

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes  
 Monday, January 28, 2019 @ 2:00 pm  
 E493 Conference Room & via WebEx

**In attendance:** Kurt Borg, Pat Carr, Marcia Francis, Clint Hosford, Rebecca Maher, Annie Nickum, Adrienne Salentiny, John Shabb, Kelly Thormodson.

**Not in attendance:** Jon Allen, Mark Koponen, Devendra Pant, Rick Van Eck Susan Zelewski.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Kurt Borg and Rick Van Eck

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:04 p.m. by chair.	Informational
2. Old Business	<b>a.) Minutes from January 7, 2019</b>	MSC to approve January 7, 2019 minutes as amended Rebecca Maher / Annie Nickum // all in favor; carried unanimously.
3. New Business	<b>a.) Follow-up on keyword search capabilities</b> <ul style="list-style-type: none"> <li><b>a. E*Value (Maher)</b> We can search words or phrases up to ten words. However, there are not very many words or phrases entered in the system at this point</li> <li><b>b. LCMS+ (Thormodson)</b> Duke University does not use the search function of LCMS+, therefore they cannot provide any feedback on the searching capabilities. The source at Duke was not aware of what they do use as a keyword/search feature. We were curious to know whether LCMS+ has or comes with a standard keyword list, so Annie Nickum and Becca Maher will look at their notes from when they did research on the different programs for mapping the curriculum.</li> </ul>	Information
	<b>b.) New/Old Objectives Mapping Update (Van Eck / Maher / Salentiny)</b> This small group has standing meetings every Monday morning. Mapping of the curriculum is happening. Additionally, the MedEd students are looking at the new domains and	Information

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	<p>competencies and comparing/matching these (where possible) to the old goals and objectives. Becca Maher is the only person that is actually making changes in E*Value so we can track the changes. New domains and competencies are not replacing old, just yet. They are being added alongside so that we do not overwrite anything.</p>	
	<p><b>c.) Discuss CEMS Direct and indirect roles as laid out in Standard 8.3</b>  There were some concerns about the annual report that was listed. In 8.3, it states that CEMS will create this report “beginning in 2019” and it will be used as an aid to plan the Curriculum Retreat. Also, would like some clarification on the review of the curriculum. Who is really in charge of mapping it? John Shabb (as chair of BSCS) believes this is a responsibility of CEMS, so clarification is needed. Additionally, 8.3 assigns some similar tasks to Education Resources, some to CEMS, and some seem to be assigned to both/either/or. This specifically occurs on Std. 8.3 page 8, Item 5, heading “Roles of the Curriculum Committees,” paragraph 2. Adrienne Salentiny will send our questions to Steve Tinguely, chair of EASRS for clarification.</p> <p>Somewhat related, discussion of this standard raised a suggestion of the benefits of an occasional (annual? Bi-annual?) “chairs” meeting. The chairs of MCC, CEMS, BSCS, EASRS, and CSCS would meet and be sure everyone is on the same page; nothing is being missed or duplicated. Salentiny (CEMS) and Shabb (BSCS) support having such meeting and will suggest it to Koponen (MCC).</p>	<p>Action Item: Adrienne Salentiny will send the committees questions to EASRS for clarification.</p>
	<p>Future Tasks:</p> <ol style="list-style-type: none"> <li>1. Determine what data can be extracted from E*Value, and what we need to get somewhere else. Confirm how and where we will get all data. (in progress)</li> <li>2. Activities surrounding creation of a keyword list. (awaiting objectives process/implementation)</li> <li>3. Addition of keywords and additional cleanup and organizational work in E*Value. (in process)</li> <li>4. Try a sample report, to see how long it takes.</li> <li>5. Discussion and/or related activities to course and session level objectives.</li> </ol>	<p>Information</p>

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	6. Discussion of the course level and session level objectives should be written at the same level or one higher than the other?	
4. Adjournment	Meeting was adjourned at 2:51 p.m.	<i>The next meeting is scheduled February 11, 2019, at 2:00 pm in E493 Conference Room, Grand Forks.</i>

APPROVED