

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes
Monday, May 6, 2019 @ 2:00 pm
E493 Conference Room & via WebEx

In attendance: Kurt Borg, Pat Carr, Clint Hosford, Rebecca Maher, John Shabb, Rick Van Eck, Susan Zelewski.

Not in attendance: Jon Allen, Megan Denis, Marcia Francis, Mark Koponen, Annie Nickum, Devendra Pant, Adrienne Salentiny.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Annie Nickum and Rebecca Maher

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:04 p.m. by Richard Van Eck (sitting in as chair).	Informational
2. Old Business	a.) Minutes from April 8, 2019	MSC to approve April 8, 2019 minutes as amended John Shabb / Kurt Borg // all in favor; carried unanimously.
3. New Business	a.) Objectives Activity #1	Tabled
	b.) Leo Update We have purchased the software and have had our first meeting to go over the process of how our transition and training will go. Our kick-off meeting on is on Wednesday. We will be setting up the curriculum mapping first. The LEO team has experience to help us transition with our curriculum design and to help us ensure the system runs smoothly for our upcoming LCME visit.	Informational
	c.) Report Design / Content When we are starting to talk about the curriculum revision and the role of CEMS. Do we rely on CEMS members to be consultants to design teams? Or, will they be members of designs teams? Or, do we create a template that can be used by those creating objectives? It was agreed upon that a template would be the more efficient use of everyone's time, and we can use qualtrics for this.	Informational

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	<p>Discussion determined that both course and session-level objectives should go through CEMS for approval. If we could work with faculty to create good course objectives; we could potentially use those to write session objectives without a content expert in the room. Best practice would be to know what the goals, assessment and modalities are for the course to write a good objective. We will also need to establish a pattern to ensure our work with objectives and faculty is efficient and consistent.</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. 	Informational
4. Adjournment	<p>Meeting was adjourned at 2:49 p.m.</p>	<p><i>The next meeting is scheduled May 20, 2019, at 2:00 pm in E493 Conference Room, Grand Forks.</i></p>