

**Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes**  
**Monday, May 8, 2023 @ 2:00 pm via Zoom**

**In attendance:** Jon Allen, Sandi Bates, Pat Carr, Andrea Guthridge, Clint Hosford, Rebecca Maher, Adrienne Salentiny, Richard Van Eck, Susan Zelewski, Erik Johnson

**Not in attendance:** Kurt Borg, Jane Dunlevy, Kara Eickman, Devendra Pant, Erika Johnson

**Minutes submitted by:** Dawne Barwin

**Reviewed by:** Adrienne Salentiny

**Approved by:** Megan Denis and Kara Eickman

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	<b>Meeting called to order at 2:04 p.m. by chair, Adrienne Salentiny</b>	Information
2. Business	<b>Minutes from April 24, 2023</b>	<b>MSC to approve April 24, 2023 minutes. Jon Allen / Clint Hosford // carried.</b>
3. Mapping	<p><b>a.) CVL (Keywords list) Annual Review</b></p> <ul style="list-style-type: none"> <li>○ Megan Denis asked to push this to the next agenda on 5.22.23</li> </ul> <p><b>b.) Updates:</b></p> <ul style="list-style-type: none"> <li><b>i. Mapping test for new LCME terms</b></li> <li><b>ii. Mapping Terms and Events: Rick Van Eck</b> <ul style="list-style-type: none"> <li>○ Becca Maher updated the committee and found that we could only map it to the events. We cannot map to objectives or we cannot do the key words list to objectives.</li> <li>○ Rick Van Eck stated that we can link course objectives to an event. And, Jane Dunlevy has been building curriculum to events in each unit in Phase 1 and the documents are linked to specific course objectives. This way we can run a report asking how many hours of instruction has been spent covering each objective. We can see how many times this objective has linked.</li> <li>○ Becca Maher gave some example searches to show what would come up when you look up an event and what would be mapped to it.</li> </ul> </li> </ul>	<b>CLV (Keywords List)</b> <b>Tabled for next meeting.</b>

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	<ul style="list-style-type: none"> <li>○ Rick Van Eck questioned why he was not seeing all the Key Words from last year and this year mapped when doing a test? There were 8 times more last year than now. There was a lot less map density in LEO than I thought should be. He wants to sit down at a future meeting with Becca and Adrienne and go through the process to make sure we are all doing it the same.</li> </ul> <p style="text-align: center;"><b>iii. Process for identifying un-used P1 Objectives.</b></p> <ul style="list-style-type: none"> <li>○ Adrienne Salentiny stated there is nothing new to report and we will keep this on the agenda as a place holder.</li> </ul>	
4. Curriculum Badging	<p><b>Should optional curriculum such as badges be approved through CEMC/UMEC?</b></p> <ul style="list-style-type: none"> <li>○ Rick Van Eck stated that there may be many optional badges that do not go through UMEC for approval and all students do not take them. For medical curriculum-specific badges, we should approve them even if optional so that we are aware.</li> <li>○ Clint Hosford suggested that we should consider badging in that if it is pertinent to the medical program then it goes through UMEC if is not then it does not go through UMEC.</li> <li>○ Pat Carr feels that everyone including students, administrators and faculty, like badging and it may become part of the education process. He would like to make sure that they have some sort of structure to them to keep them legitimate. It would be good to know how many actual badging opportunities there are available at any time. We need to keep an eye on the future and how badging will become useful in the future.</li> <li>○ Rick Van Eck said that an optional badge and an optional elective could be seen as the same.</li> <li>○ Adrienne Salentiny stated that committees should know about the badges available.</li> <li>○ Andrea Guthridge stated that from an awareness perspective it is good to know the badging availability for redundancies or gaps.</li> <li>○ At the CGEA, they said that the AAMC is looking to make badging as a whole mean something within our region or within the US.</li> </ul>	<b>Information about badging</b>

