

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

In attendance: Sandi Bates, Kurt Borg, Pat Carr, Megan Denis, Rick Van Eck, Shannon Yarbrough, Susan Zelewski

Not in attendance: Jon Allen, Jane Dunlevy, Kara Eickman, Clint Hosford, Erika Johnson, Becca Maher, Dev Pant Adrienne Salentiny.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Kara Eickman and Kurt Borg

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:04p.m. by Dr. Rick Van Eck.	Information
2. Business	<p>a.) Minutes from September 27, 2021</p>	<p>MSC to approve September 27, 2021 minutes. Kurt Borg / Sandi Bates// carried, with 1 abstention.</p>
	<p>b.) Unit Report Template</p> <p>The template looks good. The only suggestion was to possibly include data from iSPIRAL, if we provided all the average data through a query that IR can do for us. Discussion about the quality of the iSPIRAL data and consistency between faculty completing the iSPIRAL and how useful the data might be to us. In the end the suggestion was withdrawn and the motion to approve the template as presented was made.</p> <p>ACTION ITEM: Present the unit report template to UMEC for approval with the Unit Templates and be used by g forward in reporting.</p>	<p>MSC to approve the Unit Report Template as presented. Rick Van Eck / Kurt Borg // carried.</p>
	<p>c.) Phase Reporting Current Year</p> <p>i. Phase Template approved by UMEC pending review by Phase Committee</p> <p>ii. How to report for 2020-2021? Discussion about doing phase reports by cohort vs mixing classes. Discussion about if we should do a phase report and make the curriculum 1.0 with block fit into the phase report? So, we need to decide if we want a phase report for block, unified sessions and unit or just units? The group would prefer to just do the units. After discussing when</p>	Informational

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	<p>each phase would be completed so the phase reports could be done. We can complete Phase 3 now, Phase 2 summer 2022, and then Phase 1 when that phase is completed. However, we will request additional input on this plan from the leadership team preparing for LCME and see what they suggest. We should be prepared to do a phase report for unified sessions for LCME.</p>	
	<p>d.) Content Area Keywords</p> <p>i. How to best tag events in Curriculum 2.0?</p> <p>We need to use the Controlled Vocabulary List to tag the curricular events, but we do not want to release the list to faculty members because it would cause too much confusion and more work for us (since they do not have the background on why/how this list was developed and is maintained). However, we would like to do a test group in which faculty members submit at least one to five terms that relates to their curricular event and a term for each clinical capsule.</p> <p>There is a concern of getting faculty to do this and how much work it will be. A small test group could select from our controlled vocabulary list only to see how/if that works. Jane Dunlevy and Megan Denis will work with this small test group to see how much effort is needed for this process. A smaller group will help work through this process.</p> <p>ACTION ITEM</p> <p>Rick, Jane, Megan, Susan, Pat and Becca will work through this process for tagging terms to events. Alissa Hancock will schedule the meeting.</p>	Informational
Standing Items:	<p>a.) 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 d. Other (i.e. Leo, LCME, etc) 	Informational
Future Agenda Items:	1. Phase 1 Objectives	Information

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	2. Element 7.2 – mapping/tagging (UMEC 8.11.21)	
4. Adjournment	Meeting was adjourned at 3:22 p.m.	<i>The next meeting is scheduled October 11, 2021, at 2:00 pm via Zoom.</i>