

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, February 8, 2021 @ 2:00 pm via Zoom

**In attendance:** Kurt Borg, Pat Carr, Megan Denis, Clint Hosford, Ken Ruit, Adrienne Salentiny, Rick Van Eck, Shannon Yarsbough, 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 Megan Denis

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:06 p.m. by Dr. Adrienne Salentiny, chair.	Information
2. Business	<p><b>a.) Minutes from January 11, 2021</b></p>	<p><b>MSC to approve January 11, 2021 minutes Kurt Borg / Megan Denis // all in favor; carried.</b></p>
	<p><b>b.) Phase Goals Discussion</b></p> <p>Dr. Rick Van Eck has been working on updating the element 8.3 document and it has evolved since the last time the committee has seen it. There is now an idea to create phase goals. This is thought to help with the evaluation of the curriculum per phase and would enable the creation of related phase reports.</p> <p>When we consider the phase 2 &amp; 3 and the clerkship reports. We will have to decide how we want the snapshot of the curriculum to be. The phases will now be 18 months long and so we cannot follow a class through a phase. In addition, currently we do not review some of the clerkship reports until almost a year later. So, if we need or want certain information for a snapshot we can figure that out, but we cannot expect CSCC to review all clerkship reports at once. This needs to be thoughtout carefully and also be practical and attainable.</p> <p>The these phase goals would also help with the curriculum as a whole report as we evaluate the curriculum. Before CEMC makes further plans around phase reports, those involved will decide how we can best accomplish adding phase goals without creating extra reporting work or the need to track different data. We can adjust as needed for this for this year's reporting and beyond once we know more, and as the curriculum evolves.</p>	Informational

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	<p>In the future, we will be discussing threads and the horizontal integration of those into the curriculum. This might affect some of the information we present in our reports also.</p>	
	<p><b>a.) Curriculum as a Whole Report updates: <i>This will remain a standing item until we feel it has been addressed.</i></b></p> <ul style="list-style-type: none"> <li><b>a. Keyword tagging</b></li> <li><b>b. Assessment question mapping</b></li> <li><b>c. Objectives update: rewrite, unit design spreadsheet, and using objectives to tag events.</b></li> </ul> <p><b>Continue working through reports table</b></p> <p>UPDATES of the progress: Phase1 objectives have been rewritten and we are in the process in comparing them now. Will be bringing a report/presentation to the committee for further review/discussion for the next steps.</p> <p>The curriculum keyword tagging continues with the MedEd elective students. We did have them go back and re-tag the curriculum with the missing keywords as discussed at a previous meeting, and now they are moving on to additional units.</p> <p>Later this week, there is a meeting for units 1-3 to discuss their alignment and get ready for the curriculum to start in July. This is a huge lift for Jane Dunlevy and Pat Carr. There are a lot of different things happening all at once; our committee's part in the process will involve approval of new objectives, new curriculum, this year's reports, and more throughout the spring and beyond.</p>	<p>Informational</p>
	<p><b>Future agenda item:</b></p> <ul style="list-style-type: none"> <li>• Where and when we are asking students for their perception of their learning.</li> </ul>	<p>Informational</p>
	<p>Future Tasks:</p> <ol style="list-style-type: none"> <li>1. Ongoing activities to course level objectives, gaps, redundancies, and the curricular change process</li> <li>2. Review Element 7.2</li> </ol>	<p>Information</p>

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4. Adjournment	Meeting was adjourned at 2:58 p.m.	<i>The next meeting is scheduled February 22, 2021, at 2:00 pm via Zoom.</i>
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