

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes  
Monday, February 10, 2020 @ 2:00 pm  
E493 Conference Room & via Zoom

**In attendance:** Kurt Borg, Pat Carr, Megan Denis, Becca Maher, John Shabb, Rick Van Eck, Susan Zelewski.

**Not in attendance:** Jon Allen, Clint Hosford, Marcia Francis, Mark Koponen, Dev Pant, Ken Ruit, Adrienne Salentiny.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrinne Salentiny

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

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:02 p.m. by Rick Van Eck.	Information
2. Old Business	<b>a.) Minutes from January 27, 2020</b>	<b>MSC to approve January 27, 2020 minutes John Shabb / Susan Zelewski // all in favor; carried.</b>
3. New Business	<b>a.) Objective for Domain 7</b> Dr. Eric Johnson has been out sick and is not able to join us today to discuss the revised domain 7 objectives. We will postpone this discussion to March 16, 2020.	Information
	<b>b.) Mapping Report</b> Phase 1 mapping is completed and working to complete the language to integrate phase 2 and 3 into the report.	Information
	<b>c.) Leo Implementation</b> Domains, competencies and course objectives are not inputted for 2019-2020 because the units have not been mapped. We do have a practice site set up for us to practice and learn how the system works. The current year 2 students will be able to practice logging into Leo in March with Dr. Zelewski.	Information
	<b>d.) Keyword and Tagging</b> We will be asked to find where we teach certain topics throughout the curriculum. We will need make sure that our keyword list is updated regularly. We will need to be really clear if faculty are doing the tagging and then we should have someone else review those tags.	Information

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	<p>Alternatively, we could just have one person do all the tagging for the objectives. This way, keywords will remain consistent and those who search will be able to find everything that applies to that particular search topic. This keyword list will need to include clinical skills which we will use the USMLE Physicians Task/Competencies document and the societal problems MCC approved and any relevant hot topics.</p> <p>ACTION ITEMS: Because we have had previous discussion about the content of the list, Alissa Hancock will review committee minutes for a list of everything that should be on this keyword list and also work with Megan Denis on the keyword list. We will also need to create instructions of how to use the keyword list. As Becca Maher works with Leo, she will determine whether categories or themes will work for tagging the curriculum.</p>	
	<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 subcompetencies (from SMHS Domains and Competencies document)</li> <li>4. Review Element 7.2</li> </ol>	Information
4. Adjournment	Meeting was adjourned at 3:17 p.m.	<i>The next meeting is scheduled February 24, 2020, at 2:00 pm in E493 Conference Room, Grand Forks.</i>