**University of Central Florida**

**College of Medicine**

**M.D. Program Curriculum Committee Minutes**

Meeting Date: 1/20/2017 Start: 2:00 pm End: 3:55 pm

Chaired by: Dr. Richard Peppler

Drs. Bellew, Berman, Castiglioni, Cendan, DiCampli, Gibson, Gorman, Gros, Harris, Hernandez, Katz, Kay, Kibble, Klapheke, Monroe, Payer, Peppler, Selim, and Verduin. Ms. Berry, Ms. Borges, Ms. Brown-Weissmann, Ms. Castro-Pagan, Ms. Dexter, Ms. Kommer, Mr. Staack, M1 M. Kendall, M1 Rendon, M2 Tran, M4 L. Kendall. Drs. Fagan and Thompson (by phone).

**Announcements**

* Four students matched in Ophthalmology and four students matched in Urology.
* Step 1 had 121 takers with a mean score of 235 with 100% pass. The mean was four points below what the previous class achieved. It is still six points above the national average of 229 last year.
* Step 2 had 117 takers with a mean score of 249 with 100% pass.
* Step 2 CS had 114 takers with 99% pass.

**Introductions**

* Dr. Peppler introduced Dr. Marcia F. Katz, the new Associate Dean for Clinical Affairs. Dr. Katz earned her undergraduate degree in biology at Brown University. She earned her medical degree Boston University and completed her residency at Boston City Hospital. Dr. Katz was formally Baylor’s Associate Chair of Medicine for Clinical Affairs, Medical Director of the Department of Medicine for the Faculty Group Practice, and Chief of Adult Medicine at Texas Children’s Hospital/The Pavilion for Women. She is extremely excited about working at UCF College of Medicine and is looking forward to working with everyone.
* Melissa Kendall (new student committee member), and Rachel Rendon (new student alternate) representing M1s were also introduced. They are both very excited, and are looking forward to being a part of the MD Program Curriculum Committee.

**Minutes**

* **November 18, 2016 minutes were approved by members as submitted**.

**Student Updates**

* M4s are very excited about their recent match, and to celebrate, the Class of 2017 Student Council will be hosting an early match celebration on Friday, January 20th. M4s are also starting to plan Match Day, and all the activities surrounding this event. ISA is almost complete and the final report will be submitted this Monday.
* M2s are in their second week of the three-week Skin and Musculoskeletal module. After completion, they will be moving on to the Brain and Behavior module. M2s are grateful that the timing of the FIRE Conference was moved forward and that some of the assessments for FIRE were reduced from what occurred last year with the Class of 2018.
* M1s are moving along with the Structure and Function module.

**PES Subcommittee – Dr. Hernandez**

* During the last CCom meeting, the Program Evaluation Subcommittee shared interim data including module evaluation results. As a follow-up to the data presented, the committee met with the Psychosocial Issues in Healthcare module director to discuss his plans and future changes for the module. The PES Subcommittee’s recommendations for this module are:
	+ Adopt a rubric.
	+ Include narrative reflections; some will be formative and some will be summative.
	+ Identify faculty to assist with the scoring of the narratives.
	+ Incorporate different assessments.
	+ Address the reading assignments.

**Admission Requirements/Technical Standards**

* **The CCom members approved the Admission Requirements as reviewed in 2014**.
* A request was made to discuss the Technical Standards separately with the Accommodations being recommended for OSCEs.

**M1/M2 Subcommittee – Dr. Kibble**

* COM is in compliance with the Out of Class Work Policy since faculty are not assigning excessive work outside the classroom.
* There is a new master’s program being proposed that will be presented at a subsequent CCom meeting.

