

**Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes**  
**Monday, March 29, 2021 @ 2:00 pm via Zoom**

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

**Not in attendance:** Jon Allen, Becca Maher, Dev Pant, Ken Ruit.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Kurt Borg and Sandi Bates

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:03 p.m. by Dr. Adrienne Salentiny, chair.	Information
2. Business	<p><b>a.) Minutes from February 22, 2021</b></p>	<p><b>MSC to approve February 22, 2021 minutes Megan Denis / Kurt Borg // carried.</b></p>
	<p><b>b.) Keyword List Annual Review/Update</b></p> <p>This is the annual review and update of the Keyword list. We have had 14 requests for additions to the list. After reviewing the requests and discussing the levels of the keywords, we need to be careful about how specific request are. (i.e. specific procedure). We will see if the OBGYN department will be ok with Gynecological Surgical Procedures instead of listing specific ones. In addition to this we will also be adding five other keywords to the list.</p> <p>We also need a process to follow for removing words that we no longer use. In the future, to remove words we will have to run a report to ensure that they are used by looking horizontally across the curriculum. This year, we discussed two terms for removal. These could be reviewed on an annual basis along with the addition requests.</p> <p>Keywords to remove: we would like to remove Bacterial Infection and Mycoses because we also have them listed together, and they are usually taught together. It was agreed upon to remove bacterial infection and mycoses since they were duplicated.</p> <p>We will review the updated list and review addition special discipline words related to horizontal integration next week.</p>	Informational

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	<p><b>c.) Continue Phase Goals Discussion (from 2.8.21 meeting)</b> More time was needed to review the document for the discussion.</p>	Tabled for next agenda
	<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>a. <b>Keyword tagging</b></li> <li>b. <b>Assessment question mapping.</b></li> <li>c. <b>Objectives update: rewrite, unit design spreadsheet, and using objectives to tag events.</b></li> </ul> <p>Update: Adrienne Salentiny and Rick Van Eck rewrote the objectives but have not content expertise with them. The content of the objectives remained the same but the format was updated. Adrienne Salentiny was going to write a recommendation to UMEC regarding the need for SMEs to review objectives, however the curriculum oversight group determined that the new objectives need to be used as soon as we are able. SMEs are busy with other curriculum 2.0 priorities, so we have MedEd students reviewing objectives. They should be done very soon for us to review again.</p>	Informational
	<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>	Informational
	<p>Future Tasks:</p> <ul 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> </ul>	Information
4. Adjournment	Meeting was adjourned at 3:12 p.m.	<i>The next meeting is scheduled April 5, 2021, at 2:00 pm via Zoom.</i>