Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes
Monday, October 8, 2018 @ 2:00 pm
E493 Conference Room & via WebEx

In attendance: : Jon Allen, Kurt Borg, Marcia Francis, Rebecca Maher, Annie Nickum, Adrienne Salentiny, John Shabb, Rick Van Eck and Susan Zelewski.
Not in attendance: Pat Carr, Dawn Hackman, Clint Hosford, Mark Koponen, Devendra Pant, Kelly Thormodson.
Minutes submitted by: Alissa Hancock
Reviewed by: Adrienne Salentiny
Approved by: Kurt Borg / Rick Van Eck

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:06 p.m.	Informational
3. Old Business	**a.) Minutes from September 24, 2018**	MSC to approve September 24, 2018 minutes as amended Kurt Borg/Rick Van Eck // all in favor; carried unanimously.
4. New Business	**a.) Comparing Domains/Competencies in E*Value and Blackboard** When Adrienne Salentiny was comparing the list of domains and competencies from Blackboard and E*Value they match for most of it. Wording appears to be the same. There are a few objectives that are in eValue but not listed on the Blackboard PDF, and some in each block that are listed on the Blackboard PDF but not in E*Value. Which Becca Maher will work on these being inputted into E*Value.	Action Item: Becca Maher will input the missing domains into E*Value.
	b.) Revised Objectives from Block 1 As a precurser to this conversation, Richard Van Eck shared some information he found regarding mastery level. Specifically, he reviewed the literature regarding Gagne's objective writing strategies and found that we do not need to use a mastery level (i.e. 100% mastery) at the course objective level. We should instead focus on creating objectives that illustrate the criteria for assessing performance. This is in line with what several members of the committee preferred in our discussions, so it is a welcome discovery. Dr. Shabb presented what he was able to do in re-writing a few objectives in block 1. He	

	looked at how to align our objectives to the competencies we now have, and feels they should somewhat match the language of the competencies as well as the USMLE content outline in terms of normal/abnormal. He walked us through several different challenges that are arising or may arise when we are reviewing the objectives; is very eye opening. We will have to decide if there is an overarching course objective that all the session objectives are in alignment with the course objective. How detailed should these course level objectives be, and if we remove some detail, then how do we control what is taught at the session level? Still, this could reduce the number of course objectives we have for each block. Currently, each lecture is responsible for writing or updating their objectives for their lecture. They are to look at the block objectives and see where they are in the block to see what their objective should be. However, when lectures inherit lectures, the objectives are not always updated with the changes made. Next meeting we will continue this conversation and also see Pat Carr's approach to re-writing objectives. We need to address these questions regarding process of reviewing objectives. Kelly Thormodson talk about the keywords.	
	Future Tasks: 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) 2. Activities surrounding creation of a keyword list. (awaiting objectives process/implementation) 3. Addition of keywords and additional cleanup and organizational work in E*Value. (in process) 4. Try a sample report, to see how long it takes. 5. Discussion and/or related activities to course and session level objectives. 6. Discussion of the course level and session level objectives should be written at the same level or one higher than the other?	

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8. Adjournment	Meeting was adjourned at 3:10 p.m.	*The next meeting is scheduled October 22, 2018, at 2:00 pm in E493 Conference Room, Grand Forks.*