

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes
Monday, April 13, 2020 @ 2:00 pm
via Zoom

In attendance: Kurt Borg, Pat Carr, Megan Denis, Clint Hosford, Adrienne Salentiny, John Shabb, Rick Van Eck, Susan Zelewski.

Not in attendance: Jon Allen, Marcia Francis, Mark Koponen, Becca Maher, Dev Pant, Ken Ruit.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: John Shabb and Kurt Borg

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m. by Adrienne Salentiny.	Information
2. Old Business	a.) Minutes from March 30, 2020	MSC to approve March 30, 2020 minutes Kurt Borg / Megan Denis // all in favor; carried.
3. New Business	a.) Update on Thread Proposal (MCC discussion on April 8) MCC thought the proposal made sense and they approved the document as we recommended. Now we should send something to Pat Carr and Jane Dunlevy letting them know to update the terminology with the design teams; per the changes that were approved by MCC.	Informational
	b.) Procedure for Adding Keywords This document outlines the procedure in which we will follow to add words to our controlled vocabulary list. We also have a similar document for how objectives are added to the curriculum. It was agreed that these documents should remain separate but stored in the same location on blackboard. Pat Carr recently sent the list of updated hot topics and Megan Denis is working on updating the controlled vocabulary list, per the committee's approval at a previous meeting. This committee will be reviewing the vocabulary list annually. There were concerns raised about the list not being complete enough for complete accuracy, which was understood and discussed. Several options were previously explored by this committee, and no list was found	MSC to approve the procedural process for adding keywords to our controlled vocabulary list. Megan Denis / Kurt Borg // carried, with 2 abstentions.

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	<p>to be perfect. This list was ultimately chosen, but with the ability to add words. That is why we have created this procedure, allowing for continuous improvement of the list so that it is more accurate and helpful for us to tag the curriculum.</p> <p>The day to day process of how this will function is not included in this document however, it does outline how we will use this list to tag the curriculum. At the next meeting we can use this document to approve the updates of the hot topics that Megan is working on.</p>	
	<p>c.) Systems whitepaper and CEMS Role</p> <p>Dean Wynne has gathered a small group to discuss the details in preparation for the LCME accreditation visit that is coming. To help solve some trouble areas and in doing so has requested whitepapers. This paper is only a conceptual paper and has not been approved or reviewed by any committee or sub-committee, and outlines the curriculum management system and the work flow.</p> <p>CEMS is right in the middle of the flowchart and produces a lot of reports, so we need to start discussing how to operationalize that. Evaluation reports will be done for each phase of the curriculum on a regular basis like we currently do. (Unit reports would be done but also combined all together to create a phase report.)</p> <p>One concern was raised in that we cannot connect assessments directly to NBME or CBSE questions because we do not get access to them. However, we can connect success to a topic area based on the scores that we do receive from these exams. This is not an ideal way to measure these areas but it's what a lot of school are doing. We should be able to translate the data we get to see how well we are covering our domains and competencies.</p> <p>There are some dates and timelines listed in the whitepaper document, and the committee had concerns about some of the dates in 2020 given that this document is still conceptual. The question was raised about whether the timing of future curriculum retreats should change given the move to trimesters and the change of med student start dates. Otherwise, we may not have time to make changes to the curriculum before the next academic year.</p>	

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	<p>The paper outlines a system. It does not contain procedural details, so the committee will need to consider what those details would be. Questions to consider at the next meeting include:</p> <ul style="list-style-type: none"> • Does the whitepaper represent what the committee believes is best practice? • Does the committee believe we can do what the whitepaper specifies? If so, what resources are needed to support these activities? • Who will be in charge of each report or activity? (Who will do the work?) 	
New Business		Informational
	<p>Future Tasks:</p> <ol style="list-style-type: none"> 1. Implementation of Keyword list (tbd with our transition to a new system and curricular change activities) 2. Ongoing activities to course level objectives, gaps, redundancies, and the curricular change process 3. Recommendation on subcompetencies (from SMHS Domains and Competencies document) 4. Review Element 7.2 	Information
4. Adjournment	Meeting was adjourned at 3:40 p.m.	<i>The next meeting is scheduled April 27, 2020, at 2:00 pm via Zoom.</i>