

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, July 24, 2023 @ 2:00 pm via Zoom

In attendance: Sandi Bates, Clint Hosford, Adrienne Salentiny, Richard Van Eck, Susan Zelewski

Not in attendance: Jon Allen, Pat Carr, Kurt Borg, Megan Denis, Jane Dunlevy, Andrea Guthridge, Kara Eickman, Rebecca Maher, Devendra Pant, Erika Johnson

Minutes submitted by: Dawne Barwin

Reviewed by: Adrienne Salentiny

Approved by: Clint Hosford and Rick Van Eck

MSC = motion made, seconded, carried

| AGENDA ITEM | SUMMARY | ACTION/FOLLOW-UP |
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| 1. Welcome | Meeting called to order at 2:11 p.m. by chair, Adrienne Salentiny | Information |
| 2. Business | Minutes from June 26, 2023 | MSC to approve May 26, 2023 minutes. Clint Hosford / Rick Van Eck // carried. |
| 3. Annual Student Evaluation Survey | <p>Annual Student Evaluation Survey-Quantitative Report by Cohort V4: Van Eck / Salentiny</p> <ul style="list-style-type: none"> • Rick Van Eck said he feels that CEMC needs to see each of the Student Feedback Reports during each year. the Mid-Year Student Questionnaire Report, the Annual Student Evaluation Survey Report (this is the report on the agenda), the GQ, and the Y2Q reports. The reason CMEC needs to be included is the final item on the reports that asks if there is any other input for issues of concern? This is what happens, Susan Zelewski (P2P4C), Jane Dunlevy (P1C) and Pat Carr (UMEC) bring this report through their committees and highlight the topics that pertains to them. Ken Ruit, who is in charge of the DQIP Committee, looks at all the topics. In addition, DQIP has been doing a stop light report where they analyze what might be of concern and then send data to those committees. Since DQIP analyzes these topics of consideration and send them to P1C and P2P3C asking them to look into the concerns. Since those committees get the issues analysis from DQIP it may be good for CEMC to know about it in relating to the writing of the reports. The Phase committees can do a deep dive into the issue relating to that committee and use what CEMC has written in their report. We want to keep CEMC in the loop. | |

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| | <ul style="list-style-type: none"> • Susan Zelewski said we have DEI improvement curriculum recommendations in those survey questions to refer to for competencies within the curriculum and we can improve those survey questions. • Rick Van Eck said that in the future, LCME may ask if CEMC looked at this report. We will keep it in our minutes and a copy will be kept in our 2023-2024 CEMC records repository. • Susan Zelewski said this is one of the reports that goes out to all the faculty. It will also be on the Agenda for the Annual Curriculum Retreat on 10.26.23. <p>Consent Agenda:</p> <ul style="list-style-type: none"> • Adrienne Salentiny asks the committee is there anything anyone would like to discuss regarding the report. • Rick Van Eck made a motion to keep track of the DEI improvement topics from the survey questions, keep this report on the list of reports for the Annual Curriculum Retreat, and save the report in the CEMC repository of reports for 2023-2024 AY. | <p>MSC to approve the Annual Student Evaluation Survey – Quantitative Report by Cohort V4, including to make the DEI improvements within our curriculum, have this report on the Agenda for the Annual Curriculum Retreat, and keep a copy in our report’s repository for curriculum reporting. Rick Van Eck/ Clint Hosford // carried.</p> |
| <p>4. Status Reports on Standing Items</p> | <p>a.) Data Collection for 2023 Reports: Adrienne Salentiny</p> <ul style="list-style-type: none"> • Some of you got emails from me, Clint, you provided the data I needed for the 2023 reports. We should be good to go, Gradebooks, PCL, and Christina provided the evaluation questions and now we need to look at it and get the data we need. <p>b.) Mentimeter Polling</p> <ul style="list-style-type: none"> • Andrea Guthridge is the lead and everyone was invited to train at beginning of July. After CEMC meeting today, if someone looking for help or more information, ask Andrea. If you do not have an account, please reach out to get help. <p>c.) Anthology Milestone Badging software</p> <ul style="list-style-type: none"> • Last week Adrienne Salentiny, Andrea Guthridge, and Dawne Barwin met last week to do some testing using Milestone and the Telehealth Badging, using Dawne as the student. We found there was no student view. We set up all these setting but there is no easy way to explain to the students how to use it. Dawne has helped testing a | <p>Information</p> |

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| | <p>few times and now has many badges, by doing this we ran into another snag. Andrea Guthridge started another ticket with Milestone.</p> <ul style="list-style-type: none"> • Susan Zelewski said she did register and it did not ask for an email and she put in a ticket, and has not heard back yet. • Rick Van Eck said the invitation that Susan would have received depended on your role as a user. We have tested the student roll but not the staff role. We will follow up to see what works. I will follow up to make sure. • Susan Zelewski said it is supposed to ask for an email for staff role but it did not. • Rick Van Eck said we can pre-populate invites with names and emails before the invite is sent out, that may be part of the issue, or if that is wrong, I will ticket it and get it fixed. Good input. Adrienne Salentiny has two fix tickets in for issues. <p>d.) Mapping:</p> <p style="padding-left: 20px;">i. Mapping test for new LCME terms:</p> <p style="padding-left: 20px;">ii. Mapping Terms and Events:</p> <ul style="list-style-type: none"> • Sandi Bates said done with Unit 8 towards end of August. • Rick Van Eck said we need our Med Ed student to go through the curriculum she has seen at this point and do a preliminary tagging in a separate Excel Document and look for DEI terms to event tie to DEI competencies. CEMC look will at terms and share them with the librarians. Will bring it back to this committee. • Sandi Bates said that Megan Denis was to be done thru Unit 7 now. Unit 8 is half way through. Peer review we have yet to do. • Rick Van Eck said Boot Camp is now part of Unit 8 and is included in mapping. • Sandi Bates said that Jon Allen needs to get the words to Sandi for Boot Camp soon. <p>iii. Process for identifying un-used P1 Objectives: This is on hold, nothing to report today.</p> | |
| 5. Adjournment | Adjournment at 2:34 pm. | Information |

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| Future Agenda Items: | | |
| | | <i>The next meeting is scheduled August 14, 2023 at 2:00 pm via Zoom.</i> |