Curriculum Evaluation and Management Committee (CEMC) Meeting Minutes
Monday, February 26, 2024 @ 2:00 pm via Zoom

In attendance: Jon Allen, Sandi Bates, Pat Carr, Megan Denis, Clint Hosford, Adrienne Salentiny, Rick Van Eck
Not in attendance: Kurt Borg, Jane Dunlevy, Kara Eickman, Andrea Guthridge, Rebecca Maher, Devendra Pant, Erika Johnson, Susan Zelewski
Minutes submitted by: Dawne Barwin
Reviewed by: Adrienne Salentiny
Approved by: Jon Allen and Sandi Bates   **MSC = motion <u>m</u>ade, <u>s</u>econded, <u>c</u>arried**

AGENDA ITEM	SUMMARY	ACTION/FOLLOW-UP
1. Welcome	**Meeting called to order at 2:00 p.m. by chair, Adrienne Salentiny**	**Information**
2. Business	a) Minutes from January 22, 2024 b) CEMC meeting 2.12.24 - cancelled	**MSC to approve 1.22.24. Clint Hosford / Jon Allen // carried.**
3. UMEC Update	**From UMEC 1.10.24 meeting: AS** a) Approved CEMC Minutes 11.27.23, 1.8.24 b) UMEC 1.10.24 - Approved: Process beginning with Unit 1 in 2024, every 2 years the existing mapping for Phase 1 Curriculum will be sent to the faculty for review to add or subtract appropriate key words. Was on the Verbal report part of consent agenda at UMEC. c) UMEC 2.14.24 – Approved: Horizontal Integration Phase 1-CEMC Approved, SMHS Curriculum Management Systems White Paper V24	**Information**
4. Reporting Changes	**Proposed Reporting Changes: AS** a) Hot Topics will be coming in April/March 2024. Pat Carr will bring them to CEMC when he receives the Hot Topics. The activities calendar will be updated to move the hot topics review to the first May CEMC meeting, instead of where it currently is (March). • When we receive new Hot Topics, do we add them to the original Hot Topics List so they are staying on our list until we do the annual review? • Megan Denis said we need to keep thew new Hot Topic keywords on the list, at some point we may need to review this but at this time we will keep adding to the list.	

	b) Key Words review will be done at each meeting, instead of annually in the spring. This was verified by Megan Denis as making the most sense going forward.
	
	c) Updates to the P3 Report Template from 2022, we are looking to overhaul and streamline the data reporting and gathering process. Adrienne Salentiny, Rick Van Eck ad Susan Zelewski have compared the P2 and P3 templates to the reports for 2022 and 2023 that were approved by P2P3 and UMEC. We want io improve and make appropriate changes to the templates before the next cycle. The following changes have been recommended:
	
	   • Phase 3:
	      o Remove "Publications/Presentations/Case Reports item from domains 1 and 2 in Table 2. This data isn't available and hasn't been reported on previously.
	      o Add an asterisk or footnote for items related to student feedback. (See bullet point below and action item for details.
	
	   • Pat Carr spoke about the different feedback he gets from students already speaks to almost every topic that comes from students, so these reports do not need to report this feedback as it's already reported elsewhere.
	
	   • CEMC will recommend to UMEC pending further conversation with Ken Ruit and Susan Zelewski regarding any LCME/DQIP issues for the tables on this report. We may need to add to the table, an * at the bottom of the Table to reference and explain data was addressed outside of this report. An example being: "*This is addressed separately outside the context of this report through continuous quality improvement measured by UMEC and its committees."
	
	d) Updates to P2 Report Template from 2023
	   • Phase 2:
	      o Remove all references to SHaPE, H&P because this is not a summative measure.
	      o Follow up with Susan Zelewski as to whether Professor Rounds is summative.
	      o Remove ISCLE and the IPE Opportunities references; add IPE Badge activities	

	- Remove Mid-year and/or ASES references; Add asterisk or footnote for items related to student feedback (See bullet point above regarding this, and action item for details.) - Domain 2: Need to ask Susan Zelewski about the CSPR, as it's not included in case grading. - Domain 6, determined that clerkship evaluation questions 14, 16, 17 will be enough to evaluate this domain. - As noted in the submitted 2022-2023 P2 report, P2P3C will request UMEC to design any specific questions that they would like added to the mid-year survey to evaluate Phase 2, Domain 8. We will also get Ken Ruit's input. - CEMC will recommend the Phase 2 Report Template and the Phase 3 Report Template to UMEC after all the changes have been reviewed and after the review meeting with Ken Ruit and Susan Zelewski to get their input.	
5. CVL: New words approval process	**CVL: New Words Approval Process Updates** a) Updated CEMC Whitepaper by RVE going to UMEC on 2.14.24 Verbal Report. This is reflecting the new 2-year new process beginning Unit 1 in 2024. b) Updated Faculty keyword email will be reviewed on UMEC Verbal Report on 2.14.24	**Information**
6. Status Reports on Standing Items	a) 2023 Reports - Phase 1 Report b) Badging and Anthology Milestone c) Mapping: - Mapping to terms and events - Identifying un-used P1 Objectives d) CVL Word Updates/Changes: - Megan Denis reported there are no current changes.	**Information**

	• Rick Van Eck said that the 3-year contract with Mentimeter for Polling started in 2023. UND is going to offer a different polling option but we will re-evaluate if a changeover is needed later. • Jon Allen said that the SIM Center cannot transfer the data from year to year and keep the history, if we change to different polling system.	
7. Adjournment	Adjournment at 3:24pm.	**Information**
8. Future Agenda Items:		
		The next meeting is scheduled March 11, 2024 at 2:00 pm via Zoom.