Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, June 22, 2020 @ 2:00 pm via Zoom

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

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:08 p.m. by Adrienne Salentiny.	Information
2. Old Business	**a.) Minutes from June 8, 2020**	**MSC to approve June 8, 2020 minutes Rick Van Eck / Pat Carr // all in favor; carried.**
3. New Business	**a.) Systems whitepaper and Report Resources** Who will be in charge of each report or activity? (Who will do the work?) Before we can answer this question we need a rationale for exactly what is important to report on. While the reports listed in the white paper are needed important and connect the LCME accreditation and our evaluation of the curriculum, there is a lot of work involved in gathering and creating the report so that is it usable and helpful to us. When looking at the curriculum as a whole report; it should report the objectives and the links to the domains and competencies. Our assessments should be able to help us evaluate that students are learning what we want them to. The assessment questions that are submitted are from faculty are related to lecture objectives, so we would just need to look at that information and map those to the domains/competencies accordingly. However, for the clerkships, there are no summary reports provided for the shelf exams and they will not combine the scsores from all four campuses for us to provide a summary report. Discussion of what defines the curriculum as a whole report and what is going to be most important to report on.	Informational ACTION ITEM: Rick Van Eck will update the whitepaper and create the rationale from this discussion. We will review at the July 20th meeting.

	b.) Subcompetencies: are they needed and/or how they fit into our mapping	Tabled
	Future agenda item: • Where and when we are asking students for their perception of their learning. • Subcompetencies: are they needed and/or how they fit into our mapping • 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 subcompetencies (from SMHS Domains and Competencies document) 4. Review Element 7.2	Information
4. Adjournment	Meeting was adjourned at 2:58 p.m.	*The next meeting is scheduled July 6, 2020, at 2:00 pm via Zoom.*