

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, April 19, 2021 @ 2:00 pm via Zoom

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

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

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 2:04 p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	<p>a.) Minutes from April 5, 2021</p>	<p>MSC to approve April 5, 2021 minutes Megan Denis / Sandi Bates // carried.</p>
	<p>b.) Keyword List Annual Review/Update We are tabling the updated keyword list until next meeting.</p> <p>Vertical integration is also part of this discussion. We need to decide how we are going to table themes/objectives in all the phases. For phase 2 & 3, we assume we can tag them like we will be doing for the themes in phase 1. Becca Maher is checking on this.</p> <p>The plan is for Jane Dunlevy to tag the curriculum in phase 1 with ‘medicine & society or doctoring skills’. For phase 2 we will use the (SFM) ‘Scientific Foundations in Medicine’ but we are still waiting to hear from Leo if we can tag the course objectives in phase 2. We might have to manually tag these course objectives with the themes if Leo is not able to do what we would like; there are less compared to phase 1.</p> <p>Horizontal integration is related to the disciplines that Megan Denis is working on finalizing. We will be able to look at the disciplines by unit to see what disciplines are taught in what unit across the phase. In phase 2 & 3 the discipline terms will adjust from more basic science to be more predominately clinical science.</p>	<p>MSC to follow the plans as discussed and to allow the chair to draft a recommendation to UMEC that the vertical integration shall be determined by tagging events in Phase 1 with Doctoring Skills/Med and society, and Foundations of Medical Knowledge. Phase 2 will use the same terms to take Clerkship Objectives. Phase 3 will use Scientific Foundations and Medicine of Medical Knowledge and “other” to tag non-clinical electives and AIs—all else will be</p>

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, April 19, 2021 @ 2:00 pm via Zoom

	<p>MSC to recommend to UMEC to adopt the discipline terms and that the curriculum will be horizontal and vertical integration will be mapped with. Jon Allen / Kurt Borg // removed.</p> <ul style="list-style-type: none"> • Tabled because the discipline and keywords lists have not been approved by the committee yet. <p>Reporting vertical integration within phase 3 will be different due to the type of schedules they have. Discussed having someone physically categorize all electives that students took that year into clinical or non-clinical and figure out the percentages of each. This would be intensive work and we may not have the resources. The agreed upon solution is to tag the non-clinical electives at the course level within Leo. This allows us to run a theme report for those and show the electives that students took that year for phase 2 and for phase 3. We will use SFM for AIs.</p> <p>ACTION PLAN: Adrienne Salentiny will draft a recommendation outlining the plan and will wait to send to UMEC for the final approved keyword list.</p>	<p>considered clinical skills by default. We will hold this for the horizontal integration information for UMEC. Susan Zelewski / Jon Allen // carried.</p>
	<p>c.) Continue Phase Goals Discussion</p> <p>While discussing and writing the DCI, it was determined that we must evaluate the phases separately from unified sessions/units or clerkships. The Phase Goals are tied to domains, but will be covered differently in each of the phases.</p> <p>The table presented shows data sources for each phase goal in each phase. Rick Van Eck led discussion of what specific reports to pull for each phase to show that we are achieving the goals. It was agreed that there would be primary and secondary sources of evidence to show that we are meeting the phase goals; this is because secondary sources may not have enough information to definitively represent the achievement of a goal. However, these sources can support the primary sources. In the phase goals table, the data sources listed in bold are the primary and the secondary are in italics. This is a living document that will be updated as we start to operationalize and fine-tune the reports needed.</p> <p>ACTION ITEM: The discussion today on phase goals will be reported as information to UMEC and once the table with all the reports is finalized, UMEC can approve it.</p>	<p>MSC to approve the living document 'Phase Goals Table' to use the table and operationalize the reporting structure in principle. Jon Allen / Jane Dunlevy // carried.</p>

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
 Monday, April 19, 2021 @ 2:00 pm via Zoom

	<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 update: rewrite, unit design spreadsheet, and using objectives to tag events. 	Informational
	<p>Future agenda item:</p> <ul style="list-style-type: none"> • Where and when we are asking students for their perception of their learning. 	Informational
	<p>Future Tasks:</p> <ol style="list-style-type: none"> 1. Ongoing activities to course level objectives, gaps, redundancies, and the curricular change process 2. Review Element 7.2 	Information
4. Adjournment	Meeting was adjourned at 3:29 p.m.	<i>The next meeting is scheduled May 3, 2021, at 2:00 pm via Zoom.</i>