

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, June 7, 2021 @ 2:00 pm via Zoom

**In attendance:** Jon Allen, Pat Carr, Megan Denis, Jane Dunlevy, Clint Hosford, Adrienne Salentiny, Rick Van Eck, Susan Zelewski.

**Not in attendance:** Sandi Bates, Kurt Borg, Becca Maher, Dev Pant, Ken Ruit, Shannon Yarbrough,

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Rick Van Eck and Jane Dunlevy

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:07 p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	<b>a.) Minutes from May 17, 2021</b>	<b>MSC to approve May 17, 2021 minutes Patrick Carr / Megan Denis // carried.</b>
	<b>b.) CEMC Governance Changes</b> UMEC has approved the updated governance document, which affects CEMC membership because now everyone is a voting member. The charges of the committee remain unchanged.	Informational
	<b>c.) Unit 1 Objectives – formatting</b> <i>Approved at BSCC (5/25) and UMEC (5.26)</i>  Virtual vote because the objectives are not quite ready in the final format. Committee will be asked to look at and approve the format of the objectives. The content of the objectives has already been approved by UMEC and BSCC. Jane Dunlevy needed to move forward with the objectives to get everything ready for Unit 1 to roll out in less than a month from now.	<b>ACTION ITEM:</b> Virtual vote to come this week. To approve the format of the objectives.
	<b>d.) Phase Goals Reporting Templates</b> Continued to look at Phase 1 Evaluation Matrix (table 3). The goal is to ensure that the evaluation questions are what we want to ask, AND that the data sources are accurate and accessible to use to answer those questions.  Discussion around appropriate standards: Looking at the first row of the table, after some discussion was change the percentage to 90% of the class passing on each	<b>MSC to recommend the adoption of the Phase 1 Report template with the updates that Dr. Salentiny will make. Rick Van Eck / Clint Hosford // carried.</b>

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	<p>domain/competency directly taught and assessed within phase 1. Also, updated the percentages for survey scores if they are not within 15% of national scores or 30% of the highest possible score for when we need to assess.</p> <p>In row two, after much discussion of what is needed and what might be redundant in our evaluations and with the thresholds we are outlining for ourselves. We removed number 1 &amp; 2 in the Threshold column because with a little rewording of the other made these redundant. For redundancies, the threshold used last year in the Gaps and Redundancies report was to review any event tagged with the same competency more than 50 times. We retained this number in this table.</p> <p>Dr. Adrienne Salentiny will update the table and template for phase 1 based on discussion today.</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>a. Keyword tagging</li> <li>b. Assessment question mapping.</li> <li>c. Objectives update: rewrite, unit design spreadsheet, and using objectives to tag events.</li> </ul> <p>We have a Phase 1 MedEd student working on combining information from several different groups/people have been working on into a single comprehensive list for us. There is no deleting or altering of our shared drive documents; the student was provided local copies of the documents he needs to do this work.</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> <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>	Information

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4. Adjournment	Meeting was adjourned at 3:29 p.m.	<i>The next meeting is scheduled June 21, 2021, at 2:00 pm via Zoom.</i>
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