

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes  
Monday, December 3, 2018 @ 2:00 pm  
E493 Conference Room & via WebEx

**In attendance:** Kurt Borg, Pat Carr, Marcia Francis, Clint Hosford, Rebecca Maher, Annie Nickum, John Shabb, Kelly Thormodson, Rick Van Eck and Susan Zelewski.

**Not in attendance:** Jon Allen, Mark Koponen, Devendra Pant, Adrienne Salentiny.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Rick Van Eck and Pat Carr

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:01 p.m. by Rick Van Eck, filling in as chair.	Informational
3. Old Business	<p><b>a.) Minutes from November 19, 2018</b></p>	<p>MSC to approve November 19, 2018 minutes as amended John Shabb / Marcia Francis // all in favor; carried unanimously.</p>
	<p><b>FYI</b> – The handout is the result of a small working group that looked at the PCL objectives and the domains. This is a list of domains that the group thought would match up to a lot of the PCL cases. It is a first draft and only presented here as an FYI. The working group thought CEMS would like to be informed that this is being discussed, as this is somewhat related to the objectives we are working on to standardize. It was decided no action or further discussion was needed at this time.</p>	Information
4. New Business	<p><b>a.) Block 1 Objectives</b> <i>(continued conversation from 11/19)</i></p> <p>The course objectives are to be written at a higher level than the session level objectives. This needs to be clear as we write them so that we do not write in too much specific detail at the course level. The session level should build up to the course level knowledge being assessed.</p> <p>After wordsmithing the objectives for block 1, the same or similar objectives can be used in other blocks with minor changes to align with the perspective blocks.</p>	Information

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	<p>The group worked on the first objective and discussed if it could be split into two objectives. Considering that the course objectives are to be at a higher level than session objectives, it was decided that it would be best to keep it as one. On the other hand, for 25 hours of class time, the group felt that three course objectives is a reasonable number.</p> <p>With the other changes in the curriculum that are being discussed, it's possible that the anatomy that is taught in block 1 may be combined into other blocks. This would free up some time and provide some room in the curriculum. It may or may not have ramifications for how the related objectives are written and where they appear.</p> <p><u>Upcoming meetings:</u>        Next meeting is scheduled during assessment week. We will see if there is enough committee members able to attend to have the keyword discussion. Then in January we will work with more objectives that Dr. Shabb has started to revise.</p> <p>There were concerns expressed about the amount of time it is taking to revise these three objectives and the amount of objectives we have to go through.</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> <li>6. Discussion of the course level and session level objectives should be written at the same level or one higher than the other?</li> </ol>	Information

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8. Adjournment	Meeting was adjourned at 3:37 p.m.	<i>The next meeting is scheduled December 17, 2018, at 2:00 pm in E493 Conference Room, Grand Forks.</i>
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APPROVED