

## Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes

Monday, June 10, 2019 @ 2:00 pm

E493 Conference Room & via WebEx

**In attendance:** Megan Denis, Marcia Francis, Clint Hosford, Mark Koponen, Rebecca Maher, Annie Nickum, Adrienne Salentiny, John Shabb, Rick Van Eck.

**Not in attendance:** Jon Allen, Kurt Borg, Pat Carr, Devendra Pant, Susan Zelewski.

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Annie Nickum and Marcia Francis

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:04 p.m. by Adrienne Salentiny	Informational
2. Old Business	<b>a.) Minutes from May 6, 2019</b>	MSC to approve May 6, 2019 minutes as amended Annie Nickum / Rebecca Maher // all in favor; carried unanimously.
3. New Business	<b>a.) Objectives Activity #1</b> A document has been posted on blackboard for everyone to use as a resources when revising objectives. This document shows the changes that were made to the objectives with comments explaining why they were changed. This hopefully helps clarify what a well written objective should look like. We will also try to have a clean verision of this posted on the website for unit design teams to reference as well.	Informational
	<b>b.) Report Design / Content</b> Our first report as described in element 8.3 is due this coming fall. Creating a report template will be helpful in organizing reports and reducing the number of report requests we receive. This will also keep our reports consistent and allow us to see trends over time. We will look at the report template our William Beaumont School of Medicine contacts shared with us for ideas of what we might want to include.  Currently we are waiting for our new mapping program to have data in it to generate reports, but we have not gotten that far with Leo. E-value has our data but cannot generate	Informational

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the reports we are looking for. This transition to Leo will be completed by June/July 2020 for a full roll out in Fall 2020. A concern was brought up as to whether we should wait on reports – particularly in relation to curriculum mapping and gaps/redundancies - until the curricular change and the transition to LEO are complete. It was determined that while doing extra work is a concern, we don't want to be without any sort of a report or progress for this year. What we find in the existing mapping may inform curricular change also.

The reports we focus on should be those that can and will need to be generated periodically. These should include common questions asked by LCME. The list of reports we will be focusing on as a committee will be:

1. Overall curriculum mapping objectives to the domains/competencies
2. Unit Reports
3. Clerkship Reports
4. Phase Reports
5. Key Topics (where do we teach what)
6. Modalities & Evaluation, assessment methods

At the next meeting we will be reviewing the course objectives that MedEd students did their best to map them to the domain/competencies. Drs. Salentiny and Van Eck have also done this so we can see what domains need a little work. This can be the basis for a report or information to the new unit teams, and/or for a report on the existing curriculum as described earlier.

When we think about the curriculum renewal process we can have each unit design team thinking about all the domains/competencies they need to include in the unit. If a process is outlined, then each unit would follow the same process when reviewing content and objectives and domains/competencies for their unit. If we structure the process, it should increase how fast things are approved and ready to implement. The structure of the overall unit design team process will be determined by those involved in the curricular change organization, including the chairs of MCC and its subcommittees. However, it is likely that design teams will contain members of CEMS. If we continue to get on the same page about how to handle (for example) gaps, objectives, keywords, and other such things, our input

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	<p>during those meetings will make CEMS work easier because there will hopefully be less revision needed.</p> <p>Next meeting we will discuss the principles we recommend for reports to MCC, what role CEMS has in the renewal process and the mapping that the MedEd students attempted.</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)</li> <li>2. Cleanup and organizational work in e*Value to insure that current curriculum is mapped to new domains and competencies. (cleanup in progress)</li> <li>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.</li> <li>4. Discussion and/or related activities to course level objectives.</li> </ol>	<p>Informational</p>
<p>4. Adjournment</p>	<p>Meeting was adjourned at 2:58 p.m.</p>	<p><i>The next meeting is scheduled June 24, 2019, at 2:00 pm in E493 Conference Room, Grand Forks.</i></p>