

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, January 11, 2021 @ 2:00 pm via Zoom

In attendance: Jon Allen, Kurt Borg, Pat Carr, Megan Denis, Clint Hosford, Ken Ruit, Adrienne Salentiny, Rick Van Eck, Susan Zelewski.

Not in attendance: Jane Dunlevy, Becca Maher, Dev Pant.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Kurt Borg and Megan Denis

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m. by Dr. Adrienne Salentiny, chair.	Information
2. Business	<p>a.) Minutes from December 14, 2020</p>	<p>MSC to approve December 14, 2020 minutes Kurt Borg / Megan Denis // all in favor; carried.</p>
	<p>b.) Curriculum Inventory List The AAMC released a new list of topics in November and there are a total of 97 words. Of these, there are 37 that are not on our list and 12 for which we have a synonym. The other 48 are already on our master list. They have a lot of terms that are specialty related (i.e.: neurology, surgery, internal medicine, etc.) The committee reviewed the list of words and discussed what is appropriate and what wording changes were needed prior to adding to the master list. This discussion included the need to be careful how each term is used in each situation; for example, we do not want two similar terms that would both have to be tagged for an event.</p>	<p>MSC to adopted the synonym and recommended terms to our Master Keyword list. Rick Van Eck / Megan Denis // carried.</p>
	<p>a.) Recommended Keyword list additions a. USMLE Step 2 Content Outline</p>	<p>This was already discussed in a previous meeting.</p>
	<p>b.) Curriculum as a Whole Report updates: <i>This will remain a standing item until we feel it has been addressed.</i></p> <ul style="list-style-type: none"> a. Keyword tagging b. Assessment question mapping c. Objectives update: rewrite, unit design spreadsheet, and using objectives to tag events. <p>Continue working through reports table</p>	<p>Informational</p>

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	<p>The whitepaper that outlines our committee’s operations has needs to be updated a little with our current processes; this includes the timeline for when reports will be completed and brought to UMEC.</p> <p>Phase 1 objectives are in the new objective format; they will soon be ready for the committee to review.</p> <p>Becca Maher and Kurt Borg still need to meet to discuss the Assessment Reporting to be used for our Curriculum as a Whole report.</p>	
	<p>Future agenda item:</p> <ul style="list-style-type: none"> • Where and when we are asking students for their perception of their learning. 	Informational
	<p>Future Tasks:</p> <ol style="list-style-type: none"> 1. Ongoing activities to course level objectives, gaps, redundancies, and the curricular change process 2. Review Element 7.2 	Information
4. Adjournment	Meeting was adjourned at 3:12 p.m.	<i>The next meeting is scheduled January 25, 2021, at 2:00 pm via Zoom.</i>