

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes
Monday, February 25, 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, Rick Van Eck, Susan Zelewski.

Not in attendance: Jon Allen, Mark Koponen, Devendra Pant, John Shabb, Kelly Thormodson.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Kurt Borg and Annie Nickum

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:04 p.m. by chair.	Informational
2. Old Business	a.) Minutes from February 11, 2019	MSC to approve February 11, 2019 minutes as amended Kurt Borg / Annie Nickum // all in favor; carried unanimously.
3. New Business	a.) Follow-up on Standard 8.3 (Salentiny) Dr. Salentiny attended the EASRS meeting last week and reported that have re-written and condensed the 8.3 report down to five pages; previously it was much longer. Some of the questions have changed from last year. With this year's review, Dr. Tinguely had addressed the concerns that CEMS had about our role in curricular management and reporting, as discussed at our last meeting. As requested by Dr. Tinguely, Dr. Salentiny is going to write a description of CEMS to be added to the standard 8.3 report.	Informational
	b.) Discuss and revises and/or approved updated timeline Drs. Salentiny and Van Eck have updated the timeline to account for the upcoming changes to the curriculum. One upcoming task is a need to decide on a process to add or delete words from keyword lists; this will be added to the new timeline prior to adoption. This timeline is an internal working document, can be found on blackboard, and will be shared with MCC as an FYI.	Informational

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	<p>We are going to wait to enter keywords until LCMS and is purchased and we can start to use it. Once we are able to do this, we will easier be able to come up with the processes.</p> <p>We also need to add a process for the workflow when work overlaps with other committee's and/or people, such as staff in Education Resources. We need clear definition of who is affected and who should be contacted or consulted about various things. This might be best for a smaller focus group to discuss and bring a recommendation back to CEMS. Dr. Salentiny will pull some people together before the end of the month.</p>	
	<p>c.) Objectives:</p> <p>a. Discuss: Should we keep working on objectives on the verge of curriculum change It was agreed upon to continue to work with objectives so that everyone can get more comfortable working with them. This way when we are in other meetings and objectives come up, we can represent CEMS and help educate about the style and wording that was recommended by CEMS and approved by MCC. This will create less work for this committee and faculty because this way, when new or revised objectives are sent to us, they will already be in our format and we will not need to rewrite or request that they be rewritten.</p> <p>b. Pick some and work on them The following objectives were chosen to work on because they are fundamental to medical education.</p> <ul style="list-style-type: none"> i. Gen001 ii. Gen002 iii. Gen003 iv. Gen004 v. Gen005 <p>It is important to remember that that course objectives should be written higher than session level. They should also be written for an application level,</p>	<p>Information</p>

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	<p>and this is done by using the learned capability verbs from the taxonomy. This document can be found on blackboard under the information tab.</p> <p>When we started to look at these objectives the first thing that was noticed by everyone was the starting word on just about all of them needs to change to 'Given'. Several of them started with "Describe," which is not one of our verbs and is also not specific and measurable enough. Through discussion of the content, it was decided that we could combine objectives 1 & 4 together.</p> <p>When working with objectives there are many variables that come into play, including semantics and terminology that each department/topic uses. We also want to keep in mind the length and complexity of the objectives and if they really need to be two or can be combined into one.</p> <p>We will continue to work on objectives in upcoming meetings.</p>	
	<p>Future Tasks:</p> <ol style="list-style-type: none"> 1. Implementation of Keyword list (tbd with our transition to a new system) 2. Cleanup and organizational work in e*Value to insure that current curriculum is mapped to new domains and competencies. (cleanup in progress) 3. 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. 4. Discussion and/or related activities to course level objectives. 	Information
4. Adjournment	Meeting was adjourned at 3:25 p.m.	<p><i>The next meeting is scheduled March 11, 2019, at 2:00 pm in E493 Conference Room, Grand Forks.</i></p>