first group of medical educational students and the new group of medical educational active students has gotten through the rest of the units. We will put together something to show that this is done and will have faculty review, Jane Dunlevy and/or Pat Carr. 	<p>Information</p>
<p>4. Data Collection</p>	<p>Data Collection for 2023 Reports – Update</p> <ul style="list-style-type: none"> a. Timeline for reporting <ul style="list-style-type: none"> ○ October 26, 2023 UMEC will present the Data Collection 2023 Report to the faculty at the Curriculum Retreat, as per the requirements of LCME. The report will be written by Pat Carr and Rick Van Eck as chairs of UMEC. ○ CEMC’s role is to collect the data and get the information to them by the specified dates. b. How can we streamline the process? <ul style="list-style-type: none"> ○ Every phase committee will be asked for various types of data and then it will be compiled together in early September and forwarded to UMEC. 	<p>Information</p>
<p>Additional Information</p>	<p>PCL (Patient Care Learning) Objectives:</p> <ul style="list-style-type: none"> a. Rick Van Eck talked about the process of looking for objectives that may have been left behind and they would not move forward to Curriculum 2.0. Is this intentional or unintentional and should we track these in some way? Rick clarified that we are looking at a cross-sectional approach because the Phases end at different times. We are going to look at Units 1-5 and 6, 7, 8 as the first full Phase 1 Curriculum 2.0. Becca Maher noticed in Unit 7 there was no PCL Objectives 	<p>Information</p>

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	<p>list. Rick had found in Unit 1 there was 3 PCL and 2 Patient Wrap-up Objectives. We thought the longer list would be in all of the Units.</p> <ul style="list-style-type: none"> b. Kara Eickman stated she just did map units 1-4 and was waiting to do units 5 - 8 when someone asked for them. She will send to Adrienne Salentiny and Rick Van Eck when done and they will check with Becca on if and how to integrate these into her mapping. When the librarians are done with a unit and all the events have been mapped, Becca Maher needs to know how we got those for her work. Have they been doing the PCL? c. Discussed moving forward we will keep a list of the objectives that are no longer in the units. Then look at them and decide if it is being taught in the curriculum and to keep or not. We need to document what was not kept. 	
Future Agenda Items:	<ol style="list-style-type: none"> 1. Assessment/Gradebook consistency Phase2/Phase3 2. Element 7.5 – mapping/tagging (UMEC 8.11.21) 	Information
4. Adjournment	Meeting was adjourned at 2:54 p.m.	<i>The next meeting is scheduled April 10, 2023 at 2:00 pm via Zoom.</i>