

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes
 Monday, August 20, 2018 @ 2:00 pm
 E493 Conference Room & via WebEx

In attendance: Kurt Borg, Pat Carr, Marcia Francis, Dawn Hackman, Clint Hosford, Rebecca Maher, Annie Nickum, Adrienne Salentiny, and John Shabb.

Not in attendance: Jon Allen, Mark Koponen, Devendra Pant, Kelly Thormodson, Rick Van Eck and Susan Zelewski.

Minutes submitted by: Alissa Hancock

Reviewed by: Adrienne Salentiny

Approved by: Kurt Borg / Marcia Francis

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m.	Informational
3. Old Business	a.) Minutes from August 8, 2018	MSC to approve August 8, 2018 minutes as amended John Shabb/Kurt Borg// all in favor; carried unanimously.
4. New Business	a.) Recommendations for Objectives and Keywords will go to MCC in Sept. (Salentiny) Kelly has written a draft of the recommendation to MCC for use of the USMLE content outline as our keyword list. This is being reviewed by Adrienne Salentiny and Rick Van Eck. Rick and Adrienne are thinking about combining the into one for MCC to review at a future meeting.	Informational
	b.) Demondstration of Pivot Tables in Excel (Shabb) Dr. John Shabb demonstrated how to use a pivot table to see what how we could pull/sort through the information in the table. We can potentially use it to see what is mapped to which objective, what material a certain professor teaches, how much time is spent on a particular topic, and more. A pivot table is a simple filter system on a table. Where you can also filter by multiple terms within a level at a time. We are still figuring out the limitations of the pivot table, by validating that the results seem to be correct. The results are only going to be as good as the data we put in.	Informational

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	<p>There are gaps in the table and we will have to find a way to fill those. The data used for the example is also not current or always accurate, but works fine to use as a demonstration for our purposes. These issues with the data are being worked on both by Education Resources and through communication with e*Value. We will also have to have a way to create a table. Currently we are just exporting the data from e*Value to create the table, which requires a lot of manual reformatting in order to work for our purposes</p> <p>This intital pivot table design took John Shabb about 2 days to get the information in the table to a usable state. He self-taught the use of pivot tables and is willing to walk through it with others as needed or wanted. There also seems to be some differences with how it works on Mac or PC.</p> <p>Before we can go much further with tools/systems, we have to decide what questions will want to answer and what reports this committee is willing to create.</p>	
	<p>Future Tasks:</p> <ol style="list-style-type: none"> 1. Determine what data can be extracted from E*Value, and what we need to get somewhere else. Confirm how and where we will get all data. (in progress) 2. Activities surrounding creation of a keyword list. (awaiting objectives process/implementation) 3. Addition of keywords and additional cleanup and organizational work in E*Value. 4. Try a sample report, to see how long it takes. 5. Discussion and/or related activities to course and session level objectives. 6. Discussion of the course level and session level objectives should be written at the same level or one higher than the other? 	
8. Adjournment	Meeting was adjourned at 3:23 p.m.	<i>The next meeting is scheduled for September 10, 2018, at 2:00 pm in E493 Conference Room, Grand Forks.</i>