Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes
Monday, September 24, 2018 @ 2:00 pm
E493 Conference Room & via WebEx

In attendance: Kurt Borg, Pat Carr, Marcia Francis, Dawn Hackman, Rebecca Maher, Annie Nickum, Adrienne Salentiny, John Shabb, Rick Van Eck and Susan Zelewski.
Not in attendance: Jon Allen, Clint Hosford, Mark Koponen, Devendra Pant, Kelly Thormodson.
Minutes submitted by: Alissa Hancock
Reviewed by: Adrienne Salentiny
Approved by: Kurt Borg / Rick Van Eck

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m.	Informational
3. Old Business	**a.) Minutes from Setpember 10, 2018**	MSC to approve September 10, 2018 minutes as amended Kurt Borg/Rick Van Eck // all in favor; carried unanimously.
4. New Business	**a.) E*Value and mapping update (Maher)** The domains and competencies have been entered into E*Value, Becca just needs to proof them, then we can do in and inactivate those that we are no longer using. These have been put into separate fields from the old goals. As such, we'll be able to line things up without losing anything or having to make replacements. Our student employee is currently working on reviewing the handouts and PowerPoints that are in E*Value so that only the most current ones are available to students. Becca will try to figure out how we can print a report of the inactive items. Also, please get all questions regarding E*Value to Becca by Friday, September 27th; as she will be attending a E*Value conference next week. A small group did have a conference call with E*Value regarding our concerns. They would not say that E*Value is going away, but are really pushing us to switch to Med hub for an extra cost and no additional benefits. They were saying that they are looking to improve Med Hub but provided no timeline or details of those improvements. The concern is that we are not sure how much notice we will receive when they discontinue support for the E*Value	Informational

	service. Dr. Ken Ruit suggested that we re-submit our proposal to switch to LCMS in light of recent conversations with E*Value. Dr. Ruit is working on this now.	
	b.) LCME 7.2 request from EASRS This request came from EASRS because the standard is asking for where we teach each of the hot topics in the curriculum. They sent us a list of topics and asked that we review the list and consider adding them to our keyword list. We will ask Kelly Thormodson to review and add these to our keyword list and report to CEMS which ones were added. Keeping in mind that there might be duplicating phrases so we could also say, "see also..." Dr. Pat Carr indicated that it would be best to have topics like these verbatim because we know we will likely have to search for them specifically.	Action Item: Kelly Thormodson review request of additional keywords.
	c.) Assigning tasks to start the objective writing and mapping process To keep the work moving on the objectives and mapping process we need to figure out where we would like to start. The USMLE content outline is what we have decided to use to a start to our keyword list but needs some work. Becca will find out if there is a character limit for searching within E*Value, to see if that limits the short phrases we use in creating our keywords. The librarians will discuss the possible use to best tag objectives with keywords. This will give us a good starting point on this area. The keyword document that Adrienne sent out to everything will be corrected with the few changes that were suggested and will be sent to MCC. Thank you for your feedback. When we look at revising the current objectives at the course level, we need to figure out the best process for doing so. If we ask for input by too many people, it will get complex very fast. It was suggested that we have a hierarchal process in place with the goal to reduce the number of objectves we have for each block. It was suggested that the objectives should also provide a better visual for the students so that the curriculum flow might make better sense to them. The objectives should also provide details for faculty members to know what they should be teaching also.	Action Items: Librarians will discuss the keyword list and process of how to connect with objectives. Adrienne will be comparing E*value and blackboard domains/competencies to make sure that they match. John Shabb and Pat Carr will each be revising a sub-set of the block one objectives and reporting their suggestions back to the committee for further discussion.

	Future Tasks: 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. (in process) 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 3:26 p.m.	*The next meeting is scheduled October 8, 2018, at 2:00 pm in E493 Conference Room, Grand Forks.*