**M3/M4 Subcommittee – Dr. Klapheke**

* **The following polices were approved by members.**
	1. Duty Hours, previously approved with change, now states ‘maximum 24 hours of continuous duty not to exceed an additional four hours’ instead of ‘an additional six hours’. This will be version 2 with an approval date of 1/20/17.
	2. M-3 Clerkship and M-4 Senior Required and Elective Rotations Attendance Policy. Changes made include:
		+ Clarification regarding secular versus religious holidays to coincide with the Student Handbook.
		+ Adding well visits and preventive care appointments as ‘Excused Absences’. While students should try to schedule these visits during vacation or when they are not scheduled for clinical duties, if one is unable to schedule during these times, he/she may apply for an excused absence from their clinical duties.
		+ Deleting routine doctor and dental appointments under ‘Unexcused Absences’.
	3. Rotation Requirements for the M4 Year - Emergency Medicine selective was added with at least 16-weeks of elective rotations. This policy is recorded as 6.5.1 to reflect Standards and Elements of the LCME.
	4. Student Mistreatment and Abuse – How a report should be made was clarified as well as changing “*student’s”* to “*grievant’s”* ‘Appeal’. Also, ‘*Violation of this policy may lead to disciplinary action, up to and including expulsion or termination*’ was deleted.
* **The following electives/internships were approved by members**.
	1. Acting Internship in Emergency Medicine at Florida Health East
	2. Acting Internship in Emergency Medicine at Orlando Health
	3. Acting Internship in Emergency Medicine at Osceola Regional - HCA
	4. Emergency Medicine Elective at Bay Pines VAMC with the wording ‘*patients from all age groups*’ changed to ‘*adult patients*’ on the Goals of the Rotation. (Bay Pines sees only adult patients.)
	5. Emergency Medicine Elective at Health Central Hospital
	6. Emergency Medicine Elective at Orlando Health Seminole Hospital
	7. In-patient Medicine at Naples Health Care System
	8. Introduction to Trauma and Surgical Critical Care at Central Florida Regional Medical Center with the recommendation to change the wording ‘*Learn how to*’ from the learning objectives since it is hard to measure.
	9. Interventional Pain Medicine/PM&R with the recommendation to delete ‘*Ability to demonstrate emotional intelligence when dealing with chronic pain patients*’ under ‘*How will the student’s performance be assessed*’.
* Culinary Medicine at Rosen College of Hospitality Management was tabled for the next CCom meeting.

**Grading System Task Force Report – Dr. Hernandez**

* The Grading System Task Force was charged to consider the effectiveness of the current grading system in regards to: achievement of curricular objectives; impact of student well-being and performance; and appropriateness for our curriculum. In addition, the task force was asked to recommend an approach for implementation of suggested changes. The task force recommendations are:
	1. No change in grading scale or evaluation system at this time.
	2. Monitor student performance, well-being, and learning outcomes following implementation of recent changes (i.e., change in designation of “C” grade and wellness initiatives).
	3. Adopt a systems-based approach to address concerns regarding student stress and learning climate. This includes examining the role of programmatic and curricular elements.
	4. Build the capacity to fully implement future evaluation/grading system changes (I.e., competency-based medical education and assessments)
* **The CCom members approved all four of the recommendations made by the Grading System Task Force.**

**Accommodations for OSCE Report – Dr. Gibson**

* UCF COM is committed to, and embraces, diversity in all forms. To assist students seeking accommodations or support services at UCF COM, students are required to register with Student Academic Support Services (SASS). Students are expected to be actively responsible for all aspects of their enrollment in registering for accommodations. Students requesting accommodations must take the initiative to seek assistance, comply with deadlines and agreements, and participate in the following procedure:
	1. Contact the Medical Student Accessibility Liaison (MSAL):
		+ Zoe Brown-Weissmann, Director, Students Academic Support Services and Medical Student Accessibility Liaison.
		+ For students requesting accommodations, contact with the SASS Office should take place upon acceptance to UCF COM or immediately following an injury, illness, or new diagnosis to initiate accommodations.
	2. Provide clinical documentation.
	3. Schedule an intake meeting with MSAL and complete “Request for Accommodations” form.
	4. Process for determining appropriate accommodations – Once the initial meeting has taken place between the student and the MSAL, the MSAL will review all forms and clinical documentation submitted by the student in a timely manner.
	5. Communication of Decision – Once a decision has been made to determine appropriate accommodations, the student will meet with the MSAL to discuss the implementation process and procedures associated with accepting the approved accommodation(s).
	6. Implementation of Accommodations in Courses and Clerkships and Student’s Responsibilities – Eligible students will be provided information and appropriate procedures on accessing and utilizing approved accommodations.
* Members requested clarification in terms of extra time allowed for students. The task force will make those changes, and then submit to legal for review. Upon approval from legal, the report will be resubmitted to CCom members for final approval.
* The discussion of the Technical Standards was tabled until a subsequent CCom meeting.

**Other Announcements**

* Curriculum Schematic was updated to coincide with the change mentioned by Dr. Klapheke regarding the fourth year addition of Emergency Medicine selective. Also, one block has also been removed from the electives.
* To accommodate the Class of 2019, Bay Pines will be pet friendly.