

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, July 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:** Kara Eickman, Becca Maher, Dev Pant, Ken Ruit.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Kara Eickman and Rick Van Eck

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:03 p.m. by chair Dr. Adrienne Salentiny.	Information
2. Business	<p><b>a.) Minutes from June 23, 2021</b></p>	<p><b>MSC to approve June 23, 2021 minutes. Rick Van Eck / Jane Dunlevy // carried.</b></p>
	<p><b>b.) Phase Goals Reporting Templates</b></p> <p>UMEC had some concerns about the overlaps between reports when the Phase 1 Report was discussed. A smaller group has been reviewing the unit, phase and curriculum as a whole report and removing as many redundancies as possible.</p> <p>We will continue to work on the data sources for the phase reports. We've finished Phase 1, so today we'll start with the Phase 2 report. Drs. Adrienne Salentiny, Rick Van Eck and Susan Zelewski have done a review of the report already but now have to discuss which reports would include all students or just some of them. Bold means the reports will be used for data information and italics will be for secondary information because it is not required for students.</p> <p><u>Domain 1</u></p> <p>Discussion around the Publication/Presentations/Case Reports because not all students have to complete these types of items. Though we do highly encourage them to do so and the effort to collect the data is maybe more than it is worth. However, how important or useful the data is for the report and it was thought that we could remove these assessments.</p>	

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- RECOMMEND to UMEC to remove the Publication/Presentations/Case Reports from domain 1 assessments. Dr. Rick Van Eck will also run this removal by Dr. Marc Basson as well.

ACTION ITEM: Pending a side discussion on the SHaPE H& P assessment process.

Domain 2

The domain address research opportunities but because not all students are required to complete a Publication/Presentations/Case Reports it was agreed upon to remove it. We have other assessments that are required to cover research topics.

Clerkships do intentionally do basic science integration, however, there was not standard outlined as to how assessment should be done. Therefore, all clerkships, assess this differently, but was discussed that we have evidence of basic science in phase 2 that this could be removed for this domain.

SHaPE H&P's was removed and CSPR is on hold for the moment.

Domain 3

Assessments looked good.

Domain 4

Professor rounds will be a heavier lift but will provide good data. Will check to see if a query could help with the lift required. Also, the research and presentation could be separated out.

Domain 5

Letters of professionalism come from the Office of Student Affairs and currently they go through each students file and collate the information for the letters.

It was noted that Leo can generate a list of objectives by instructor

Domain 6

Used clerkships evaluation questions 1, 15, & 16

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	<p><u>Domain 7</u> Class of 20204 will have a IPE elective be required, which is currently pending for UMEC approval. ISCLE is not required but students may choose to do it.</p>	
	<p><b>c.) FYI: Definition of Narrative Feedback (Element 9.5)</b> There was an update to our definition of narrative feedback so that is more accurate. We have added 'or completion of a course of supervision.' Technically, this is not a "definition" of narrative feedback. It's a description of how we provide it. It's used in a procedure document and fits well in this context.</p>	Tabled
	<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><b>a. Keyword tagging</b></li> <li><b>b. Assessment question mapping.</b></li> <li><b>c. Objectives update:</b> <ul style="list-style-type: none"> <li>i. Phase 1 objectives: We had MS4 students review and make suggestions for changes. Adrienne Salentiny and Rick Van Eck are reviewed them. Dr. Ken Ruit is also looking at them from a biomedical science view and Dr. Jon Allen has reviewed several from a clinical science view. These should be ready to come back to CEMC soon to be approved and then mapped. This is a huge accomplishment and we are grateful for everyone's effort.</li> <li>ii. Session objectives tagging (from previous meeting discussion): Adrienne Salentiny did reach out to Becca Maher about faculty objectives and thought it would they could easily separate out by instructor. The faculty member would provide five keywords of their own. Then we will have someone review them and select the closest controlled vocabulary word to start mapping the curriculum.</li> </ul> </li> </ul>	Informational
	<p><b>Future agenda item:</b></p>	
	<p>Future Tasks: 1. Faculty tagging their own sessions with keywords</p>	Information

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	<ol style="list-style-type: none"><li>2. Ongoing activities to course level objectives, gaps, redundancies, and the curricular change process</li><li>3. Review Element 7.2</li></ol>	
4. Adjournment	Meeting was adjourned at 3.23 p.m.	<i>The next meeting is scheduled July 26, 2021, at 2:00 pm via Zoom.</i>