Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, March 14, 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, Susan Zelewski**.**
Not in attendance: Jane Dunlevy, Kara Eickman, Erika Johnson, Becca Maher, Dev Pant, Shannon Yarbrough.
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 2:06p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	**a.) Minutes from February 28, 2022**	**MSC to approve February 28, 2022 minutes. Kurt Borg / Rick Van Eck // carried.**
	b.) Reporting Procedure and Timeline Draft There were some grammar updates, and everyone found the timeline to be very helpful and a great tool. The Phase 2 report for this year would be for curriculum 1.5 for the class of 2023 and phase 3 is curriculum 1.0 and in curriculum as a whole is for curriculum 2.0. We will not have a full curriculum 2.0 reports for all phases until 2024, which is a result of transitioning to a new curriculum. Discussion of when or if we would or could have a full phase report every year, or if we report by cohort for phase 1 like phase 2/3 will be. This would still have reports due every year, however some of the data would be a little behind due to the 20-month curriculum. There would still be phase reports annually as well. The timeline to be shared with the UMEC.	**MSC to recommend to approve the timelines for the phase reports and to share this timeline with UMEC, P1C and P2P3C. Kurt Borg / Clint Hosford // carried.**
	c.) Curriculum Whitepaper Training LCME visit is in April and the curriculum changes over the last year or two. The system whitepaper is our guides our processes and referenced frequently. The governance document outlines our curriculum committee's and how they work together, and this intersects with the curriculum system whitepaper. We reviewed what each curriculum committee is responsible for and completed an overview of the curriculum system whitepaper.	Information

Program outcomes are also called the domains/competencies and are at the top of our curriculum. Program outcomes also inform the design process and lives in the curriculum database (Leo).

Reviewed the tools and processes we use to evaluate the curriculum. Linking helps us know how the students are performing and are meeting our program outcomes through the objectives. How did we ensure our curriculum 2.0 was linked? We started with our existing objectives and design teams chose the objectives that they though their unit would cover. Because we already had the objective linked to the domains/competencies and realized there were objectives missing, so they created new ones and they were approved by UMEC.

Mapping is the content/topic mapped in curriculum and in phase 2/3 they are linked to clerkships because they do not have individual events like we have in phase 1. For Phase 1 we are currently asking faculty for 5 keywords and the librarians are mapping them to the Controlled Vocabulary list. For Phase 2, the Assistant Dean of Phase 2/3 does the initial mapping for each clerkship and then the Clerkship Directors do review and approve the mapping.

The mapping process. Becca Maher can search a term and she provide the report for that term. The librarians can also look at the Controlled Vocabulary list to see what word would be the best match the key topics faculty provide.

Horizontal integration in the courses being taught in all phases, i.e.: IPHC. Vertical integration is the disciplines covered across all phases. Vertical is not reported in the phase reports because you cannot see the proportion across all phases, so it is only reported in the Curriculum as a Whole report.

Leo is the curriculum management system and also our Learning Management System. It is good to have both, because we need to use both to evaluate the curriculum and see the gaps and areas for improvement that is needed.

	Phase reports are written by P1C/P2P3C chairs and the committees review and recommend t approval to UMEC. CEMC produces all the data needed for those reports to be written. The domains are connected to the goals of the phase and linked to all the assessment to show how the students are performing for each domain.	
Future Agenda Items:	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 3:44 p.m.	*The next meeting is scheduled March 28, 2022, at 2:00 pm via Zoom.*