Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes
Monday, April 8, 2019 @ 2:00 pm
E493 Conference Room & via WebEx

In attendance: Kurt Borg, Pat Carr, Megan Denis, Marcia Francis, Clint Hosford, Annie Nickum, Adrienne Salentiny, John Shabb, Susan Zelewski.
Not in attendance: Jon Allen, Mark Koponen, Rebecca Maher, Devendra Pant, Rick Van Eck.
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 2:04 p.m. by chair.	Informational
2. Old Business	**a.) Minutes from March 11, 2019**	MSC to approve March 11, 2019 minutes as amended Kurt Borg / Annie Nickum // all in favor; carried unanimously.
3. New Business	**a.) Welcome New Member – Megan Denis**	Informational
	b.) Review guide for writing objectives This document is meant be a starting point for us to use while working with others on objectives. Because of this, Dr. Salentiny added two new pages to orient people to the document. It can be a resource as objectives are being created with the new curriculum. Looking at page 2 and the diagram it is meant to show the different levels that objectives are written and how they are connected. The diagram will be updated to include an actual course objective, so we don't confuse people on what we really mean with this diagram. Dr. Salentiny will update the document and it will be updated on blackboard the 'information' tab for anyone to use. 1. **Revisit "List of Topics" idea** We will table this until Drs. Van Eck and Ruit can be here to help explain this idea. As a frame of reference: this was discussed initially at the March 11th meeting and is summarized on page 3 of the corresponding Minutes document.	Informational

	c.) Objectives Activity: The objectives that were selected for were random and some have been modified. The goal today is for use to discuss what we think is wrong or correct with each objective and how we might approach it when working with others on objectives. Discussion surrounding the selected objectives was had; Dr. Hosford suggested that new, "correct" objectives be provided as an example. Dr. Salentiny will create these corrected objectives and explain what each part of the objective is. The idea is to see what the well written objective looks like in comparison to an objective that needs work. These will be posted on blackboard for the group to look in the next couple of weeks.	Informational
	Future Tasks: 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.	Informational
4. Adjournment	Meeting was adjourned at 2:49 p.m.	*The next meeting is scheduled May 6, 2019, at 2:00 pm in E493 Conference Room, Grand Forks.*