

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, January 24, 2022 @ 2:00 pm via Zoom

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

Not in attendance: Jane Dunlevy, Kara Eickman, Erika Johnson, Becca Maher, Dev Pant.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Kurt Borg and Kara Eickman

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:09p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	a.) Minutes from January 10, 2022	MSC to approve January 10, 2022 minutes. Kurt Borg / Pat Carr // carried.
	<p>b.) Content Area Keywords Update</p> <p>We have received keywords from 38 of 48 faculty members. Some of the faculty are sending very simple words that the librarians are not sure how to tag with the keywords and one sent in sentences. This can make it difficult to know the best way to tag something for ex: heavy metals could be heavy metals or inorganic chemicals, but with the expertise of others this some of these questions could be answered. There is a list of about 20 words that might need to be added to the keyword list in March when we review it. However, the librarians will meet with Pat Carr and Jane Dunlevy to see if that list can be shortened.</p> <p>Alissa Hancock will contact Becca Maher about getting the list of Unit 2 faculty members and see which unit 1 faculty members also taught in Unit 2 and see if those faculty have responded with keywords and notify Rick Van Eck and Adrienne Salentiny.</p>	<p>Information</p> <p>ACTION ITEM: Alissa Hancock will contact Becca Maher about getting the list of Unit 2 faculty members and see which unit 1 faculty members also taught in Unit 2 and see if those faculty have responded with keywords.</p>
	<p>c.) Curriculum Whitepaper Training</p> <p>Rick Van Eck has taking the curriculum whitepaper and broken it down into different modules that include the strategies and example assessment questions for the training. Knowing that not all faculty members will need to know everything, but they should know what each committee does in general. However, the committee members may need to know more details, but still not everything. Through our review of the modules and marking which committee should know those areas. There were also discussion about ways that we can test</p>	Information

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	the faculty on their knowledge and flashcard were an idea that Adrienne Salentiny and Rick Van Eck will add to the training.	
	d.) Reporting Procedure and Timeline Draft	Tabled
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	Meeting was adjourned at 3:31p.m.	<i>The next meeting is scheduled February 28, 2022, at 2:00 pm via Zoom.</i>