**University of Central Florida**

**College of Medicine**

 **M1/M2 Minutes**

Meeting Date: 4/14/2017 Start Time: 3:04p Adjourn Time: 4:14p

Chair: Dr. Kibble

Attendance: Student reps (Nikia Toomey), Phil Bellew, Theresa Whitehead, Bee Nash, Dr. Ebert, Shaheen Miller, Dr. Selim, Dr. Kay, Dr. Lambert, Dr. Gibson, Dr. Davey, Dr. Gorman, Dr. Berman, Christie Hasegawa, Matthew Malone, Dr. Hernandez, Nadine Dexter, Dr. Gros, Dr. Dil, Dr. Bellew (M), Dr. Rahman, Dr. Husain, Monica Bailey, Dr. Asmar, Dr. Topping, Dr. Simms-Cendan, Dr. Bellew (C), Dr. Harris

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| Agenda Item | Discussion | Decisions |
| Approval of minutes |  | * Approved
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| Announcements | * Dr. Balkwill retiring
* Two more emergency medicine programs approved (Ocala and Gainesville)
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| Student report | * Request for session at orientation to provide clarity and alleviate potential concerns with new SEPC guidelines system
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| Out-of-class work policy update | * Summary of how assigned reading time is tracked
* M1 and M2 are in line with the policy to date
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| New SEPC guidelines | * Summary of documents sent prior to M1/M2 meeting; documents have also been distributed to students
* Reiteration on how the review process in Promobes will work with review of citations by module director and assistant dean
* Unexcused absences: policy laid out in student handbook

Effective for 2017-2018, all M1 and M2 courses will add:* Learning Objective: “Demonstrate professional behaviors towards students, faculty and other members of the medical education team including punctuality, reliability, preparation and participation in all required learning encounters.” [Note exceptions are Practice of Medicine and FIRE modules, which already have a similar objective]
* Mandatory Session Definition: Lectures are not mandatory and will be video recorded; Clinical skills and simulation sessions, laboratory classes, team-based learning classes and all sessions involving real patients are mandatory; Attendance requirements at small group case-based learning sessions is at the discretion of the module director. Dates of mandatory sessions must be available for students at least one month before the session. Exceptions may be granted by the Assistant Dean for Medical Education.
* Monitoring: Students are required to sign in to all mandatory sessions. Lateness is defined as more than 5 minutes after the scheduled start time. Late students are allowed entry to sessions at the discretion of the instructor
* Faculty Development and Student Orientation: This policy will be provided to all stakeholders during yearly orientations. Faculty will be trained on implementation of the policy and use of Promobes prior to modules starting.
 | * Approved
* New SEPC Policy
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| Other business |  |  |