**University of Central Florida**

**College of Medicine**

 **M1/M2 Minutes**

Meeting Date: 10/14/16 Start Time: 3:03p Adjourn Time: 4:11p

Chair: Dr. Peppler

Attendance: Dr. Peppler, Theresa Whitehead, Nadine Dexter, Dr. Selim, Dr. Bellew (M), Dr. Berman, Dr. Dil, Dr. Gorman, Dr. Topping, Dr. Davey, Dr. Gros, Dr. Beg, Andrea Berry, Dr. Husain, Allison Carli, Dr. Harris, Dr. Pasarica, Dr. Hernandez, Dr. Castiglioni, Dr. Bellew (C), Dr. Kibble, Student reps (Haley and Mark),

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| Agenda Item | Discussion | Decisions |
| Announcements | * Stricter procedures in testing centers
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| Approval of minutes | * Fixed typo: data 🡪 date in motion to move FIRE conference
 | * Approved
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| Student report | * M2 is in endocrine/reproductive and catching up with other obligations
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| Feedback for class reps | * Supplement to focus groups, due to fewer opportunities to have them
* Qualtrix link in Webcourses for class to submit feedback directly to class reps, details worked out with FCC
* Concern with quality of feedback and procedure
	+ Student reps screen feedback
* Security of information
* Not a replacement for module evaluations
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| GQ and benchmarking – supplemental report | * Perspective of performance against national percentiles, as a tool for gauging performance
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| Out of class work and assessment policies | * Numbers refer to specific element in their standards.
* Standard format for the policies
* Out of class work
* Grade release
	+ P-2 OSCE: Not for one day. Change: policy applies two weeks after the end of the module (consistent with clerkships), absent extenuating circumstances
* Narrative assessment
	+ Requirement per module to meet standard, details and implication of “when student interaction permits”
	+ Current method of capture is not systematic
* Formative assessment and feedback
	+ M3/M4 meeting amendment: midpoint 🡪 approximate midpoint
	+ 4 hours or less requirement for mid-course feedback vs weekly
		- Amendment: 4 hours per student or less
* Student assignment to clinical sites
 | * Out of class approved unanimously
* Grade release approved unanimously after updates
* Narrative assessment approved unanimously
* Formative assessment and feedback approved unanimously after two amendments
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| Other business | * October 27/28 – tour for university from Poland
* April retreat – availability of study space for students, now that we have full size classes
	+ COM 302 and 304 availabilities after hours
* UVI: If approved will turn over formative/summative assessments
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