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	<ul style="list-style-type: none"> <li>○ Susan Zelewski stated that if we are intending to somehow include the optional badges in the Dean’s Letter, we have to have some control over them to standardize and make sure the expectations are good. Also, logistically, are we sending people some place without an affiliation agreement for a badge.</li> <li>○ Rick Van Eck questions: if the badge is designed for the Medical Program or some other program, where should our responsibilities start and stop?</li> <li>○ Adrienne Salentiny added that along with Andrea Guthridge, Eric Johnson presented at the CGEA conference and a question was asked what happens when the students are collecting all these badges and are not making room for their mandatory curriculum during medical school? UND faculty in attendance at the conference answered that a lot of our badges are optional and the ones that are not optional would be vetted to make sure they are not adding additional required time to the curriculum.</li> <li>○ Susan Zelewski has a preference to have any badging go through her and Pat Carr before going to CEMC for approval. Pat Carr agreed.</li> <li>○ Rick Van Eck would like any badge looked at like an optional elective and it has to be looked at by Susan and Pat and then go through CEMC.</li> <li>○ Adrienne Salentiny said that any mandatory badging would go though the same procedures except more rigorously. We will have 2 options in terms of badging, one optional and one mandatory.</li> </ul>	
5. Data Collection	<p><b>Data Collection for 2023 Reports – Update</b></p> <ul style="list-style-type: none"> <li>a. Status Report</li> <li>b. Mentimeter Poling <ul style="list-style-type: none"> <li>○ Adrienne Salentiny said she had some technical problems stopped additional training until the tech problems are fixed.</li> </ul> </li> <li>c. Anthology Milestone badging software <ul style="list-style-type: none"> <li>○ Adrienne Salentiny said that there is a meeting later this week with Rick Van Eck, Andrea Guthridge and herself with trainers so we will be able to train to use Milestone.</li> </ul> </li> <li>d. Central Group on Education Affairs Conference Report. <ul style="list-style-type: none"> <li>○ Erik Johnson, Andrea Guthridge and Adrienne Salentiny attended this conference and wanted to give a report of the highlights. The Badging of IP and the medical</li> </ul> </li> </ul>	<b>Information</b>

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	<p>curriculum and the process that we went through to get it started. Rick Van Eck provided the proposal to speak from. We found that SMHS is pioneering this process and everybody had questions. We also noted that 66 medical students attended of the 250 people and that was nice to see. If we have students interested in getting into Medical Education and have them go to the conference. Funding for that is the question. There is some scholarship money. But the time off from curriculum is also a problem.</p> <ul style="list-style-type: none"> <li>○ Adrienne Salentiny shared that the environment was warm and welcoming and open to sharing of information.</li> <li>○ Eric Johnson said that the Badging information was a huge hit and he had many who wanted more information. He has been asked to be a co-convenor for IPE SIG at the next CGEA conference. He made some great connections with Washington University in St. Louis and with Mayo.</li> <li>○ Andrea had good conversations with other Instructional Designers and compared how to structure things. The interest in badging was forefront. Others were wondering how badging can be regional not just to one university? Making sure to get DEI education within their competencies.</li> <li>○ Susan Zelewski stated that we have talked about putting our badging into the Dean’s Letter. There may be a timing issue within the higher-level badging. A separate group including Jim Porter will meet to discuss these timing issues.</li> <li>○ Rick Van Eck said that in regards to the higher-level badging, we can let the student know the timing and they can relay the information during an interview that a badge is forthcoming.</li> </ul>	
<p>Future Agenda Items:</p>	<ol style="list-style-type: none"> <li>1. CVL, Keyword list review discussion will be at the 5.22.23 meeting.</li> <li>2. Mapping terms and events update at 5.22.23 meeting.</li> <li>3. We are getting closer to officially launching the Mentimeter polling. Licenses are available from Adrienne Salentiny.</li> <li>4. Anthology Milestone which is the badging software, is in the process of being launched.</li> </ol>	<p><b>Information</b></p>
<p>4. Adjournment</p>	<p>Meeting was adjourned at 2:55 p.m.</p>	<p><i>The next meeting is scheduled May 22, 2023 at 2:00 pm via Zoom.</i></p>

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