Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, October 12, 2020 @ 2:00 pm via Zoom

In attendance: Kurt Borg, Pat Carr, Megan Denis, Clint Hosford, Ken Ruit, Adrienne Salentiny, Rick Van Eck, Susan Zelewski.
Not in attendance: Jon Allen, Jane Dunlevy, Becca Maher, Dev Pant.
Minutes submitted by: Alissa Hancock
Reviewed by: Adrienne Salentiny
Approved by: Kurt Borg and Patrick Carr

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:03 p.m. by chair Adrienne Salentiny.	Information
2. Old Business	**a.) Minutes from September 21, 2020** UMEC did approve the Badging Proposal, and so we can start to operationalize it within the curriculum.	**MSC to approve September 21, 2020 minutes Kurt Borg / Megan Denis // all in favor; carried.**

3. New Business	**a.) Curriculum as a Whole Report**
	    a. **Format of report & what we will answer with it**
	    b. **Keyword tagging**
	    c. **Assessment question mapping update**
	
	We must do a report for Curriculum 1.5 because that is what we are currently running. However, it may not be the FULL Curriculum as a Whole Report. We will work to expand the report as we move into Curriculum 2.0.
	
	By linking the events in the current curriculum, we hope that that they can be rolled over for Curriculum 2.0. This would mean our work for 1.5 would not be for naught. Then we just have to update some of the rollover information. It that is too much work, then we would need to delete that course and reenter the information. Ideally, rolling over from year to year will be the best practice once we are in Curriculum 2.0 and there will not be that much extra work. However, going from Curriculum 1.5 to 2.0 we cannot 100% determine the best way because Curriculum 2.0 is still being designed.
		Informational

	In mapping the curriculum, we will be mapping the domain/competencies to events, course/clerkships. If we find that students are struggling more in an area; it will be more work to find that specific areas that we will need to improve. For our 20-21 report, our steps will be: 1. Tag the 1.5 events in Leo with the plan to roll it over unless it's not possible / too different. 2. Get a report from leo on curriculum time (when / how long / how is X topic taught?) 3. Rely on aggregate assessment information for for this year's report on outcomes A more thorough list of steps will be discussed at a future meeting. We do have Med Ed students starting Oct 19. They are able to tag events in Leo. ACTION ITEM: MedEd students will continue to map the curriculum events using themes and the controlled keyword list. While we continue to build out the Leo database and figure out how to generate the report that shows the number of hours spent in this type of teaching. This year's curriculum 1.5 report will rely on aggregate scores from assessment items by course and clerkship. We will continue to determine if it is feasible to go down to the assessment level, which will be on a year by year bases for now.	
	b.) Curriculum Management Whitepaper **a. Feedback from UMEC** UMEC requested a wording change to clarify a sentence in the Version 2 passage from the whitepaper. Rick Van Eck will work on this. Also, there was some concern that if we mean for the whitepaper to be aspirational than we need to make sure it is clear that it is aspirational and consider putting an addendum at the end saying so. We do not want anyone to fill out a DCI or respond to LCME questions by using what the paper says as what we are actually doing right now However, after closer review of the paper it looks like we did write the paper with aspirational language already written within the paper. There is a clear differentiation between what will be done in 20-21 versus what will be done once Curriculum 2.0 is	ACTION ITEMS: Rick Van Eck will update the white paper from today's discussion Megan Denis will send out a link to everyone for the keyword list. Rick Van Eck will request the summative clinical

	launched. Rick Van Eck will clarify that the whitepaper is saying what we are doing in 2020 and that this is separate from what we will do beginning with curriculum 2.0.	skills checklist for phase 1 from Jon Allen. Along with the case exam and MCQ questions.
	Future agenda item: • Where and when we are asking students for their perception of their learning. • Resources needed to create reports	Informational
	Future Tasks: 1. Implementation of Keyword list (tbd with our transition to a new system and curricular change activities) 2. Ongoing activities to course level objectives, gaps, redundancies, and the curricular change process 3. Recommendation on sub competencies (from SMHS Domains and Competencies document) 4. Review Element 7.2	Information
4. Adjournment	Meeting was adjourned at 2:53 p.m.	*The next meeting is scheduled October 26, 2020, at 2:00 pm via Zoom.*