

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes
 Monday, October 14, 2019 @ 2:00 pm
 E226 Conference Room & via WebEx

In attendance: Jon Allen, Pat Carr, Megan Denis, Clint Hosford, Marcia Francis, Becca Maher, Ken Ruit, Adrienne Salentiny, John Shabb, Susan Zelewski.

Not in attendance: Kurt Borg, Mark Koponen, Dev Pant, Rick Van Eck,

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Megan Denis and John Shabb

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:13 p.m. by chair Adrienne Salentiny	Information
2. Old Business	a.) Minutes from September 9, 2019	MSC to approve September 9, 2019 minutes Jon Allen / Megan Denis // all in favor; carried.
3. New Business	<p>a.) Fall Reporting</p> <p>In this committee's charge it states we will be providing reports starting Fall 2019, so we need to start producing a report by the end of this year. Dr. Rick Van Eck has provide a document to help us start the discussion.</p> <p>Assessment reports for years 1 - 4 are already being produced by Dr. Kurt Borg and CSCS and provided to MCC for review. The reports for threads is still in progress of being determined and CEMS could provide a report for threads while working with others.</p> <p>In determining what reports to provide, we need to know the current reports that are being provided by other committees so there is no duplication of work. With the change of MCC to UMEC, committee restructuring is taking place and there may be different lines drawn or different expectations for each committee.</p> <p>We also need to determine a reporting line to help reduce the number of stops a report might have before being approved. Our committee membership is such that some people are seeing</p>	Information

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	<p>the same topic, proposal, or report multiple times, which is not the best use of committee time. What CEMS can and should do is create a report that takes an overall look fo the curriculum as a whole to ensure we are still reaching our mission of the school on a regular basis. This would be a “snapshot” of what’s going on per year and over 4 years. A report such as this would keep us from having immediate reactions to a certain block’s success or failures, instead being able to look at trends over time. To create reports like this, we need to also find out what LCME is likely to ask for.</p> <p>There was discussion that a Assessment Committee might be needed to compare individual assessments and the overall assessment for a class throughout the pre-clinical and clinical phases. We are still discovering what kind of information we can get from the NBME test results and what kind of standardized reports we can pull from LEO to help us develop the reports we are looking to create. There is a lot of data that no single person has time to analyze. However, the concern is that these same individuals would be on this assessment committee, which may not be the best use of their time. Another suggestion was that more staff are needed to complete this work, not more committees. As previously discussed, committees often have duplicate membership, which often does not satisfactorily achieve the outcome of load-sharing for work needing completion. These topics are not within the charge of the CEMS and were discussed for informational purposes only. CEMS’s focus is on the domains & competencies: specifically on looking curriculum-wide to evaluate whether we are doing what we say we do, and recommending adjustments to close gaps (and/or limit redundancies).</p> <p><u>Future meeting</u>: We will continue the discussion at meetings to come, after the new committee structure is decided by MCC. A next step is to create a list of questions that we want answered by the reports we will be developing. We will then need to reach out to committees or individuals in charge of various reports or data from which we need to create ours.</p>	
	Future Tasks:	Information

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	<ol style="list-style-type: none"> 1. Discussion of what data goes into our annual reports, the formatting of the data, and how and where we will get all data. Try a sample report. (Complete report by end of 2019.) 2. Identification of gaps and redundancies in medical curriculum. (Dependent on curricular change activities and reporting decisions.) 3. Implementation of Keyword list (tbd with our transition to a new system and curricular change activities) 4. Ongoing discussion and/or related activities to course level objectives. 	
4. Adjournment	Meeting was adjourned at 3:08 p.m.	<i>The next meeting is scheduled October 28, 2019, at 2:00 pm in E493 Conference Room, Grand Forks.</i>