

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, May 9, 2022 @ 2:00 pm via Zoom

In attendance: : Jon Allen, Sandi Bates, Kurt Borg, Pat Carr, Megan Denis, Jane Dunlevy, Kara Eickman, Clint Hosford, Adrienne Salentiny, Rick Van Eck, Susan Zelewski.

Not in attendance Erika Johnson, Becca Maher, Dev Pant, Shannon Yarbrough.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Kurt Borg and Jon Allen

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>a.) Minutes from April 11, 2022</p>	<p>MSC to approve April 11, 2022 minutes. Megan Denis / Kurt Borg // carried.</p>
	<p>b.) Search terms and themes (mapping group update)</p> <p>The mapping group update: There was a scramble to get all the mapping done before the LCME visit. Based on the process, we have discovered that some clean-up is needed with the units we have mapped and also with the process to collect the keywords for future units. We know that there are possible typos and duplications due to human error with typing and copying and pasting within the excel document.</p> <p>Our first step is to have MedEd students look at the mapping and make recommendations of any changes. Megan Denis is also work on cleaning up the list and the librarians are planning on switching what unit they are reviewing to help double check the clean-up process.</p> <p>The group is planning on meeting to refine the process so that Unit 5 will not be so labor intensive and learn from our experience. With Unit 1 coming around again in July, we would like to provide the faculty with their keywords and include in their instructions to also add in any Diversity, Equity and Inclusion (DEI) terms related to their lecture in addition to their changes. We will then have to consolidate the list for any changes made.</p>	Information

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	<p>c.) Timeline – Reports for Retreat (emphasis on Phase Reports)</p> <p>This is the first year that we will be providing data for the Phase Reports for the Annual Curriculum Retreat in September. In reviewing the data we will be need to gather us also, need to find out if it is possible and what the man hours needed to do so.</p> <p>Looking at the Phase 1 Goals/Assessment Matrix for domain 1; the presentations, publications that students do are not collected. This phase report would be for the class of 2025 Units 1 thru 5 and next year’s report would also be on the class of 2025 but Units 1 thru 8. Discussion continued to be the best way to gather the data for each unit for the report. We clarified that SGL meant the ‘Small group leader form’.</p> <p>Discussion about electives and why they are included in the matrix and who would be running those report.</p>	<p>MSC to remove the total iSPRIAL score from the phase 1 matrix and to include the rationale that PCL is intentionally designed not to be competitive and a score would take away from that. Jane Dunlevy / Clint Hosford // carried.</p> <p>ACTION ITEM: Alissa Hancock will look for the rationale for why they were included in past minutes.</p>
<p>Future Agenda Items:</p>	<ol style="list-style-type: none"> 1. Revised Phase 1 Objectives 2. Assessment/Gradebook consistency Phase2/Phase3 3. Element 7.5 – mapping/tagging (UMEC 8.11.21) 	<p>Information</p>
<p>4. Adjournment</p>	<p>Meeting was adjourned at 3:27 p.m.</p>	<p><i>The next meeting is scheduled May 23, 2022, at 2:00 pm via Zoom.</i></p>