

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

In attendance: Kurt Borg, Marcia Francis, Clint Hosford, Annie Nickum, Ken Ruit, Adrienne Salentiny, John Shabb, Rick Van Eck.

Not in attendance: Jon Allen, Pat Carr, Megan Denis, Mark Koponen, Rebecca Maher, Devendra Pant, Susan Zelewski.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: John Shabb and Annie Nickum

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:06 p.m. by Adrienne Salentiny	Informational
2. Old Business	a.) Minutes from June 10, 2019	MSC to approve June 10, 2019 minutes as amended Annie Nickum / Marcia Francis // all in favor; carried unanimously.
3. New Business	<p>a.) Domains / Competencies mapped</p> <p>All the domains and competencies have been reviewed by MedEd students, Adrienne Salentiny and Rick Van Eck. This mapping would be a good resource for the unit design teams to use to help ensure the objectives are mapped to the domains and competencies. This will also help us see where there are gaps and redundancies in specific competencies.</p> <p>Discussion as to whether the intention to map these objectives in E*value needs to get additional approval from BSCS, CSCS, and MCC also. It was decided that we need to map the objectives in E*value to have a record of our mapping progress. It should also be noted that this mapping will not replace the existing mapping to the old goals and objectives. It will be done in a separate field that Becca Maher had created for this purpose. This will also be helpful for faculty when mapping the objectives as a place to start. The report to MCC will be sent by the end of the week, after which additional feedback will be sought and mapping will then occur.</p>	MSC to accept the proposal and to forward a brief report to MCC for approval, which the knowledge that the proposal is going to BSCS and CSCS for additional input before inputting into E*Value. Kurt Borg / Annie Nickum // carried.

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b.) Role of CEMS in Curriculum Renewal Process

There is a concern about the procedures related to the curriculum renewal process and how CEMS fits into that. Part of our committee charge designates CEMS as a sort of clearinghouse for objectives. CEMS members will be on the unit design teams to help guide them when working on objectives. While all CEMS members may not be comfortable in writing objectives in the new format, they feel confident in their ability to identify objectives that need improvement. They will be able to refer individuals or groups to instructional designers (and resources created by instructional designers) for assistance.

There is not yet an official process of how the changes for the curriculum renewal will happen. This is not something within the control of CEMS. BSCS does have some oversight to much of it, and there is also a separate group meeting to make decisions on how to orient, train, and provide resources to the design teams once created. CEMS is only concerned with the objectives because of its charge.

Discussion revealed a best practice for ensuring alignment of new objectives to content and competencies. This will also ensure that objectives meet our approved format and controlled vocabulary. Design teams should be expected to write objectives PRIOR to determining modalities or developing assessments and other course activities. (Education Resources will provide resources and faculty/staff development surrounding the development of objectives in the approved format.) This practice should be built-in to the design team guidance, timelines, and documentation.

It is expected that the design teams will select from existing course objectives for their units as one of the early steps in the design process and that they will create new course objectives where needed. The CEMS will review and make recommendations related to any NEW or MODIFIED course-level objectives. This will include:

- Course objectives created or revised for use in the current medical curriculum.
- Course objectives created or revised for use in the new medical curriculum.
- Unrevised course objectives from the current medical curriculum that are selected for use in the new curriculum.

MSC to update MCC that CEMS will be working with design team coordinators regarding the process in which the curriculum renewal to have solid course objectives. Kurt Borg / Annie Nickum // carried.

ACTION ITEM: Drs. Adreinne Salentiny and Rick Van Eck will create a report for MCC and will have CEMS approve them by email.

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	<p>The CEMS will only approve the adoption of objectives written in the approved format. Approval of objectives represents a “green light” for design teams to move forward with next steps.</p> <p>The consensus was that neglecting to follow a process of “objectives first!” (and approval of them through CEMS) is a mistake that will set the new curriculum up for failure. This will be sent to MCC as soon as possible.</p>	
	c.) Principles of the reports we create for MCC	Tabled
	<p>Future Tasks:</p> <ol style="list-style-type: none"> 1. Implementation of Keyword list (tbd with our transition to a new system) 2. Mapping of current curriculum to the new domains and competencies in e*Value. (Next step: inform MCC and request feedback from other subcommittees prior to mapping) 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. Identification of gaps and redundancies in medical curriculum. (Dependent on curricular change activities and reporting decisions.) 5. Discussion and/or related activities to course level objectives. 	Informational
4. Adjournment	<p>Next meeting we will have Dr. Eric Johnson and Michelle Montgomery with a proposal to help with our gaps in Domain 7 (IPE) objectives. <i>Note: this is not to be confused with the IPHC course, which is only one way in which our students experience IPE.</i></p> <p>Meeting was adjourned at 3:24 p.m.</p>	<i>The next meeting is scheduled July 22, 2019, at 2:00 pm in E493 Conference Room, Grand Forks.</i>