

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, July 20, 2020 @ 2:00 pm via Zoom

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

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

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Jane Dunlevy and Patrick Carr

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:06 p.m. by Adrienne Salentiny.	Information
2. Old Business	a.) Minutes from July 6, 2020	MSC to approve July 6, 2020 minutes Kurt Borg / Megan Denis // all in favor; carried.
3. New Business	<p>a.) Keywords List Special Update</p> <p>When Jane Dunlevy starting to use the keywords list, it became apparent that there are some issues with the list content levels and/or specific omissions that should be included. Jane Dunlevy worked with Megan Denis and found that some keywords were inappropriately assigned within the list and also lacked definition, diagnosis or examples. The proposal is to add certain needed terms and make other changes to make it more user friendly for faculty. Having definitions for terms to helps everyone know what we mean for that term. There are times in which the boarder term is appropriate and other times when the more specific term might be needed. If we have a definition by these terms (with examples), faculty could search for their term and find out which term we are using to tag such things. This is a thin line we are trying to walk because lots of specific diagnosis could be requested and we do not want the list to be prohibitively long. For accountability, we plan to add a tab that outlines the steps to have a new keyword/term added to the list.</p> <p>A reminder: The initial Controlled Keyword List was generated using the USMLE Step 1 Content Outline, the LCME Hot Topics list, and the SMHS UME Five Societal Problems list. The latter two sources were taken verbatim from each relevant list because accreditation standards will use those exact terms and because the lists are relatively short and manageable. The USMLE Step 1 Content Outline is significantly more complex, with thousands of terms and dozens of</p>	MSC to accept the updated Controlled Vocabulary List proposal, which will also include the hot topics and the related LCME Data Tables (7.1-3) and the solutions to improve the lists. Rick / Dunlevy // carried.

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	<p>levels of organization. Thus, the USMLE Step 1 Content Outline is too long and unwieldy to allow for meaningful tagging of curriculum events (so, adding the entire outline would be inefficient and potentially unmanageable).</p> <p>Originally, CEMC stated we would edit this list once yearly (in March). However, this is the first time we are trying to use the list as it is intended, so an exception should be made. A switch to Leo and the need to tag things as they are added is another concern. If we update the list now, there is less work in updates later. The librarians (Erika, Megan and Shannon) are actively working on this to get it updated as soon as possible. The update also includes the hot topics and the related data from LCME table 7.1-3.</p>	
	<p>At the last UMEC meeting they did approve our proposal to have the sub-competencies subsumed by the broader competency. Adrienne Salentiny will work with Becca Maher to make sure that this is reflected in the mapping of LEO. Rick Van Eck and Adrienne Salentiny will work to update the competency documents before they are distributed.</p>	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. • Resources needed to create reports 	Informational
	<p>Future Tasks:</p> <ol style="list-style-type: none"> 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 sub competencies (from SMHS Domains and Competencies document) 4. Review Element 7.2 	Information
4. Adjournment	<p>Meeting was adjourned at 3:06 p.m.</p>	<p><i>The next meeting is scheduled August 10, 2020, at 2:00 pm via Zoom.</i></p>