

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, August 8, 2022 @ 2:00 pm via Zoom

In attendance: Pat Carr, Megan Denis, Kara Eickman, Clint Hosford, Erika Johnson, Rick Van Eck, Shannon Yarbrough, Susan Zelewski.

Not in attendance: Jon Allen, Sandi Bates, Kurt Borg, Jane Dunlevy, Becca Maher, Dev Pant, Adrienne Salentiny.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Rick Van Eck and Pat Carr

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m. by Dr. Rick Van Eck.	Information
2. Business	<p>a.) Minutes from July 11, 2022</p>	<p>MSC to approve July 11, 2022 minutes. Kara Eickman / Pat Carr // carried.</p>
	<p>b.) Incomplete/Incorrect Keyword and Mapping Data in Leo</p> <ul style="list-style-type: none"> a. Discipline terms for horizontal/vertical are being used in other ways... b. Mandatory courses vs. clerkships or AIs. (i.e. Epi (P2) and IHI (P3)) <p>This year the Curriculum as a Whole report will only include units 1-5, and next year will include the rest of phase 1. In evaluating the data collection process this year, the time it took was extensive. We think we can collect the data on an on-going bases after each unit in hopes for less crunch time to get the reports completed in time.</p> <p>In selecting keywords for mapping, we are finding that terms we would use for vertical or horizontal integration are also being selected by faculty members. This can also increase the numbers for how often something is being taught to be over inflated due to being mapped multiple times to a single session. We have also found some formatting errors with not all words being capitalized and commas were there should be vertical bars. Becca Maher is working on how to correct any duplications mapped to sessions, to correct these typos/errors.</p>	<p>Information</p> <p>ACTION ITEM: CEMC to review the Phase Reports after they have been approved by UMEC for possible changes and improvements to be considered for next year.</p> <p>ACTION ITEM: Before the next unit is imported for mapping, we will do a final review to ensure that all the capital letters are corrected, and commas are replaced with vertical bars.</p>

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	<p>d.) Revised Phase 1 Objectives into Leo Status Becca Maher would be the best person to provide this update. What is/was the process for retaining the old objectives while ensuring that the revised objectives are the most current objectives within Leo? There was a plan for the process, and so we need confirmation that the revised objectives are the objectives in Leo.</p>	Information
	<p>When do we want to submit grades? This would affect the reports and what grades are included. Remediations happen during elective periods but students can continue to the next unit with remediation needed for the previous unit. Students do receive a grade but it's not final grade. We will keep an eye on this and see if it becomes more of an issue before making changes.</p>	
Future Agenda Items:	<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) 	Information
4. Adjournment	<p>Meeting was adjourned at 2:34 p.m.</p>	<p><i>The next meeting is scheduled August 22, 2022, at 2:00 pm via Zoom.</i></p>