

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, September 26, 2022 @ 2:00 pm via Zoom

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

Not in attendance: Jon Allen, Jane Dunlevy, Becca Maher, Dev Pant, Shannon Yarbrough.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Kurt Borg and Clint Hosford

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	<p>a.) Minutes from August 8, 2022</p> <p>We did complete the comparing of unit 1 to last year and there were only a handful of new events. It is looking like it will not be a huge lift to maintain our mapping from year to year.</p>	<p>MSC to approve August 30, 2022 minutes. Rick Van Eck / Megan Denis // carried.</p>
	<p>b.) Event Mapping Question</p> <p>How/when to update event mapping: is it ideal to send the instructor's previously chosen words and ask if they have changed?</p> <p>Discussed how we ask faculty to review their sessions moving forward. Do we include the keywords previously selected or only if it is when there is a new instructor? How often we ask for keywords from instructors.</p> <p>Suggested that we do a periodic review of keywords with faculty every 3 years. In between time, can ask instructors if there are any major changes to their session they are teaching. Discussed the workload that would be required for the various options. If there are new events, we will gather the keywords. For events with new instructors, we will share the previous keywords used and ask them for any changes.</p> <p>ACTION ITEM: To send an email to faculty in units 1 & 2 about asking for changes to their sessions and if there is then we can request updated keywords from them. In addition, we will need to update the document about our process of mapping and reviewing the information and present the updated proposal to UMEC for accuracy.</p>	<p>Information</p> <p>ACTION ITEM: Rick Van Eck and Adrienne Salentiny will update the mapping proposal and review process for the committee before presenting it to UMEC.</p> <p>Rick Van Eck and Adrienne Salentiny will draft an email and gather input to send out to faculty about changes to their sessions and have the committee review the email as well. Alissa Hancock will then send out the email to the</p>

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		<p>Unit 1 & 2 faculty. This plan will go to UMEC as information on the process.</p>
	<p>d.) Next Year’s Reporting Process (and Beyond)</p> <p>i. How to evaluate phase 3 for the phase report because of the high proportion of elective courses in the phase.</p> <p>ii. Who/How/When of Data Collection</p> <p>In Phase 3 there is a high ratio of electives compared required courses that all students take compared to other phase reports. In Phase 2 & 3 we track horizontal integration and gaps and redundancies differently already. It appears to be gaps but we know that is not true, because students take a variety of electives that have common objectives. It is important to know and but knowing what courses students are taking and sometimes they are away electives and not completed at UND, which is the challenge. Although every elective a student take, it is entered into Leo.</p> <p>How do we feel about electives not being included in phase evaluation process and reports? Passing rates could be reported from the electives that students take. The query would be pulling information from all the electives and it would only show those electives that students took. WE will need to talk with Anthony Ferre about the query options.</p> <p>Bring this request for including the electives in the phase 3 evaluation to the Mapping group to discuss the details of the process and if it is practical to accomplish.</p> <p><u>Who/How/When of Data Collection</u> This has been a huge manual lift for a few people. How can we make this more of something we do instead of a dreaded task.</p> <p>Rick Van Eck and Adrienne Salentiny are working on a Gantt Chart for data collecting to be easier for everyone involved and would like any other ideas, comments, and suggestions about this process. We would like to work this into the daily work flows and think about the</p>	<p>ACTION ITEM: Discuss with the mapping group to include electives in the Phase 3 Report and the practicality to accomplish this.</p>

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	timing of these requests also. The other possible way is that CEMC will have to take different tasks to help with the lift because the way we have completed this the last couple of year is too big of a lift for just a couple of people with the current process.	
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 3:10 p.m.	<i>The next meeting is scheduled October 10, 2022, at 2:00 pm via Zoom.</i>