

**Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes**  
**Monday, April 11, 2022 @ 2:00 pm via Zoom**

**In attendance:** Sandi Bates, Kurt Borg, Pat Carr, Megan Denis, Jane Dunlevy, , Clint Hosford, Erika Johnson, Becca Maher, Adrienne Salentiny, Rick Van Eck, Shannon Yarbrough, Susan Zelewski.

**Not in attendance:** Jon Allen, Kara Eickman Dev Pant.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Megan Denis and Kurt Borg

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:10 p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	<p><b>a.) Minutes from March 28, 2022</b></p>	<p><b>MSC to approve March 28, 2022 minutes. Clint Hosford / Kurt Borg // carried.</b></p>
	<p><b>b.) Keywords/Mapping update</b></p> <p>We need to have unit 1-4 event keywords mapped in Leo by the time LCME visit occurs on April 25-27. This gives us about 2 weeks to complete the process. The Librarians have received all the keywords from Alissa Hancock and just received the keywords for the PCL cases today. Megan Denis reviewed the process that they are using for matching the faculty keywords to the Controlled Vocabulary List. The time consuming part is putting all the words in one cell with a line separating them out. Discussed who all could help with this part of the process to complete the process by our deadline. Becca Maher was able to confirm that this is the correct format needed to upload the keywords into Leo.</p> <p>Also, discussed the concerns about changing the keywords that faculty chose to the Controlled Vocabulary list and listing the meaning that the faculty member meant. This is a discussion that will continue as we update the list in the future. We have retained copies of the words faculty chose, so hopefully no intentions will be lost.</p>	Information
	<p><b>c.) LCME Update</b></p> <p>All the meetings have been scheduled. Everyone should be on alert for any last minute request from the LCME or if we do not have an answer for a question we will be contacting those that are needed to find the answer.</p>	Information

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	<p><b>d.) Search terms and themes (mapping group update)</b> Reviewed the process we used the last time we did search for the report last year. This is something we will have to review again to improve the process for this year.</p>	Information
	<p><b>e.) Phase reports for 2022 retreat</b></p>	Tabled
Future Agenda Items:	<ol style="list-style-type: none"> <li>1. Revised Phase 1 Objectives</li> <li>2. Assessment/Gradebook consistency Phase2/Phase3</li> <li>3. Element 7.5 – mapping/tagging (UMEC 8.11.21)</li> </ol>	Information
4. Adjournment	Meeting was adjourned at 3:07 p.m.	<i>The next meeting is scheduled May 9, 2022, at 2:00 pm via Zoom.</i>