

Curriculum Evaluation and Management Subcommittee (CEMS) Meeting Minutes  
Monday, September 9, 2019 @ 2:00 pm  
E493 Conference Room & via WebEx

**In attendance:** Jon Allen, Kurt Borg, Pat Carr, Clint Hosford, Marcia Francis, Annie Nickum, Ken Ruit, John Shabb, Rick Van Eck, Susan Zelewski

**Not in attendance:** Megan Denis, Mark Koponen, Becca Maher, Dev Pant, Adrienne Salentiny

**Minutes submitted by:** Alissa Hancock

**Reviewed by:** Adrienne Salentiny

**Approved by:** Jon Allen and Megan Denis

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	Meeting called to order at 2:05 p.m. by Richard Van Eck	Information
2. Old Business	<b>a.) Minutes from August 26, 2019</b>	<b>MSC to approve August 26, 2019 minutes John Shabb / Annie Nickum // all in favor; carried unanimously.</b>
3. New Business	<b>a) Naming/Numbering of Objectives in LEO (continued)</b> Now is the time to decide how we will be numbering objectives and if we want to change the numbering or keep it as it is. It was decided to leave the number alone so that faculty will be able to find the objectives they are looking for to modify. We will consider the numbering of the objectives again when the modifying of the objectives is complete.	Information
	<b>b) Longitudinal thread management discussion (Thread Heads)</b> How will we be evaluating and monitoring threads throughout the curriculum? These should also be tagged in the mapping of the curriculum to assess student competency. To figure out what threads should be part of the curriculum, it is necessary to define what a thread is, who would be in charge of following each thread throughout the curriculum and reviewing it annually to see where there are gaps or redundancies throughout the curriculum.  It was decided to use the Domains in place of 'threads' and to remove the word "thread" from current curriculum documents. Most of the items that are referred to as threads are in reality courses. Domain "captains" will be in charge of reviewing a domain and work with the content experts for the different areas that fall within their domain. Those people will collectively do the work that "thread heads" do. By doing this it will help us keep our focus on the domains	<b>ACTION ITEM:</b> Rick Van Eck will work with Alissa Hancock to update this document according to the minutes from today's meeting for the next meeting

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	as we go through the curriculum renewal process and think about adding content to the curriculum in the future. These domain captains would also help define the milestones so that we can evaluate student's progress on these areas.	
	<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. 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)</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. Identification of gaps and redundancies in medical curriculum. (Dependent on curricular change activities and reporting decisions.)</li> <li>5. Discussion and/or related activities to course level objectives.</li> </ol>	Information
4. Adjournment	Meeting was adjourned at 3:32 p.m.	<i>The next meeting is scheduled September 9, 2019, at 2:00 pm in E493 Conference Room, Grand Forks.</i>