

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, September 21, 2020 @ 2:00 pm via Zoom

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

**Not in attendance:** Jon Allen, Pat Carr, Becca Maher, Dev Pant.

**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 2:10 p.m. by Rick Van Eck.	Information
2. Old Business	<p><b>a.) Minutes from August 31, 2020</b></p> <p><i>MSC to approve the version 2 Whitepaper Rationale on how to determine if/where outcomes of the medical education are being met. Megan Denis / Jon Allen // carried.</i></p> <p>This document will now be forwarded to UMEC for approval.</p>	<p><b>MSC to approve August 31, 2020 minutes Ken Ruit/Megan Denis // all in favor; carried.</b></p>
3. New Business	<p><b>a.) Badging Rationale Revision</b></p> <p>The intent of this document should remain the same, but we're adding in some changes that have come up while we were waiting to send this for approval. The levels of mastery have been outlined a little more detailed and all domains might have different events, projects etc. for each level of mastery. These finer details will be worked out as we start to implement it but this work will not start until the document gets approved.</p> <p>The concept of badging can be approved without the logistical details while we continue to find the best way to track badges earned. Dr. Adrienne Salentiny is in the process of working with TaTTDA to discuss the Acclaim process further and find a solution to meet our needs. It was agreed that if a student reaches level 3 in a badge that it should be in their dean's letter along with the percentage of the class that earn that level.</p>	<p>Informational</p> <p>ACTION ITEM: With the committee in agreement of the document and its accurate as it was when previously approved. The document will be forwarded to UMEC for approval and Dr. Jim Porter and information for the dean's letters.</p>

Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes  
Monday, September 21, 2020 @ 2:00 pm via Zoom

	<p><b>b.)</b> The keyword list is ready to go. The MedEd students were so helpful in getting this done. There are a few keywords that still need definitions and examples. Jane Dunlevy will review keywords that need definitions and examples. There is also a way for faculty to submit a request for an addition to the list and we can gather all those annually when we update the list. Right now we can see who is requesting the requests.</p>	
	<p><b>c.)</b> We want to find a mechanism for evaluating assessment questions tagged with the keyword list and then mapped to the competencies. However, the best way we can get this accomplished needs to be discussed at a more detailed level. Using MedEd students was suggested but the security of the assessment questions is a big concern and needs to be discussed further. We will need to start this for the current academic year and will continue to do work on it as we move forward. Drs. Kurt Borg, Jane Dunlevy, Pat Carr, Clint Hosford, Jon Allen will meeting to further discussion.</p>	
	<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> <li>• Resources needed to create reports</li> </ul>	Informational
	<p>Future Tasks:</p> <ol style="list-style-type: none"> <li>1. Implementation of Keyword list (tbd with our transition to a new system and curricular change activities)</li> <li>2. Ongoing activities to course level objectives, gaps, redundancies, and the curricular change process</li> <li>3. Recommendation on sub competencies (from SMHS Domains and Competencies document)</li> <li>4. Review Element 7.2</li> </ol>	Information
4. Adjournment	Meeting was adjourned at 3:25 p.m.	<i>The next meeting is scheduled October 12, 2020, at 2:00 pm via Zoom.</i>