 **University of Central Florida**

**College *of* Medicine**

**M.D. Program Curriculum Committee Minutes – M3/M4**

**Meeting Date:** 6/30/2017 **Start time**: 8:00 AM **Adjourn time**: 9:30 AM

**Chaired by**: Dr. Pasarica **Attendance**: (Doctors) Bellew, Berman, Caceres, Cendan, Karch, Lube, Pasarica, Peppler, Verduin (Staff). Ms. Anderson, Ms. Bailey, Ms. Bowers, Ms. Corsi, Ms. Cubero, Ms. Dexter, Ms. Gillfedder, Ms. Hasegawa, Ms. Kennedy, Ms. Linton, Mr. Gerber, Ms. Orr, Dr. Selim, Mr. Staack, Ms. Marchena, Mr. Franarchini (Students) MS3 i.????

| **Agenda Item** | **Discussion/Conclusion** | **Recommendations/Actions** | **Responsible** | **Follow Up** |
| --- | --- | --- | --- | --- |
| **Review Minutes** | * Review of minutes from 5/12/17 meeting.
 | Minutes approved | Dr. Klapheke | Completed |
| **Announcements** | * Update on Clinical Partners - Dr. Peppler – Naples site visit. Very excited about having students. Hospital and housing are very nice. It should be a very good experience for students.
* Florida Hospital affiliation agreement being re-negotiated.
* UCF has signed a MOU with FSU concerning sites which have students from both institutions
* Dr. Peppler has meet with all clerkship coordinators regarding issues that frustrate them and where we can improve. He is looking at making revisions.
* Student performance for Step 1, Step 2 CK and CS for Classes of 2019 and 2018 was presented.
* LCME accreditation visit is in October. Site team membership and information was distributed.
* Student representatives please remind M3/M4 students of the need to complete the Extracurricular Activity Approval Form <https://med.ucf.edu/media/2012/08/Extracurricular-Approval-Form-2016.pdf> for any research or service learning. Failure to do so may result in a yellow card for professionalism.
* Clerkship Handbooks: We no longer need to keep a Clerkship Syllabus as long as everything previously included in the Syllabus is now incorporated into the Clerkship Handbook
* Clerkship directors needed to have format of their clerkship by first week in September for 2018-2019.  Clerkship scheduling will be:
	+ August orientation – Class of 2020 apprised of plan format for clerkships  in September
	+ November – Orientation to class
	+ Nov 13-20 – Schedule
	+ Nov 20-Dec 1 – Dale/Margaret run lottery
	+ Dec 1-7 – swapping
	+ Dec 8-Jan 7 – credentialing finalized
	+ Jan 8 – Students not completing information go to back of list for clerkships
* Dr. Feroza Daroowalla appointed Assistant director for the IM/FM clerkship NBME
* Friday November 10 is a holiday. We will need to move the NBME shelf exam up 1 day to Thursday, Nov 9.
 |  |  |  |
| **Student Updates** | * M3 – No issues or concerns.
* M4 – No issues or concerns.
 |  | M3/M4 Student Representative | Completed |
| **LCME data review:  Student Performance and Clerkship Evaluation Data, especially Duty Hours, etc.**  | * Data for the 2016 – 2017 academic year has been reviewed and there are no areas of concern.
 |  | Ms. Orr and Dr. Selim | Ongoing |
| **Further demonstration on use of Promobes by M3 Clerkship Directors** | * Dr. Cendan demonstrated Promobes.
* There were questions regarding when should clerkship directors should start using Promobes.
 | * Dr. Klapheke will announce a start date.
 | Dr. Cendan | completed |
| **M3/M4 Meeting times** | * Debate: keep M3/M4 meetings on NBME Fridays at 7:30am or move to Thursdays at 3:30pm
* Several proposal were discussed, however with not agreement so it was decided to not make any changes to the meeting time.
 | * A survey with possible meeting times will be sent to determine the best time.
 | Dr. Klapheke  | Completed |
| **M4 Course Proposals** | * No course proposals
 |  | Mr. Staack, Dr. Klapheke, Dr. Peppler | Completed |
| **Next Meeting** | * **Friday, August 11, 2017 - 7:30 AM COM 101**
 |  |  |  |